



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

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE  
MINUTES**

**July 13, 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, Justin Livingston, Tim Moor (*absent: Ross Centers, Kelly Coffelt, David Foote; 1 vacancy*)

**Youth Ex Officio Absent:** Auna Pendergrass

**City Staff:** Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant 3*; Fred LeLacheur, *Airport Engineer*; Cameron Prow, *TYPE-Write II*

**City Council Liaison:** Jay Patrick

**Visitors:** Joe Roshak, *Century West Engineering*; Nelson Carrick, *Leading Edge Jet Center*; 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 5:32 p.m.

Ms. Prow called the roll and confirmed a quorum of members (4 of 9) was not present.

Mr. Bass reported Deschutes County representative Trish Jorgenson resigned due to moving out of the state. He expected to fill this position by the September meeting.

**II. ANNOUNCEMENTS**

A. Swearing in of Committee Member Justin Livingston  
Councilor Patrick administered the oath of office to Mr. Livingston.

**III. COMMENTS FROM CITIZENS**

None.

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

A. Leading Edge FBO Brief

Mr. Bass introduced Mr. Carrick, General Manager of Leading Edge Jet Center. Leading Edge bought out Butler Aircraft, retaining all employees except the General Manager, and is now the only Fixed Base Operator at Redmond Municipal Airport.

Mr. Carrick outlined his previous experience, background leading to his current position as Leading Edge's new General Manager, and services offered. The workload has more than doubled with the advent of the fire season. He said the focus was to develop more corporate

aircraft clients and recommended ways to market Redmond Airport more effectively. He commended Redmond Airport's operations crew as "the best he's ever worked with."

Committee member comments included it was nice to see activity on the north side of the Airport. Additional concerns covered what Leading Edge purchased from Butler, sources of new business activity, and what the Airport could do to attract more business.

Mr. Bass asked Mr. Carrick to provide twice-yearly updates.

B. Airport Report

Mr. Bass presented (PowerPoint) his director's report and Airport Performance Metrics Reports for April and May 2017.

Mr. Berg arrived at 5:50 p.m., establishing a quorum.

His overview included Redmond Quick Facts, updated organizational chart, revenue and debt service, and a projects update map. He discussed the impact of Alaska Airlines' current pilot shortage on Redmond and other Oregon airports. Highlights of activity since the May meeting: April enplanements were up 13%, May enplanements were up 8,000 from two years ago (Airport closed in May 2016), and June enplanements were 32,966. Leading Edge is exploring the feasibility of adding a flight school, which could double Redmond's annual operations. The Airport is now switching over to the new leases. Allegiant Airlines has not yet responded. American Airlines is considering adding a second Phoenix flight.

Mr. Bass introduced Redmond Airport's new engineer, Fred LeLacheur. Mr. LeLacheur summarized his professional background and experience as a consultant to the Airport.

C. Master Plan Update

Mr. Bass discussed the progress, timeline, public involvement process (advisory committees, open houses), and potential impact on Airport operations of improvements being considered during the update. The FAA (Federal Aviation Administration) approved the forecast of doubling enplanements within 20 years. Improvements under consideration included general aviation expansion, runway extension and expansion, and terminal improvements. The update is expected to be done late this winter. He will provide additional updates as information becomes available.

Ms. Pendergrass asked how jet bridges would benefit the Airport and which airlines and planes the Airport might be working with in the future.

Committee concerns included enplanement thresholds for making identified improvements.

Mr. LeLacheur outlined advantages to jet bridges. Mr. Bass discussed options for accommodating more travelers expected and making needed improvements.

IV. **APPROVAL OF MINUTES**

A. March 9, 2017

B. May 11, 2017

**Motion 1** (5/0/0): Mr. Neary moved to approve the minutes of March 9 and May 11, 2017, as presented amended. Mr. Livingston seconded the motion which passed unanimously.

VI. **OLD BUSINESS**

A. TNC Update

Mr. Bass said Lyft, a transportation network company, began operating at the Airport in late June. June pickups for other TNCs: 850 Uber and 2,700 taxis. The overall experience with

Uber has been good. The Airport is working to educate drivers about appropriate pickup/drop-off locations and planning to impose fines on individual drivers to encourage compliance. Drop-off and pickup statistics have been available only since fall 2016, when the Airport implemented gate access controls and fees. He will keep the committee informed. Additional budget information to committee members was available on request.

B. Fiscal Year 2016-2017 Budget Review

Mr. Bass summarized (PowerPoint) the Airport's budget performance for the prior fiscal year. The Airport underspent its budget by 10% and revenues were 4% higher than expected. Final numbers were not available due to year-end adjustments still underway.

Committee discussion covered the budget impact of last winter's snow events.

VII. **NEW BUSINESS**

A. Eclipse Update

Mr. Bass discussed (PowerPoint) emergency planning for the Cascadia event: what we know, don't know, and Airport assets. The Airport has been identified as a critical FEMA (Federal Emergency Management Association) asset and is #1 on the list for a FEMA assessment in fall 2017. The military is interested in the Airport becoming a MAFF (Modular Airborne Fire Fighting) base. **August 21 eclipse:** Based on hotel/motel and recreational vehicle reservations, about 191,000 visitors will join the 221,000 citizens already in Central Oregon. This estimate did not include people camping in other areas. Fuel capacity for the weekend prior to the eclipse will be increased. However, Redmond Airport's primary focus, per the City Manager, will be to keep runways and taxiways clear so tankers can fly and commercial planes can get in and out.

Mr. Berg outlined Madras preparations for the solar eclipse which started three years ago. He covered visitor demographics, impact of poor weather in Newport and Salem (also in the line of totality) on the highway system and visitor counts, and economic impacts (extra costs, fund-raising opportunities). *Other concerns:* fire season vs. tourist needs, recreational drones, and impact of eclipse and other tourists on emergency services, infrastructure, and community resources. At this point, 327 airplanes of the 450 allowed have been confirmed. The event day has been sold out for a while but, as of today, reservations were still available for August 17-19. For safety and liability reasons, Madras will be a Class Delta-controlled airport for 4 days. The (Madras) Air Show of the Cascades will run August 25-26, 2017.

VIII. **COMMITTEE MEMBER COMMENTS**

Next meeting: Thursday, September 14, 2017.


IX. **ADJOURN**


With no further business, Chair Sande adjourned the meeting at 6:32 p.m.

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

9 day of November, 2017.

ATTEST:

  
Eric Sande  
Chair

  
Zachary Bass  
Airport Director