



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

Thursday, March 13, 2014
 5:30 PM

Airport Event Conference Room • 2522 SE Jesse Butler Circle, #17

COMMISSION MEMBERS

Rob Berg
Member

Kelly Coffelt
Member

Carolyn Eagan
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. CONSENT AGENDA

- 1) Meeting Minutes - January 9, 2014 Exhibit 1

V. TOPIC

- 1) Presentation - RWY 4-22 Project - Joe Roshak – Century West
- 2) Presentation – GA Survey Summary - Jon Stark – REDI Exhibit 2
- 3) Update – 5 year CIP – Bob Noble/Joe Roshak
- 4) Airport Minimum Standards – Bob Noble

VI. OTHER TOPICS

VII. COMMISSIONER COMMENTS

VIII. 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.



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 AIRPORT COMMISSION MINUTES

Thursday, January 9, 2014

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

Commissioners Present: Chair Mike Newell, Vice-Chair Mark Henegar (arrived 5:34 p.m.), Rob Berg, Kelly Coffelt, Kenny Larkin, Tim Moor (absent: *Carolyn Eagan, David Foote, Eric Sande*)

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

Visitors: Ed Boock; Joe Roshak, *Century West Engineering*; Stan Clark

Media: Leslie Pugmire Hole, *Redmond Spokesman*

(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 5:32 p.m. Ms. Prow conducted roll call and confirmed that a quorum existed.

II. ANNOUNCEMENTS

Chair Newell reported that the Jefferson County Board of Commissioners reappointed Rob Berg to serve January 2014 through December 2017.

III. COMMENTS FROM CITIZENS (None)

IV. CONSENT AGENDA

Motion 1 (6/0/0): Commissioner Larkin moved to accept the Consent Agenda. Commissioner Henegar seconded the motion which passed unanimously.

Motion 2 (6/0/0): Commissioner Larkin moved to remove the Election of 2014 Officers from the Consent Agenda and approve the minutes of October 10 and December 12, 2013, subject to amending the December minutes to include Stan Clark under the list of Visitors present. Commissioner Henegar seconded the motion which passed unanimously.

Commissioner Henegar nominated Commissioner Newell to serve as Chair for 2014. Commissioner Berg seconded the nomination. Commissioner Newell agreed to serve.

Commissioner Berg nominated Commissioner Henegar to serve as Vice-Chair for 2014. Commissioner Moor seconded the nomination. Commissioner Henegar agreed to serve.

Motion 3 (6/0/0): Commissioner Berg moved to accept the nominations presented from the floor and elect Commissioner Newell to serve as Chair and Commissioner Henegar to serve as Vice-Chair for 2014. Commissioner Moor seconded the motion which passed unanimously.

V. TOPIC

A. Draft of Annual Report to City Council

Mr. Noble presented (PowerPoint) the draft annual report which he and Chair Newell will take to City Council on January 28, 2014. He recommended adding "Advocacy for continued air service improvements and development of a sustainable funding strategy for that program" to the list of 2014 goals, so the Airport can become more proactive. He requested Commissioner input on 2013 accomplishments and 2014 goals.

Mayor Endicott said Council, which establishes all City commissions and committees, has asked the City Manager and all department heads to make sure that each group provides an annual report to Council.

Commissioners discussed how Commissioners can best help Council and the new Airport Director, updating the Airport's business/strategic plan in 2014, updating the master plan, Part 150, presenting the new Airport lease policy to Council in 2014, and giving the new Airport Director time to come up to speed before starting the master plan update process.

Mr. Noble said the FAA (Federal Aviation Administration) is interested in the Airport's ability to fund its capital improvement program. Leveraging the business/strategic plan into the Airport's master plan update process is the most feasible way to fund it.

B. Review Subcommittees

Mr. Noble explained the review process underway and the status of each subcommittee. The subcommittees are still reviewing the draft prepared by the Airport's consultant. Following Mr. Noble's review, the draft policies will be presented to Commissioners and should be ready for a public open house within two months.

