



Redmond Municipal Airport-Roberts Field  
2522 SE JESSE BUTLER CIRCLE, #17  
REDMOND, OR 97756  
541.504.3499  
FAX: 541.548.0591  
www.flyrdm.com

## AIRPORT COMMISSION **Draft**

Thursday, June 12, 2014

5:30 PM

Roberts Field – Redmond Municipal

### COMMISSION MEMBERS

Rob Berg  
*Member*

Kelly Coffelt  
*Member*

*Vacant  
Member*

David Foote  
*Member*

Marc Henegar  
*Member*

Kenny Larkin  
*Member*

Tim Moor  
*Member*

Michael Newell  
*Member*

Eric Sande  
*Member*

Jay Patrick  
*Council Liaison*

George Endicott  
*Alternate Council  
Liaison*

### MEETING AGENDA

#### I. CALL TO ORDER

#### II. ANNOUNCEMENTS

#### III. COMMENTS FROM CITIZENS

#### IV. APPROVAL OF MINUTES

- 1) Meeting Minutes – April 10, 2014
- 2) Meeting Minutes - Email Minutes May 8-12, 2014
- 3) Meeting Minutes – Email Minutes June 3-6, 2014

Exhibit 1  
Exhibit 2

#### V. CONSENT AGENDA

#### V. TOPIC

- 1) Introduction of Jeff Tripp – Bob Noble
- 2) FBO Update – Bob Noble/Jeff Tripp
- 3) Second Review of Lease Policy – Bob Noble
- 4) Airlines Update – Bob Noble

#### VII. OTHER TOPICS

#### VIII. COMMISSIONER COMMENTS

#### IX. ADJOURN

Anyone needing accommodation to participate in the meeting must notify Mike Viegas, ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3032, 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.



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Fax 541-548-0591

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**REDMOND AIRPORT COMMISSION MINUTES**

**Thursday, April 10, 2014**

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

**Commissioners Present:** Chair Mike Newell, Vice-Chair Marc Henegar, Rob Berg, Kelly Coffelt, David Foote, Kenny Larkin, Eric Sande (absent: *Carolyn Eagan, Tim Moor*)

**City Staff:** George Endicott, *Mayor*; Jay Patrick, *Council Liaison*; Keith Witcosky, *City Manager*; Robert Noble, *Interim Airport Director*; Nettice Honn; Donelle Snider; Cameron Prow, *TYPE-Write II*

**Visitors:** Joe Roshak, *Century West Engineering*; Don Lee, Stan Clark

(scribe CP's note: The minutes were created from an audio recording and notes taken at the meeting.

The three digits after the motion title show the number of Commissioners voting in favor/against/abstaining.)

**I. CALL TO ORDER**

Chair Newell called the meeting to order at 5:34 p.m. Ms. Prow conducted roll call and confirmed that a quorum did not exist with four of nine Commissioners present. Vice-Chair Henegar arrived at 5:36 p.m., establishing a quorum. Commissioner Coffelt arrived at 5:39 p.m. and Commissioner Berg at 5:45 p.m.

**II. ANNOUNCEMENTS (None)**

**III. COMMENTS FROM CITIZENS (None)**

**IV. CONSENT AGENDA**

**Motion 1** (5/0/0): Commissioner Sande moved to accept the Consent Agenda (minutes of January 9 and March 13, 2014), subject to correcting the spelling of Commissioner Henegar's first name from "Mark" to "Marc" on the January 9, 2014, minutes. Commissioner Larkin seconded the motion which passed unanimously.

**V. TOPIC**

**A. Review Draft Lease Policy**

Mr. Noble presented the March 28, 2014, draft policy to govern agreements involving use or disposition of Airport property for aeronautical activities and a table outlining new lease terms, value, and how to facilitate reversion and sales of nonexclusive leases. He summarized work by the subcommittee to set forth a standardized system/process for leasing property and constructing improvements at the Airport. Feedback will be invited from Commissioners, Airport users/stakeholders, and the public at a City Council hearing.

Commissioners asked questions to clarify their understanding of the draft policy. Additional concerns covered the motivation for tenants to reinvest, timeline for transition of existing leases to new ones, honoring existing leases, lease policy upgrades at other Central Oregon airports, and the impact of a new lease vs. reassignment on rental rates.

Mr. Clark expressed concern about rental rates of new leases vs. reassignments. He agreed to meet with Mr. Noble to discuss language and other concerns.

Mr. Lee said he was excited to see the lease policy being addressed, but was concerned the speed of the public process could make it look like the City was railroading this issue.

Commissioners generally agreed Mr. Noble did a good job on the new Airport lease policy.

B. Review Draft Airport Rules and Regulations

Mr. Noble presented the March 24, 2014, draft which the City Attorney has reviewed. The intent of these rules is to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport by its operators, tenants, passengers, and users. It might be helpful to provide parking in hangar areas to minimize conflicts between hangar users and other Airport functions. He agreed to e-mail the next version to Commissioners and said he hoped to present these rules to Council in late April-early May.

Commissioners discussed movement vs. nonmovement areas, storage of aviation vs. nonaviation equipment, and areas covered by the rules/regulations.

Mr. Clark suggested adding a painted corridor between the security gate and hangars. He expressed concern about which rules apply to the whole airport vs. specific areas and what can be stored in hangars. He agreed to meet with Mr. Noble to discuss his concerns about the draft rules/regulations.

