



Agenda

**AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT
121 AVIATION DRIVE
BUILDING 3002B
AUGUST 8, 2019 – 4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - a) July 11, 2019
5. OLD BUSINESS
 - a) Strategic Plan Update. (Regina Wheeler, Public Works Department Director, rawheeler@santafenm.gov, 955-6622; Bud Hamilton, AAB Member, santafebud@comcast.net, 603-2638)
 - b) Airport Security Rules and Regulations. (David Silver, Emergency Operations Manager, dmsilver@santafenm.gov, 955-6537; John Dickinson, Airport Operations Manager, jdickinson@santafenm.gov, 955-2909)
 - c) NNMAA United Airlines Discussion Report. (Stuart Kirk, NNMAA, stuart@fllysantafe.com, 986-6862)
6. DISCUSSION
 - a) Airport Staff Report. (Mark Baca, Airport Manager, md Baca@santafenm.gov, 955-2901)
 - b) Passenger Facility Charges. (Kent Freier, Molzen Corbin & Associates, kfreier@molzencorbin.com, 242-5700)
 - c) Terminal Design Task Order. (Kent Freier, Molzen Corbin & Associates, kfreier@molzencorbin.com, 242-5700)
 - d) Parking Lot Update. (Kent Freier, Molzen Corbin & Associates, kfreier@molzencorbin.com, 242-5700)
7. ACTION
 - a) RWY 10/28 and 15/33 Runway Bid Award. (Mark Baca, Airport Manager, md Baca@santafenm.gov, 955-2901)
8. PUBLIC INVITED TO BE HEARD
9. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS
10. NEXT MEETING: **Thursday, September 12, 2019**
11. ADJOURN

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RECEIVED AT THE CITY CLERK'S OFFICE

DATE: July 31, 2019

TIME: 10:15 AM

**SUMMARY OF ACTION
AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
THURSDAY, AUGUST 8, 2019, 4:00 PM**

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**AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
THURSDAY, AUGUST 8, 2019, 4:00 PM**

1. CALL TO ORDER

The meeting of the Airport Advisory Board was called to order at 4:00 pm by Councilor Michael Harris, Chair, on Thursday, August 8, 2019, at the Santa Fe Regional Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Councilor Michael Harris, Chair
Bud Hamilton
Kevin Egan, Telephonically
Chris Ortega
John Elling
James Robins
Rosemary Thompson

MEMBERS ABSENT

OTHERS PRESENT

Mark Baca, Airport Manager
John Dickerson, Airport Operations Manager
Mike Prinz, Assistant City Attorney
Regina Wheeler, Director, City of Santa Fe Public Works
David Silver, Emergency Preparedness
Troy Padilla, Jet Center
Stuart Kirk, Fly Santa Fe
Michael Szczepanski
James Brogan, Enterprise
Jeremy Alvord, Molzen Corbin
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

Mr. Baca said we would like to postpone Discussion items B and C because Mr. Frier was unable to attend the meeting tonight. Those items will be postponed to the meeting of September 12th.

MOTION A motion was made by Ms. Thompson, seconded by Mr. Elling, to approve the agenda as amended.

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES JULY 11, 2019

MOTION A motion was made by Mr. Ortega, seconded by Mr. Hamilton, to approve the minutes as presented.

VOTE The motion passed unanimously by voice vote.

5. OLD BUSINESS

A. STRATEGIC PLAN UPDATE Regina Wheeler

Ms. Wheeler said we presented a draft a few months ago. We have worked on action plans. We added a category from the feedback from the Board to maintain and update the air side facilities. We had a planning session with the New Mexico Air Alliance, members of the Board and staff. Our goal is to maintain the current level of flights and cultivate growth.

Ms. Wheeler passed out a handout which is herewith attached to these minutes as Exhibit "1".

Ms. Wheeler reviewed the handout.

Chair Harris said on insuring the Airport financial viability, something we talked about in the past was the Wastewater transaction. It seems that should be added here.

Ms. Wheeler said it seems it should.

Mr. Baca said that transaction approval is in the last line of business for the FAA. It has been approved by the other three lines of business with them. We are waiting for that and the official letter.

Mr. Eagan asked what is the expectation for approval from FAA.

Mr. Baca said he spoke to Ms. Cuaves and was told they will have the final decision in the next few weeks.

Mr. Egan asked how long will it take to execute the sale.

Mr. Baca said it depends on the City processes.

Chair Harris said we do have an appraisal that is three years old. By rights we need something far more current so we need to update the appraisal once we know we have an approved transaction.

Mr. Prinz said it is hard to say how long the transaction will take.

Ms. Wheeler said the Utility Department is aware and on board with the transaction. They did propose a process preference. The ground work has been laid.

Mr. Egan said since we passed three of the four hurdles can we advance the appraisal process so we can bring this to fruition sooner.

Mr. Baca said we could. It has to go through the procurement process. We can put that down as an action item.

Councilor Hamilton asked are we going to do that or talk more about it.

Councilor Harris said we need to confirm that we need to update the appraisal.

Councilor Harris said the note forms you have in your packet were Bud's idea. He thought it would be good to take notes on these forms and keep track of things to follow up on. He encourages everyone to take their own notes. He will get with Regina after the meeting and he will have Izzie do the list of items to follow up on once we know what to say.

Mr. Hamilton asked how are we going to address the action plans with the Board.

Ms. Wheeler said they are here if you want to see them. She can email them out.

Mr. Hamilton said this is the first step of getting the action plans moving. Look at the format and comment.

Mr. Elling said we asked for dates on some of these things.

Mr. Hamilton said we took them out and will put them in the action plans.

Ms. Wheeler said we have an action plan for the first column so far.

Mr. Elling said he thinks column E is ready for an action plan.

Ms. Wheeler said there has been some progress there. We will give you an update on that. That can be the second action plan we develop.

Councilor Harris said the tactics are the individual items and the goals are the top items.

Mr. Hamilton said he had assumed that at some point we need Governing Body approval of all this. Is that true.

