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**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE
BUILDING 3002B
August 04, 2016 - 4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - a. July 07, 2016 – Regular Session
5. OLD BUSINESS
6. NEW BUSINESS
 - a. Jaguar Road Access (Matt O'Reilly)
 - b. Fiber Optic Installation Update (Cameron Humphres) (Information Only)
 - c. Architectural/Engineering Consultant Selection (Cameron Humphres) (Information Only)
 - d. Airport Traffic Data (Becky Casper) (Information Only)
 - e. ID Badges (Cameron Humphres) (Information Only)
 - f. TSA Grant for Gates (Cameron Humphres) (Information Only)
7. PUBLIC INVITED TO BE HEARD
8. BOARD AND/OR STAFF COMMENTS AND/OR REQUEST FOR FUTURE AGENDA ITEMS
9. NEXT MEETING: September 1, 2016
10. ADJOURN

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**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
AUGUST 4, 2016, 4:00 PM**

<u>ITEM</u>	<u>ACTION</u>	<u>PLAN</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1-2
APPROVAL OF MINUTES JULY 7, 2016	APPROVED	2
OLD BUSINESS	NONE	2
<u>NEW BUSINESS</u>		
JAGUAR ROAD ACCESS	INFORMATION/DISCUSSION	2-6
FIBER OPTIC INSTALLATION UPDATE	INFORMATION/DISCUSSION	7
ARCHITECTURAL/ENGINEERING CONSULTANT SELECTION	INFORMATION/DISCUSSION	7
AIRPORT TRAFFIC DATA	INFORMATION/DISCUSSION	7-8
ID BADGES	INFORMATION/DISCUSSION	8-9
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BOARD AND/OR STAFF COMMENTS AND/OR REQUEST FOR FUTURE AGENDA ITEMS	INFORMATION/DISCUSSION	11-12

NEXT MEETING

SEPTEMBER 1, 2016

12

ADJOURN

ADJOURNED

12

**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
AUGUST 4, 2016, 4:00 PM**

1. CALL TO ORDER

The meeting of the Airport Advisory Board was called to order by Stephen Ross, Chair, at 4:00 pm, on August 4, 2016, at the Santa Fe Municipal Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Stephen Ross, Chair
Chris Ortega, Vice Chair
Simon Brackley
Troy Padilla
Mike Szczepanski
Eleanor Ortiz

MEMBERS ABSENT

Bud Hamilton, Excused

OTHERS PRESENT

Steve Boylan, Aviation Association
Gary Dawson
Matt O'Reilly, City of Santa Fe, Asset Manager
Cameron Humphres, Airport Manager
Becky Casper, Airport Administration
Mark Baca, Airport Staff
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

Mr. Szczepanski asked to skip item 6 (A) until Mr. O'Reilly arrives at the meeting.

MOTION A motion was made by Mr. Acton, seconded by Mr. Brackley, to approve the agenda as amended.

VOTE The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES
JULY 7, 2016**

Mr. Ortega said on page 10, the first line, approach slope indicators, it should say taxiway golf and that the slope indicators are a part of the project. Page 11, the 5th paragraph, it should say porous course.

MOTION A motion was made by Ms. Ortiz, seconded by Mr. Padilla, to approve the minutes as amended.

VOTE The motion passed unanimously by voice vote.

5. OLD BUSINESS

None

6. NEW BUSINESS

A. JAGUAR ROAD ACCESS

Mr. O'Reilly said he wanted to give a brief overview. The 300 acres was annexed into the City a while back. The developer was required to build an interchange and the connections to Jaguar Drive and to construct and fund a road into the Airport. There was an annexation agreement between the developer and the City. The requirement is there but there is no time line in the agreement. His understanding is that there is an interest from this group and others and his office as well to see the road completed as soon as possible. We have some ideas about how we might get that to happen quicker and we have had some discussions with the developer. Approvals by City Council will be needed and changes to City plans but there are some possibilities to motivate the developer to do it sooner. He spoke to him earlier in preparation for this meeting. He said the engineering drawings are complete and approved by the City Traffic Engineer.

Chair Ross asked is there going to be another bridge.

Mr. O'Reilly said the plan is all fill. Culverts and fill. The plans are impressive. It has a median in the middle of the road and roundabouts at certain locations. It is a nice road. The estimates were \$1.6 million for construction, but it could be closer to \$2 million.

Chair Ross asked does the developer have to make money before he is willing to

do the road.

