



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
May 11, 2017

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

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

Youth Ex Officio: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Nettice Honn, *Aviation Program Manager*; Erinn Shaw, *Office Assistant 3*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Garry Finley; Greg Reince, *Century West Engineering*; Jim Nevarov

Media: None

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

I. CALL TO ORDER – ROLL CALL

Vice-Chair Neary called the regular meeting of the Airport Advisory Committee to order at 5:32 p.m.

Ms. Prow called the roll and confirmed a quorum of members (3 of 9) was not present.

II. ANNOUNCEMENTS

A. Swearing In New Committee Member Justin Livingston
Vice-Chair Neary postponed swearing in Mr. Livingston due to his absence.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Vice-Chair Neary postponed approval of the March 9, 2017, minutes due to lack of a quorum.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report
Mr. Bass presented the Airport Performance Metrics Reports for February and March 2017. His overview (PowerPoint) of progress since the March 2017 meeting included growth/air service, CIP (Capital Improvement Plan), projects, personnel, and "cool stuff." The new 7,000-square-foot Central Oregon Interagency Dispatch Center and its 110-foot tower should be operational in mid-June 2017. The Airport is expecting a large increase in commercial service starting in June and is continuing to work on developing new markets. Projects underway included Taxiway B, Airport sign plan, Runway 11-29, ground transportation options (see NEW BUSINESS below), parking lot management (bid opening May 17), drone program (implementing post-eclipse), and new leasing software. Personnel changes

included adding four positions (engineer, security assistant, landscaping/facility, custodial). Ms. Honn's last day will be May 12, 2017. The Airport will refill that position. The Airport has won six awards for its rehabilitation of Runway 5-23 (4-22). Advertising revenue is up 10-15% in 2017. He shared slides of new juniper art which is being developed. Facebook postings are up as is other social media.

Committee discussion included adding contingency funds to future project budgets to cover cost overruns and excitement about the growth in commercial air service.

Ms. Honn demonstrated how the new leasing software will be used to improve property management efficiency. Additional modules for ARFF (Airport-aircraft Rescue & Fire Fighting), maintenance work orders, Part 139, and security can be added in the future.

B. Budget Report

Mr. Bass reviewed (PowerPoint) the proposed Airport budget for fiscal year (FY) 2017-2018 and included comparisons to actual figures for FY 2014-15 and FY 2015-16 and budget figures for 2016-17. The Budget Committee approved the FY 2017-18 budget in April and City Council will review it in early June. Revenue is up but so are costs. The Airport is not currently marketing to general aviation (GA) clients due to lack of space but is considering how to meet the increased demand proactively. Current top priorities included replacing operations equipment, increasing security, efficiency upgrades, and personnel review.

Ms. Pendergrass asked about the energy efficiency of lights and doors, if there had been any major problems with fire, and potential environmental issues.

Committee concerns included enplanement growth and if objectives (metrics) had been established for all profit centers. Mr. Centers, Mr. Coffelt, and Mr. Neary said they were comfortable with the budget as presented.

VI. OLD BUSINESS

A. TNC Update

Mr. Bass said negotiations with transportation network companies were continuing. The Airport wants Lyft and Uber to use the same annual operating agreement. Lyft is close to signing. Uber is already dropping people off but not picking them up yet.

Committee members and staff discussed their experiences with Uber.

VII. NEW BUSINESS

A. Eclipse Planning

Mr. Bass said Redmond would accommodate what it could but he felt it was more important to maintain the Airport's niches: commercial air service and fire. Redmond's police chief, city manager, and emergency management staff are more directly involved in planning for the eclipse than he is. He has advised both FBOs (fixed-base operators) that reservations for 30 dedicated spots the Airport manages will have to go through Ms. Shaw. Redmond runs 85% full (average) in August. He requested committee feedback on whether to protect the established niches or seek additional revenue opportunities due to the eclipse.

Mr. Coffelt said he did not see a benefit for the Prineville Airport due to security issues. He has been referring people to Madras and reserving most of his airport for emergency services. He's expecting the number of people coming in to double Crook County's population for several days in the middle of August. A limited number of extra tie-downs will be offered on a first-come/first-served basis.

Vice-Chair Neary felt the key to Redmond Airport's revenue soundness lay in keeping commercial service running as smoothly as possible.

Mr. Centers said Redmond should not shortchange commercial and fire services during the week of the eclipse. He recommended keeping the runway clear for the National Guard.

Mr. Foote said he felt commercial service was more significant to Redmond.

VIII. COMMITTEE MEMBER COMMENTS

Councilor Patrick recommended members check out the Airport website to view the budget preamble as well as metrics.

Mr. Bass said he would e-mail a link to committee members on May 12, 2017.

Vice-Chair Neary thanked Ms. Honn for her hard work on behalf of Redmond Municipal Airport.

Ms. Honn said she valued the relationships she had built during her time with the Airport.

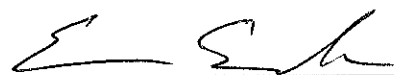
Next meeting: Thursday, July 13, 2017

IX. ADJOURN

With no further business, Vice-Chair Neary adjourned the meeting at 6:55 p.m.

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

ATTEST:



Eric Sande
Chair



Zachary Bass
Airport Director