Councilor Harris said yes, that is his assumption.

Ms. Wheeler said she noticed as she was doing this that it is petty fluid. It is a working document and will not always look like as to how we would present it and adopt it.

Councilor Harris said we are an Advisory Board. We have a responsibility to do information with the clarification that is a moving target once we are comfortable with it.

Ms. Thompson said under column B she likes that we are adding corporate jets. What are the new hangers being built on the north end of the airport.

Mr. Baca said they are private hangers.

Ms. Thompson said her thought is add corporate jets with the Jet Center and Signature. Do we have available hanger space to lease to them.

Mr. Baca said the City does not own any hangers. We just do the ground space.

Ms. Thompson asked do we have space available.

Mr. Baca said yes.

Ms. Thompson said if we could get some of those to relocate here it would be great. There is an opportunity to reach out and see if someone wants to relocate to Santa Fe.

Mr. Baca said he doesn't know if that meets the business model of the FBOs. The City cannot go out there and try to get stuff and determine which FBO to use. He refers people to both FBOs.

Ms. Thompson said maybe we could do a marketing effort to reach out to

corporate aircraft.

Mr. Elling said try not to forget general aviation.

Mr. Egan said both Signature and the Jet Center could attend the NBAA. They have a big show. They could do outreach there and try to build interest in Santa Fe.

B. AIRPORT SECURITY RULES AND REGULATIONS
David Silver, John Dickerson

Mr. Dickerson said we will put out our draft to Mr. Prinz and he will get it through Council. We would like to get public comment before that. We would like to put that and the Board comments into one document.

Councilor Harris asked how do you propose to circulate the draft.

Mr. Dickerson said it will be for the Advisory Board right now and it will be on line for everyone else. He would like to get comments and go over them at the next meeting.

Chair Harris said so you are asked as Board members to review the draft and get comments back to John and John will post it on the City website. In terms of the City website he doesn't know if Lilia Chacon will work with you so you can see what she does to get the word out and draw peoples attention to it.

Ms. Wheeler said it seems the rules and regulations are constrained by FAA regulation. We need to make sure people don't wholeheartedly comment without context. Do you have any ideas about how to do that.

Mr. Baca said we have gone down this road before. The public perspective versus the regulatory perspective is night and day. The only thing that might work is a town hall.

Ms. Wheeler said great idea.

Mr. Baca said that would be the most constructive.

Mr. Ortega asked is it mandatory to circulate it to the public.

Mr. Baca said the last time we put this out it became difficult to navigate. Rather than going down that rabbit hole we agreed to put them out and we can discuss if they are regulatory and can't be changed. We are trying to meet what we promised in one of the meetings and to get everyone on the same page. These are the rules and regulations we have to abide by.

Mr. Ortega asked when the minimum standards get more developed will it be the same kind of thing. Are we opening it up to the public or the Airport community because they know more about the required regulations.

Mr. Baca said that is a tricky thing. If it is someone from downtown who had never seen the Airport that is tough.

Ms. Wheeler said she wonders if we could satisfy the promise by getting comments from the Board rather than the public. The Board is representative of the public.

Chair Harris said he would make it available in hard copy here or on the website and make sure the Airport community has a chance to review and comment if they choose to. Then after 30 days have a meeting and let people submit written comments or provide comment.

Mr. Elling said putting out a draft and inviting people to read it and comment before the rules are promulgated is a vast improvement in the process. This sounds like a lengthy process. It would be good to know what rules are in effect currently and where people can find them and which ones are being enforced and followed.

Chair Harris said he will leave that up to Mr. Baca and Mr. Dickerson. He knows this has been an contentious issue in the past. We want to make sure the information is there and that we are clear of what the rules and regulations are. He doesn't think it has to take much longer. We can review it in a months time and run the community comment side by side with the Board comment.

Mr. Ortega said there are different ways of doing it. People who are subject to these need to inform the people who are effected by them and invite them to a public meeting here. That can be their opportunity to comment.

Chair Harris asked Ms. Wheeler, Mr. Baca and Mr. Dickerson to outline that and get it organized and let us know what the process will be. They will send an email to the Board and in the meantime the Board members will read these and comment.

Mr. Silver said we can send out a digital copy for comments.

Mr. Elling asked does the City Attorney's Office have any role to play.

Mr. Prinz said we don't have a role in drafting them, we review them. He has the draft and is reviewing it. He has not seen anything problematic. He will think about it. We don't want to slow down the process to much, but we want a good product at the end.

Chair Harris said we will run your review side by side with the Board comments.

It is very constrained about what we can and cannot do. Review by the City Attorney's Office is a good idea, but just a review. Procedurally are you okay with that.

Ms. Wheeler said yes, great.

Ms. Hamilton asked do we have a timetable for feedback from the Board.

Chair Harris said he would say Thursday the 12th is the next meeting date so comments by the Friday prior to that.

Mr. Baca said he was hoping for earlier. He can include deadlines when he sends out the document.

Chair Harris asked what is your date.

Mr. Baca said two weeks from Monday. August 26th.

Chair Harris said okay. Comments are due back to the Airport manager by August 26th.

C. NNMA UNITED AIRLINES DISCUSSION REPORT
Stuart Kirk

Mr. Kirk said we went to Chicago. John Dickerson and Paul Margetson joined him there. We had a good meeting with United. We asked them what they thought about their business in Santa Fe and they were very pleased. They said they expect to add a 4th flight to Denver in March or July. They said they had been thinking about a flight to LA as well. We showed them information regarding community support for the flight to LA and the growth in tourism. They seemed very interested in that. They agreed to go back and review the assumptions they use. This was brought up by them, not us. We are a long ways from having that flight and we caution you about spreading that word. They have a year or two planning horizon for their flights.

Chair Harris asked did you discuss the constraints.

Mr. Kirk said yes very much so. John brought a map of the plans and we showed them a timetable. They are fully aware of our constraints.

