



Agenda

CITY CLERK'S OFFICE

DATE 11/26/14 TIME 1:32pm

PREPARED BY Jon Bulthuis

REVIEWED BY Alicia Harling

AIRPORT ADVISORY BOARD MEETING

THURSDAY, DECEMBER 4TH, 2014

4:00 PM – 6:00 PM

SANTA FE MUNICIPAL AIRPORT

BUILDING 3002 (JUST NORTH OF TERMINAL BUILDING)

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES: NOVEMBER 6, 2014

PUBLIC COMMENT (*PUBLIC COMMENT LIMITED TO 5-MINUTES PER PERSON*)

INTRODUCTION OF NEW BOARD MEMBER – SIMON BRACKLEY

MATTERS FROM THE AIRLINE STATION MANAGER

ACTION ITEMS:

1. APPROVAL OF PASSENGER FACILITY CHARGE APPLICATION
2. APPROVAL OF RATES AND FEES CONTRACT – FRASCA & ASSOCIATES
3. APPROVAL OF STATE OF NEW MEXICO GRANT APPLICATIONS:
 - A. AIRPORT TERMINAL EXPANSION
 - B. AIRLINE EQUIPMENT (AIR SERVICE ASSISTANCE PROGRAM)

DISCUSSION ITEMS:

1. PARKING OPERATIONS UPDATE & PRESENTATION OF PARKING PERMIT PROCESS
2. AIRPORT TERMINAL EXPANSION – DESIGN CHARETTE
3. SECURITY GUARD SERVICES –DISCUSSION WITH CITY POLICE
4. PART 139 INSPECTION
 - A. REVIEW OF MARCH 2014 FINDINGS AND ACTIONS
 - B. REVIEW OF DECEMBER 10-12TH INSPECTION PREPARATIONS

ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

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Thursday, December 4, 2014

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**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, December 4, 2014**

I. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, December 4, 2014, at approximately 4:00 p.m., by Stephen C. Ross, Chair, in Building 3002, Santa Fe Municipal Airport, Santa Fe, New Mexico.

II. ROLL CALL

MEMBERS PRESENT:

Stephen C. Ross, Chair
Simon Brackley
Carolyn Cook
Chris Ortega
Ron Krohn
Troy Padilla
Mark Miller

OTHERS ATTENDING:

Jon Bulthuis, Transportation Department Director
Anita Medina, Executive Assistant
Sevastian Gurule, Director, Parking Division
Elizabeth Martin for Melessia Helberg, Stenographer

AUDIENCE:

William Aneshensel, Aviation Association of Santa Fe
Deyanira [Dee] Cerda, Envoy Air
Ken DeLapp, Landmark Aviation
Kent Freier, Molzen-Corbin
Bob Wood, Air Traffic Manager
Jacob Armeita, AAA Security
Hank Cadera, AAA Security

There was a quorum of the membership in attendance.

A copy of the *Sign-In Sheet Airport Advisory Board Meeting, Thursday, December 4, 2014*, is incorporated herewith to these minutes as Exhibit "1."

III. APPROVAL OF THE AGENDA

Mr. Ortega said *Items from the Board* seems to have been left off the Agenda.

Chair Ross said we were in a rush to get the agenda filed. He said we also are experimenting with making a more focused and effective agenda. He realizes that is an issue, and he will try to deal with that item next month.

MOTION: Chris Ortega moved , seconded by Troy Padilla , to approve the Agenda, as amended with the addition of "Items from the Board."

VOTE: The motion was approved unanimously on a voice vote.

IV. APPROVAL OF MINUTES – NOVEMBER 6, 2014

Page 8, Paragraph 1, line 2 under Item B, correct as follows: "... end of ~~10-2A~~ 28...."

Page 9, Paragraph 1, line, correct as follows: "...get the ~~[inaudible]~~ REIL flight..."

Page 9, Paragraph 9, line 1, correct as follows: "...that ~~Dahlman~~ (?) DOMAN is gone..."

Page 15, Paragraph 2, lin2 under Item 9(B), correct as follows: "... ~~Bulthuis~~ Ross the day...."

MOTION: Mark Miller moved, seconded by Chris Ortega, to approve the minutes of the meeting of November 6, 2014, as amended.

VOTE: The motion was approved unanimously on a voice vote.

V. PUBLIC COMMENT

Mr. William Aneshensel, President, Aviation Association of Santa Fe, invited the members of the Airport Advisory Board to attend their Board meeting on Saturday, December 8, 2014, at 9:00 a.m. He invited the Board members to join the Association as an individual, a couple, or a business at \$50. He said everyone is welcome to attend the meeting.

VI. INTRODUCTION OF NEW BOARD MEMBER – SIMON BRACKLEY

Chair Ross asked Mr. Bulthuis to introduce the new member of the Board, Simon Brackley.

Mr. Bulthuis said Mr. Brackley was appointed by Mayor Gonzales at the last City Council meeting, noting that Mr. Brackley's resume is in the Board packet.

Simon Brackley said he is the President and CEO of the Santa Fe Chamber of Commerce, and a 27 year resident of Santa Fe. He said he is pleased and honored to be invited by the Mayor to serve on this Board, and is looking forward to working with the members of the Board to improve the airline customer experience here at the Airport. Mr. Brackley said over the years he has enjoyed good relationships with former Airport Manager Jim Montman, and more recently Francey Jesson with whom he met fairly recently. He said the Chamber is looking forward to taking care of our visitors to Santa Fe.

Chair Ross welcomed Mr. Brackley and said, "We are pleased to have you on board."

VII. MATTERS FROM THE AIRLINE STATION MANAGER

A copy of *American Airlines Suggested Arrival Times*, entered for the record by staff, is incorporated herewith to these minutes as Exhibit "2."

A copy of *Check-in and Airport Processing times, United Airlines*, entered for the record by staff, is incorporated herewith to these minutes as Exhibit "3."

Deyanira [Dee] Cerda, Envoy Air reviewed the information in Exhibits "2," and "3." Please see these documents for specifics of this presentation.

Ms. Cerda said she is concerned about having 2 flights within two minutes of one another, and she has contacted the respective airlines to see what can be done to have more time between flights. She said the problem is that we only have one gate and we can barely fit one aircraft full of people in the gate area. She said her major concern is that there will be complaints and delay for the passengers.

Mr. Padilla asked what is the effective date of this change.

Ms. Cerda said between February 12, 2015 and March 4, 2015.

Chair Ross asked Ms. Cerda how much time is needed between flights.

Ms. Cerda said approximately an hour, noting she is down in number of staff. She said there was a delay one day last week because TSA is down in the number of agents, as well as there was a delay in people checking their baggage.

Mr. Krohn said he was at the Airport on Sunday, and went to the terminal to use the restroom. It was a holiday weekend and people were trying to get home, and "All I heard on the PA was well we need to bump 6 more people." He said if he was here on a holiday weekend trying to get home and got kicked off the flight, the next time he probably would just go through Albuquerque.

Ms. Cerda said the cancelled flights they had early in the month was when it was 18 degrees and had winds of 20 miles per hour and it was snowing and they couldn't de-ice fast enough.

Mr. Krohn said he was talking about last Sunday, and not earlier in the month..

Ms. Cerda said they have had cancellations due to mechanical issues, noting the latest such flight was at 1:55 p.m. this afternoon, which was diverted to Albuquerque, so there is a lounge full of people waiting for the flight, and they don't know whether or not they will get it. She said right now, the plane is sitting in Albuquerque, and if it does come in, it probably will wind up being a "gas and go." That's right now, today, and it has to do with the low ceiling.

Responding to Mr. Krohn, Ms. Cerda said the cancellations on Sunday were because of mechanical in Denver on American Eagle, and there was one aircraft without a crew and they couldn't get an aircraft, so that was beyond our control..

Mr. Padilla said then you were down 2 airplanes on Sunday.

Ms Cerda said she believes so. She said the other thing that can happen is when there is an anomaly, and they send us a 44 seat plane, when we were expecting a 55 seat plane, so we might have to bump people, as well as have wait issues. She said a few Sundays ago they had to send out an aircraft full of people with no bags because of something in the system which didn't allow them to take any cargo because of the sprinkler system in the cargo hold.

Mr. Miller said his guess is on Sunday of Thanksgiving weekend, that there were a lot of people bumped at other airports.

Ms. Cerda said, "We also did have an extra flight that came in at 8:50 p.m. and left at 9:00 p.m., that usually is not scheduled."

Ms. Cook said she was to fly out of Santa Fe on November 18, 2014, and American Eagle canceled at 6:00 p.m., but Diane was able to get her on the United flight to Denver. She flew to Denver and then on to New York. She said staff was switching all sorts of thing around to get people out of Santa Fe, but it doesn't work all the time.

Mr. Padilla said in other airports if you have a delay there are several more flights available to you, but that doesn't exist in Santa Fe. He said asked Ms. Cerda if she agrees that it is imperative to figure out ways to get people out of Santa Fe so we don't get bad press. He said if this continues to be a problem, people will fly to Albuquerque because there aren't a lot of alternatives in Santa Fe.

Ms. Cerda said, "I agree in part." She pointed out that our schedule is reduced during the winter, so we only have 3 turns which is a Dallas morning turn, United coming in the afternoon and we have either a Dallas or L.A., and L.A. skips every other day. So, the reason we were given by United, noting Jon and Eric were in the meeting, is since United is downgrading its fleet, they are trying to make sure that the aircraft they have for small airports like this, are up to date with what is needed..

