



Redmond Municipal Airport-Roberts Field  
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**AIRPORT COMMITTEE**  
Thursday, May 11, 2017  
5:30 PM

**COMMITTEE MEMBERS**

Eric Sande  
*Chairman*

Sean Neary  
*Vice Chair*

Rob Berg  
*Member*

Ross Centers  
*Member*

Kelly Coffelt  
*Member*

David Foote  
*Member*

Trish Jorgenson  
*Member*

Justin Livingston  
*Member*

Tim Moor  
*Member*

Auna Pendergrass  
*Youth Ex Officio*

Jay Patrick  
*Council Liaison*

George Endicott  
*Alternate Council Liaison*

**MEETING AGENDA**

**I. CALL TO ORDER/ROLL CALL**

**II. ANNOUNCEMENTS**

- a) Swearing in of Committee Member Justin Livingston

**III. COMMENTS FROM CITIZENS**

**IV. APPROVAL OF MINUTES**

- a) Meeting Minutes – March 9, 2017

Exhibit 1

**V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**

- a) Airport Report
- b) Budget Update

**VI. OLD BUSINESS**

- a) TNC Update

**VII. NEW BUSINESS**

- a) Eclipse Planning

**VIII. COMMITTEE MEMBER COMMENTS**

**IX. ADJOURN**

Anyone needing accommodation to participate in the meeting must notify the City of Redmond ADA Coordinator at least 48 hours in advance of the meeting at 541-504-3036, ada@ci.redmond.or.us or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**FEBRUARY**

<i>Passengers</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	24,812	24,320	26,448	28,710	33,032	4,322	15.05%	15.05%
<b>August</b>	24,210	23,877	27,374	29,276	33,993	4,717	16.11%	15.59%
<b>September</b>	19,686	21,797	23,466	24,896	29,287	4,391	17.64%	16.20%
<b>October</b>	18,943	21,207	21,796	24,496	29,400	4,904	20.02%	17.07%
<b>November</b>	18,192	20,075	20,405	23,974	27,637	3,663	15.28%	16.75%
<b>December</b>	18,885	22,806	19,988	25,286	27,630	2,344	9.27%	15.54%
<b>January</b>	18,194	20,550	21,225	24,863	25,768	905	3.64%	13.91%
<b>February</b>	16,469	17,502	19,357	22,912	25,345	2,433	10.62%	13.54%
<b>March</b>	18,926	21,067	22,469	25,313				
<b>April</b>	17,561	19,479	20,986	23,656				
<b>May</b>	18,398	21,165	21,901	7,379				
<b>June</b>	21,024	24,074	26,148	30,397				
<b>Enplanements</b>	<b>235,300</b>	<b>257,919</b>	<b>271,563</b>	<b>291,158</b>	<b>232,092</b>	<b>(59,066)</b>		
<b>Deplanements</b>	<b>241,200</b>	<b>234,961</b>	<b>258,048</b>	<b>288,478</b>	<b>227,903</b>	<b>(60,575)</b>		
<b>Total Passengers</b>	<b>476,500</b>	<b>492,880</b>	<b>529,611</b>	<b>579,636</b>	<b>459,995</b>	<b>(119,641)</b>		

<b>KEY METRICS</b>						
<b>Revenue Per Enplanement</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>Benchmark</b>	<b>Goal</b>	<b>Feb. 2017</b>	
	\$ 13.95	\$ 14.61	\$ 16.01	> \$15.00	\$ 17.13	
<b>Airline Cost Per Enplanement (CPE)</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 6.16	\$ 5.45	\$ 7.24	< \$6.00	\$ 5.64	
<b>Operating Efficiency</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 17.03	\$ 17.01	\$ 16.99	< \$20.00	\$ 16.31	