Mr. Kirk said the message on the handout is growth being absorbed by the airlines. It shows growth in terms of seats and seats actually filled. We had a dramatic increase in seats available and our load capacity has gone up and that reflects in our inbound and outbound numbers. We are trying to grow the use of the Santa Fe Airport and it is showing good results.

Mr. Kirk's information is attached herewith to these minutes as Exhibit "2".

Chair Harris asked where did this information come from.

Mr. Kirk said it is data from the Department of Transportation. InterVistas put it together.

Mr. Kirk said the other paper shows on data of time delays here and in Albuquerque. It shows us being better than Albuquerque and better than the National average for delays and cancellations. That is good information to share with people who have had an unfortunate incident. The fact is their chances of getting out in time here are better than our competition.

Mr. Hamilton asked how are we publicizing this.

Mr. Kirk said basically through presentations. At next month meeting we will focus on our marketing plan. We are going to try to do Op Ed pieces and local advertising. The quality of the Airport stats like this and the value of the Airport to the community in terms of economic development is what we are focusing on.

Mr. Egan asked do we have a good number for economic activity.

Mr. Kirk said we want to redo that.

Mr. Egan said those could be important numbers. Is there a plan to do that.

Mr. Kirk said we are going to be talking about a good quality survey on a number of issues and getting good economic development links to the use of the Airport.

Mr. Hamilton asked is "we" the Alliance.

Mr. Kirk said the Alliance and the Airport. Regina is part of our discussions.

Chair Harris said thanks for doing what you have done so far and are proposing to do. We should get our Economic Development Division involved in this too. As soon as we have on board a full time Economic Development Director we will talk to them about the Airport and make them aware of what is going on and how their work can support that.

Mr. Kirk said he agrees.

Ms. Wheeler said the Economic Development Department got a call from the State asking for infrastructure that support Santa Fe. One of them was the extension of Jaguar. We gave the five and the State was excited about the five.

Ms. Thompson said thank you. That is good to know.

Chair Harris said thank you Stuart.

Mr. Egan said with the effort to add flights and terminal expectations it would be great to start another effort at Fly Santa Fe to lobby for money from the Feds for terminal support.

Mr. Kirk said we have been looking at Federal money for terminal support. Roswell got some. We are talking tomorrow about research and giving advice about projects we should be applying for.

Mr. Hamilton said he had conversations with Mr. Szczepanski and he said Brownsville is about the same size as us. They just got \$41 million from FAA. We talked about this at our last meeting. We need to keep pushing on this.

Mr. Egan said these are side door political pushes.

Councilor Harris said last month Mr. Baca response was that FAA is not going to support us in those requests until we do improvements on the air side.

Mr. Baca said that is a different region, not the southwest region. He just received estimates for the relocation for runway 20 which has safety concerns. We have to find funds for that. We are talking terminal and increasing flights, but we still have infrastructure that we need to take care of. That infrastructure has been bandaided over the years. We are not taking care of what we have. All of this is great and sounds good, but at this point his program manager has told him they will not support terminal funding until we support our infrastructure and until the City gives them a vision where they are going to put money into the Airport themselves rather than just use grant funds.

Mr. Egan said that is exactly what he is saying. That is why he feels the difference is in political push. He thinks that is what it will take until we take care of the infrastructure.

Mr. Thompson said perhaps this Board should make that recommendation to City Council that this is what we need.

Councilor Harris said if he was in the same position as FAA is in that is the line he would take. Take care of your house first, demonstrate that you believe in the future of the Airport, then maybe.

Ms. Thompson said address it to let them know this is what is holding us back. Make them aware of that.

6. DISCUSSION

A. AIRPORT STAFF REPORT Mark Baca

Mr. Baca said this has been a busy month. We received a \$35,000 fine from FAA for an Allied security guard who was not at their post at the proper time. We are looking at getting that money back from Allied. We are working with Mr. Prinz on that negotiation.

Chair Harris asked when did this occur.

Mr. Baca said on February 20th.

Chair Harris asked how many times has this occurred.

Mr. Baca said this is the 2nd time for Allied, the 4th time for security companies we have contracted.

Chair Harris asked how many fines have been leveled and were they reimbursed.

Mr. Baca said Allied is going to reimburse the City. With G4S two guards were fired and we no longer do business with them.

Chair Harris asked did they reimburse us.

Mr. Baca said no. The fine was \$14,000 for G4S. This one was compounded to \$35,000. The \$14,000 fine was for the second infraction. This one was the 4th one.

Chair Harris asked what is the next step.

Mr. Baca said if there is another fine it will be catastrophic. It will be in the six figure range or they will pull our ticket.

Chair Harris asked what is the stance the City has taken.

Mr. Baca said we have an action plan working with Allied. We required that their account manager be notified earlier if there is a gap in coverage. They will pull someone from the Midtown Campus and get someone here. There is a 45 minute window.

Chair Harris asked was this a shift change when this occurred.

Mr. Baca said no. The security guard came in and was early. The guard took a short nap that turned into a 45 minute snooze.

Mr. Elling said the last time he flew out of Santa Fe there was a security guard there sleeping with a gun on them.

Mr. Silver said she has been removed as well.

Mr. Baca said if he could move a contract fast he would replace the company.

Mr. Silver said the long term solution is the Police Department.

Chair Harris said he doesn't think we can count on the Santa Fe Police Department any time soon.

Mr. Silver said there is a reimbursement program with FAA to reimburse the police officers through TSA. It is still a staffing issue with the Police.

Mr. Baca said we are in transition for both airlines. United lost their general manager and one office staff member so they were unable to produce numbers. It is the same thing with Envoy. We are waiting for those numbers to report to you next month.

Mr. Baca said we are working on finalizing the Minimum Standards with FAA. He is hoping to get that out to the committee that worked on it so we can start that process. Also we are having Molzen Corbin look at them. FAA has already looked at them.

Mr. Baca said we have the new emergency back up generator here and it is being installed. A couple of wires were mislabeled and some equipment blew out. We are working on getting that fixed. The fire alarm and air conditioner in the tower were effected and have been fixed. We are working on getting quotes on the PA system. Staff can no longer test plugs due to the City cease and desist order so we are working on getting electricians.