Chair Ross asked if there is anything we can do.

Ms. Cerda said both United and American Eagle take into consideration the history from last year, such as if this time last year 50 people booked flights and only 30 show up. She said they like to over-sell the flight, so now we have people showing up – 50 plus 4-5 extra – and that's the reason we have to ask for volunteers because we don't have enough seats on the plane and that causes issues. She believes the reason a lot of people don't show up is over the past few weeks and the past years she's been here, we've had to deny boarding to people due to cut-off times. She said their excuse is the hotel told them they could get there late because it's a small airport and they can just walk in and walk out. She said she passed out information to the Board directly from American and United, regarding suggested arrival times at the airport [Exhibit "3"], noting they need to be in the boarding area 15-20 minutes prior to departure.

Ms. Cerda asked if the Board would be willing to talk to the Lodger's Association to get the word to the hotels that people "cannot just walk in and out because this is a small airport," and that we want that practice to stop.

Mr. Brackley said he is a member of the Lodger's Association and attends its monthly meeting. He said he talked about this at the last meeting, and advised them that people can't just walk in and walk about, but that isn't official by any means. He suggested perhaps this Board write a letter to the Lodger's Association which can be distributed to its members.

Ms. Cerda said passengers are denied boarding when they arrive late. She said there used to be a flat tire rule that if you show up late you could board. However, if we have to re-book them, we still have to charge them booking fees and that makes people unhappy.

Mr. Krohn asked if the last to check in is bumped.

Ms. Cerda with United Airlines it is the last person who checks in, but with American it is the last person booked.

Ms. Cook said the Airlines are not staying here during the winter due to our lack of deicing equipment, and asked if we need to look to improve that.

Ms. Cerda said American Eagle determined that it not the best idea for them, because we only have type 1 and not type 4 which is the anti-icing to get from the gate to the end of the runway, but they decided not to cover Santa Fe during the winter.

Ms. Cook said if the anti-icing equipment is important for the Airport to acquire.

Ms. Cerda said we have needed to anti-ice only once over the last two months.

Mr. Padilla asked, with regard to people arriving late, how often are people denied boarding.

Ms. Cerda said it can happen daily and it can happen as much as one person per flight per day.

Mr. Padilla said then if someone is late and gets bumped, will you fill that space with someone else.

Ms. Cerda said, "So we have a 50 seat flight, and we have 52 people, all 51 people are in the boarding area. After boarding, we go to the very end and if that person is not there, then yes, we will fill it with a person waiting for a seat."

Chair Ross asked how early do passengers have to arrive and check in prior to the flight.

Ms. Cerda said 15 to 20 minutes prior to departure.

Responding to Mr. Padilla, Ms. Cerda said the way she sees her job is to get the flight out on time. She said 98% of the time, the pilots are helping us to take as many people as they can.

Chair Ross said he appreciates Simon's suggestion to write a letter, and asked Mr. Brackley to draft a letter for Board approval and the Chair's signature.

VIII. ACTION ITEMS

1. APPROVAL OF PASSENGER FACILITY CHARGE APPLICATION

Mr. Freier said the presentation is in the packet. He said there is a list of the projects which will be included in the application for Passenger Facility Charge ("PFC"). He would like approval of the list and any additional projects the Board would like to include. After the Board approves the list, the next step is to consult with the FAA coordinator, then start the process through Finance, Public Works and the City Council, and then start the process with the airlines. Right now, they need to be sure the Board understands the projects on the list and if the Board is in agreement.

Chair Ross asked how did these projects get on the list.

Mr. Freier said we maintain an Airport Capital Improvements Program, similar to the City's ICIP infrastructure Capital Improvement Projects. They update and submit an updated list every March to the FAA. He said in the past it has been himself, the Airport Manager, Mark and Geno, based on their knowledge of the airfield, noting the list contains what is failing and what needs to get done first. The CIP list they submit is good for 5 years, perhaps 10-15 years, and it will depend on the funding. We get a \$1 million entitlement from the FAA every year, but we sometimes get \$3-\$4 million, depending on whether or not we have a project that it fits. It is a constantly evolving process.

Chair Ross asked if the projects are in any kind of order.

Mr. Freier said no. He said we have to make sure if we pick one of the projects that we want to do that it is on the list that is in the PFC application.

Chair Ross asked how much revenue do we anticipate receiving from the PFC.

Mr. Freier said approximately \$275,000 annually.

Chair Ross asked if we can aggregate that over a period of years and do a larger project, if we need to.

Mr. Freier said you can, but primarily the point would be to use it as your 3.125% match to FAA funds, but we have to update it from time to time as things change.

Chair Ross said then we need to approve this list today.

Mr. Freier yes, and we can then move the PFC application forward.

Mr. Krohn noted the first item is terminal building expansion. He asked if we have other funding for that project.

Mr. Freier said yes, currently we have \$890,000 minus \$8,900 available from the appropriation from the Legislature, and later on the agenda there is an item to approve a grant application for another \$200,000 to State Aviation to supplement that.

Mr. Krohn said he doesn't understand the reason this is connected to PFC.

Mr. Freier said because it is possible we could get more FAA funding for the terminal expansion and it's possible that further terminal expansion can still be funded through the PFC.

Mr. Krohn said then you are suggesting this could be additional funding to what we have in place, and Mr. Freier said yes.

Mr. Padilla said he noted item 6 is for anti-icing equipment, and asked if that also includes the anti-icing agent which is very expensive, noting it could cost up to \$25,000 to anti-ice the runways. He asked if the Airport is prepared to spend that kind of money on anti-icing agent, or if we can put that into the PFC fund.

Mr. Freier said it does not include the chemicals, and it is only for the equipment. He said Mr. Padilla is correct that it would be a significant annual expenditure.

Mr. Padilla asked if we are prepared to fund that amount.

Mr. Ortega said Mr. Freier said annually we can expect to get \$275,000 from PFC. He asked how that relates to the total PFC collection. He said this doesn't have a timeframe for the expenditure of those funds, plus we don't know how much we will collect..

Mr. Freier said that is correct, but these are pretty good estimates. He said in collecting PFC's you are collecting toward those projects, and if you collect the funds for a project and it isn't done yet, then we will amend the application to get an extension of time. It's not really tied together as to whether you're getting sufficient funds to fund all those projects. We don't know for sure, but it is a good estimate of what the projects cost, and to make sure we have the PFC's available to match. He said it ties into what the FAA is going to fund for the year.

Mr. Ortega said this goes back to the Chair's question as to whether this is just a list that isn't prioritized. He asked what is the process of determining a priority.

Mr. Freier said it is kind of like what we have done in the past. When the City does a bond issue, the Airport usually asks for \$200,000 from the bond fund.

Mr. Bulthuis said the Airport received \$250,000 a year over two-years from this last CIP bond..

Mr. Freier said they are getting more specific about what the PFC's are to be used for. He said as we progress with the CIP next year, actually Taxiway Gulf is one of our priorities, and should be on that list.

Mr. Freier said Runway 10-28 is one of the projects on the list. *[Inaudible here because of overlying noise from aircraft.]* He said come the first of the year, we will find out from the FAA what will be funded, and then we will look to the PFC's to see how much is available to be assessed to that project, so the dollars may not completely match, but it will help.

Mr. Ortega said then the ACIP is what populated this list and that ACIP list is prioritized, and asked if he understood Mr. Freier correctly.

Mr. Freier said he did. He said those definitely are projects we have in the first 5 years of the CIP, and it does look like we "bit off more than we can chew." He said it's better to move in that direction to get the PFC's in place and started and assessed to the project so the money is readily available.

Mr. Krohn said then if we implement the PFC this what we can use the money for, and Mr. Freier said yes..

Chair Ross asked what the fees charged will be.

Mr. Freier said it will be \$4.50 per person, and Ms. Cerda gets to keep 11¢ of that as a handling fee, so the Airport gets approximately \$4.39, which would be multiplied by the 70,000 in enplanements annually.

Mr. Bulthuis said, with regard to the City's CIP process, what the City does every two years is to cast a big net to every department about what its capital needs are. There is intense competition for those funds. He said the City is not able to issue CIP bonds that are as large as we have in the past due to the City's debt, noting it shrunk considerably this year. He said the Airport has been successful over the years in earmarking those funds, but the competition is getting tougher and tougher."

Mr. Freier continued, saying what this does is to offer us a means to self fund, and we are caring for ourselves and we don't have to depend on the whim of the Council. He said although it is a new process it is not unique, noting this is charged at almost every commercial airport of similar size. He doesn't think it will be shocking to the passengers, and probably will go unnoticed. He said we are in a good position because we'll be getting CIP funds for the next two years and the PFC's which could leave money in the bank to grow a terminal expansion project. He said it is clear to him, after the initial discussion we had with the charrette, that the need for improvements extend far beyond the \$890,000, even if we get the additional \$200,000 from the State. There are still more needs.

Mr. Freier said one of the things you can do with PFCs is you can fund past projects. We could start the PFC's to fund Taxiway Alpha, Taxiway Foxtrot. We can back fund those to pay back the City it's 3.125% match. He said we aren't so tied to this that if we do Taxiway Gulf, we can't do it until there are sufficient PFC's to match the \$2 million. The project could be \$3 million, it could be \$1 million. We're not so tied to this that we can't do the project because we don't have enough collections yet. We can always go back to FAA and amend, and we have the capital improvement money in the bank right now to make up that difference..

