



# Agenda

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**AIRPORT ADVISORY BOARD MEETING  
SANTA FE REGIONAL AIRPORT  
121 AVIATION DRIVE  
BUILDING 3002B  
August 9, 2018 – 4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - a. July 12, 2018 – Regular Session
5. OLD BUSINESS
  - a. AOPA Fly In Update (Mark Baca & Steve Ross)
  - b. Runway 2-20 & Taxiway Delta Phase I Construction Update (Mark Baca)
  - c. Airport Terminal Update – (Mark Baca)
  - d. Change Order for Mountain States: RW 10-28 & 15-33 Construction (Mark Baca and Kent Freier)
6. NEW BUSINESS
  - a. Engineering Services for Upcoming Projects (Mark Baca)
  - b. Airport Security Program, Rules and Regulations, and Minimum Standards (Mark Baca, David Silver and Lieutenant McCord)
  - c. Airport Strategic Plan (Councilor Harris)
7. PUBLIC INVITED TO BE HEARD
8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS
9. NEXT MEETING: **September 13, 2018**
10. ADJOURN

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**RECEIVED AT THE CITY CLERK'S OFFICE**

**DATE:** 7/31/2018

**TIME:** 2:31 PM

**SUMMARY OF ACTION  
AIRPORT ADVISORY BOARD MEETING  
SANTA FE REGIONAL AIRPORT  
121 AVIATION DRIVE, BUILDING 3002B  
THURSDAY, AUGUST 9, 2018, 4:00 PM**

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<b>PUBLIC INVITED TO BE HEARD</b>	<b>INFORMATION/DISCUSSION</b>	<b>9-10</b>
<b>REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS</b>	<b>INFORMATION/DISCUSSION</b>	<b>10</b>
<b>NEXT MEETING</b>	<b>SEPTEMBER 13, 2018</b>	<b>10</b>
<b>ADJOURN</b>	<b>ADJOURNED</b>	<b>10</b>

**AIRPORT ADVISORY BOARD MEETING  
SANTA FE REGIONAL AIRPORT  
121 AVIATION DRIVE, BUILDING 3002B  
THURSDAY, AUGUST 9, 2018, 4:00 PM**

**1. CALL TO ORDER**

The meeting of the Airport Advisory Board was called to order at 4:01 pm by Councilor Michael Harris, Chair, on Thursday, August 9, 2018, at the Santa Fe Regional Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

**3. ROLL CALL**

**MEMBERS PRESENT**

Councilor Michael Harris, Chair

Kevin Egan [telephonically]

John Elling

Bud Hamilton

Chris Ortega

James Robins

Rosemary Thompson

*Egan*

**MEMBERS ABSENT**

None

**OTHERS PRESENT**

Mark Baca, Airport Manager

Kent Freier, Molzen Corbin

Joe Gamez, Signature Flight Support

Rita Carrillo, Signature Flight Support

James Brogan, Enterprise Rent-A-Car

Stuart Kirk, Fly Santa Fe

Regina Wheeler Public Works Director

Tuesday Brzyley, Airport Staff

Carl Boaz for Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

**MOTION:** A motion was made by Mr. Ortega, seconded by Mr. Robins, to approve the agenda as presented.

**VOTE:** The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES  
JULY 12, 2018**

Mr. Ortega said on page 3 it should say "change order"

**MOTION:** A motion was made by Mr. Hamilton, seconded by Mr. Ortega, to approve the minutes of July 12, 2018 as presented.

**VOTE:** The motion passed unanimously by voice vote.

**5. OLD BUSINESS**

**A. AOPA FLY IN UPDATE**

Mr. Baca reported that September 15<sup>th</sup> is the Fly In. We are getting down to the wire. The security application has been sent to TSA. Mr. Gamez from Signature was kind enough to get us a lot and the possibility of camping there. We are still on track.

Ms. Thompson asked what about volunteers. Is there a place for them to sign in.

Mr. Baca said yes, on the AOPA website. Go to the website, click on volunteers and check Santa Fe.

Chair Harris asked if Steve Ross has been contacted.

Mr. Baca said he spoke with him and is meeting with him this coming week. He was not able to be here today. They are lining up the Civil Air Patrol from Albuquerque and the Mountain Club and the 99's are gearing up for it.

Mr. Elling said regarding camping, in Colorado Springs last year they allowed camping on the air field. Was that a problem for TSA.

Mr. Baca said with our layout, it would have been a security nightmare so we carved out an area that is not on the field.

