



# Agenda

CITY CLERK'S OFFICE

DATE 8-27-12 TIME 12:00 pm

SERVED BY Angie Gonzales

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**AIRPORT ADVISORY BOARD  
MEETING  
SANTA FE MUNICIPAL AIRPORT  
TERMINAL BUILDING  
121 AVIATION DRIVE  
THURSDAY, SEPTEMBER 6, 2012  
4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF AUGUST 2, 2012 MINUTES
5. AIRPORT REVIEW AND ASSOCIATED REPORTS:
  - AIRPORT ACTIVITY REVIEW
  - ATC TRAFFIC OPERATIONS/COUNTS REPORT
  - AIRPORT NOISE COMPLAINTS REPORT
  - AIRLINE ENPLANEMENT/DEPLANEMENT REPORT
  - MONTHLY AIRPORT REVENUE REPORT
6. REQUEST FOR APPROVAL OF RUNWAY 10-28 MRL BID AWARD AND FEDERAL GRANT APPLICATION
7. CONTINUED AIRPORT MASTER PLAN UPDATE DISCUSSION AND RECOMMENDATIONS, REVIEW MASTER PLAN CHAPTER 5.
8. ITEMS FROM THE FLOOR
9. ITEMS FROM THE BOARD.
10. ITEMS TO BE DISCUSSED AT THE OCTOBER 4, 2012 AIRPORT ADVISORY BOARD MEETING.
11. ADJOURN

**\*REMINDER; ALL PRESENTATION ITEMS BE LIMITED TO 5 MINUTES**

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

## **INDEX OF MINUTES**

### **AIRPORT ADVISORY BOARD**

**September 6, 2012**

<b>ITEM</b>	<b>ACTION</b>	<b>PAGE(S)</b>
<b>CALL TO ORDER</b>		<b>1</b>
<b>ROLL CALL</b>	<b>Quorum</b>	<b>1</b>
<b>APPROVAL OF AGENDA</b>	<b>Approved</b>	<b>1</b>
<b>APPROVAL OF MINUTES</b>		
<b>August 2, 2012</b>	<b>Approved [as amended]</b>	<b>2</b>
<b>AIRPORT REVIEW AND ASSOCIATED REPORTS:</b>		
<b>AIRPORT ACTIVITY REVIEW</b>		
<b>ATC TRAFFIC OPERATIONS/COUNTS REPORT</b>		
<b>AIRPORT NOISE COMPLAINTS REPORT</b>		
<b>AIRLINE ENPLANEMENT/DEPLANEMENT REPORT</b>		
<b>MONTHLY AIRPORT REVENUE REPORT</b>		
	<b>Informational</b>	<b>2-4</b>
<b>REQUEST FOR APPROVAL OF RUNWAY 10-28 MRL BID AWARD AND FEDERAL GRANT APPLICATION</b>	<b>Approved</b>	<b>4-5</b>
<b>CONTINUED AIRPORT MASTER PLAN UPDATE DISCUSSION AND RECOMMENDATIONS, REVIEW MASTER PLAN CHAPTER 5</b>		
	<b>Discussion</b>	<b>5-6</b>
<b>ITEMS FROM THE FLOOR</b>	<b>None</b>	<b>6</b>
<b>ITEMS FROM THE BOARD</b>		<b>6</b>
<b>ITEMS TO BE DISCUSSED AT THE OCTOBER 4, 2012 AIRPORT ADVISORY BOARD MEETING</b>		<b>6</b>
<b>ADJOURNMENT</b>		<b>7</b>

**MINUTES OF THE**  
**CITY OF SANTA FE**  
**AIRPORT ADVISORY BOARD MEETING**

**September 6, 2012**

**CALL TO ORDER**

A regular meeting of the City of Santa Fe Airport Advisory Board was called to order by Carolyn Cook, Chair at 4:00 p.m. on this date at the Santa Fe Municipal Airport Terminal Building, 121 Aviation Drive, Santa Fe, New Mexico.