Mr. O'Reilly said no, as a developer files plates and subdivides, the City asks them to do the infrastructure. It is a great advantage to the developer to have that direct link but does not help him all that much on the outset. He has to finish the connecting roads and open the interchange, then he can start leasing or selling the parcels. We would not be surprised to see restaurant interest around the interchange. Whether we are able to motivate or incentivise him sooner remains to be seen. He seems open to those ideas and is putting some ideas in front of his client to see if they want to pursue them. We will have to see. Right now there is no obligation for him to build it under any specific time line.

Chair Ross asked what about having the City build it and get reimbursed.

Mr. O'Reilly said we don't have a lot of money floating around. There are no plans for the City to build that road right now. Incentives would require him to build it but maybe give him some credits that he can apply to his project later. It is a financial calculation. Credits are useful if the developer can front the cost. There may be some other things we can do. All of the ideas or possibilities would have to be approved by the Governing Body. Everyone would like to see that road built and be the grand entrance to the Airport.

Mr. Padilla said since there is no date on the project it could extend out how many years.

Mr. O'Reilly said twenty years.

Mr. Padilla asked until that road gets developed is there any way we could fix the road we have to make it look more appealing. This is kind of an entrance to our City.

Mr. O'Reilly said frankly the way we fix it is get the new road built as soon as possible and not spend money on what will be a service road. If we can't do that, then we can look at it. We can't zone the junk yard out of existence. He has a right to be there. The City can look at landscaping or other things if it is clear that the new road will not be built in the near future. He sees the need. We are ahead that we have someone on the hook to build the road we just don't have a date.

Mr. Padilla asked couldn't we somehow ask them to build a taller fence or do something.

Mr. O'Reilly said he has dealt with those people before when he was Land Use Director. We have been in court three times with them for various land use violations. They have had various sanctions put on them. He does not think they have any money to build fences. It wouldn't hurt to ask but he does not think they have any money to build a fence. Maybe some landscaping could be done.

Mr. Ortega said he agrees with Troy. The first impression for travelers is not good. Aviation Drive is City property but whose responsibility is it to maintain the roads. It seems it gets afterthought maintenance. The median is full of weeds and trees. It would be a minor expense.

Mr. O'Reilly said he thinks it is a City street.

Mr. Ortega said since the agreement does not have a deadline and if it goes ten or twenty years is there any requirement for the standard for the road.

Mr. O'Reilly said he does not think there is anything in there about redesigning the road as years go by, but the City has to approve the road design to standard.

Mr. Ortega said so the City has to approve the improvements.

Mr. O'Reilly said yes. The City Traffic Engineer has approved the design and construction plans for the road. At the moment there are plans that are acceptable to the City. Twenty years from now if we change our road standards, he would imagine they would have to update their drawings. The best outcome is to incentivise the developer to build the road sooner than later. That has to be approved by City Council.

Ms. Ortiz asked what is your title Matt.

Mr. O'Reilly said he was the Asset Manager for the City.

Ms. Ortiz asked who is the developer

Mr. O'Reilly said Richard Cook and his daughter, 599 LLC. They are developing on both sides of the interchange.

Ms. Ortiz asked is there an overpass over 599 that is not connected on each side of the road.

Mr. O'Reilly said yes.

Ms. Ortiz said and the City went along with this.

Mr. O'Reilly said they approved it with connections. They are supposed to be finalizing the connections now.

Ms. Ortiz asked who does that.

Mr. O'Reilly said the developer.

Mr. O'Reilly said his development is called The Pavilion and is about three

hundred acres. It was approved eight years ago. It is a commercial business park design and is on this side of 599 which is an area that was not part of the City limits before it was annexed. When he asked that it be annexed they put the requirements on him to do the road and other things. They have completed the interchange and now they need to finish the connecting roads on each side. Likely they will finish on the east side and hopefully then the road to the Airport. It is all on the developer to build that. The land to the south is mostly owned by the developer. To the north side is owned by the City and is referred to as the Airport Industrial Park. We hope to see that land developed but until there is a road and water and sewer that is not possible.

Ms. Ortiz asked is the twenty years written down somewhere.

Mr. O'Reilly said no, the annexation agreement does not put a time line. We have discussed the options with the developer. If we hear back from him that he will go for the incentives, he will bring it before the City Council.

Mr. Brackley said this is the first privately funded intersection in New Mexico. They made a significant investment in the community. He understands that there may be some rezoning of some of the property for housing. That would go a long way toward generating revenue for the developer. That would be more incentive as well. If there is any way to support that rumored rezoning we would probably be in support of that.