Chair Harris said submit a claim to the manufacturer and distributor.

Mr. Baca said we are directing that to the contractor. He has a bond and insurance. We will be working to get that done.

Mr. Baca said since we rolled out the new financial system in the City we can't give you much reporting. There is some good news. With the Alliance John has updated a website for flightsantafe.com. It has a lot of information as to what the Alliance does and information on the Airport. Stuart and John worked with Mr. Hutton from Hutton Broadcasting. When launched you will be able to dial into the website to see delays etc. Mr. Hutton has offered to put up ads on this in the terminal monitors so

passengers will know what is going on.

Mr. Baca said we are working through some leases and some of the problems we have with those. We have found discrepancies and are working with the entities on that. He is working with Gary Loftin at FAA on them as well. He is sending over some master leases for services and we will give them to Mr. Prinz to review to see if they are something we can work with.

Chair Harris said it seems like a good idea.

Mr. Baca said our Project Administrator position closed and we are going through the list of eligibles.

Chair Harris asked have we received the equipment for snow removal.

Mr. Baca said he got a call that the brand new equipment will be delivered on August 20th. We will have 4 plows and a broom. We will have deicer and hopefully we can improve our capabilities for operations during the winter.

Chair Harris asked did we get many applicants for the Project Administrator position.

Mr. Baca said five internal and five to eight external. Hopefully there will be someone in there with the talent we need.

Mr. Hamilton said he is reluctant to leave our inability to get FAA support for the terminal without making more of an effort. Maybe we should talk to other airports and find out how they got the money. We should get political help.

Chair Harris asked who is going to take that on.

Mr. Hamilton said he is glad to sit down with Brian and Mary Ellen and talk about this with them.

Mr. Baca said those cities are getting those monies because their cities have demonstrated their interest in their airport. This City has not done that. He has tried and asked. The amount of money he has brought in since he has been the Manager should be acknowledged. We were on the black list. He had to repair relationships and with that bring viable projects that needed to be done at this Airport. The terminal is important, but we put the cart before the horse. We are going down a hill and one guy is standing in front of it so it does not go down the hill. It is difficult to hear that it seems as though this office has not been attempting to do stuff. This office has been attempting to hold stuff together. To double the inplanements is unheard of. He gets that we are in desperate need, but we are behind the eight ball. We still have to run an airport.

Mr. Hamilton said what he meant to say is we need to help you. We need a well thought out presentation to be made.

Mr. Egan said you said you are going through leases and identifying discrepancies. One concern we had was that the leases were customized and one off for projects at the time so some don't have the performance requirements that other older ones had. He is hoping you can tell us more about that.

Mr. Baca said he has been talking with Mr. Loftin from FAA and trying to see if he can incorporate some of that language into the leases. FAA is requiring language and we are seeing if we can implement that. New requirements have come up and everyone has to adhere to that to have a fair and equitable playing field. He is trying now to figure out how we can bring A and B up together.

Mr. Egan said you are correct. The leases he looked at all say they can be signed by the signer talked about in the Minimum Standards or under City of Santa Fe Ordinances. When we worked on the Minimum Standards we decided not to do that. Are we thinking of going back to that.

Mr. Baca said yes, if we are going to have a fair and equitable playing field. It is all or nothing. If we get a complaint filed on us it effects our funding.

Mr. Egan said he thinks it is a good idea.

Mr. Egan said there are a lot of substantial issues with the leases like land banking. Are some of the discrepancies tied to the Airport.

Mr. Baca said we are working on all of that.

Mr. Ortega said when we talked about the runway safety area and the \$150,000 to get it going and needing \$1.5 million and the discussion about the security companies and fines you said if it keeps happening our operating certificate could get pulled.

Mr. Baca said our category 3 certificate.

Mr. Ortega asked does that include the number of flights.

Mr. Baca said if TSA is not here screening the airlines would probably pull out.

Mr. Ortega asked when the runway safety area flagged was the City given a deadline to get that done and the consequences if we did not.

Mr. Baca said yes. We put in a PO to start getting the work done. We got an extension to the deadline. Right now the deadline is August 31st. If we don't get at

least the striping done we will be fined \$1,100 per flight until we correct it. He is constantly trying to move through a very difficult process. When we had a number we went to get a PO and start the procurement process. Then we changed systems and it became a problem. We worked through it and now have the money in place to start it. He is hoping to see the truck out here next week.

Mr. Ortega said we are talking about all these things, but if this is so serious and the airlines left, a lot of what we are discussing here is moot.

Mr. Egan said he wants to acknowledge that you are working very hard. When you enforce the leases can't you use the City Attorney's Office to do the enforcement.

Mr. Baca said we work closely together. It is a lot easier for us to work this out together than it is for us to give Mr. Prinz a box of leases and say fix this.

Ms. Wheeler said it is all the paper stuff in these offices. Mark has been here for years and he can pull the paperwork we need. It took hours and hours of his time to organize it and now it is better organized. With Bobbie here she is helping with the calculations so we can enforce them. It takes a team. She is involved as well. Mark is doing the heavy lifting and Mike is involved in the process. The Airport history is critical to everything we do.

Chair Harris said thank you Mr. Baca.

Ms. Thompson said back to what Mr. Hamilton was talking about, she totally agrees that we as a Board need to make a commitment to get the City involved in the Airport. We need to make a pitch and say how important it is. We need to get our politicians involved. She is willing to help. We need to do that.

Chair Harris said when he started in 2016 he started by attending this Board meeting. It became clear to him that a member of the Governing Body needed to be attending these meetings and know what is going on. The Ordinance did change and there is a member of the Governing Body sitting on the Board. Presenting the strategic plan will help educate members of the Council. It is an important initiative out here. People are of two minds. There is still an element in town who like the way it is. When you are out here and understand all the challenges, status quo is not acceptable. The first order of business is getting back to having to redesign the taxiway and pay for it. Mark has a good relationship with FAA. Getting Molzen Corbin back on the job was an important move. They helped to improve the relationships. The Mayor speaks about deferred maintenance, but it is deeper than that. What we talked about today represents the things we have to do. If someone wants to take the lead to speak to Congress maybe it will make a difference. As Chair of this Board and being in tune with what is going on out here he is more interested in what we need to accomplish out here.