Mr. Bulthuis we could pay back the City, but he thinks we have enough capital needs here that we don't want to go there, and we want to spend the money on this whole list.

Ms. Cook asked if the Board will be asked what some of their priorities are.

Mr. Freier that is the reason they are here, to get Board input.

Ms. Cook said she would suggest snow blowing equipment and brooms as a higher priority.

Chair Ross said he doesn't think Mr. Freier is expecting us to prioritize the list.

Mr. Freier said the list is in the same order as it is on the City's CIP list.

Chair Ross asked the Board if they think these are the right items.

Mr. Ortega noted the last item is paving the shoulders of the taxiways.

Mr. Freier said, "No. I'm sorry that needs to come off. We are not going to pave the shoulders."

Mr. Krohn said then we are looking to approve an application for Passenger Facility Charge, and not necessarily this particular list, and this is an example of what we would use those funds for.

Mr. Freier said, "No, that would be a part of the application."

Chair Ross it is an important part of the application, understanding the parameters of an FAA application.

Mr. Freier said it is a standard, short, FAA application.

Mr. Ortega said then all of these projects are brick and mortar, with the exception of the drainage study for the purpose of identifying drainage corrections, or what.

Mr. Freier said it would be a part of it, but it expired. However, that could be a part of the drainage master plan. The drainage master plan would be more like what you're used to seeing at the City – what are the drainage areas, the run-off rates, pipe size needed and that sort of thing, which were put in there primarily when Ms. Jesson was here, noting Ms. Jesson saw that as pretty important because she saw some erosion problems and other issues she wanted to address in terms of drainage. He said it is hydraulic and hydraulics.

Mr. Krohn asked if this list becomes a binding use of the PFC's for the future.

Mr. Freier said, "The PFC moneys that you collect can be used for those, yes. But if you want to use them for something else, we'll have to amend the application. It's binding, but not very tight."

MOTION: Troy Padilla moved, seconded by Ron Krohn, to approve Exhibit A as submitted, with the removal of paved shoulders, and the correction mentioned by Mr. Freier.

VOTE: The motion was approved unanimously on a voice vote.

2. APPROVAL OF RATES AND FEES CONTRACT – FRASCA & ASSOCIATES.

Mr. Bulthuis said this is the contract that went with the proposal at the last meeting, noting it is in your packet today. The Scope of services was put into RFP and the contract with the City, which is in the packet. The overall purpose is to take a look at our leases across the board – What we are doing today and what changes can be made to enhance the services provided and fees collected. A review of the Tie down agreements and commercial airline leases are included in the scope of the project. Frasca & Associates is a professional firm that does this kind of work across the country. He said Chair Ross sat in the selection committee. He said the other contractors were very impressive, but this one was heads and shoulders above the rest. He believes they will do what we want them to do, and they understand the business of a small community.

Mr. Krohn as he read through this their client list it seems their niche is major hub airports not the smaller ones, and he questions whether its expertise is a good fit for our need.

Mr. Bulthuis said I did bring up that point. They do a breadth of work that does include smaller airports like SF.

Mr. Krohn said we would not want leasing policies here like big airports.

Mr. Padilla asked if we can find out if they have done work at smaller airports.

Mr. Miller that is in here in packet. On the supplement.

Mr. Ortega said page 8 mentions a small one like Santa Fe.

Chair Ross there are 40 or 50 airports listed, and we asked them about that during the interview. He said, "Their point was that everything flows downhill from big airports. Their selling point was they have worked a gamut of all sizes of airports. One of the things I really liked was their approach to the airline industry. I believe we have a great relationship here."

Ms. Cook said it seems as a small airport, with regard to the Lease and Tie Down Agreements they are available from hundreds of different airports our size, and she thinks we could use those rather than having to hire somebody at \$48,000 to do things that are out there and readily available to us. She said she has spoken with other Airports who have Tie-Down and Lease Agreements. She thinks it would be great to have a person here to develop the land owned by the Airport for businesses, but she doesn't see where we need this heavy a group to do Tie-Down and Lease Agreements for this Airport. She said, "I would say that this airport is able to do that on its own, just by looking at other Leases and Tie-Down Agreements. Anyway that's just what I feel."

Mr. Padilla asked if it is correct to say this is a whole rate and fee study that is not just loaded to Tie-Downs and Leases, but covers a gamut of things that would be aeronautical and non-aeronautical rates and fee study – are we charging the right amount for rental cars, for landing fees, or rent fees or overnight fees. This looks at the whole thing rather than just one aspect.

Chair Ross said he thinks that is right.

Mr. Brackley said his recollection of his conversation with Ms. Jesson is that there may be some opportunities here for other sources of revenue not currently being explored that companies with this kind of experience might be able to recommend.

Chair Ross said he thinks that is right. He said he and Ms. Jesson discussed that. For example, if you want to offer a rental car company a lease we, in this community, have no idea of how to do that, but these people do. We can call them and ask them what to charge, and what kinds of lease terms are reasonable to, for example, to Hertz as a national company. He thinks they can help in a whole range of issues.

Mr. Krohn said we formed the Leasing Committee several months ago, as he began looking at the scope of activity and the things we would consider, as he read this agreement he thought we really need this guidance coming in to help us. He said he does think we need this service.

Mr. Padilla asked once this is approved, what is the time frame and the next steps – does it go to the City Council for approval.

Mr. Bulthuis said this does not require City Council approval. So, once it is a recommendation from this Board, this is enough of a green light to the City Manager for him to sign. He said it is the will of this Board as to whether we move forward or not. He strongly feels that we need this kind of professional expertise. We've done years and years of looking at other airports and crafting our own agreements which has worked to this point. However, he believes we are at a place now where we need to look at things differently, in terms of the way the Airport has grown and our hopes for growth, and the need for additional revenue that Mr. Brackley mentioned. He said we need to do that in a thoughtful, reasonable way, a comprehensive review of how we do business. And reaching out to a third party to provide that expertise is exactly what he would recommend to this Board.

Chair Ross said he would add that Ms. Jesson negotiated a very favorable fee, and believes we will make a lot more fees than we would expect.

Mr. Bulthuis said in terms of the revenues to cover the costs of this, the majority is through a grant from the State, and they recognize the City is kicking in a little more to do this. He thinks they are looking to get their foot in the door a little bit, do some work for us and then see what the future holds.

Mr. Brackley asked the timeframe to get the results of the study.

Mr. Bulthuis said that probably is some months in the making. However, in terms of the notice to proceed, we are getting it started this fiscal year.

Mr. Ortega asked what happens with the Leasing Committee.

Mr. Bulthuis said he will be asking the company to make that part of the scope, and how we can get a process in place that is not so burdensome. He said these people might say it isn't a good idea, or it is.

Chair Ross said one of the most important things to him when he initially read the proposal, is the fact that if a new lease comes up we can go to them and ask them what we should charge these guys and make a proposal that won't chase them out – finding the sweet spot where we have adequate revenue to keep them here and keep them happy.

Ms. Cook said, "I agree totally. Francey and I had talked about this kind of thing, getting professional help with this. You have convinced me totally."

MOTION: Carolyn Cook moved, seconded by Chris Ortega, to recommend this company for an Airport Rates and Charges Study.

VOTE: The motion was approved unanimously on a voice vote.

3. APPROVAL OF STATE OF NEW MEXICO GRANT APPLICATIONS

A. AIRPORT TERMINAL EXPANSION.

Mr. Bulthuis said what came from the charrette we had, and the process we're just kicking off is about how best to use the resources we have in our existing terminal and meet all the needs identified in the charrette. He said the take away from that meeting, and something we all knew, given the budget we have is that we have more needs than we can afford. This is a willingness of the State, who is also participating in the scoping of what the reconstruction and expansion of the terminal would look like, a realization from their staff that "we want to help you and get as many of the problem solving phase 1 as we can. And they are willing to entertain our request for \$200,000 to add to the \$890,000 less \$10,000. He said it is still a process, but we got very strong indications from the Aviation Division that they would support this request.

Mr. Ortega asked if the City requested about \$1.1 million from the Legislature last year, and if all of it was expansion or just phase 1 expansion. Earlier we saw the \$1 million contingency..

Mr. Bulthuis said the \$1.1 million was going to go for phase one of the expansion. He said these projects evolve, so you have the initial plan we sold to the Legislature that we will solve some problems with the initial funding. However, as we are getting into the whole way of doing that, we are not quite sure what the budget will look like, and what issues we can solve with the phase 1 construction effort. He said when we approached the Legislature last year, we knew that \$1 million wouldn't solve all the problems. We are now developing designs.... we will need construction designs for phase 1, but we also want that full spectrum of what this will look like when we're done as a part of the design process on which we are just now embarking. He asked Mr. Ortega if this answers his question.

Mr. Ortega said yes. He said last year you shared information with us, and ask the dollar amount.

Mr. Bulthuis said that was the \$1.1 million, noting it is in the minutes. He said Bid Lot #1 was \$1.1 million, and then there was Bid Lot #2. Now, we don't know what pieces will be in phase 1, but that's what we're working on.

Mr. Padilla said, "Chris, if you recall when this started, a company came in here with a blow-up building, and it was kind of decided some of the funding was the way it comes out. But then it went from that into more of a permanent solution. So there will be a request for additional funds to develop our current situation as a more permanent solution rather than bringing in a temporary building."