<b>February</b>						
<b>REVENUES (by Fiscal Year)</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>% Chg</b>	
Passenger Facility Charge	\$ 75,530	\$ 73,816	\$ 94,873	\$ 112,947	19.1%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ -	\$ 33,468	0.0%	
Landing Fees	\$ 65,289	\$ 58,436	\$ 74,765	\$ 80,592	7.8%	
Fuel Flowage Fees	\$ 7,625	\$ 8,779	\$ 12,262	\$ 13,553	10.5%	
Fuel (Gallons) Jet A	107,828	121,722	171,247	189,789	10.8%	
Fuel (Gallons) Avgas 100LL	1,097	3,699	3,931	3,822	-2.8%	
Fuel Tank Fees	\$ -	\$ -	\$ 238	\$ 1,548	550.6%	
Space Usage Fees	\$ 14,767	\$ 37,740	\$ 44,269	\$ 44,227	-0.1%	
Supplemental Security Fee	\$ 7,437	\$ 14,236	\$ 16,396	\$ 18,044	10.1%	
Parking	\$ 156,541	\$ 173,897	\$ 199,500	\$ 225,972	13.3%	
Rental Cars	\$ 44,728	\$ 51,798	\$ 67,687	\$ 75,764	11.9%	
Rental Cars Lot Fees	\$ 5,348	\$ 5,348	\$ 5,700	\$ 6,200	8.8%	
Concession Commissions	\$ 7,269	\$ 7,470	\$ 9,287	\$ 13,154	41.6%	
General Aviation	\$ 28,152	\$ 25,472	\$ 30,610	\$ 30,662	0.2%	
Forest Service Leases	\$ 38,194	\$ 58,485	\$ 52,365	\$ 52,254	-0.2%	
<b>Total Revenues for month:</b>	<b>\$ 450,879</b>	<b>\$ 515,477</b>	<b>\$ 607,952</b>	<b>\$ 708,385</b>	<b>16.5%</b>	
<b>Total Operating Cost for month:</b>	<b>\$ 58,757</b>	<b>\$ 323,667</b>	<b>\$ 375,398</b>	<b>\$ 413,466</b>	<b>10.1%</b>	
Cargo (Lbs)	149,799	140,248	151,376	157,398	4.0%	



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**MARCH**

<i>Passengers</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	24,812	24,320	26,448	28,710	33,032	4,322	15.05%	15.05%
<b>August</b>	24,210	23,877	27,374	29,276	33,993	4,717	16.11%	15.59%
<b>September</b>	19,686	21,797	23,466	24,896	29,287	4,391	17.64%	16.20%
<b>October</b>	18,943	21,207	21,796	24,496	29,400	4,904	20.02%	17.07%
<b>November</b>	18,192	20,075	20,405	23,974	27,637	3,663	15.28%	16.75%
<b>December</b>	18,885	22,806	19,988	25,286	27,630	2,344	9.27%	15.54%
<b>January</b>	18,194	20,550	21,225	24,863	25,768	905	3.64%	13.91%
<b>February</b>	16,469	17,502	19,357	22,912	25,345	2,433	10.62%	13.54%
<b>March</b>	18,926	21,067	22,469	25,313	29,671	4,358	17.22%	13.95%
<b>April</b>	17,561	19,479	20,986	23,656				
<b>May</b>	18,398	21,165	21,901	7,379				
<b>June</b>	21,024	24,074	26,148	30,397				
<b>Enplanements</b>	<b>235,300</b>	<b>257,919</b>	<b>271,563</b>	<b>291,158</b>	<b>261,763</b>	<b>(29,395)</b>		
<b>Deplanements</b>	<b>241,200</b>	<b>234,961</b>	<b>258,048</b>	<b>288,478</b>	<b>256,258</b>	<b>(32,220)</b>		
<b>Total Passengers</b>	<b>476,500</b>	<b>492,880</b>	<b>529,611</b>	<b>579,636</b>	<b>518,021</b>	<b>(61,615)</b>		

<b>KEY METRICS</b>						
<i>Revenue Per Enplanement</i>	<i>FY 15/16</i>	<i>FY 16/17</i>	<i>Benchmark</i>	<i>Goal</i>	<i>March 2017</i>	
	\$ 13.95	\$ 14.61	\$ 16.01	> \$15.00	\$	11.88
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 15/16</i>	<i>FY 16/17</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 6.16	\$ 5.45	\$ 7.24	< \$6.00	\$	5.58
<i>Operating Efficiency</i>	<i>FY 15/16</i>	<i>FY 16/17</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 17.03	\$ 17.01	\$ 16.99	< \$20.00	\$	15.65