New Mexico there is one person in his office who handles all the grants statewide. She wanted to say that this person is able to do research for us on available grants that might fit out here.

B. PASSENGER FACILITY CHARGES
Kent Freier

This item was postponed to the next meeting.

C. TERMINAL DESIGN TASK ORDER
Kent Freier

This item was postponed to the next meeting.

D. PARKING LOT UPDATE
Jeremy Alvord

Mr. Alvord passed out information on the parking lot design and made a presentation to the Board.

The handouts are herewith attached to these minutes as Exhibit "2" and "3".

Chair Harris said at the last meeting we asked that you meet with Noel Correia, Parking Division Director for the City.

Mr. Alvord said we met with him. He gave us good input and those things have been incorporated.

Ms. Wheeler said we also met with the Mayor about it as well.

Mr. Alvord said it has made some nice advancements since you last saw it. We looked at several other airports that have close to our inplanements and we are in the ballpark on assumptions.

Chair Harris asked do you have potential costs.

Mr. Alvord said no, those are in development.

Mr. Hamilton asked is this still a half way plan.

Mr. Alvord said this is a full plan with same payment system in both areas.

Mr. Baca said this is the ultimate with the property we have. This is what we would like to have you say go for it so we can get hard numbers on it.

Mr. Baca said this is the ultimate with the property we have. This is what we would like to have you say go for it so we can get hard numbers on it.

Mr. Ortega asked what are the car numbers.

Mr. Alvord said there will be 469 parking places with this plan versus what we have now which is 428.

Mr. Alvord said we need some coordination with the guys working on the Jaguar Road entry.

Chair Harris asked are the grey shaded areas sidewalks. Some people will have a pretty significant stroll to the Airport. He wonders about safety.

Mr. Alvord said we are trying to make one main line and one road to cross to get to the terminal. Yes those are sidewalks.

Ms. Thompson asked is there any shaded parking.

Mr. Alvord said not on this. The way it works out is the structure fits right into the grid of the parking.

Mr. Baca said in short term parking we are going to offer solar covered parking and charging stations.

Ms. Thompson said if they are parking long term they would appreciate some cover.

Mr. Baca said we are looking at getting the future structure prepared for solar. That is what the Governing Body wants to see.

Chair Harris said there are some things to still work out. Chris Ortega mentioned access to hangers. Those folks may have to drive around.

Mr. Alvord said there is some indication of a roadway to that gate.

Chair Harris said we really need cost numbers on this. You are the design architect on this job.

Mr. Alvord said yes.

Chair Harris asked what do you see as a sense of a number.

Mr. Alvord said we are at \$800,000 just with the asphalt work on this sheet. Kent is working with PNM whose electric service is in the way of this. That could be a million

dollar project.

Chair Harris asked did you hear a number from Noel on the parking system.

Mr. Baca said he said about \$500,000 for the automated system for both lots.

Mr. Hamilton said at the last meeting we talked about borrowing from the \$9 million pot and someone was supposed to check on that.

Ms. Wheeler said she sent this to the Speaker. We feel we will be able to use the funds from Legislature for this.

Mr. Alvord said we will continue forward and get the numbers if you are confident with what is proposed.

Chair Harris said the north side of the proposed 599 alignment is owned by the City. The south side is owned by Cook.

Mr. Alvord said it is just changing the roadway coming out of the road to tie in.

Chair Harris said this helps them as well.

Chair Harris said we have had one conversation with the Cook organization in the past. He will put that on his list to talk to them.

Mr. Baca said we talked to Jeremy Gonzales.

Chair Harris said the Mayor was in the session we had with them a few months ago. He will want to sit in on that.

Chair Harris asked have you transmitted this back to the Cook organization.

Mr. Baca said no.

Chair Harris said lets set that up asap and present it face to face. Check with Ed Vigil and our GIS to make sure where we stand in terms of ownership. Confirm that. He is not sure what they were obligated for or if it was all the way to the terminal. No one really knows. He will see if he can dig that out. He will check with Land Use and see what he can find out. Even if we effect the design of the roundabout a bit there is no reason why we can't design the parking lot as is. We have plenty of distance to effect the right of way. His sense is have Molzen Corbin continue to refine the design and look at the costs.

Mr. Robins said fine, keep going. It is amazing it is taking this long. It is a parking lot.

Chair Harris said we are getting there.

Mr. Hamilton said he agrees we have to continue to press forward.

Ms. Thompson said she agrees. Move forward.

Mr. Elling said this is great.

Mr. Ortega said he thinks realigning the road is an easy matter if it is not encumbered with the ownership.

Chair Harris said thank you Jeremy.

Mr. Hamilton said good progress, thank you.

7. ACTION

A. RWY 10/28 AND 15/33 RUNWAY BID REPORT Mark Baca

Mr. Baca said there is a problem with this. We brought this up rather than you looking at it and it not be run through the process and hear about it later. We are having issues trying to get it to run through committees. We can't enter a contract.

Ms. Wheeler said we got that worked out.

Mr. Baca said the packet was not ready because it was not ready to go through the procurement process. It got held up.

Chair Harris said that puts us into winter.

Mr. Baca said yes.

Chair Harris asked how long does Mountain States have to hold their number.

Mr. Baca said 180 days.

Mr. Baca said the design on Taxiway Delta is at 90% right now. FAA is looking at it and giving comments. Kent is working on bid documents and contract. The contract is in legal right now for review. That is in process. We will meet our deadline for the grant in October to get the money.

Mr. Baca said we have the terminal design and passenger facilities charges.

Taxiway D and a whole group of capital projects and parking lot costs.

8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

Ms. Wheeler said are we shooting for a cost estimate on the parking lot for our next meeting.