Ms. Cook said this was a company from France, and this is being used by many European airports. It's not a 5 year, it's a 20 year, and they just come and it's all done. So it would be a much quicker thing. She asked Ms. Medina if we have any of those plans.

Ms. Medina said, "I definitely have those plans."

Ms. Cook said it isn't a blow up building, and as she understands it, it is a more permanent thing which would give us a much quicker fix that would last for 20 years, which is longer than a construction project.

Chair Ross said it seems like we're getting more money, however we use it, and that's what our process is for – to figure out how to use it, how best to use it.

MOTION: Troy Padilla moved, seconded by Chris Ortega, to approve the New Mexico Grant Applications for the Airport Terminal Expansion and the Airline Equipment (Air Service Assistance Program).

VOTE: The motion was approved unanimously on a voice vote.

B. AIRLINE EQUIPMENT (AIR SERVICE ASSISTANCE PROGRAM)

Mr. Bulthuis said he will be brief since this item has been approved. He said we have struggled with our equipment needs since he has been Director. The equipment we purchased was for a level which doesn't quite fit with our current operations, noting there are operating costs as well. He said the equipment we have currently is not particularly functional, and is undersized for the number of flights, and we aren't able to support the airlines in the way that they need if we are to continue to have the current level of service. He said there have been flight delays in recent weeks related to equipment failure. He said when he talked with staff they are telling me, "That stuff needs to go. It's old and it's undersized and we need to get new equipment." He said we reached out to the State, "with our hands out," saying we have a great thing going at the Santa Fe Airport, and to keep it going we need your support to purchase equipment that can support our current needs." He said they told him to submit an application, and "We think we can help you out." He said we don't know if we will get it, but we definitely won't get it if we don't do this.

Mr. Brackley asked if would it be helpful for members of this board and others to lobby the LFC or the appropriate group to get this approved.

Mr. Bulthuis said the State Aviation Division has different pots of money that are waiting for applications like this. However, if he gets wind that this has fallen to the bottom of the pile, we can dig into that a little more. He think's it's mostly an administrative decision.

Mr. Freier said this is a different pot of money from the first grant APAP, and they have money and nobody is asking for it. He said this is how they got the \$250,000 previously because no one is asking for it. He said it is to help airlines come to your airport, it's for advertising and such, but he doesn't think it will be an issue. He said the State Aviation is in Albuquerque and they pretty much make these decisions on their own regarding the award of these funds.

Chair Ross asked if this is State or federal money

Mr. Freier it is State money, generated by the tax on jet fuel, noting they lost the money for a year, but it was put back in the last Legislature.

Chair Ross said if there is a fund like that without many takers, we definitely should focus on it.

Mr. Bulthuis said this application will have to go through the City committee and City Council process. He said this one and the other one are scheduled for Public Works next Monday, and then to the City Council.

MOTION: Carolyn Cook moved, seconded by Simon Brackley, to recommend approval for this grant application.

VOTE: The motion was approved unanimously on a voice vote.

DISCUSSION ITEMS

1 PARKING OPERATIONS UPDATE AND PRESENTATION OF PARKING PERMIT PROCESS.

Mr. Bulthuis introduced Sevastian Gurule, Director, City Parking Division, to give a overview of how the City manage the parking permit process, noting there is information in the packet from the City's web page. He said last months we talked about the content of the lease agreement. He said we made some some changes on how we mange parking operations on the vehicle side. We said internal Airport staff were collecting those funds, and he had concerns about the process. He said since the Parking Division has established processes, practices and internal controls here, it caused him to reach out to them for support for the Airport.

Sevastian Gurule said regarding the handling of cash, they have established strong internal controls and they don't want one particular person having access. He said there are video cameras monitoring the processing of cash. He said, first and foremost, the keys that open up the collection canisters are stored in our cashiers office, and none of his operators have access to them. He said they will drive out here and witness the counting of the funds and scan copies to Jon and Anita so they can reconcile to the general ledger. The funds are then taken to the City Hall to the Cashiers Cage for the evening. He said internally they will maintain a spread sheet of daily deposits. He said as the process evolves, we can provide information to Jon Bulthuis so he can identify needs, and forecast future revenues.

Mr. Gurule said he believes the new cash handling procedures are solid processes, and in line with the audit. The Internal Auditor has reviewed their cash handling procedures, approved them, and then they were implemented in the collection of cannisters. He said they will be replacing the collection boxes here at the Airport. So if by change there were additional keys, they couldn't access to the cannisters. He said there is the possibility in the future of replacing the old boxes with pay and display machines that accept credit cards, which will make it easier for guests and visitors. He said it is more

secure and the process is a easier. There is the possibility in the future of using mobile application devices which will make this very efficient.

Mr. Gurule noted that the permitting process, and a copy of the application are in the Board packet. He said they issue permits, primarily in zoned areas, and they look at occupancy counts and such, using the basic methodology. He said we ask the applicant to pay the first month in advance, and then we will bill in advance every month from thereon, so they are paying before the services are rendered. There is an Accounts Receivable process within the Parking Division. He said they reconcile the receivables, the billing, every month to the general ledger, which allows the opportunity to prepare aging reports, for those who are 30-60-90 days in arrears. For example, at 60 days, we are sending out the first notification to the permit holder letting them know they are in arrears. He said at 90 days, if not paid, the documentation will be forwarded to the Attorney's Office to send out a more strongly worded letter, notifying them if they continue to be in arrears, we will revoke the permit.

Mr. Gurule said, "Before hand, we were billing after services were rendered and we didn't have a lot of oversight on the receivables, so there was a portion of time where there was not a lot of thorough accountability. Some accounts were going almost a year without being paid, which is a loss of revenue to the City. He said they made some general changes, staffing changes and changes in priorities. He thinks the new process works well, is easy to manage, doesn't require a lot of input, and it is something that helps us realize when accounts are in arrears and allows us to quickly establish collection procedures. It also gives us the ability to communicate very thoroughly with our customers to see how we can help them with their needs with regards to parking.

Mr. Gurule said, "Here at the Airport, I think it's something that can be easily managed. I think just being able to identify the areas where you have the planes tied down outside with some form of ID, take an ID off the plan itself and establish what a fee would be, and then start going through the process. It will be important to work with your customers here to establish that new procedure and what it would look like, so they could become comfortable with it. He said the payment can be mailed in or paid by card by telephone, eventually he believes it might be able to be handled on-line, all of which is to make the payment process a lot easier and acceptable."

Mr. Gurule said, "We have other lease agreements with some downtown hotels in regard to particular meter spaces they had. For the needs those particular businesses have, the process works well. The lease process is quite extensive and may be overkill at times, but usually the permit process is having someone pay close attention to the receivables and the balances on those account, noting this will result in more revenue. I will stand for any questions you have."

Mr. Padilla said he likes the way you are going to handle the cash, and thinks it's all terrific and needed. He asked what is the cost to do this, noting currently we 100% of the revenue – is there a cost associated with this, and are we still going to retain 100% of the parking or will some of it go to the Parking Division and some to the Airport.

Mr. Gurule said, "At this point in time, we started Monday with the new process, we are still in the testing phase, and making sure we have all the checks and balances in place. Yes, there is a cost associated with this. We do have staff members that are taking a portion of their day to extend our services out here. I'm speaking with Jon. It's just a matter of us really identified what truly are going to be the services, what is the time needed for the services and put a dollar amount to it. I think there will be a discussion on a transfer of funds coming from the Airport to Parking to help cover some of those extra expenses."

Mr. Padilla asked, "With these extra expenses for the study, is there a way to recover some of those expenses either by parking increases or by efficiencies and having someone here to patrol and make sure everybody is paying. There probably are losses by people not being diligent in checking. Does that come along with parking – to have someone come out here and look and check on a regular basis to make sure everybody is paying their fair share."

Mr. Gurule said, "Currently we working on securing the collection of the revenue that currently is deposited into the yellow collection boxes. Jon and I have had quite extensive conversations as to what are possibilities. They're all the above, and what you just mentioned, I think, is possible. As the study continues here, there is a huge possibility for not only realizing efficiencies, but greater revenue. There is also the possibility of re-establishing the way the parking is managed completely, as to how to identify the locations in the parking areas to implement the new technologies. The also is the possibility of having some of the newly realized revenues, to actually have someone here to actually do that monitoring and making sure that people that are parking are paying for those services."

Mr. Bulthuis said, "My inclination and direction is to provide a means to make it easy for them to comply and make it easy for them to pay, I think is what Sev was talking about in terms of purchasing some pay and display equipment so you don't have to fumble for change, or I only have one day of parking and so on. I think we can do better. So buying pay and display equipment, yes there is an up front investment. But again, that's a step forward for making that customer-friendly to pay. So we have some options I would like to explore, if approved at the next meeting, if you so direct staff to do that."

Mr. Bulthuis continued, "And then I think on the enforcement side, yes, I think there's a need for that, and I think we should talk about that. Again, that's going to be a pretty big shift in how we've ever done business out here before, and I don't want to have that be the lead off. I think what we need to do is make parking easy for people first, and then come back some months down the road with, how is it working, what else can we do to make it easy. Now, we're going to write some reminders that, hey, you have to pay. So for some months, we'll put a note on the car, and we've got some experience with that throughout the downtown parking operations, so you don't lack them on day one because for 10 years they've maybe not been paying. Do we want them to pay yes, but how do we get them into compliance."