**March**

<b>REVENUES (by Fiscal Year)</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 85,428	\$ 106,392	\$ 95,441	\$ 697	-99.3%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ -	\$ 38,643	0.0%
Landing Fees	\$ 80,029	\$ 67,444	\$ 80,902	\$ 95,124	17.6%
Fuel Flowage Fees	\$ 10,961	\$ 11,387	\$ 13,650	\$ 15,419	13.0%
Fuel (Gallons) Jet A	154,341	159,432	191,578	217,292	13.4%
Fuel (Gallons) Avgas 100LL	2,242	3,233	3,417	2,975	-12.9%
Fuel Tank Fees	\$ -	\$ -	\$ 138	\$ 1,787	1192.8%
Space Usage Fees	\$ 35,215	\$ 42,379	\$ 47,442	\$ 49,522	4.4%
Supplemental Security Fee	\$ 4,176	\$ 16,587	\$ 18,298	\$ 20,889	14.2%
Parking	\$ 179,756	\$ 206,803	\$ 247,747	\$ 253,434	2.3%
Rental Cars	\$ 47,493	\$ 60,677	\$ 69,617	\$ 78,965	13.4%
Rental Cars Lot Fees	\$ 5,348	\$ 5,348	\$ 5,670	\$ 6,200	9.3%
Concession Commissions	\$ 7,006	\$ 8,582	\$ 11,412	\$ 13,338	16.9%
General Aviation	\$ 28,151	\$ 25,160	\$ 31,190	\$ 32,587	4.5%
Forest Service Leases	\$ 38,194	\$ 48,730	\$ 52,136	\$ 52,411	0.5%
<b>Total Revenues for month:</b>	<b>\$ 521,757</b>	<b>\$ 599,487</b>	<b>\$ 673,644</b>	<b>\$ 659,016</b>	<b>-2.2%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 310,951</b>	<b>\$ 331,727</b>	<b>\$ 383,494</b>	<b>\$ 464,457</b>	<b>21.1%</b>
Cargo (Lbs)	262,760	148,154	181,884	210,427	15.7%



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[www.flyrdm.com](http://www.flyrdm.com)

**EXHIBIT 1**

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE**

**MINUTES**

**March 9, 2017**

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

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

**Youth Ex Officio:** Auna Pendergrass

**City Staff:** Zachary Bass, *Airport Director*; Nettice Honn, *Aviation Program Manager*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

**City Council Liaison:** Jay Patrick

**Visitors:** Fred LaLacheur, *Morrison Maierle* (engineer-of-record); Garry Finley; Joe Roshak, *Century West Engineering*; Michele Pendergrass

**Media:** None

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

**I. CALL TO ORDER – ROLL CALL**

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

Ms. Prow called the roll and confirmed that a quorum of members (5 of 9) was present. Members introduced themselves.

**II. ANNOUNCEMENTS**

None.

**III. COMMENTS FROM CITIZENS**

None.

**IV. APPROVAL OF MINUTES**

**Motion 1** (6/0/0): Mr. Livingston moved to approve the minutes of January 12, 2017. Mr. Neary seconded the motion which passed unanimously.

**V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**

A. Airport Report

Mr. Bass presented (PowerPoint) an overview of airport operations including the Airport Performance Metrics Report for January 2017 and a comparison of commercial service performance (March through September) for 2016 and 2017. His summary covered Growth and Air Service, FAA (Federal Aviation Administration) Capital Improvement Plan Update (2017-2022), Projects Update, and Snow Update. This year, total flights available will be

18% higher and total seats available 23% higher than in 2016. Load factors are currently running at 80-92%. Taxiway B started its 90-day construction schedule on March 6, 2017. Central Oregon Interagency Dispatch Center construction lost two weeks to snow and is running about 3.2% over the \$3.2 million budget. Cost to date for the 9,000,000 cubic feet of snow moved by Airport crews is \$126,292. He shared photos of snow operations.

Mr. Bass, Ms. Honn, and COAST (Central Oregon Air Service Taskforce) members attended an air service conference in Phoenix, Arizona. During the three-day conference, they met with Allegiant Air, Alaska Airlines, and United Airlines regarding future air service.

Mr. Berg said snow-damaged infrastructure at Madras Municipal Airport was being repaired by Public Works. Ms. Jorgenson reported flying twice during the snow and commended staff for their performance.