1. **Minimum Standards and Airport Rules/Regulations** (members: Tim Moor, Eric Sande, David McRae, City Risk Manager Mike Viegas): This group has met twice. Draft 2 of Minimum Standards and Draft 1 of Airport Rules have been distributed. The next meeting is tentatively scheduled for January 23, 2014.

2. **Lease Policy** (members: Carolyn Eagan, David Foote, Tod Watkins, City Attorney Steve Bryant): This group has met once and Draft 1 of the Lease Policy has been distributed. A second meeting is tentatively scheduled for January 22, 2014.

Commissioners requested copies of the draft policies from both subcommittees and agreed by consensus to appoint Commissioner Larkin to the Airport Lease Policy Subcommittee.

Mr. Noble said he is updating the Communications Plan and will present it to the Airport Commission for review.

VI. OTHER TOPICS

A. Oregon Resiliency Plan Update

Mayor Endicott said Oregon Senate Bill 33 established a Resilience Task Force to add action items to the Oregon Resiliency Plan. The plan was created to address the consequences of a Cascadia event (9.0 earthquake and resulting tsunami). Most of the airports west of the Cascades are expected to be severely impacted and to take quite a while to become operational again. FEMA (Federal Emergency Management Association) has named Redmond as the state's primary recovery site with Klamath Falls as the secondary site. The first priority is to save lives. He has organized a group to begin working on how Central Oregon is going to address supply, utility, transportation, and emergency service issues. Deschutes County Fairgrounds is prepared to handle 20,000 refugees; the state's Red Cross office is predicting 100,000. FEMA's reaction to

Redmond's request for proactive assistance was that it reacts to catastrophic events but does not invest in infrastructure.

Commissioner concerns included funding assistance, role of other Central Oregon airports, airport integrity (infrastructure repair), communications, outreach to community groups on how people can take care of themselves, and tri-county support of public safety.

Mr. Boock asked what would happen if Interstate 5 was destroyed. Mayor Endicott recommended checking out the Oregon Emergency Management website.

Mr. Noble suggested exploring political support for assistance in funding a longer runway.

B. 2014 Meeting Schedule

Mr. Noble said City code requires the Airport Commission to meet at least every other month. Given the anticipated workload, he proposed that the Airport Commission meet at 5:30 p.m. on the 2nd Thursday of each month throughout calendar year 2014.

Motion 4 (6/0/0): Commissioner Moor moved to approve the 2nd Thursday monthly meeting schedule proposed by Mr. Noble. Commissioner Henegar seconded the motion which passed unanimously.

VII. COMMISSIONER COMMENTS

Chair Newell stated, and Commissioner Moor agreed, that the Airport Commission is operating more efficiently thanks to Mr. Noble's leadership.

Vice-Chair Henegar commended Mr. Witcosky for the quality of the advertising issued to recruit a new Airport Director.

VIII. ADJOURN

The next meeting is scheduled for Thursday, February 13, 2014, 5:30 p.m.

There being no further business, Chair Newell adjourned the meeting at 6:34 p.m.

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

Mike Newell, Chair



General Aviation Business Survey Summary
Conducted for the Redmond Municipal Airport Commission
By Redmond Economic Development, Inc. (REDI)
February 2014

Introduction/Overview

The Airport Commission for the Redmond Municipal Airport (RDM) has a desire to understand the General Aviation (GA) industry in the Central Oregon Area. Redmond Economic Development, Inc. (REDI) - a non-profit organization that specializes in the traded sector industry development in the Redmond area- was asked to conduct a survey of the General Aviation Industry. The goal of this survey is to identify opportunities and actions that respond to the needs of the City of Redmond's Aerospace/Aviation industries and surrounding companies that use Redmond Municipal Airport to conduct business.