Mr. Bulthuis continued, "And there are other issues about folks that already have purchased the right to park here through their account. So we have to get a permitting system set out so those people don't get tickets unnecessarily. We need to work out all those logistics. But months from now, I think we should have new equipment over here that makes it easy for people to pay. And then having some of those things that the parking division is doing and you can pay on line. So say you've gone to New York

and are going to stay a couple of extra days, but only paid for two days in the lot and don't want a ticket when you get back. Have them pay by phone or via email, so we can upload those kinds of current systems to the payment system and not ticket people that are working to comply. So we've got that technology now, we're using it at the City, but we're not using it here, but we should be in my opinion."

Mr. Krohn asked if it is reasonable to extrapolate what we're doing with cars to airplanes on the ramp. Can we have an autopay station for designated transient areas for example, instead of the FPO having to collect the money all the time. Can we have people with monthly tie downs tied in to the monthly billing automatically on a monthly basis.

Mr. Bulthuis said he thinks we can, but this board needs to explore and give him further direction in tonight's discussion as the first step in the process.

Mr. Krohn said when he thought about this previously, we initially got involved in trying to construct a tie-down agreement, which was presented as a lease agreement, noting the Airport currently has no rules and procedures. What he liked about the process you have in place, is there is a one page application, with all the rules related to parking on the attached page.

Mr. Bulthuis said he spoke with the New Airport Manager in Los Alamos, and he sent him their agreement. He said you can pick things from a lease agreement to include in kind of the rules and regulations, and if you get this permit, you're subject to all of this, but it doesn't require each and every lease agreement on paper to go through the City Attorney's office and be signed by the City Manager. He thinks that's where things just grind to a halt.

Mr. Ortega said he likes heading toward a parking agreement for tie downs. He particularly liked what Mr. Gurule mentioned on how they changed from collecting the parking at the end of the month to before the month. This will make it easier for users and it enhances ability to collect revenue, noting there are some one hundred forty something aircraft tied down and asked Ms. Medina her estimate of how many regularly pay their tie downs.

Ms. Medina said there are 35 tie downs that don't pay, transients. She said without a collection process or the ability to use a credit card, it is difficult to collect all of the revenue for the airport parking..

Mr. Bulthuis said, "And then you do enforcement, once you've given them every opportunity to comply in a reasonable way, and they still choose not to pay."

Mr. Brackley said he is very pleased that this group is reviewing this parking issue. It is not customer friendly now and it is not making the revenue it should make for the City and the Airport, so he would certainly support giving Jon and Sev the support they need to take it to the next level, in terms of reviewing what is possible and new technology. He isn't familiar with tie-downs, but he knows a lot of airports and municipalities have rules and regulations we can look at and include in our recommendations as well.

Ms. Cook would like to get an ATM machine at the airport, and asked if that is still in the process.

Mr. Bulthuis said he doesn't know, but does know there was discussion, but it hasn't resulted in anything. He thinks that's a good idea, regardless of where we go with parking.

Ms. Medina said she was working on the application process, but she has been unable to find the paperwork to follow-up with Mr. Bulthuis. She said an ATM, regardless of the parking situation, would be a good idea, especially when we get other retail offices in the terminal.

Chair Ross said Mr. Bulthuis is hearing a very positive response on the direction, so "march forward, and I think if you want to put it on the agenda next month and talk about it again you can."

Mr. Bulthuis said he doesn't know how much he can develop by then, but getting the pay and display machines in the car lot would probably be step one, and then we can talk about the permitting process and what we want in the rules and regulations. He said, "We'll get as far on that as we can."

Ms. Cook said the Los Alamos Airport has asked their City Attorney to approve their standard tie-down, and you don't have to go over it every time, noting it is a County Attorney.

Mr. Bulthuis said he did call Los Alamos today and asked if every single lease agreement has to be signed by the City Manager and he said, every single one.

Chair Ross said that is pretty common.

Responding to Ms. Cook, Mr. Bulthuis said, "The attorney has signed a blanket, so it doesn't have to go through the Attorney's Office, but it does have to end up on the City Manager's desk for signature. The way the City works, nothing can get to the City Manager unless it goes through the attorney."

Ms. Cook asked if the tie down agreements are done through the Parking Division, if we would have to develop the rules and regulations for the Airport.

Mr. Bulthuis said, "We'll take a whack at that, to bring back to the Board the melding of the lease content of other airports in the area with the rules and regulations on parking and tie-downs."

Chair Ross this is good.

2. AIRPORT TERMINAL EXPANSION – DESIGN CHARRETTE

Mr. Freier said we started the terminal expansion with a design charrette, noting there were 10-15 people in attendance. They started by putting up a board that said, "Absolute Needs," another board that said, "What doesn't work," another board that said, "What works," and then a fourth board that said, "Dreams." Then we gave everyone a little post-it pad and a pencil and said, "Go for it." We had dozens of ideas, too many ideas, from the airlines, the airport, Landmark, David Pfeiffer from Facilities, so we had a

lot of good ideas. And now, we have to sort those out and figure what we're going to do, noting Mr. Bulthuis said the architect was compiling those for each of the boards, and he didn't see that today.

Mr. Bulthuis said he might have seen it, but doesn't think so.

Mr. Freier said the architect isn't finished quite yet. The next step is to meet with the City to figure out what we're going to do and what steps to take to do this building with respect to the budget. He said the company is called The Mobile Terminal and it is a company from Austria. The next step is for him to get in touch with Mr. Bulthuis to do a conference call with "Mary and us, to try to figure out what we do with all these comments, but first get all those comments sorted out."

Mr. Bulthuis said in terms of process, noting he and Mr. Freier haven't had a chance to talk about the next steps and how to involve the Board in that dialogue. He said there was one meeting with a "dump" of ideas to consider all of the ideas under the footprint, noting bigger dreams and ideas all out on the table. He said we now have all of these things, so now we have to have to figure out how to develop a project we can build within the available budget. Phase 1, what things can we accomplish in Phase 1, how does that look in terms of the real estate, how does it look in terms of expanding the facility to add more square footage to meet those needs.

Mr. Bulthuis continued, saying again, back to how we involve the Board. He would like to work with the architect, get those ideas out and then come back to the board and say these are things we are considering, this is what we think we can get done in Phase 1 and what things might look like for the full build-out. We don't want to build Phase 1 without knowing where we're going to end up.

Mr. Freier they spent a good bit of time talking about everything, commenting no one put an ATM as a need, and he will look. He said everything was covered – bathrooms and food in the sterile area and such. We now have to figure out how to get them all in the building. He said they also had the renderings from Franklin, discussing themes, ideas and images and icons. He said they will distribute this list before the next meeting.

Mr. Bulthuis said that is that step one, noting everyone couldn't participate in the charrette personally, so that process does not end on that day. They will work with the design team to develop a mock-up of what we can afford to do right away and what will take a little more time. He said we need those designs to ask for money to do additional things..

Mr. Freier said David Pfeiffer was really big in the big picture look and if we are building toward that big picture, and not just putting something out there.

Mr. Bulthuis said with Mobile Terminal, one of the clear directives he was given by senior management and from the Legislators who got funding for us, is they want this to be a permanent improvement that we can build off of. That is a little different from where we thought we would go.

Mr. Brackley asked how many people came to the charrette and who was invited.

Mr. Bulthuis said there were about a dozen in attendance, noting the Board, the City Council, all the tenants on the property and the tower were invited.

Mr. Brackley asked if the hospitality industry, business representatives were invited.

Mr. Bulthuis said he doesn't know who was invited, commenting he knows Randy Randall was invited.

Mr. Brackley asked if the charrette was facilitated by a professional..

Mr. Freier said it was facilitated by their architect John.

Mr. Brackley said he is a little confused, because about a year ago, he was out here with the then CVB Director and the Airport Manager who are no longer with the City. However, there were those people representing interested parties around the airport, and tourism, and they came up with a list of 40 or 50 recommendations and ideas – putting the restaurant on the higher level to have views of the mountains all the way to painting the ceiling to improving the displays to revenue ideas – a whole bunch of stuff. He said he is wondering if there has been any coordination with that group, noting they spent 3-4 hours out here, followed by a conversation. However, it seems there are two parallel efforts that have occurred.

Mr. Bulthuis said now is the time to wrap that in for sure.

Mr. Freier asked if he has access to that information, and Mr. Brackley said he isn't sure he does.

Mr. Bulthuis said he can do some digging for that.

Ms. Medina asked what it was called – what was the title. She said if they had that information they could track it down..

Mr. Brackley said it was when Jim Luttjohan the then CVB Director, and John Hendry from the Restaurant Association were involved.

Ms. Medina said she recalls that meeting, but she doesn't know what Ms. Jesson called it, commenting she hopes she took notes on the meeting and she can find those is they can remember what it was called..

Mr. Brackley said he understands this is about Airport Terminal expansion, but some of the stuff they recommended was doable with not much money and just saying we'll access and those kinds of things.

Mr. Freier said they certainly would be using that information. He said they had about every user at the meeting, including the restaurant, but the rental cars weren't there.

Mr. Brackley said they looked at the rental care operations and other good brainstorming..

Mr. Bulthuis said that is exactly the kind of information we need.

Mr. Freier said, "We don't want parallel paths, we want the same path.

