



**CITY OF REDMOND**  
**Robert's Field**

2522 SE Jesse Butler Circle #17  
Redmond OR 97756  
(541) 504-3499  
rdm@flyrdm.com

**2017 Transient Airline Employee Parking Instructions / Renewals**

Transient Airline Employee parking rates at Redmond Airport are \$90.00/quarter or \$300/year per City of Redmond Resolution No. 2012-14 effective September 1, 2012.

1. This policy is for WORK TRAVEL ONLY and is NOT TRANSFERABLE.
2. You must live in the Central Oregon area and be based at an airport other than Redmond.
3. You must use the designated parking lot only and parked in the southwest portion of the lot. This is located on the west side of the terminal drive located next to the vendor parking lot.
4. **You must pick up a permit and entrance card from the administration office located inside the terminal.** Permits and cards will be issued Monday – Friday (excludes Holidays) from 8:00 am – 4:00 pm. (closed from 12 pm – 1 pm) Employee must submit the following:
  - a) Completed/signed application
  - b) Full payment of fees for desired permit (quarterly or annual). Cash, check, debit card or credit cards will be accepted.
5. **If you are renewing your 2016 permit, you will need to exchange BOTH your 2016 annual/quarterly permit and your entrance card for your new 2017 permit and NEW entrance card. The Airport is changing the gate reader and you will need a new card and pin number to access the parking lot.**
6. Your 2016 permit will be deactivated on Monday, January 2, 2017. 2017 permits will only be issued Monday – Friday (excludes Holidays) from 8:00 am – 4:00 pm. (closed from 12 pm – 1 pm). Renewing employee must submit the following:
  - a) Completed/signed 2017 application.
  - b) Full payment of fees for desired permit (quarterly or annual). Cash, check, debit card or credit cards will be accepted.
7. Employee assumes full responsibility for all permits and cards. No refunds will be given for lost/stolen or unused/partially used permits.
8. **If you wish to expedite the process, you may drop off your completed/signed application to the admin office with a check made out to “The City of Redmond” a few days prior to your next trip. You may slide it under the admin office door if afterhours as well. Please call 541-504-3499 for more details or after hours drop off information.**
9. Permits must be displayed and fully visible from driver’s side front window and match the vehicle registered with the Airport.

**Please note, your 2016 permit will be deactivated on Monday, January 2, 2017.**



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2017 - TRANSIENT AIRLINE PARKING PERMIT APPLICATION

CARD #:			/ Pin#
RECEIPT #:	Annual or 1 <sup>st</sup> qt:	/ 2 <sup>nd</sup> qt:	
	3 <sup>rd</sup> qt:	/ 4 <sup>th</sup> qt:	
DATE ISSUED:			
AMOUNT PAID:	\$	90-DAY	\$ ANNUAL

Official Use Only

I, the undersigned, have on this day received a transient employee parking card and permit for Roberts Field – Redmond Municipal Airport. I understand that I assume responsibility for this permit and card, which is to be used for the vehicle license plate(s) listed below only and that in allowing any other person or vehicle to use this entrance card and/or permit, I will lose this parking privilege. This card and permit are to be used for employment purposes only. No personal use is permitted.

If the entrance card is damaged or lost it will be replaced at a nonrefundable fee of \$25.00. If the permit is lost or stolen it will be replaced at full cost. Return the pass and permit to Airport Administration when not in use or no longer eligible for parking privileges at Roberts Field.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

/ \_\_\_\_\_  
**Email**

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone Number:

\_\_\_\_\_  
Driver's License number:

\_\_\_\_\_  
State issued: \_\_\_\_\_

\_\_\_\_\_  
Airline and Badge Number:

\_\_\_\_\_  
License Plate#/State (2 maximum):

/ \_\_\_\_\_