Survey Group

The results from this survey were attained through individually interviewing a sample of ten local companies and operators that use RDM to conduct business activities. REDI feels this group represents a good cross section of the industry and provided significant and relevant perspectives to the goals of the effort. REDI also interviewed several recommended participants that came from the actual survey group. Many of those participating maintain their company or building on and/or near airport land while others are in leased space within close proximity.

The interviews were conducted and transcribed by former REDI Manager Bud Prince and current Administrative Assistant for REDI, Jenni Garner. The Executive Summary was written by REDI Manager Jon Stark following several meetings with the survey team and comprehensive review of the results.

Inquiry

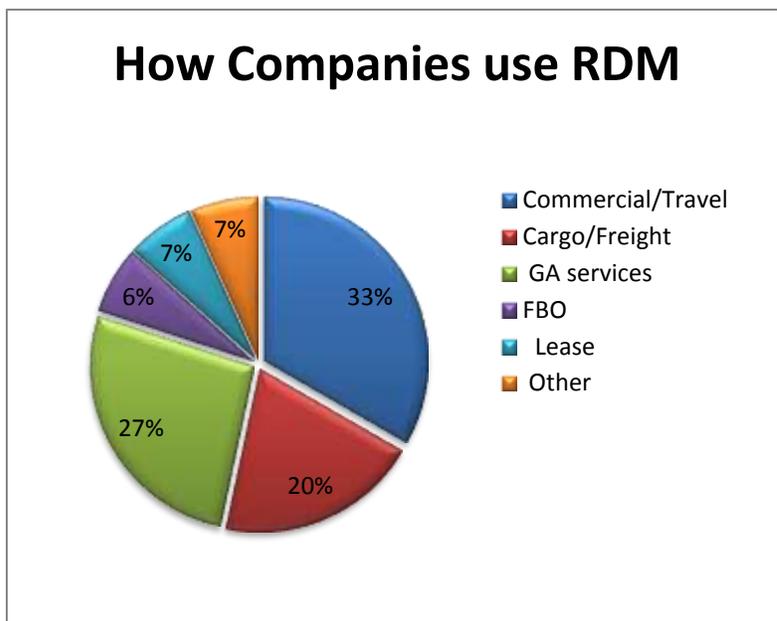
The questions included points such as:

- How Redmond Municipal Airport (RDM) is utilized for business and services
- The nature of business that is performed at RDM
- How the responder viewed the recent initiatives at RDM
- Advantages & drawbacks the responder and their company found at RDM
- Suggestions RDM might consider

Results Summary

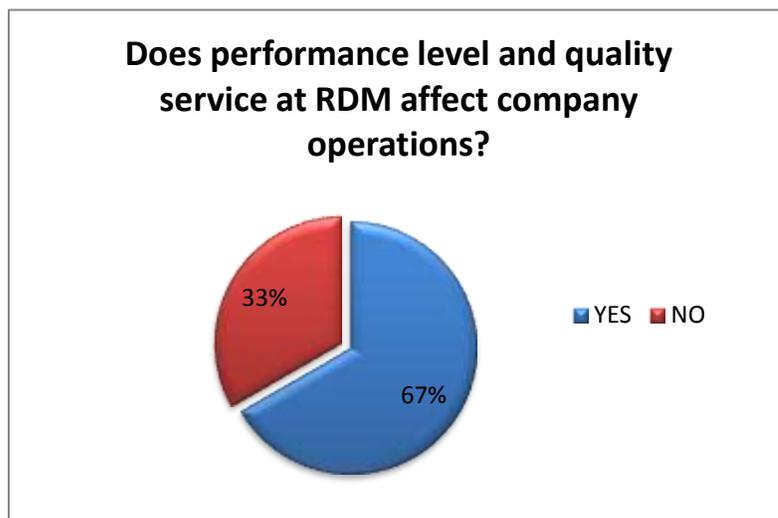
Generally the respondents provided significant detail to each of the questions that were asked of them. The survey group used the airport in several different capacities referenced in the chart to the right.