**ROLL CALL**

Roll call indicated the presence of a quorum for conducting official business as follows:

**MEMBERS PRESENT:**

Carolyn Cook, Chair  
Richard Allison, Vice Chair  
Elizabeth Hunke  
Mark Miller  
Bill Sauter  
William Schmitt  
Bob Talarczyk

**MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Bill Aneshensel, Aviation Association  
Jim Montman, Aviation Division Director  
Jo Ann G. Valdez, Stenographer

**APPROVAL OF AGENDA**

**Upon a motion by Mr. Allison, second by Mr. Sauter, members voted unanimously to approve the agenda as published.**

## **APPROVAL OF AUGUST 2, 2012 MINUTES:**

Chair Cook requested that the following addition be made to the Minutes (pg. 4) of the August 2, 2012 meeting:

*“Chair Cook called attention to Exhibit 4A and noted that due to Mr. Montman’s excellent management, all these Alternative Development Considerations have been implemented, except extending Runway 2-20.”*

**Upon a motion by Mr. Schmitt, second by Mr. Allison members voted unanimously to approve the Minutes of August 2, 2012 as amended.**

## **AIRPORT REVIEW AND ASSOCIATED REPORTS:**

**AIRPORT ACTIVITY REVIEW**

**ATC TRAFFIC OPERATIONS/COUNTS REPORT**

**AIRPORT NOISE COMPLAINTS REPORT**

**AIRLINE ENPLANEMENT/DEPLANEMENT REPORT**

**MONTHLY AIRPORT REVENUE REPORT**

Memorandum dated August 28, 2012 to the Airport Advisory Board from Jim Montman; Aviation Division Director was distributed and reviewed.

[A copy is incorporated to these Minutes as Exhibit “A”.]

Mr. Montman noted that Angie Gonzales will be retiring effective September 28, 2012. Mr. Montman said he would like to upgrade the position classification before advertising it. He mentioned that administrative assistance will be provided by the City until the position can be advertised and filled.

Mr. Montman announced that he may be retiring in March or April of 2013.

The Board requested that they be included in the selection process (for a new Airport Manager).

Mr. Montman gave an update on the airlines noting that he has received numerous inquiries from Great Lakes and United Airlines about the possibility of adding some flights in the month of December. They are considering adding regional jet service from Santa Fe to Silver City; from Santa Fe to Clovis and from Santa Fe to Denver.

Mr. Montman explained that they will need to consider TSA issues and terminal space, if the six flights are added. He said this will not be confirmed until the federal Department of Transportation approves it. He offered to provide the Board updates as this moves forward.

Mr. Montman reported that the TSA Lease is still being worked on.

Mr. Montman gave an update on the grants in progress noting that the Airport has added a new application for consumables. The Airport is requesting \$10,000 for lights, paint, light bulbs, etc.

Mr. Montman reported that they received the draft Wildlife Hazard Assessment report.

Mr. Montman gave an update on the Taxiway A construction project noting that they are presently putting the base coarse down for Phase I and they hope to start paving it next week.

Mr. Montman said the Tower Lease Agreement is still at the FAA.

Mr. Montman asked Mr. Aneshensel if he would like to give an update on the New Mexico Pilot Association event.

Mr. Aneshensel said sure, they have 25 aircraft and 31 people registered for the event as of today; however they are expecting more, possibly up to 40 aircraft. He mentioned that they will be giving away door prizes. He noted that there is a revised draft of the history document that was distributed at the prior Board meeting. He mentioned that the final copy will be printed in color.

Mr. Montman noted that there will be a Santa Fe Concorsa event at the Airport that same day and they are expecting approximately 300 people. This is a fundraiser for the Girls and Boys Club.

Mr. Montman reported that the Part 139 ACM and ERP review is still going on.

Mr. Montman said he has not been contacted about the Firefighters' contract.

He said Tri-State is moving along on their Careflight plan.

Mr. Montman reported on operations noting that the total-to-date operations are down by 3,619 when compared to the prior year; however they are up by 16 when compared to this month in the prior year.

Mr. Montman reported that there were three noise complaints for the month of August.

Mr. Montman gave an update on American Eagle's enplanement/deplanements noting that there was an increase of 909 enplanements, when compared to the prior year. He said this has been the best year in terms of enplanements and deplanements that the Airport has ever had.