Chair Harris said we need that.

Chair Harris said we have the Rules and Regulations Report, the Minimum Standards and the Strategic Plan for the next meeting as well.

Ms. Thompson said in the minutes last time you noted you were working with DOT on Santa Fe Airport signs.

Mr. Dickerson said he called today. They are a couple of weeks out still. They are working on it.

Mr. Robins asked are we going to take a step back and try to have a uniform lease for all the lease holders on the Airport.

Ms. Wheeler said that is on the Strategic Plan.

Mr. Robins asked is that done by the City or this Board.

Mr. Baca said he is working with Mr. Loftin to get examples of leases from other cities. Then he and Mike will fit that to our needs and then we will have something.

Mr. Egan said the issue is about making it retroactive. The only way to do that is with a City Ordinance. Is that the plan.

Mr. Baca said it is a work in progress. We are trying to make it the least painful for everyone.

Mr. Egan said the Airport really needs to get more value on the land.

9. PUBLIC INVITED TO BE HEARD

Mr. Padilla said from the Jet Center side we are starting our hanger next week and the design on the terminal. We had to tow ten cars to get ready for this project. Barricades were up, but people moved the barricades. We have to charge a fee to them. He is concerned about this potential fine from FAA to the City on stripping. We have to have this done by the end of this month. If you do the math on the fine it is in

excess of \$4.2 million. He is concerned for several reasons. This is a task we need to pay attention to. Even when the stripping is done we still have to modify the safety area on the runway and shorten the runway. That means load factors could go down. For the FBOs there will be less uplift. Larger aircraft will not be able to come in here. That means a lot of money to his FBO. He is investing a lot of money in this airport. It would be nice to see the City do as much in this. The bigger situation is that we have to get the stripping done. We need to find the money to redesign the safety area so we can get our runway back. Our general infrastructure needs to be fixed to support everything we are doing out here.

Mr. Hamilton said it goes back to the \$9 million if we can't get help from the City.

Ms. Wheeler said we can't use the \$9 million for this. We get zero money from the City for maintenance.

Chair Harris said he has been hanging his hat on the Wastewater transaction. We are close, but not there yet. He thinks we should talk about an internal loan from Wastewater.

Ms. Wheeler said we have tried it twice with Finance and they are not supportive of the process. We have the funding, but the process has slowed us down.

Chair Harris said he and the Mayor are going to have a talk about this.

Mr. Padilla said what if on September 1st we don't have the project done. Where are you going to find the fine money. We are talking about this, but this is a very serious decision.

Mr. Egan said you could pull political strings on that. This run up area was fine until they decided it was erosion rather than contours of the land. Nothing has changed except what their decision is of what they are seeing.

Mr. Padilla said they update and upgrade their rulings.

Mr. Egan asked is this a change of the FAA rules.

Mr. Baca said he is in discussion on it on a daily basis with our safety inspector trying to get a reprieve from tearing up our new pavement.

Mr. Egan said they made a decision that the contour is not acceptable. If you go to FAA and ask them to change their mind and there is a low cost option maybe they would go for it.

Mr. Baca said he is trying. He showed them an airport layout plan with the contour. We are in discussions, but at the same time we have to do it until they decide

we don't have to do it.

Chair Harris said the first order of business is meeting the August 31st deadline for stripping and looking aggressively for the \$1.5 million for a safety area that can support the operations where we want to be.

Mr. Ortega asked isn't the \$1.5 million just for the earth work or does it include the Cost of repaving the 400 feet of runway.

Mr. Baca said it does not include the pavement rehab.

**10. NEXT MEETING
SEPTEMBER 12, 2019**

11. ADJOURN

There being no further business before the Board the meeting adjourned at 6:15 pm.



Councilor Michael Harris, Chair



Elizabeth Martin, Stenographer

Vision

The Santa Fe Regional Airport
is a growing **economic engine** for Northern New Mexico. As it continues to **grow in a safe and secure environment**, the airport will provide all users with **superior service**, work toward realistic **sustainable goals**, represent our character and culture, and be a good neighbor as well as a great place to work.

Tactics

A. Maintain Utilization & Cultivate Growth

B. Maintain and Update Airside Facilities

C. Improve Landside Facilities

D. Improve Customer Experience & Safety

E. Ensure Airport Financial Viability

Goals

1. Maximize secure area for 90 passenger flights and additional flights.
2. Develop and deploy targeted marketing campaign.
3. Understand barriers & opportunities for additional flights and destinations.
4. Advisory Board and NNMAA focus on strategic plan implementation.
5. Identify strategies to maximize economic impact of GA.

1. Increase airside infrastructure maintenance to maintain eligibility for airside infrastructure grants
2. Vasi update
3. Implement Taxiway D Grant
4. Implement Taxiway

1. Expand terminal to serve Santa Fe through 2045.
2. Improve and expand parking
3. Add solar
4. Construct new entry road
5. Evaluate options for auxiliary facilities such as restaurant and lodging