Mr. O'Reilly said thirty years ago he was part of the team that designed Tierra Contenta. It was always intended that there be an overpass there. The plans have changed over the years. He would be in favor of multifamily development in that area. He has not heard the rumor.

Mr. Brackley said there has also been talk about the need for a grocery store in that area as well. They count the roofs before making that kind of investment.

Mr. O'Reilly said you can see that some of that commercial space could be replaced with multifamily. He has not heard of that proposal.

Chair Ross asked so the east side, is that residential.

Mr. O'Reilly said there is some mixed use zoning there. Not that much residential. There are a few parcels that Homewise owns. There is commercial planned with Plaza Central.

Chair Ross asked what is he going to do next.

Mr. O'Reilly said he wished he knew. The main priority is to complete the road on the east side of the interchange. We have a regional park there now and have an urgency for him to finish that part of it and to get the interchange open. That is their

primary goal. Maybe we can get them to start the road to the Airport then.

Mr. Szczepanski said when you are incentivising them will we give them a financial incentive where they don't have to pay something the City would normally have them pay.

Mr. O'Reilly said yes.

Mr. Szczepanski asked what is the difference between that and the City paying for the road and getting reimbursed.

Mr. O'Reilly said the City would have to put up the front money. There are certain development fees that are quite large. For Super Walmart it was \$700,000. It can be a great incentive. Right now they have no incentive.

Mr. Ortega asked to get those incentives in place would that require separate agreements.

Mr. O'Reilly said yes separate agreements all done at once. It would require some modifications to some of our CIP plans and other agreements. We could pull those together in fairly short order and if Council goes along with it.

Mr. Ortega asked what office is responsible for it.

Mr. O'Reilly said his office, to expedite it. He stressed again that the City Council has to decide to do this. There is a way in the law to do it and they have the authority to do it but the developer has to have the funds to do it.

Chair Ross asked at the appropriate time we can weigh in on those approvals.

Mr. O'Reilly said the developer knows about the possible incentives. His client just spent \$12 million on an interchange.

Ms. Ortiz asked how long did it take to develop the Las Solarias area.

Mr. O'Reilly said you are talking about land on the east side of Cerrillos. The Tierra Contententa project was approved twenty five years ago is still only 60% complete.

Chair Ross said thank you for talking with us.

Mr. Roybal said thank you for coming.

Mr. O'Reilly said he will keep Cameron informed.

B. FIBER OPTIC INSTALLATION UPDATE

Mr. Humphres said he would like to have Mark Baca come up and give the overview.

Mr. Baca said they went with Kelly Inc. to install the fiber optics. They have run the conduit to the west end of 599. They are waiting for the cable to come in and hoping to get that done on Monday. Century Link is looking at the end of the month to complete the job. He understands the tenants around here will be able to tie into it.

Mr. Padilla asked were there any issues with digging the trenches.

Mr. Baca said yes, the last 6,000 feet they found a broken conduit and had to get inside the airfield to get it repaired.

C. ARCHITECTURAL/ENGINEERING CONSULTANT SELECTION

Mr. Humphres said it is an tough process that the FAA requires. We are three quarters of the way through it. Troy is a committee member for this. The committee reviewed the submittals based on criteria set up in advance. They came to two potential candidates. Four submitted. That is very good for this size of Airport. They interviewed and scored the two. We have the final scores. We would not like to release the candidates until we are through the negotiation phase. We are negotiating fees and doing an independent fee analysis. The next step would be to take that package to Council. We plan to present to Council on September 14th. We wanted to make you aware that we are proceeding. We appreciate Troy for assisting with this process.

Mr. Ortega asked when will negotiations be concluded.

Mr. Humphres said by August 18th.

Chair Ross said thank you for the update.

D. AIRPORT TRAFFIC DATA

Chair Ross said the report is in your packet.

Ms. Casper said this is our first attempt at providing you with traffic data. We think we will go with more of an historic view, year over year and month over month. Is there additional information you would like to see on this report.

Mr. Szczepanski asked is there a reason why there are so many cancellations

here.

Ms. Casper said mostly weight restrictions due to heat and distance for take off.

Mr. Humphres said usually we don't cancel for weight restrictions. Primarily it is weather. The majority are for that. Airlines are not recording reasons for cancellations. Today was a delay for mechanical. Dallas and Denver have been having difficult weather.