Mr. Bulthuis agreed saying, we need to integrate that.

3. SECURITY GUARD SERVICES – DISCUSSION WITH CITY POLICE

Mr. Bulthuis said this is a follow up from 2 meetings ago. It was suggested that the airport and the City Police form a partnership and a closer relationship than we've seen recently. He said he met with the Police Chief, who came out and we toured the whole facility. He said there was a focus on security at the terminal area and general discussion about the TSA requirements for security. He said that took place in a meeting he held with Maggie Santiago the TSA Regional Representative serving Santa Fe and Northern New Mexico.

Mr. Bulthuis said in order to understand our requirements versus the ideal level of security, at present there is a private contractor, AAA security performing services at the Airport. They have representatives here tonight who are interested in this discussion. At this point, we only have that contract extended through mid-January 2015, and they are in discussions with the City Manager and the Procurement Director about how to address that bid process which was on the Council Agenda a month or so back, and addressing issues. He thinks the discussion will take more time until mid-January. He thinks there is a potential for a better relationship with the Police Department, "so stay tuned as how this discussion gets carried forward, and again, we will be back before the board with recommendations as we are able to have further dialogue and understand what the basic requirements are versus the ideal level of security for our operation. In the short term we are working with AAA about right sizing the level of security based on the commercial service we have. We are just exploring possibilities at this point, noting there were concerns about response time. They are building that bridge of communications.

Mr. Krohn spoke with a personal acquaintance in the Police Department, and queried him about using the P.D. at the airport. He said, "The comment I received from him was that the Department is seeing an increasing number of calls from this part of town. And it might be worth exploring whether the P.D. might entertain the idea of having a sub-station out here."

Mr. Bulthuis said when the Chief was here he was looking at the terminal and spaces we lease for rental car spaces, saying, "That might work for us." He said we really don't have space to effectively house TSA or a private contractor.

Mr. Ortega said this should dovetail with the Airport master plan.

4. PART 139 INSPECTION

A. REVIEW OF MARCH 2014 FINDINGS AND ACTIONS

Mr. Bulthuis said he didn't have much to say on this item.

Chair Ross noted all of this information is in the Board packets.

B. REVIEW OF DECEMBER 10-12, 2014 INSPECTION PREPARATIONS

Mr. Bulthuis said, "In terms of preparation for the inspection next week, we have done a lot to date. We met with the crew, noting he is passing around a checklist. He said they will be reviewing a lot of areas. He said Mr. Freier acted as the inspector and we went with Mark and Geno to the field, and Mr. Freier was pointing out things of concern we need to do when we do the Air Field inspection. He worked with Troy to make sure the file is complete. A desk audit was done. He said the FAA tells you what they're coming to look at, so our goal is to have as much as we can together and ready before they come, so when we get there we can hand them the packet, noting we are close to that point. He said this is his first inspection where he will be here from start to finish. He hopes we have done preparations such that we can make this as smooth as possible. He said there may be some things that will need remedial work after they leave. He wants to be as well prepared as we possibly can be.

Mr. Padilla said he thinks the airport is in a good place.

Mr. Bulthuis said if we know up front issues, then we can tell them, and what we are going to do to address it, that will go a long way.

Mr. Padilla noted that this a new inspector who has never been at this airport. They work with you to work through issues.

Ms. Cook said her experience is that there are always things that need to be corrected.

Mr. Miller said for a long time, there has been a mention about the gate codes not being very well controlled, and asked if that has that been addressed.

Mr. Padilla said there are certain rules that apply to a 139 Airport and those rules come into play when we hit certain enplanement numbers, and he is unsure of that number, but he does know we still are under that number. He said once over that number of enplanement, then other rules come into play like badges, and gate codes and security, which takes it to a whole new level. He said we're covered and we're doing everything we should be doing.

Mr. Bulthuis said training regarding access to the control areas was where we did some catch up in the last few weeks, noting we found that folks didn't have that training that they need to have.

Unidentified said whether or not we are under the number, that is something that is important.

Ms. Media said there are talks in the work to make the Airport more secure, but we don't have the funding.

Mr. Wood said, "Two things. First of all, concerning the security officers here. The most prevalent incident I heard of was late at night with a flight deplaning, a very angry passenger and no security around whatsoever. And I'm not sure about the capability of some of the people that would be here even if they had been stationed at the time. Secondly, about the gate codes, that brings you to the gates that are simply padlocked. There is, in my opinion, enough consistency in that. I believe your gates ought to all have the same padlock number, instead of random numbers. The last I know there probably were about 5 different numbers assigned to some of the gates. Now, there will be outlying ones that aren't used often, but in the case of the crash rescue folks having to through an outlying gate, it would be quicker to have the same number for every padlock, rather than to have to get the bolt-cutters out."

Mr. Bulthuis said those are the kinds of things we can speak to speak to the team about, noting we are going to have the whole thing here tomorrow, all the emergency groups.

Mr. Woods asked if it is going to be held here, and Mr. Bulthuis said yes, in this room.

Ms. Krohn said we had an email from the Freedom of Information Act from *The Reporter*, and asked Mr. Bulthuis if he has any idea what that is about.

Mr. Bulthuis said he doesn't. "We responded to a great great many public information requests over the past few months about the Airport."

MATTERS FROM THE BOARD

A copy of the proposed Meeting Calendar for the Airport Advisory Committee is incorporated herewith to these minutes as Exhibit "4."

The Board commented and asked questions as follows:

- Mr. Ortega asked Mr. Bulthuis if he has an update on the Airport Manager

Mr. Bulthuis said that position was immediately posted after the termination was effective, so that 30 days ended at the end of November. At that point there was a review of the file, and a decision was made that there were good candidates in the group, but the decision was made to expand for another 30 days to see if we could get more interest. He said they were surprised to see there was very limited interest from within the State, noting part of that was due to the fact that we advertised on a national website, but not directly through the Airport Managers Association. He attended their meeting two weeks ago, and now people know about the vacancy. The recruitment period now ends at the end of this year.

- Mr. Krohn said he had a brief conversation with Mayor Gonzales. He said in that conversation, the Mayor told him he would like to see the Board involved in the selection process for the new Airport Manager, particularly in the area of experience we are looking for and what we would expect from that person as a Manager.

Mr. Bulthuis said he will check in with the Mayor and find out how we can accommodate that. He said that is a possibility, although he is unsure if the time constraints will allow that. He will check with the Mayor and see what he has in mind.

- Mr. Krohn said the Mayor used the term Board in the plural not the singular.

Mr. Bulthuis said okay.

- Chair Ross suggested we put this on the January agenda.

Mr. Bulthuis said, as a result of the discussion at the last Board meeting, we have a meeting with the Mayor on December 15th, where the Mayor, the City Manager, Steve and Kent and himself, will talk about – he titled the meeting as “Issues and Opportunities and the Airport.” He is unsure exactly what will be discussed.

Responding to Mr. Ortega, Ms. Medina said Mr. Bulthuis has the new calendar for the year, which was handed out to the membership [Exhibit “4”].

- Ms. Cook asked if Bob Woods had an opportunity to give a report at the meeting today, because we had asked that he give a report and that be on the agenda to catch us up on the Tower.
- Chair Ross said, “What we’re trying to do Carolyn, is to keep the agenda compact, so we can actually have substantive discussions about things. I talked to Bob about that, and he has agreed that when he has issues he will let us know and I will put him on the agenda. We want to spend more time focusing on issues that we can and not have the meetings go for 3-4 hours.”
- Mr. Padilla said, “About 2 weeks ago, there was an emergency on one of the airlines flying in, where someone potentially was having a heart attack. The airlines called in advance saying they needed some emergency assistance. That emergency assistance took 45 minutes to get from Station 8 to here. The airplane had landed, the passenger had deplaned, went into the terminal and we were still waiting for an ambulance, and they called 45 minutes ahead of time. So it took them a long period of time to get here to the airport to help a potential heart attack. I’m not sure how it all played out. But, our emergency guys here didn’t respond. They responded from Station 8, and Station 8 for some reason came through the back way and they were totally lost on the Airport. They had no idea where to go. I’m calling 911 trying to give a guy directions because he’s over there by the Helipad, trying to get to this side, and it was very frustrating, a serious problem. I think that we need to readdress and readdress the station here – what are the emergency procedures, what are the processes – so we can make that more efficient.”

Ms. Medina said, "After that happened I talked to... the guys from ours came down and I asked them what happened. And they said they didn't get a call until Station 8 was actually here."

- Mr. Padilla said they called 911.

Ms. Medina said, "I think tomorrow in that meeting we're having for the emergency plan, that definitely needs to be identified. Because, if we have a call that we can just make to, I don't know, if the Tower makes it out, but the Tower is closed, how do we get that going. Because although our [inaudible] leaves the Airport, they absolutely can come and identify the problem and issues when the plane lands. But they weren't notified until after Station 8 was on site trying to figure out what was going on. Because it comes from the RECC, they dispatch where they dispatch from and we don't have control over that, and that is definitely an emergency issue. This lady was not having a heart attack, there were other issues that were handled at that point. If she had had a heart attack, in 45 minutes she could have died. And those are things that we definitely need to identify tomorrow.

- Chair Ross asked Ms. Medina if she has the date and time.

- Mr. Padilla said they definitely can provide that through the CAD.

Ms. Medina said, "And because an ambulance was asked for, they don't have an ambulance here."