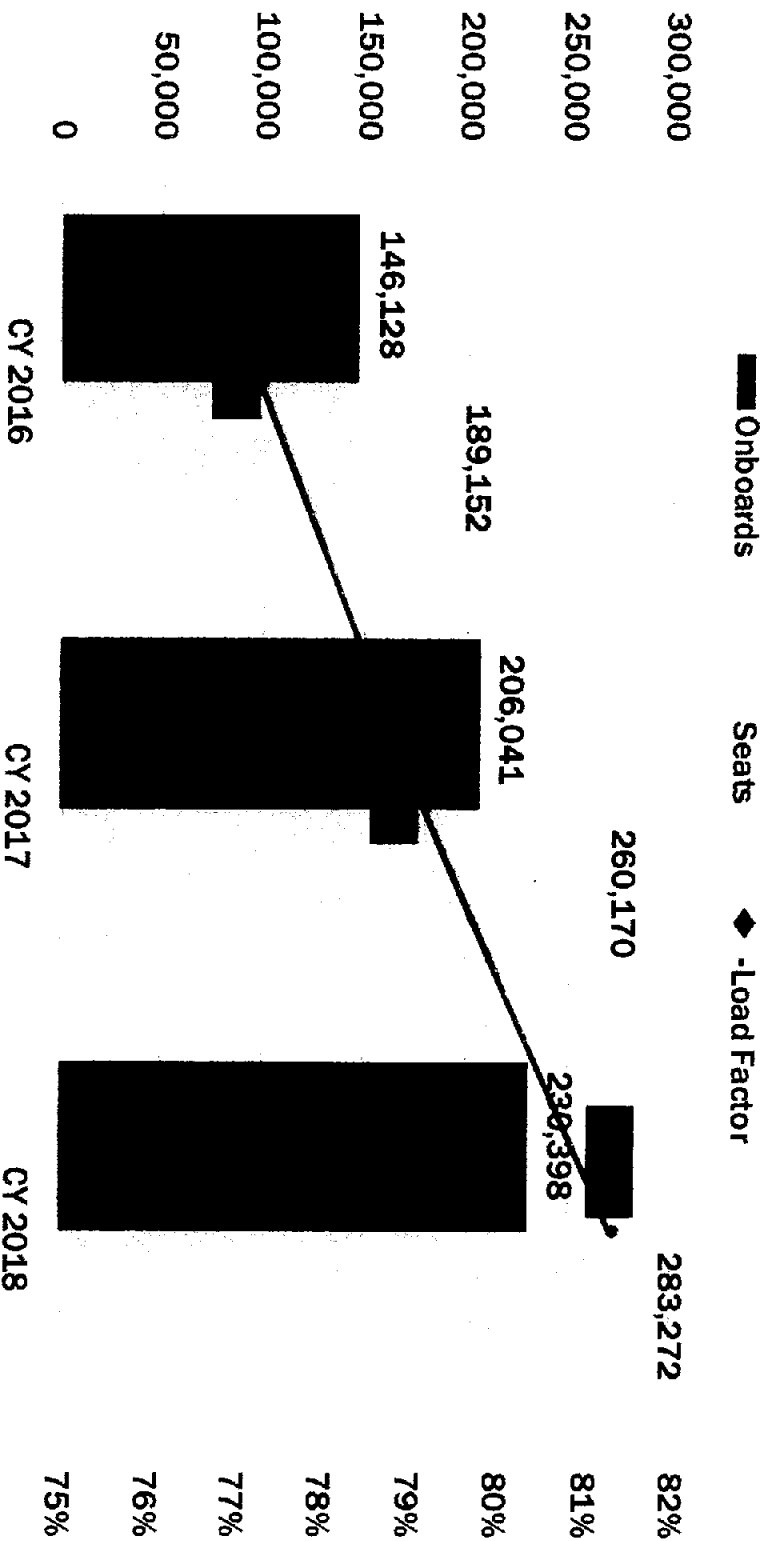
1. Increase ground transportation for all flights.
2. Improve signage and wayfinding to and at airport.
3. Customer satisfaction (transient and GA) measured and reported.
4. Airport closures interrupting commercial service 5% below national average
5. FAA or TSA violations in FY20 10% below national average.
6. Proper staffing & professional performance.

1. Implement landing fees per new legislation.
2. Collect new passenger facility charges.
3. Collect past due rents
4. Update & standardize leases.
5. Collect parking revenues as budgeted in FY20

Appt exhibit 1"

