



Redmond Municipal Airport-Roberts Field
2522 SE Jesse Butler Circle, Suite 17
Redmond, OR 97756-8643

Phone 541-504-3499
Fax 541-548-0591

www.flyrdm.com

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

January 11, 2018

2522 SE Jesse Butler Circle, Suite 17, Airport Event Conference Room, Redmond, Oregon

Committee Members Present: Chair Eric Sande, Vice-Chair Sean Neary, David Foote, Justin Livingston, Tim Moor (*absent: Rob Berg, Ross Centers, Kelly Coffelt; 1 vacancy*)

Youth Ex Officio: Eric Beal

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick; George Endicott, *Mayor*

Visitors: Garry Finley; Greg Reince, *Century West Engineering*; Phil Henderson, *Deschutes County Commissioner*; Stan Clark

Media: None

(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)

I. CALL TO ORDER – ROLL CALL

Chair Sande called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:31 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (4 of 8) was not present. Mr. Livingston arrived at 5:44 p.m., establishing a quorum.

II. ANNOUNCEMENTS

A. Rob Berg Reappointed by Jefferson County

Mayor Endicott reported City Council on January 9 unanimously reappointed Rob Berg as the Jefferson County representative on this committee for a new three-year term, which will expire December 31, 2021. On December 12, 2017, Council appointed Eric Robert Beal as the new Youth Ex Officio; his term will expire August 31, 2018.

B. Introduction of New Committee Members

- 1. Eric Beal**, Youth Ex Officio, introduced himself as a Ridgeview High School student with a career goal of becoming an aeronautical engineer.

Mayor Endicott outlined the origin of Youth Ex Officio positions on City committees and commissions and encouraged Mr. Beal to participate fully during his term.

III. SWEARING IN NEW MEMBERS

Mayor Endicott administered the Oath of Office to Eric Beal, new Youth Ex Officio member.

IV. COMMENTS FROM CITIZENS

Mr. Reince said the Bend Airport now has a full-service, lighted helipad with 21 parking positions.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for October and November 2017.

Quick Updates: The Airport expects to see close to 400,000 enplanements (people flying out of Redmond) this year. Adding deplanements (people flying into Redmond), meeters, and greeters, the Airport is processing nearly one million visitors per year. The flight school (Hillsboro Air) is open with 50 students, and expects 100 students later this year. The Flybrary (a "take one/leave one" library for passengers) is up and running. An expedited TSA (Transportation Security Administration) Limited Pre-Check lane and Known Crew Member (KCM) lane have been added and the Airport is exploring the addition of a third TSA scanner. Parking utilization is about 60% full; parking lot cameras, updated every five minutes, will go online in spring 2018. Due to the Airport's growth, customers need to get to the Airport earlier, (90 to 120 minutes prior to flight departure) especially for early morning (5-7 a.m.) flights.

Mr. Bass's PowerPoint presentation included a report on growth, 2017-2018 budget projections, five-year capital improvement program and funding, operating reserves and five-year forecast. New projects (within the next three years) included 11-29 runway reconstruction (February 2018), aircraft pushback operations (April 2018), parking expansion (summer 2018), ramp expansion (spring 2019), snow removal equipment (SRE) building (2020), and hold room expansion (2020). Projects in process but not yet scheduled included a rental car quick-turnaround facility and GA (general aviation) development.

Committee members suggested an online "app" to inform customers about TSA waiting times, opening extra TSA scanners, re-use options for building materials and older buildings, and the potential for a public-private partnership in operating the carwash facility.

Mr. Bass said he would provide cost analysis data to members prior to or at future Airport Committee meetings.

VII. OLD BUSINESS

A. Air Service Update

Mr. Bass reported completion of visits with COAST (Central Oregon Air Service Team) members to airline headquarter offices and outlined benefits to the Airport from such visits. United Airlines will add a new Los Angeles (LAX) service in April 2018 and another daily flight to Denver (DEN) in summer 2018. Delta Airlines is upsizing its aircraft to Embraer E-175s (76 passengers) and will increase total flights to 25 outgoing/25 incoming this summer.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS (continued)

B. Master Plan Update

Mr. Bass said master plan approval would be postponed to March 2018 to give the Airport time to study feasibility of alternatives for expanding the passenger terminal to accommodate growth projections. He and Mr. LeLacheur discussed pros and cons of increasing capacity in phases vs. building a separate facility in one construction process.

Following discussion, committee members generally agreed increasing passenger capacity of the current terminal was a good interim measure until a separate concourse could be built. Construction activity next to the current terminal would be less disruptive to passengers than expanding the current terminal while it's in use.

Mayor Endicott asked about timing of the proposed skybridges.

VIII. NEW BUSINESS

A. Engineer's Lesson

Mr. LeLacheur made a (PowerPoint) presentation on the Instrument Landing System (ILS) used at the Redmond Airport.

Members generally agreed the "Engineer's Lesson" segment of Airport Committee meetings was interesting and should be continued.

Mr. Bass invited committee members to suggest topics for future meetings.

Mr. Clark commented the lights leading up to the runway should be part of the ILS.

V. APPROVAL OF MINUTES

A. Meeting Minutes – November 9, 2017

Motion 1 (5/0/0): Mr. Moor moved to approve the minutes of November 9, 2017, as presented. Mr. Neary seconded the motion which passed unanimously.

VIII. NEW BUSINESS (continued)

B. Election of 2018 Officers

Motion 2 (5/0/0): Mr. Moor moved that Mr. Sande and Mr. Neary continue serving as the Chair and Vice-Chair, respectively, for the 2018 calendar year. Mr. Sande and Mr. Neary agreed to serve. Mr. Foote seconded the motion which passed unanimously.

IX. COMMITTEE MEMBER COMMENTS

None.

Next meeting: Thursday, March 8, 2018, 5:30 p.m.


X. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:30 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this

22 day of March, 2018.

ATTEST:



Eric Sande
Chair



Zachary Bass
Airport Director