- Chair Ross said, "Sure, but something went wrong and the CAD will show what went wrong.

- Ms. Cook recalled that once when they had an emergency drill, they found out that everyone was talking to one another on different phones, and no one was getting anything. They had about 4 different kinds of communications that don't talk to each other.

Ms. Medina said, "They all talk to each other. That is absolutely not true. They all talk to each other. It's just trying to figure out what frequency, what station we have to be on. That's where the communication breakdown is and that's what we have to figure out. Where are we coming from, what's going on and how to we make it acceptable. But if Station 8 is out searching for a truck or something, they can't tend the phone. So we need to figure out a way to make sure that they get that phone call, they assess the situation and wait for Station 8 to send them down to us."

- Mr. Padilla said it would really be a problem if it had been something really serious, and we really needed someone to respond to us.

Ms. Medina said, "I think the Chief is going to be here tomorrow, and so is Babcock. So we're going to have at least that communication opened."

- Mr. Padilla said it would be nice to have an update.

Mr. Bulthuis said, "I will do that. I'll put a report together regarding what took place, kind of drilling down a little bit."

- Chair Ross said, "45 minutes is not acceptable, so they need to look at that and see if they can figure out what happened."
- Mr. Padilla said he noted the restaurant RFP has now been issued, and Mr. Bulthuis said it has.
- Mr. Padilla asked if there is a way to get an update on the process – what it is, what it's going to look like and where it's going to go from here.
- Mr. Krohn asked when we will we see that.

Mr. Bulthuis said it is on the City's website, noting he can email the Board with the link to that RFP.

- Mr. Brackley asked the deadline on the RFP.
- Mr. Bulthuis said he believes it is 60 days, but he will email that information to the Board.
- Ms. Cook asked if a custodian has been hired.

Mr. Bulthuis said yes, we did hire someone.

Mr. Bulthuis asked the Board to keep him posted on any comments about how things are looking, or if there are issues you hear about, to please let him know.

- Mr. Krohn asked about the weeds on the ramp.

Ms. Medina said both machines have been down, and they're repairing them. She said, "We don't take our repairs offsite, they are done here, and they are still doing their regular work, so they're doing the best that they can."

Mr. Bulthuis said he will follow up on that.

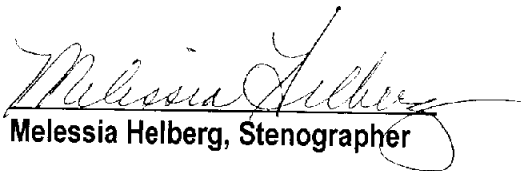
- Mr. Krohn said when the airlines come in, they go right by that part of the ramp, and everybody sees that.
- Ms. Cook we have not hired anyone out here for 6 years, and things have changed a great deal, so it is the lack of resources she believes.

ADJOURNMENT

There was no further business to come before the Board, and the meeting was adjourned at approximately 6:30 p.m.

A handwritten signature in black ink, appearing to read "S. C. Ross", written over a horizontal line.

Stephen C. Ross, Chair

A handwritten signature in black ink, appearing to read "Melessia Helberg", written over a horizontal line.

Melessia Helberg, Stenographer

AIRPORT ADVISORY BOARD MEETING
Thursday, December 04, 2014

NAME	COMPANY	EMAIL ADDRESS	PHONE NUMBER
Anita Medina Sebastian E. Gurrea	City of SF - Admin Assistant City of SF	amedina@ci.santa-teresa.us sgurrea@ci.santa-teresa.us	505 755-8903 505-255-6611
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Fred Fredrick Jacobs Aircraft	NELSON COBBIN AAA Security	f.fredrick@aol.com aaa security 360 @ gmail.com	280 0332 505-255-0170
Hene Cadore	AAA Security	aaa security 360 @ gmail.com	505-255-0170

Exhibit "1"



Plan Travel

Travel Information

AAdvantage

SUGGESTED ARRIVAL TIMES

The following information will help you know what to expect when you arrive at the airport for flights operated by American Airlines or Envoy Air Inc. Please note that our suggested arrival times have changed.

In addition, to better ensure an on-time departure, our goal is to close the jetbridge door 10 minutes prior to departure time. This allows all customers to board and stow their belongings.

Arrival at the Airport

Please review the suggestions so that you have enough time to catch your flight. In addition, you can check the latest travel alerts to learn about circumstances that could affect schedules, airport operation and parking as well as flight status information for gates and times.

Within the U.S. as well as flights to Hawaii, Puerto Rico, and the U.S. Virgin Islands check in:

At least 60 minutes prior to departure if not checking bags

At least 90 minutes prior to departure when checking bags

Departing Hawaii and the U.S. Virgin Islands check in:

At least two hours prior to departure

Exception for Honolulu (HNL) - Two and a half hours prior to departure

For flights to international destinations check in:

At least two hours prior to departure to complete all necessary international requirements

Recommended check-in times for cities that exceed two hours:

Flights departing	Recommended Check-In Time
Aruba, Aruba (AUA)	180 minutes
Bermuda, Bermuda (BDA)	150 minutes
Buenos Aires, Argentina (EZE)	180 minutes
Canada (All cities)	180 minutes
Caracas, Venezuela (CCS)	180 minutes
Dublin, Ireland (DUB)	180 minutes
Lima, Peru (LIM)	180 minutes
Maracaibo, Venezuela (MAR)	180 minutes
Mexico (All cities)	180 minutes
Nassau, Bahamas (NAS)	180 minutes
Paris Charles De Gaulle, France (CDG)	180 minutes
Port-au-Prince, Haiti (PAP)	180 minutes
Port of Spain, Trinidad & Tobago (POS)	180 minutes
San Pedro Sula, Honduras (SAP)	180 minutes
Tegucigalpa, Honduras (TGU)	180 minutes

Minimum Time for Checking In and Arriving at the Gate

To retain your pre-reserved seat on a confirmed flight, please adhere to the minimum check in and gate arrival times listed. We have suggested airport arrival times above to help you check in and get through Security with enough time.

For flights within and between the U.S., Puerto Rico and U.S. Virgin Islands:

If you're departing from our hubs or one of the cities listed below you'll need to check in at least 45 minutes prior to scheduled departure

For most other locations minimum check-in is at least 30 minutes before scheduled departure

Arrive at the gate and be ready to board at least 15 minutes prior to scheduled departure

For flights originating outside the U.S. or flights departing the U.S. for an international destination:

Minimum check-in is at least 60 minutes before scheduled departure except in Buenos Aires, Dublin and Maracaibo, Venezuela. See table below for details.

Arrive at the gate and be ready to board at least 30 minutes prior to scheduled departure

Quick Links

Arrival at the Airport

Checking In and Arriving at the Gate

Checked Baggage Acceptance

Security Checkpoints

If You Are Visiting an Admirals Club® Lounge, But Not Flying

Premium Security Checkpoints

EXHIBIT '2'

Note: Particular seats on the aircraft are not guaranteed.

Please review the table for airports that require extra time for check-in.

Flights departing	Check-In Cutoff Time
Atlanta, Georgia (ATL)	45 minutes
Buenos Aires, Argentina (EZE)	75 minutes
Caracas, Venezuela (CCS)	90 minutes
Charlotte, North Carolina (CLT)	45 minutes
Chicago O'Hare, Illinois (ORD)	45 minutes
Cincinnati, Ohio (CVG)	45 minutes
Dallas/Fort Worth, Texas (DFW)	45 minutes
Denver, Colorado (DEN)	45 minutes
Dublin, Ireland (DUB)	75 minutes
Honolulu, Hawaii (HNL)	45 minutes
Las Vegas, Nevada (LAS)	45 minutes
Los Angeles, California (LAX)	45 minutes
Maracaibo, Venezuela (MAR)	90 minutes
Miami, Florida (MIA)	45 minutes
Newark, New Jersey (EWR)	45 minutes
New York (JFK)	45 minutes
Orlando, Florida (MCO)	45 minutes
Philadelphia, Pennsylvania (PHL)	45 minutes
Phoenix, Arizona (PHX)	45 minutes
Pittsburgh, Pennsylvania (PIT)	45 minutes
San Francisco, California (SFO)	45 minutes
San Juan, Puerto Rico (SJU)	45 minutes
Seattle, Washington (SEA)	45 minutes
St. Croix, U.S. Virgin Islands (STX)	45 minutes
St. Thomas, U.S. Virgin Islands (STT)	60 minutes
Tampa, Florida (TPA)	45 minutes
Washington Dulles, District of Columbia (IAD)	45 minutes

Notes:

In Orlando and Fort Lauderdale, baggage for confirmed flights may only be accepted up to four hours prior to confirmed departure.

Minimum Time for Checked Baggage Acceptance

To help us get your bag on the same flight with you, present your bag to an airline representative for check-in no later than the stated cutoff times for the departure airport.

For flights within and between the U.S., Puerto Rico and U.S. Virgin Islands:

Check bags at least 30 minutes prior to scheduled departure. Some locations have earlier check-in cutoff times. Please see the table above for details.

For flights originating in airports outside the U.S. or flights departing the U.S. for an international destination:

Check bags at least 60 minutes prior to scheduled departure. Some locations have earlier check-in cutoff times. Please see the table above for details.