New Capacity at SAF Has Been Well Received in the Northern New Mexico Market

SAF Performance
CY2016 – CY2018



Source: U.S. DOT T-100 via DII/O

**2018 Annual Data Concerning Percentage of Total Flights
On-time, Delayed, Cancelled**

On Time% Delay % Cancellations %

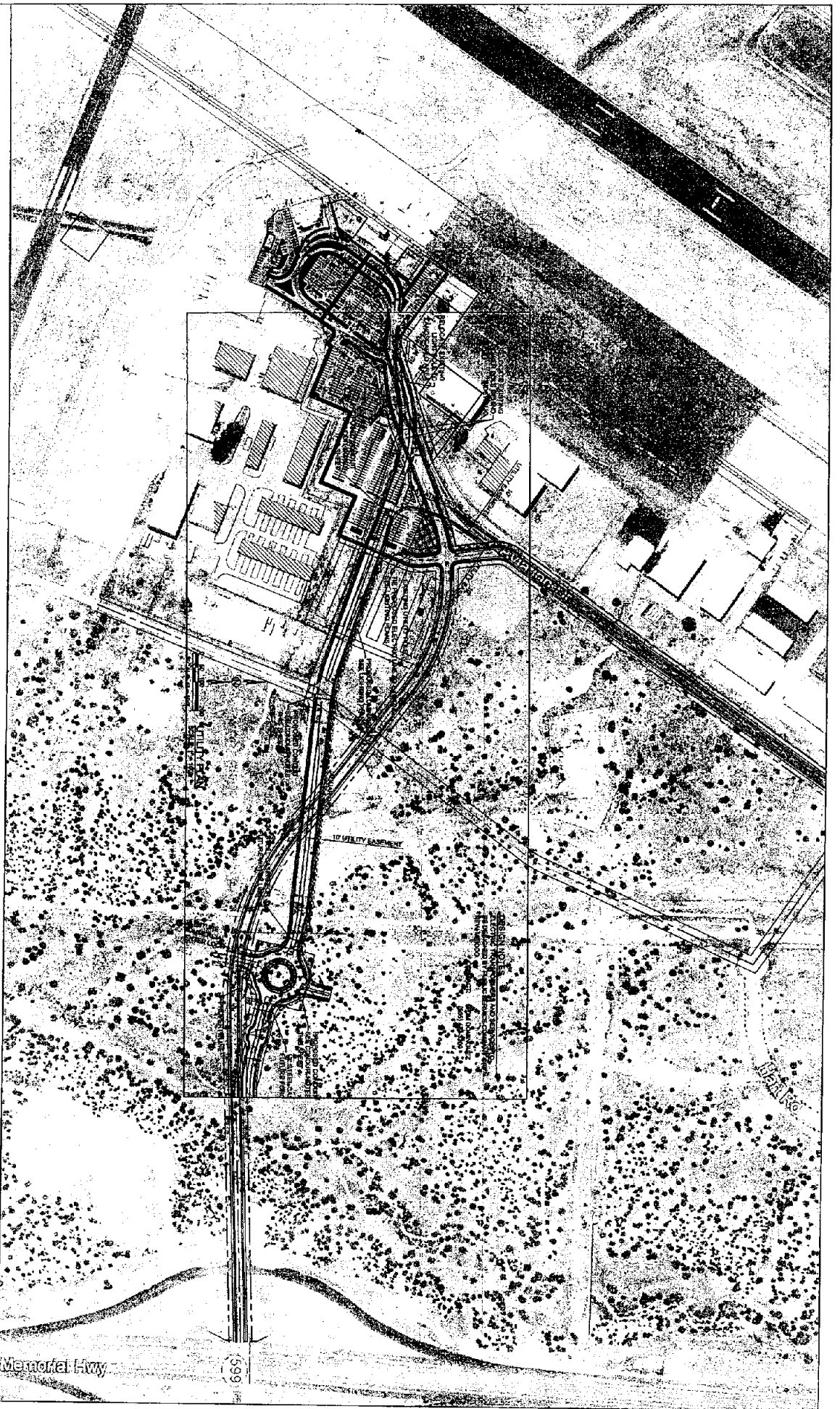
2018 DEPARTURES

ABQ	81.66	17.49	.85
SAF	88.56	10.45	1.00
National	80.70	17.35	1.95

2018 ARRIVALS

ABQ	79.19	19.92	.82
SAF	86.92	11.75	.50
National	80.12	17.70	1.95

US Department of Transportation
Bureau of Transportation Statistics



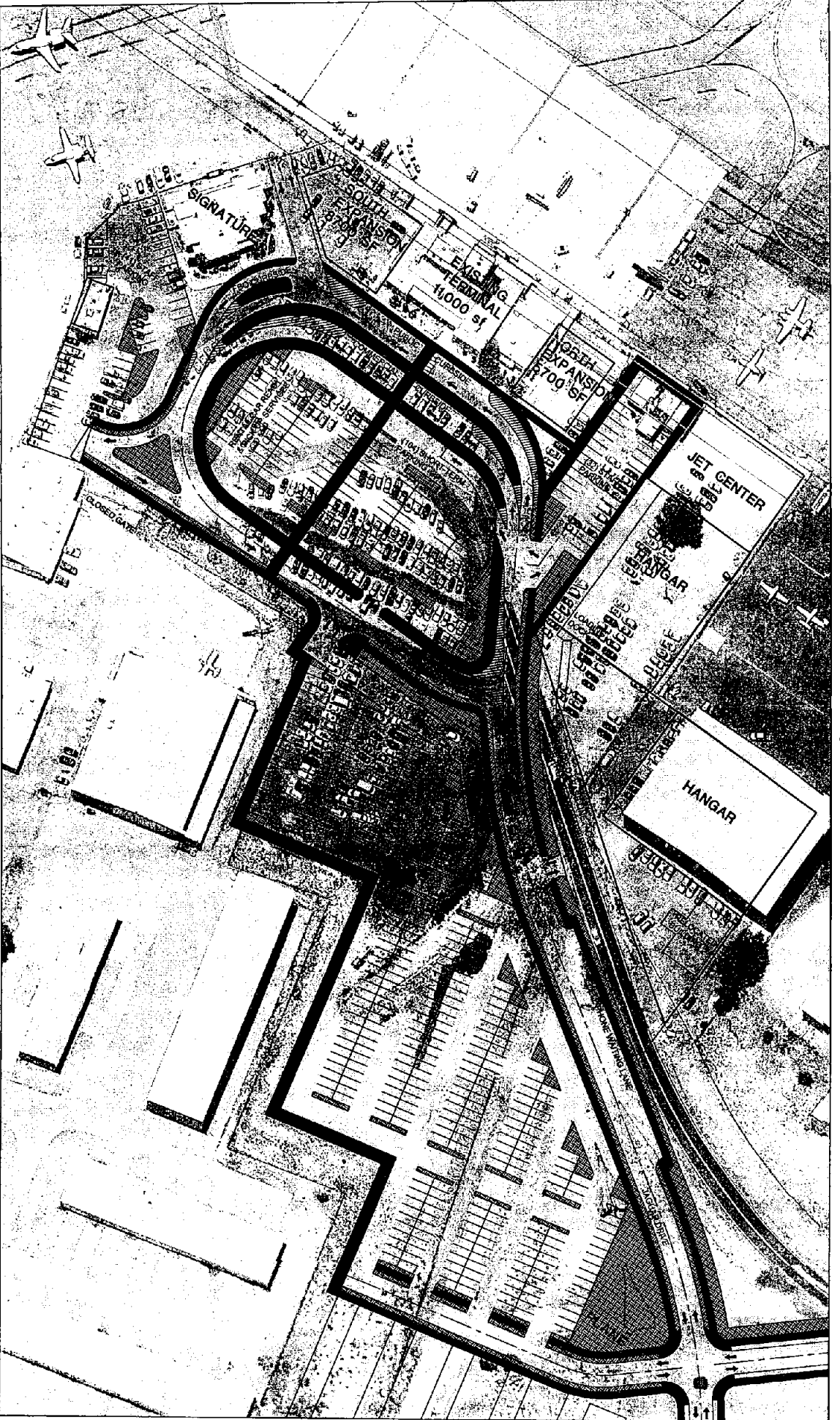
MOLZENCORBIN

Parking Lots & Circulation - Santa Fe Municipal Airport

Expanded Site Plan

Schematic Sketch Option

EX-11817 "3"



MOLZENCORBIN



Parking Lots & Circulation - Santa Fe Municipal Airport

Site Plan

Schematic Sketch Option