Mr. Szczepanski said it is a thing in the community that you can't count on a flight out of Santa Fe. It does hurt our reputation as an Airport.

Mr. Humphres said the short answer is the way in which we can help is fly more in Santa Fe instead of less. It is the idea of buying local. There are benefits for staying local. The same is true for flights in and out of Santa Fe. The reason Albuquerque can recover from weather issues quicker than we can is the number of flights they have and the equipment they are working with. The fact that we have smaller planes here means that we are at the bottom of list for Dallas for example. Part of the way in which we get less cancellations is using our Airport. Recognize this is a small Airport and build into your schedule the opportunity so that you are still able to meet your objectives. We are not going to be able to get there without flying Santa Fe. We need to continue to promote using the Santa Fe Airport. Explain to the community that we need to fill more seats.

Mr. Brackley asked if a flight is canceled out of Santa Fe do the airlines provide transportation to Albuquerque to pick up a flight.

Mr. Humphres said it depends. The airlines will pay to reaccommodate them out of Albuquerque. If the passenger is requesting an accommodation to a later date then no.

Mr. Brackley asked do the airlines provide a bus to take them.

Mr. Humphres said yes.

Mr. Ortega asked how is 2016 compared to 2015.

Mr. Humphres said in 2015 we had flights to LA. United has made up a bit of that, but we will be down a bit from 2015. We expect to see some recovery in the month of October and next year some growth.

E. ID BADGES

Mr. Humphres said we now have these useful Airport badges. Thank you to David Silver and Chris McCord who assisted us with this. It is part of the Airport security plan. That plan becomes a regulatory document. They worked together to get these badges made. We need badges to show authorization to go into sterile areas. This badge shows authorization. Colors of badges show level of access. The next step is moving towards entry media for our gates and the like.

F. TSA GRANT FOR GATES

Mr. Humphres said David Silver put in a grant request through the Department of Homeland Security that will give us the infrastructure to allow us to use badges for entrances or exit of gates. We would know who comes in and has access. Also if someone leaves here for another job we can immediately eliminate them from the access. We have had the same code for the gates for a very long time. Everyone has the code and we need to change that. We will let you know if we are awarded that grant. If we are, by Spring we will move forward with the installation of that.

Chair Ross asked does the grant cover all the gates and access points.

Mr. Humphres said yes, terminal and auto gates.

Mr. Ortega asked would the gates be changed.

Mr. Humphres said we would have to put some new hardware on the gates. On access media you can badge in and punch in a unique code. That is potentially a possibility.

Mr. Ortega said so it is card based.

Mr. Humphres said yes at this point.

Mr. Padilla said we had a pilot come in late at night, 10:30 pm. He parked his plane and there was not another soul around at that time. He tried to get out and he did not know the codes to the gates. It was dark and he could not see the signs. He threw his bags over the fence and hopped over the fence and called a cab. During this rearrangement is there a way to put in more walk through gates in.

Mr. Humphres said we could. In other airports there are usually one or two individuals at each FBO for that reason. How do you make it secure with walk through gates to come back in. We would have to look at how we secure that gate from people coming in.

Mr. Szczepanski said at the FedEx ground facility they have a turnstile where

you can get out but not back in.

Mr. Humphres said we can look at doing that.

Mr. Padilla said Gate 1 seems to have a lot of foot traffic. The whole gate opens up. He recommend looking at that area. That would be a good place for a walk in gate.

Mr. Szczepanski said a lot of the gates have long times that they are open for. He has never see anyone stop and wait for the gate to close. We need signs.

Mr. Humphres said we need to update all of the signs. Each gate should have a sign on it that says no piggybacking and wait for the gate to close.

Mr. Baca said we can change the time but in the past we got a lot of complaints of cars being hit by our gates and our insurance goes up. Right now they are timed for ten seconds.

Mr. Humphres said the badges are our touch point for everyone out here. We can help educate our tenants, look at settings and put signs up.

Mr. Ortega said it sounds like you are well on your way to ask for funding for security. Does that include the drivers school that we heard about for a long time.

Mr. Humphres said regarding the flat line driving, there are some folks that do not know the rules. This is an opportunity for us to do some education. In non movement areas he has seen it handled where drivers are given a booklet they have to read and then they take an on line test.

Mr. Ortega said that was a big concern when the police were providing security out here.

Mr. Humphres said we need to get the information to the people driving out here. It needs to be easy to take care of. There needs to be some understanding for the folks driving out there.