B. Initial Budget Priorities

Mr. Bass presented (PowerPoint) what budget law allowed him to share about the Airport's financial priorities for fiscal year 2017-2018. He outlined current top priorities (replacing operations equipment, increasing security, efficiency upgrades, personnel review) and long-term considerations (taxiway crack sealing, northside ramp replacements, terminal seating upgrade, northside building demolition, electrical upgrade, pay parking expansion). He will review the new budget with the Airport Committee at a future meeting.

## VI. OLD BUSINESS

A. TNCs

B. Ground Transportation Operating Agreement and Fees

Mr. Bass announced that Uber and Lyft transportation network companies were coming to Central Oregon. He summarized changes made to update ground transportation agreements. Each TNC will be required to sign an operating agreement with the Airport which will include random vehicle inspections and driver conduct standards. All Airport employees, contractors, and ground transportation staff must now wear security badges. The PIN (personal identification number) in the badge will facilitate tracking the taxi drivers' use of Airport property. Staff will meet with the TNCs next week to explain the process. The new operating agreements are expected to be implemented on April 1, 2017. Updating the fee structure is expected to generate \$30,000-\$35,000 revenue per year.

Mr. Berg reported discussion at the Oregon Airport Managers Association meeting about Uber and Lyft services. Madras is not allowing Uber at this time.

## VII. NEW BUSINESS

A. Election of 2017 Officers

**Motion 2** (6/0/0): Mr. Berg moved to elect Mr. Sande to serve as Chair for 2017. Mr. Sande agreed to serve. Mr. Moor seconded the motion which passed unanimously.

**Motion 3** (6/0/0): Mr. Moor moved to elect Mr. Neary to serve as Vice-Chair for 2017. Mr. Neary agreed to serve. Mr. Berg seconded the motion which passed unanimously.

B. 2017 Airport Committee Work Plan

Chair Sande directed committee members to contact Mr. Bass or Ms. Honn with their suggestions for the draft 2017 Goals and Work Plan.

Chair Sande commended staff for doing a phenomenal job. The Airport is growing, service is increasing, staff managed an amazing snowstorm, and service problems with American Airlines a few months ago have improved.

Mr. Bass explained how the Airport addressed problems with the level of customer service provided by American Airlines. He said talks were ongoing and asked committee members to report what they hear to him or Ms. Honn. Ms. Honn discussed the challenge presented by the Airport's having no control over ground handlers contracted by the airlines.

Mr. Berg reported the local general aviation pilots he spoke with today had no complaints and felt the Airport's handling of operations during the snowstorm and at other times was fine.

#### **VIII. COMMITTEE MEMBER COMMENTS**

Ms. Jorgenson said she had not yet received the acronym list. Ms. Honn said she sent it out but would check.

Mr. Neary said he felt the Airport team was doing well.

Mr. Sande reported his experience booking four tickets to Des Moines for flights from the Redmond, Palm Springs, and Portland Airports to Des Moines. Contrary to his expectation, Portland was more expensive than Redmond.

Mr. Berg asked what preparations Redmond Airport was making for the eclipse event on August 21, 2017. He outlined preparations (and infrastructure costs) Madras Airport has been making for the last three years. He is expecting people from all 50 U.S. states and 21 countries. He discussed the expected impact of over 100,000 visitors for the days before/after this event (August 17-23) on airport facilities, transportation, lodging, restaurants, grocery stores, and other tourists).

Mr. Livingston said he was looking forward to serving on this committee and summarized his aviation background.

Auna Pendergrass asked if the Airport used environmentally friendly de-icing chemicals. Mr. Bass said de-icing regulations at Redmond Airport were less stringent than those on the west side of the Cascades; he will research/report at the next meeting. Mr. Roshak said the Portland International Airport has to collect and recycle de-icing chemicals. Mr. LeLacheur explained more about the product used in Redmond and how it had to be handled.

Mr. Berg urged everyone to contact their state legislators on the fuel tax bills and related legislation being considered by the Oregon Legislature in its 2017 session. The leaded fuel ban is a great concern as no substitute is yet available for this fuel source.

Next meeting: Thursday, May 11, 2017, 5:30 p.m.

#### **IX. ADJOURN**

With no further business, Chair Sande adjourned the meeting at 6:17 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

\_\_\_\_\_  
Eric Sande  
Chair

\_\_\_\_\_  
Zachary Bass  
Airport Director