Mr. Robins said Chris Eads will coordinate at the tower and 30 days before. We will send out blast emails from the Safety Institute for people coming in from places like Wisconsin. At the end of last week there were 416 aircraft and that may have gone up slightly. Some people only register about two weeks ahead.

Chair Harris said he feels we will have 350-500 probably.

## **B. RUNWAY 2-20 AND TAXIWAY DELTA PHASE I**

Mr. Baca reported that on 2-20 the paving is completed and the last phase of grooving starts on the 20<sup>th</sup>. It is being done nightly for 14 days to take us to September 3rd for grooving and painting. There will probably be 2 nights of Airport closures, but that won't happen until after the Fly In. We will wait until after the last commercial flight leaves. Taxiway Delta is complete with lights and markings all in place. It took a little longer than we had planned, but it is done.

Mr. Baca said we are hoping to get Phase 2 designed shortly.

## **C. AIRPORT TERMINAL UPDATE**

Mr. Baca said we have the RD2D baggage scanner and that has helped with the morale for TSA staff and improved flights being on time. The airlines are not waiting for bags any more. We are still waiting for automation on the feeders, but that is being worked out and we hope by the end of August or mid September they will all be in place.

Chair Harris said at some point next month perhaps we could have construction values, change orders with descriptions, dollar amounts and days extended. He would also like to know about any claims that will need to be sorted out.

Mr. Baca agreed to provide that.

Mr. Hamilton asked have we publicized any of the baggage handling improvement.

Mr. Baca said not yet. TSA wants to wait until it is fully operational. Mr. Sanchez wants to wait on that and do a ribbon cutting as well.

Mr. Baca said the original contractor for the mechanical roller sent out one at 3' instead of 32" and 9' instead of 6'. It has been a mess.

Chair Harris said we don't need messes. For this little project, it had no engineer of record.

Mr. Baca said we did the engineering in house.

Chair Harris asked how did it get wrong measurements.

Mr. Baca said staff caught it when it arrived. Lou ordered exactly what was on the spec, but that was not what the company shipped.

**D. CHANGE ORDER FOR MOUNTAIN STATES: RW 10-28 AND 15-33 CONSTRUCTION**

Mr. Baca introduced Kent Freier from Molzen Corbin.

Mr. Freier said we probably are going to extend the completion date for 2-20. We got the change order and are working it out with Mountain States. The prices are the same. It is a matter of getting back into their schedule.

Chair Harris said it is their contract and there has to be a really good reason and path if we didn't use KSA's form. It is a grey area.

Mr. Freier said we will follow your procurement rules exactly.

Mr. Ortega said we heard the funding was not approved in a timely manner.

Mr. Baca said the money is in place now.

Mr. Freier said it is a \$1.2 million grant with a 10% match which was achieved. The overlay was not fully constructed. At the east and west ends we were going to do seal. There is an NMDOT state price agreement for crack seal. The surfacing must be done by bid.

Mr. Ortega asked what about the middle part.

Mr. Freier said we will reconstruct that and then on 33A do crack seal. The rest has had no crack seal.

Mr. Eagan asked what is the price and source of funding.

Mr. Freier said it is a 90/10 split grant.

Chair Harris asked what is proposed timing on construction there.

Mr. Freier said he does not know at this time. It depends on where Mountain States is. He has talked with Matt Brown about it. Probably September or October. He doesn't know the end date for Mountain States and will work it out with TSA next week.

Chair Harris said at Public Works on Monday night, he was taken unaware by the local matches for these projects. That fund, was it a total of \$500,000 or \$500,000 and \$200,000.

Mr. Baca said \$700,000 and it goes back to 2014.

Chair Harris said it was unclear where we stood on this, but the Department went through the records and after the 10% match we will have \$27,000 left in the fund. That was discussed at Finance Committee on how it will be refurnished. The State money is in place and the City funds are in place.

## **6. NEW BUSINESS**

### **A. ENGINEERING SERVICES FOR UPCOMING PROJECTS**

Mr. Baca reported that we put out an RFP in early July. It has been reviewed and awarded to Molzen Corbin. We parted ways with KSA.

Chair Harris asked how many responses did we receive on the RFP.

Mr. Baca said we received 5 responses.

Mr. Baca said now with the stimulus for 100% grants out there, we talked with FAA and we assured them we could get it done by April.

Chair Harris said in the Congressional allocation of 1B around the country 3 airports in New Mexico were priority - Hobbs, Roswell and Santa Fe. The deadline was yesterday for the first cycle.

Mr. Baca said we felt we could not meet that deadline.