7. PUBLIC COMMENT

Mr. Boylan said we used to meet at the grill. We are trying to get started again. This Saturday we are meeting in the Jet Center hanger, thanks Troy, and we will start our public presentations again. It takes about an hour. We ask that you encourage people to come. We will encourage people to join the Association at \$25.00 a year. Please come. It will be at 9:00 am. The speaker will be Col. Souble.

Mr. Brackley said at the last meeting there was a question that you guys were looking for a place to meet on a regular basis.

Mr. Boylan said we talked to everyone. If someone knows of a restaurant with a meeting room that he has not looked at let him know. It is great to use the hanger but there is no restaurant. People got used to eating breakfast and then have the presentation. We are just getting started again. Thank you for your support.

8. BOARD AND/OR STAFF COMMENTS AND/OR REQUEST FOR FUTURE AGENDA ITEMS

Mr. Szczepanski said this is the year of the engineering for runway 220.

Mr. Humphres said we are going to be doing the design this year and in the Spring construction.

Mr. Szczepanski said he has noticed that 220 presents a real human factor issue. You have runway 2 and runway 20. The runway numbers get confused. 026.4 is the actual heading of our runway. If we are going to have the runway closed for a time when it reopens we could renumber them. Maybe the final outcome would be a much safer thing.

Mr. Humphres said from his perspective that is worthy of a question to ask. It would not be that expensive. We have to check technicalities as to if we can change numbers.

Mr. Ortega said regarding the 2017 projects, the Airport Drainage Plan, he did not remember if that effort includes a new Storm Water Pollution Prevention Plan.

Mr. Humphres said we are nearing the end of updating the Storm Water Plan.

Mr. Ortega asked will it be the same drainage consultant.

Mr. Humphres said no, Gordon and Associates is doing the drainage plan. For the Master Drainage Plan it will be whoever we select.

Mr. Ortega asked those piles of gravel out there are they going anywhere.

Mr. Baca said they will be moved.

Mr. Ortega asked have you found out anything about the VOR checkpoint.

Mr. Humphres said we just let it get decertified. We are thinking about going to a sign. It is on our list of what we want to do.

Mr. Ortega asked does it have to be done as part of a taxiway.

Mr. Humphres said we need to roll it into another project if we want FAA to pay for it. We may be able to squeeze it in next year.

Ms. Ortiz said she would like to know why when we invited Mr. O'Reilly to speak to us we did not ask him to bring a City Councilor with him. She is wondering if we really are concerned about this overpass that goes nowhere. Who do we talk to.

Mr. Brackley said he has talked to City Councilors about this topic. He would like to see the City Councilors come visit the Airport more. Every chance we have to speak about the good things happening out here is a good thing. A monthly update on the Airport to them may be a good thing. This Airport makes money which is unusual for the City. He has learned a lot about the operations of the Airport by being on this board and every chance we have to let them know about it is helpful. Invite them to sit in on a meeting.

Mr. Humphres suggested that the purpose of this Board is to bring concerns to staff and to act as a voice on behalf of the Airport. He will reach out to the Council. He asks everyone on the Board to call the Councilors. There are three important things we need for this Airport, Jaguar Lane, runway 220 improvements and the terminal. Those three things are key infrastructure that we need. Those are long range things that we need to keep the pressure on. The Mayor chose each of you to be on this Board. Reach out to the Mayor and be our champion.

Chair Ross said when something comes up like incentives for the road those kind of things have a rough road at the Council.

Mr. Humphres said he will inform this Body about hearings so you can participate. Don't wait for the opportunity to present itself. Tell everyone how important the Airport is.

Mr. Brackley asked have any Councilors come out here since the improvements have been made.

Mr. Humphres said we are going to do a ribbon cutting. He has been approached by Councilors Villarreal and Harris to visit. The Mayor comes out frequently.

Mr. Szczepanski said a walking tour of the operations would be more beneficial than the meeting.

9. NEXT MEETING: SEPTEMBER 1, 2016

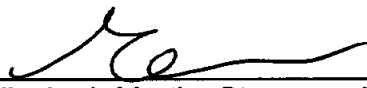
10. ADJOURN

MOTION A motion was made by Mr. Padilla, seconded by Mr. Brackley, to adjourn the meeting.

VOTE The motion passed unanimously by voice vote.

The meeting adjourned at 5:45 pm.



Stephen Ross, Chair

Elizabeth Martin, Stenographer