Mr. Montman reviewed the monthly airport revenue report noting that there was a huge increase in landing fees and rental car fees in the month of August.

### **REQUEST FOR APPROVAL OF RUNWAY 10-28 MIRL BID AWARD AND FEDERAL GRANT APPLICATION.**

[Copies of the Memo to the Finance Committee from Jim Montman dated August 27, 2012 were distributed in the Members' packets. A copy is hereby incorporated to these Minutes as Exhibit "B".]

The Santa Fe Municipal Airport has been notified that they are eligible for approximately \$600,000 in grant funding from the Federal Airport Improvement Program for Construction of Runway 10-28 Medium Intensity Runway Lighting (MIRL).

Request for Proposal Number '13/03B was issued in order to select a contractor to construct the project. Three firms submitted bids. Bids were opened today and the apparent low bidder is Vis-Com Inc. who submitted a bid in the amount of \$400,185.56. (Copies of the award recommendation letter, bid tabulation, and proposed notification of award from Molzen-Corbin, the Airport Consulting Engineering Firm, were included with Exhibit "B".)

Runway 10-28 is the only runway at the Santa Fe Municipal Airport that does not have lighting and therefore cannot be used at night. The Airport received a previous grant to design this project and the design is complete. They now need federal grant money in order to construct the project this year.

The total project costs based on the apparent low bids, design cost estimate, and related consultant engineering costs are \$509,191.00 and are well below the federal grant amount available.

In order to obtain the promised AIP funds, the Airport must apply for the grant based on the bids received today, accept the grant award once offered, and issue a notice to proceed. The federal grant will require city and state matching funds of \$15,912 each, or a total of \$31,824 (6.25% match for 93.75% Federal funding of this project). More than adequate State matching funds are being obtained through a separate grant application moving through committees now which includes authorization for use of City matching funds in the same amount.

Mr. Montman explained that the federal grant application in the amount of \$477,366 must be submitted as soon as possible in order to meet federal requirements.

In order to meet extremely tight end-of-year deadlines for a Federal AIP grant application and award, the Airport is requesting grant acceptance authority be granted to the Mayor or in his absence, the Airport Manager, as has been done in the past under similar circumstances.

Mr. Montman noted that this has been through the Finance Committee and will go to the Public Works Committee and City Council next week. He said they hope to start construction sometime in October.

Mr. Montman requested approval as follows:

- 1) Request approval of Runway 10-28 Medium Intensity Runway Lighting (MIRL) RFP'13/03/B Bid Award to Vis-Com, Inc. in the amount of \$400,185.56 contingent on FAA grant award.
- 2) Request approval of an application for a Federal Airport Improvement Program (AIP) grant in the amount of \$477,366 for the purpose of Construction of Runway 10-28 MIRL.
- 3) Request approval for the Mayor, or in his absence, the Airport Manager, to accept the Federal grant once formally offered in order to meet Federal Airport Improvement Program deadlines.

**Mr. Schmitt moved to approve Runway 10-28 MIRL Bid Award and Federal Grant Application as noted above. Mr. Sauter seconded the motion. The motion passed unanimously by voice vote.**

## **CONTINUED AIRPORT MASTER PLAN UPDATE DISCUSSION AND RECOMMENDATIONS-REVIEW MASTER PLAN CHAPTER 5**

[Copies of the handout entitled: *Santa Fe Municipal Airport, Airport Master Plan Chapter 5, City of Santa Fe Ordinance No. 2002-28* prepared by Ms. Hunke were distributed and reviewed. A copy is hereby incorporated to these Minutes as Exhibit "C".]

Ms. Hunke presented the information from Exhibit "C". Please see Exhibit "C" for the specifics of this presentation.

Ms. Hunke noted that Chapter 5 is an Ordinance (No. 2002-28) that the City adopted as guidelines. She said she found it interesting that the decisions in this Chapter were based on the analysis and public input that were done on the previous four chapters. She said in terms of a more scientific aspect, they based it on the critical design aircraft, which is a business jet D-III, which is defined on page 3-10ff.