When arriving in the U.S. from an international city, you will claim your checked bags at the first stop within the U.S. and proceed through Immigrations/Customs. If you're flying internationally and connecting to another airline, check the applicable country's Customs procedures to determine whether checked baggage needs to be re-checked with the other airline upon arrival into that country.

Security Checkpoints

At the security checkpoint, present your government-issued photo identification, such as a driver's license or passport and your boarding pass or priority verification card. We offer a wide range of convenient options for obtaining your boarding pass:

Online Flight Check-In: Check in from your computer. Sign up for Flight Check-In now!

Curbside Check-In: You can check your bags, including excess or overweight baggage, and get a boarding pass right at the curb.

Self-Service Check-In: You can go straight to the security checkpoint without having to stop at the ticket counter.

Ticket Counter: If you need additional assistance such as an unaccompanied minors or pets traveling, please check-in and obtain a boarding pass at our ticket counter.

Enhanced security measures at select overseas airports

The TSA has implemented enhanced security measures at select overseas airports with direct flights to the U.S. If you intend to carry on electronic devices, including cell phones, you may be required to turn them on during security screening. Devices that do not power on may not be permitted onboard the aircraft. Learn more on the TSA website.

If You Are Visiting an Admirals Club® Lounge, But Not Flying

If you are not traveling but are attending a meeting in a private, reserved conference room, in the Admirals Club or Executive Center, you can go through the security checkpoint if your name is placed on the daily meetings list given to Security at least 24 hours in advance.

To have your name placed on the list, please call 1-800-237-7971 and select the club location. Club personnel will assist you and provide information for you to access the security checkpoint. For additional information regarding the Admirals Club please visit www.aa.com/admiralsclub.

Additional Information

Air carrier authorization forms for escorting minors, the elderly, etc. will still be available and valid for passage through security checkpoints. For more information regarding unaccompanied minors, please refer to our [Traveling With Children](#) page.

Further information regarding clearing the security checkpoint can be found at www.aa.com/checkpoints.

Premium Security Checkpoints

At various airports, AAdvantage Executive Platinum®, AAdvantage Platinum® and AAdvantage Gold® members, AAirpass® holders, as well as First or Business Class customers **may** have access to special security checkpoints entrances.

To confirm availability of this service, we suggest that you inquire at the airport upon arrival.

Premium security checkpoint access varies based in part on local TSA staffing constraints. Local operators at some airports may also restrict access to these checkpoint entrances.

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Earn 50,000
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Up to 45,000
bonus miles

AVIS **Budget**

Up to 35% savings plus
earn AAdvantage® Miles

[Home](#) > [Travel information](#) > [Airport information](#) > **Check-in and airport processing times**

Check-in and airport processing times

To help ensure that your trip goes smoothly, please allow enough time for checking in and passing through security. Additional time may be necessary when traveling around holidays or other peak travel times to pass through security.

The Transportation Security Administration (TSA) requires enhanced security measures for all flights departing from non-U.S. locations to the United States. We recommend that you ensure that any liquids, aerosols or gels that are included in your carry-on bags adhere to current restrictions. [Visit the TSA website](#) for details regarding these security measures.

Payment transactions at airports

The United check-in counters and kiosks at some of the airports we serve do not accept cash as a form of payment. For more information, visit the [Accepted Forms of Payment](#) page.

Check-in guidelines

The times below apply to flights operated by United and United Express®. For flights operated by another carrier, including our codeshare partners, the applicable check-in time limit for that carrier's flight will apply.

For flights within the U.S., as well as most international flights, baggage will generally not be accepted for check-in more than four hours before scheduled flight departure, although this policy varies by airport and based on daily check-in counter hours.

United has the right to cancel reservations, deny boarding and refuse the acceptance of checked baggage of any customer who does not meet the applicable check-in time limit, as noted below.

Check-in is available starting 24 hours prior to scheduled departure. [Check in now](#)

Check-in and boarding requirements for flights within the U.S., Guam, Puerto Rico and U.S. Virgin Islands

Without checked baggage:

The minimum check-in time requirement for customers without checked baggage is 30 minutes prior to departure, except for Guam, where the requirement is 60 minutes.

With checked baggage:

For all airports within the U.S. and Puerto Rico, the minimum check-in time requirement for customers with checked baggage is 30 minutes prior to departure, with the exceptions noted in the chart below.

Please note that check-in and baggage check must be completed by the specified number of minutes before scheduled departure.

Departure Airport	Baggage check-in completed (number of minutes before departure)
Anchorage, AK (ANC)	45 minutes
Atlanta, GA (ATL)	45 minutes
Chicago, IL (ORD)	45 minutes
Cincinnati, OH (CVG)	45 minutes
Cleveland, OH (CLE)	45 minutes
Dallas/Fort Worth, TX (DFW)	45 minutes
Dallas, TX – Love Field (DAL)	45 minutes
Denver, CO (DEN)	45 minutes

EXHIBIT 13

Fort Lauderdale, FL (FLL)	45 minutes
Greenville-Spartanburg, SC (GSP)	45 minutes
Guam (GUM)	60 minutes
Honolulu, HI (HNL)	45 minutes
Houston, TX (IAH)	45 minutes
Indianapolis, IN (IND)	45 minutes
Jacksonville, FL (JAX)	45 minutes
Kona, HI (KOA)	45 minutes
Las Vegas, NV (LAS)	45 minutes
Los Angeles, CA (LAX)	45 minutes
Maui, HI (OGG)	45 minutes
Miami, FL (MIA)	45 minutes
New York, NY (JFK)	45 minutes
Newark, NJ (EWR)	45 minutes
Orange County, CA (SNA)	45 minutes
Orlando, FL (MCO)	45 minutes
Philadelphia, PA (PHL)	45 minutes
Phoenix, AZ (PHX)	45 minutes
Pittsburgh, PA (PIT)	45 minutes
Reno, NV (RNO)	45 minutes
San Francisco, CA (SFO)	45 minutes
San Juan, Puerto Rico (SJU)	45 minutes
Seattle, WA (SEA)	45 minutes
St. Louis, MO (STL)	45 minutes
St. Thomas, U.S. Virgin Islands (STT)	60 minutes
Tampa/St. Petersburg, FL (TPA)	45 minutes
Washington, D.C. – Dulles (IAD)	45 minutes
Washington, D.C. – National (DCA)	45 minutes
All other airports within the U.S., Puerto Rico and the U.S. Virgin Islands	30 minutes

Boarding ends 15 minutes before scheduled departure for flights within the U.S., Puerto Rico and the U.S. Virgin Islands. Boarding ends 30 minutes before scheduled departure for flights out of Guam.

Check-in and boarding requirements for international flights

For international flights, customers and their bags must meet the check-in and boarding requirements below. Please note that check-in and baggage check must be *completed* by the specified number of minutes before scheduled departure.

Departure airport	Baggage check-in completed	Boarding ends
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	(number of minutes before departure)	(number of minutes before departure)
Caracas, Venezuela (CCS)	90 minutes	60 minutes
Dublin, Ireland (DUB)	75 minutes	30 minutes
Koror, Palau (ROR)	60 minutes	30 minutes
Kosrae, Federated State of Micronesia (KSA)	90 minutes	60 minutes
Kwajalein, Marshall Islands (KWA)	90 minutes	60 minutes
Lagos, Nigeria (LOS)	90 minutes	60 minutes
Lima, Peru (LIM)	75 minutes	30 minutes
Majuro, Marshall Islands (MAJ)	90 minutes	60 minutes
Pohnpei, Federated States of Micronesia (PNI)	90 minutes	60 minutes
Truk, Federated States of Micronesia (TKK)	90 minutes	60 minutes
Yap, Federates States of Micronesia (YAP)	90 minutes	60 minutes
All other non-U.S. airports	60 minutes	30 minutes

Processing times

As a result of heightened security measures at airports within the U.S., we suggest customers arrive at the airport early. Some local airport authorities have instituted additional measures beyond the mandatory security measures specified by the TSA. All vehicles approaching the airports are subject to search on the approaching roadways and within the traffic lanes at the terminals. This may add to your airport processing times, especially at major airports.

The metal detectors at most airports are very sensitive. To ensure a seamless security process, we suggest placing all metal items, including jewelry, in your carry-on luggage before arriving at the security checkpoint. In most cases, shoes should be removed and placed in the bins provided at the checkpoint.

Please allow for additional time if you are departing during peak traffic hours. Heavy travel volumes on Sunday afternoons, Friday afternoons and Monday mornings may require an additional half hour. Peak traffic hours at most airports are:

6:30 a.m. – 9:30 a.m.

11 a.m. – 2 p.m.

3:30 p.m. – 7:30 p.m.

The approximate airport processing time for most cities and regions outside the U.S. is three hours.

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City of Santa Fe, New Mexico

memo

Date: December 01, 2014
To: Geralyn Cardenas, Office Manager
From: Anita C Medina, Administrative Assistant
VIA: Jon Bulthuis Transportation Department Director.
RE: 2015 Airport Advisory Board Meeting Dates

Every first Thursday of each month as follows: (unless otherwise specified)

January 8, 2015 (due to January 1 st)	July 2, 2015
February 5, 2015	August 6, 2015
March 5, 2015	September 3, 2015
April 2, 2015	October 1, 2015
May 7, 2015	November 5, 2015
June 4, 2015	December 3, 2015

All meetings to be held at 4:00 PM at the Santa Fe Municipal Airport located at
121 Aviation Drive

Exhibit "4"