Chair Harris said he and Ms. Wheeler met and found an extension to Friday out of Dallas that had been granted. The application will be basic and will be for taxiway G, about \$3 million. We didn't put in Taxiway Delta phase 2. We will take that on a little later. There is a whole series of steps to get there and if we can meet them in order to have the money we must have a contractor and contract signed by April 1st. Molzen Corbin has been part of the discussion. He thinks we can make it happen.

### **B. AIRPORT SECURITY PROGRAM, RULES AND REGULATIONS AND MINIMUM STANDARDS**

Mr. Baca reported we have put the security program rules and regulations out on the website. Since we stripped down the definitions, all the little caveats that we have to fix in the Airport, the plan has been submitted for revision and has not come back to us. We are trying to get the rules and regulations in place and talked with TSA on getting a better line for what we can or cannot cross on violations and penalties. It has become very complicated.

Chair Harris said Lt. McCord was just promoted to Lt. He was at the swearing in.



8 were promoted in the Department. He hoped he could follow through on the Airport security. He emailed Chief Padilla and have not heard back about it.

Chair Harris asked do we have something we need to submit.

Mr. Baca said he, David Silver and Lt. McCord are the three coordinators. When David gets back from disaster service and we hammer out the new program we will get the definitions figured out and be able to present something to the Board.

Chair Harris asked so we submitted one version.

Mr. Baca said the original was submitted in 2016 and is on file.

Chair Harris said and at that point you will bring it to the Board for review and then submit to TSA.

Mr. Baca said yes. It falls in line with Federal Regulation 1342. There is not a lot of wiggle room to negotiate. He will bring the rules and regulations and the proposed penalties.

Mr. Elling said the rules and regulations were published on the website and caused a lot of concern by the community. They need some more vision. They should be revised, based on the comments. The substantial concerns are that we are being held to them, but they are a work in progress. There are page after page of unworkable penalties. They don't appear to be working.

Mr. Baca said that is the law per current policies, but we can spell it out more.

Mr. Elling said the rules and regulations were published two years ago and he has not seen them yet.

Mr. Ortega asked is this for security only.

Mr. Baca said yes. TSA was working them out as a Category 3 Airport. We took it out of 1542 Federal regulations. People didn't know what the rules and regulations were. So the best way to handle it was to push out some safety and security.

Mr. Elling said that happened this year so they are not two years old and we are now a Category 3 Airport so it is something new. The penalties are clear, but not the rules.

Chair Harris said Mr. Elling is out here so he is more aware of them. When they came out he didn't look at them very closely.

Mr. Elling said it is not clear to him, since we created them before we became

Category 3 and we didn't know if TSA could negotiate on the security plan.

Mr. Baca said we are getting into it now and we are trying to make them simpler and easier to follow.

Mr. Elling said it is up to us to write them so we do have more flexibility.

Chair Harris said David Silver has been working with FEMA on the flood issues and Mark is wearing a new hat. It is a problem that is not clear and could prove problematic.

Mr. Elling said the rules can get pretty ridiculous. We need to tell people what the rules are and they need to be crystal clear, especially with \$10,000 of fines. They are federally mandated and we have to do them. The execution is at our discretion.

Chair Harris said we are sort of in limbo right now. People have sent him examples from other airports. The committee to review these is David, Mr. Baca and Lt. McCord. We need a representative from the Board.

Mr. Elling said he is willing to volunteer some time, but not as an expert.

Mr. Ortega said he is hearing there is not much flexibility to negotiate.

Mr. Elling said it will be a good process and more efficient. We need to figure out how we want the rules to work.

Chair Harris said so Mr. Baca will get the group together and clean up some of the issues and try not be so global. Please submit a copy to me of what you work out. There are revisions from TSA, but we still need to do the work first. Let's just get it done.

Mr. Baca said we know what we have submitted already and can work it into the rules and regulations.

Mr. Baca said as to the minimum standards, there are commercial standards to get everyone on a level playing field. The minimum standards go in line with that since we are a Federally funded Airport.

Chair Harris said let's talk a little about that. Mr. Ortega emailed me the standards from Alamogordo. It is a 30 page document published in 2015. He will send it to Tuesday so she can send it out to the Board. Mr. Ortega has agreed to lead the group through the minimum standards. Alamogordo had the best practices. Mr. Ortega is willing to take the lead on it and ask for some people to work with him on it.

Mr. Ortega suggested a kick-off meeting with 3-4 people to get stuff on the table to discuss and clean up.

Chair Harris said so there are minimum standards and we will resolve it with TSA with a plan.