With regard to what other service options are used when not using RDM, most identified motor freight companies for both inbound and outbound freight options when not shipping time sensitive items. Both LTL and (less than truck load) and one day ground shipments were noted



Improvements at the Airport – recognized by the interviewees – as having a positive impact on business includes: taxiway, the tower, and most notably the addition of radar- changing the face of General Aviation at RDM. These improvements set RDM apart from all the other airports in CO and make it especially attractive for those doing R&D work. This higher level of aviation safety is very important to them should they have problems and need to land quickly and not worry about other plans in the airspace. These items helped build capacity at the airport, including multiple aircraft approach, which allows more traffic on and off the facility, all enabling current and future upgrades and improvements at RDM

When asked if the level or type of service, performance or quality of the Airport affects their business, nearly 70% said yes. In addition to the increased number of direct commercial flights for their customers and their staff to travel in and out of RDM, they cited: air traffic control services, snow removal, facility maintenance, clear approach, taxiways and runways, security and land lease decisions all affect their business. There was



some concern about not having a “top notch” FBO and several noted that the security gate access and personnel process was considerably slow. It was also mentioned that several maintenance and training activities occurring in Bend could easily be conducted at RDM.

When asked about strengths at RDM the responses were quite aligned. Operations and tower staff, flight control, terminal design and appeal, markings on the taxiways, ability to handle abnormal requests with ease, friendly TSA staff, a good separation of commercial and general aviation areas, the length of runways and safety- both in flight operations and fire and rescue, were praised.

Several airports were sited when asked about other airports that have a “Best Practices” model worth looking into when considering improvements to General Aviation services and operations at RDM. These include the San Diego Airport, Long Beach, Paine Field (SEA), Palm Springs, Fort Worth (TX), Brookings (OR), Bend and Crescent City (CA). The activities recognized as “Best Practices” included communications and partnerships, regularly scheduled meetings with the GA community, visible marketing and promotion of the airport, and flexible airport management staff.

There were a number of suggestions made by the survey group as ways RDM could better serve the GA community. Generally the group favored strengthening the relationships through new and consistent communications. It was preferred that regular day-to-day communication comes from the Airport Manager but some cited more communication and participation with the Airport Commission for policy issues and planned changes. Several noted GA facilities being dated and uncompetitive with other airports; this was included but



not limited to FBO services. Lease agreements came up with several surveyed, citing a need for standardization, transfers/sales, later lease capital investment flexibility, an incentive to maintain and increase capital investments by tenants and addressing the reversion clause. Building and carrying out a marketing plan to attract other aircraft- including corporate jets- to the airport and developing incentives to attract business operations inside the fence in appropriate segregated areas, would greatly benefit RDM. Also, having a FEDEX/UPS secured drop station for pre-labeled packages for “last minute” time sensitive overnight shipments was very important to several businesses. Other suggestions around commercial air-service included: constructing covered areas in the parking lot and over the load/unload areas in front of the terminal as well as adding luggage cart access in the parking lots. Some also suggested having access to the airport restaurant outside the security area for hosting their customers as well as serving commercial travelers.

Conclusions

After reviewing the results from the entire survey REDI concluded that the highest and most consistent priorities and opportunities appeared to be the following:

- Invite General Aviation (GA) businesses and airport tenants to a follow up meeting to discuss survey outcome
- Host quarterly meetings with those in the GA industry and airport tenants to improve communications with airport management
- Market RDM to expand General Aviation tenants and transient air traffic
- Revise lease policy to be attractive to current and prospective capital investing tenants/employers
- Add new traveler amenities

Acknowledgment

Thank you for the opportunity to orchestrate and provide this survey. We hope it is helpful to further understand the importance of good airport practices, services and operations when considering our local General Aviation industry's needs and interests. If deemed helpful, REDI would look forward to assisting in making further introductions to the local industry to better communications and foster future relationships; as a follow up to our work. Please let us know how else we can assist with this effort.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Stark", is positioned to the left of a vertical line.

Jon Stark
Manager
Redmond Economic Development, Inc. (REDI)