C. Discuss New Airport Director Appointment

Mr. Noble reported that Jeff Tripp from Prescott, Arizona, has been appointed as the new Airport Director. Mr. Noble and Mr. Witcosky have been communicating with Mr. Tripp via phone and e-mail. Mr. Tripp plans to make two trips to Redmond prior to his first day on June 2, 2014. He is excited about the opportunity to manage an airport with full commercial service in an area with a lot of growth potential.

Mr. Witcosky said Mr. Tripp is bright, passionate, thorough, and interested in working with the leadership team and Airport Commission. Reference checks were positive. During his interview visit, he drove to Prineville and Klamath Falls to review those airports.

D. Airport Updates

a. **Townhall meeting on minimum standards:** Mr. Noble said comments on the draft from Airport users and stakeholders have been positive, especially about the improved communication, and are still coming in. He is awaiting feedback from K/C Aero and Butler on the minimum standards and draft operating agreement; he will meet with Butler's attorney on April 11. He summarized FAA comments received to date, one of which was a recommendation to include the fuel flowage policy in the minimum standards.

Chair Newell said people attending were respectful, positive, and nonconfrontational.

Mr. Witcosky requested that at least two Commissioners attend the City Council hearing on this issue.

Mayor Endicott recommended Commissioners forward these documents to Council with a recommendation that indicates their level of support.

Commissioner concerns included how to enforce compliance with the new minimum standards and whether Commissioners could e-mail their recommendation on the

next version of the minimum standards to Mr. Noble for Councilors to consider at their April 22 or May 13 public hearing on Airport minimum standards.

- b. **Runway 4-22 project:** Mr. Noble said Connect Oregon made a presentation to the Technical Advisory Group of Central Oregon Area Commission on Transportation on April 10, 2014. Several more review bodies will be hearing this presentation, but he stated that he expected to be successful in obtaining the funds needed. The design for Phase 1 is ready to go out to bid and the FAA is on board to start that process.

Vice-Chair Henegar thanked staff for providing a copy of the March 2014 presentation. He expressed concern about the expected closure of the Airport to commercial traffic during summer 2015 (Phase 2).

Mr. Noble said the scope of Phase 2 will require full closure of the Airport for four to five days. To keep this time as short as possible, the Airport is exploring the possibility of engaging several area contractors, referring customers to other airports, and ground transportation options.

- c. **Airport concessions:** Mr. Noble reported that the assignment from Coyote Pub to another food service vendor has been completed. Next steps will include changing the menu, rebranding the concession, and remodeling the space. He expected that this concession would reopen before Thanksgiving 2014. As proposed, the food/beverage service will be separated from the retail area. A later phase, planned for January-March 2015, will establish a pre-security food/beverage area including beer and wine.

Commissioner concerns included long-term plans for a second-level space originally intended as a business lounge.

- d. **Staff changes:** Mr. Noble introduced and thanked Ms. Honn and Ms. Snider for their willingness to work on a temporary basis during his tenure; a third member of the new staff, Melissa Melby, was not present. New Airport Director Tripp will make staff decisions after he comes on board.

- e. **New equipment:** Mr. Noble said the Airport has purchased a new snowblower that is capable of moving 7,500 tons per hour. He recommended training City crews on proper runway and taxiway maintenance procedures prior to the next snow event.

Commissioners discussed what was learned from the March 2014 snow event.

#### VI. OTHER TOPICS (None)

#### VII. COMMISSIONER COMMENTS (None)

#### VIII. ADJOURN

The next meeting is scheduled for Thursday, May 1, 2014, 5:30 p.m.

There being no further business, Chair Newell adjourned the meeting at 6:54 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Mike Newell, Chair



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**REDMOND AIRPORT COMMISSION E-MEETING MINUTES Draft**  
**May 8-12, 2014**

**Commissioners Polled:** Chair Mike Newell, Vice-Chair Marc Henegar, Rob Berg, Kelly Coffelt, David Foote, Kenny Larkin, Eric Sande, Tim Moor and Carolyn Eagan

**I. CALL TO ORDER**

**II. TOPIC**

- A. Discussion regarding review of Minimum Standards (with tracked changes) was requested via e-mail from Interim Airport Director Bob Noble on May 8, 2014, at 8:12 a.m. This was discussed at the April 10, 2014, Airport Advisory Committee meeting to expedite the presentation of the Minimum Standards for adoption at the May 13, 2014, City Council meeting. E-mail was forwarded to all members of the Airport Advisory Committee with attachments including the Minimum Standards (with track changes). A vote was requested by Monday, May 12, 2014, at 5:00 p.m.
- B. Responses were received via e-mail:
  - Mike Newell: Yes
  - Marc Henegar: Yes
  - Kelly Coffelt: Yes
  - David Foote: Yes
  - Kenny Larkin: Yes
  - Eric Sande: Yes
  - Tim Moor: Yes
  - Rob Berg: No Response
  - Carolyn Eagan: No Response

David Foote included a letter with his e-mail documenting his support (attached). Exhibit A

**VIII. ADJOURN**

The next meeting is scheduled for Thursday, June 12, 2014, 5:30 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this   12   day of   June  , 2014.

\_\_\_\_\_  
Mike Newell, Chair