Mr. Robins said he would like to participate, but has a tight schedule.

Mr. Elling said he would provide input as well. Just make sure we run it through the commercial side.

Mr. Baca agreed. They are covered under FAA. We must make sure we are in compliance with funders' policies. Later on, we can see how we can weave Commercial into it.

Ms. Wheeler said there are lots of gaps to fill and we cannot do it all at once. We are going to fill Mr. Baca's former position soon. His work on that grant is good. We will prioritize the work to make progress.

Chair Harris said in one month's time we should get a report on the rules and regulations for Airport security and the outcome of the discussion on minimum standards. Then we could discuss how to approach all the rules and regulations.

Mr. Hamilton said he has no knowledge or expertise of any of those, but could he get a copy of Alamogordo document .

Chair Harris said of course.

### **C. AIRPORT STRATEGIC PLAN**

Chair Harris said the first phase has been called a vision document. Mr. Hamilton suggested last month that a lot of threads run through the Santa Fe Regional Airport. His sense is that things are moving forward, but where are we going as we move forward.

Mr. Hamilton said he just thinks it is important that all stakeholders get a line on where to go for the future so we are moving forward in a substantive way.

Chair Harris said he agrees. That is appropriate. He has asked Mr. Elling and Mr. Hamilton to join him and Mr. Baca, Ms. Wheeler and Stuart Kirk who speaks for the commercial side in this effort. We have a good resource in Matt Brown who is the Economic Development Director for the City. On the Mid-Town property they went through a rigorous exercise about what the City owned property should be and on developing guidelines. This is a vision followed with a strategic plan. The subcommittee

has met and will meet once more before the meeting on September 13th to arrive at a basic statement. That will be brought back in the draft form to the Board for consideration. We might reach consensus on that at the September meeting, but if not we want to hear what the Board and the public have to say. Once this is achieved, we would attach it to a Resolution and he would sponsor it. We should have a concise and clear statement for operation of the Airport and then start to work on implementing a strategic plan.

Mr. Hamilton said in our meeting last week we wanted to make sure all stakeholders have input. What do we do to get other stakeholders to respond.

Chair Harris said we can gather public input. The Mayor has to introduce the Resolution and committee assignments are made at that time. We can also take public comment in the committee meetings. Perhaps through an HOA we could get input. Matt Brown will help.

## **7. PUBLIC INVITED TO BE HEARD**

Chair Harris said Mr. Elling sent him a question about the transaction to purchase or lease the space the Wastewater Division of Public Utilities is located on at the Airport. He spent an hour with Shannon Jones, Director of Public Utilities, discussing this issue. He is in favor of the transaction and some numbers are on the table. A full appraisal was done and Mr. Jones shared that with him. He, Mr. Baca and Ms. Wheeler talked about it yesterday. The FAA has to sign off on the distribution of property for "non-aeronautical use." The focus will be on the 28 acres. We may need to do an updated appraisal. It cannot be over six months old. This is how we can put some money back into the Airport. It is not discretionary, but can be used for the match requirements.

Mr. Freier said he needed to say we are in the midst of the passenger discharge fees. It is just a matter of starting to collecting those fees. That will be a valuable resource.

Chair Harris said at the last meeting calculations were presented on those fees. It is all to the good.

Mr. Robins said that is \$365,000 for fees.

Mr. Elling said parking fees will require some expenses.

Mr. Baca said it will be automated like the City parking lots.

Chair Harris said he and Mr. Hamilton attended the Northern New Mexico Air Alliance meeting with the core members. We have a pretty fluid relationship with them. People are behaving fiscally. The Alliance has an agreement with American Airlines and different local bodies that put money into it so the Air Alliance has a fiduciary

responsibility in handling that money. It began housed in the Opportunity Fund with the Chamber of Commerce. Paul Margetson has been keeping the books. He asked for a copy. We need to have a clear MOU and clear set of books consistent with our Finance Department. He has given all the information to Mary McCoy who is our new Finance Director. She said it is more information than she usually gets from 501(c)3 organizations.

**8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS**

Ms. Thompson said the barbeque for Mr. Baca was great.

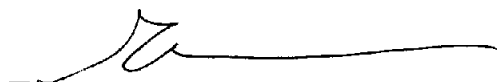
Chair Harris thanked everyone for being present.

**9. NEXT MEETING: SEPTEMBER 13, 2018**

**10. ADJOURN**

There being no further business before the Board, the meeting adjourned at 5:35 pm.

  
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Councilor Michael Harris, Chair

  
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Elizabeth Martin, Stenographer