Ms. Hunke said this Chapter is broken down into three sections: the Airside Plan Summary; the Landside Plan Summary and Compatible Land Use/Noise. She said mostly everything was done in terms of the Airside Plan Summary and some things were done differently in terms of the Landside Plan Summary. With respect to Compatible Land Use/Noise, the Master Plan recommended that a FAR Part 150 study be done and this was done. It also recommended an update of the Santa Fe County height zoning. Ms. Hunke

asked the County Attorney about this and he indicated that there is no such thing. The County does not have any kind of zoning for height. The Attorney thinks this might be something that was part of the EZA efforts, a county and city board that tried to control development - but the board has been admonished.

Mr. Allison said the Board could recommend that there be some zoning restrictions.

Chair Cook noted that 5-3 states that the “*The airfield plan does not include an extension to any runway*”.

Mr. Allison said this is also a safety issue that needs to be addressed.

Mr. Talarczyk said we have a beautiful terminal but it is an eyesore to come down Aviation Drive. He said aesthetically, the Airport could be more enticing.

The Board discussed the proposed road from Hwy 599 to Jaguar Road.

Chair Cook asked the Board Members to think of creative ways to bring businesses here.

Mr. Montman said there is no infrastructure for that and it would take a significant investment to do that.

#### **ITEMS FROM THE FLOOR**

There were no items from the floor.

#### **ITEMS FROM THE BOARD**

Mr. Allison said the Airport needs a remote communication outlet. He suggested that the Board recommend that the Airport gets one.

He asked if the Pilots’ Association and pilots could meet at the firefighter trailer. He noted that they have Internet access.

Mr. Montman asked Mr. Allison to prepare a proposal on what he is requesting.

#### **ITEMS TO BE DISCUSSED AT THE OCTOBER 4, 2012 AIRPORT ADVISORY BOARD MEETING**

None presented.



## **ADJOURNMENT**

The next meeting of the Board will be held on October 4, 2012.

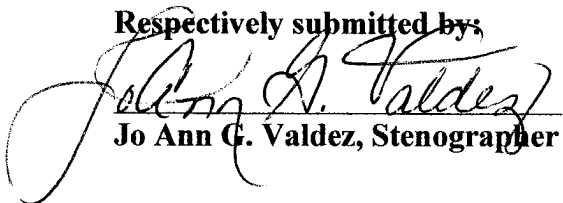
There being no further business to come before the Board, Mr. Allison made a motion to adjourn the meeting, second by Ms. Hunke, the meeting was adjourned at 5:45 p.m.

**Approved by:**

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**Carolyn Cook, Chair**

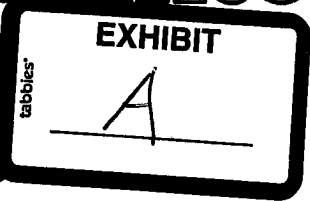
**Respectively submitted by:**



**Jo Ann G. Valdez, Stenographer**

# City of Santa Fe, New Mexico

# memo



**DATE:** AUGUST 28, 2012

**TO:** AIRPORT ADVISORY BOARD

**FROM:** JIM MONTMAN, AVIATION DIVISION DIRECTOR

**RE:** AIRPORT REVIEW REPORTS

The following reports will be passed out at the meeting since the data is not available until after the last day of each month:

- 1) ATC traffic operations counts
- 2) Airport noise complaints
- 3) Airline enplanement/deplanement
- 4) Monthly airport revenue

MONTH	ITINERANT			LOCAL		COMBINED OPERATIONS	SAME MONTH		
	Air Taxi	Gen. Avia	Military	Total Itinerant	Civil		Military	Total Local	DIFFERENCE
Jan -11	347	490	68	905	4325	568	4893	5798	740
Feb -11	349	416	91	856	3170	513	3683	4539	-897
Mar -11	421	465	74	960	4484	596	5080	6040	-91
Apr -11	420	523	47	990	3368	207	3575	4565	-958
May -11	530	556	69	1155	4387	181	4568	5723	-629
Jun -11	513	659	49	1221	4912	324	5236	6457	-356
Jul -11	666	711	22	1399	5568	183	5751	7150	35
Aug -11	651	692	72	1415	4785	360	5145	6560	-630
Sept -11	495	673	55	1223	3998	286	4284	5507	-2124
Oct -11	486	642	87	1215	4633	208	4841	6056	-467
Nov -11	411	466	30	907	3942	251	4193	5100	-961
Dec -11	390	443	44	877	2481	159	2640	3517	-2076
<b>TOTALS</b>	<b>5679</b>	<b>6736</b>	<b>708</b>	<b>13123</b>	<b>50053</b>	<b>3836</b>	<b>53889</b>	<b>67012</b>	
<b>TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR, TO DATE</b>									<b>-8414</b>

ITINERANT			LOCAL		OPERATIONS		LAST YR			
MONTH	Air Taxi	Gen. Avia	Military	Total Itinerant	Civil	Military	Total Local	TOTAL	DIFFERENCE	MONTH
Jan -12	389	465	85	939	3893	400	4293	5232	-566	Jan -12
Feb -12	371	389	111	871	3259	252	3511	4382	-157	Feb -12
Mar -12	414	427	92	933	3882	292	4174	5107	-933	Mar -12
Apr -12	426	387	58	871	3371	187	3558	4429	-136	Apr -12
May -12	503	469	66	1038	4222	252	4474	5512	-211	May -12
Jun -12	489	507	54	1050	4527	323	4850	5900	-557	Jun -12
Jul -12	692	653	65	1410	4328	337	4665	6075	-1075	Jul -12
Aug -12	627	751	56	1434	4660	482	5142	6576	16	Aug -12
Sept -12							0	0	0	Sept -12
Oct -12							0	0	0	Oct -12
Nov -12							0	0	0	Nov -12
Dec -12							0	0	0	Dec -12
<b>TOTALS</b>	<b>3911</b>	<b>4048</b>	<b>587</b>	<b>8546</b>	<b>32142</b>	<b>2525</b>	<b>34667</b>	<b>43213</b>		
<b>TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR, TO DATE</b>									<b>-3619</b>	

Area of Complaint	Date of Incident	Time of Incident	Nature of Complaint	Disposition/Call back	Street	Day of Week
Agua Fria	07/07/2011 PM		noises	07/11/2011	Camino Placitas	Thursday
las campanas	07/10/2011 PM		noise	07/11/2011	Willow Way	Sunday
south sf	07/10/2011 PM		noise	07/11/2001	Holly hock cir	Sunday
las campanas	07/12/2011 AM		noise	07/11/2011	synargia ranch r	Sunday
mutt nelson	07/13/2011 PM		noise	07/14/2011	Holly hock cir	Wednesday
Alameda	07/22/2011 AM		noise	07/25/2001	Camino de Vient	Monday
CR 62	08/01/2011 AM		noise	08/01/2011	Camino Vista Ve	Monday
eldorado	08/22/2011 AM		noise	08/22/2011	Vereda Corta	Monday
la cienega	08/27/2011 noon		noise/low	08/29/2011	Mago	Saturday
la cienega	09/01/2011 AM		noise	09/01/2011	La mesita del rey	Thursday
NONE OCT 2011	09/30/2011 PM		noise	09/30/2011	caminito vigil	Friday
Tierra Contenta	11/18/2011 PM		noise	11/28/2011	Jaguar Dr	Friday
NONE DEC-2011						
NONE JAN-FEB						
El Dorado	03/03/2012 PM		noise	03/03/2012	ElDorado	Saturday
Tierra Contenta	05/11/2012 AM		noise	05/14/2012	Camino Rojo	Friday
Bellamah	05/23/2012 AM		noise	05/23/2012	Clark Rd	Wednesday
El Dorado	05/28/2012 AM		noise	05/29/2012	Herrada Rd	Monday
Cienega	06/27/2012 AM		noise	07/02/2012	calle corto	Wednesday
Agua Fria village	06/27/2012 PM		noise	07/02/2012	Agua Fria Village	Wednesday
la cienega	07/06/2012 AM		noise	07/06/2012	los pinos	Friday
pacheco st	07/07/2012 AM		noise	07/09/2012	1345 pacheco	Saturday
la cienega	07/09/2012 AM		noise	07/09/2012	?	Monday
la cienega	07/30/2012 AM		noise	07/30/2012	la mesita de rey	Monday
downtown	08/07/2012 AM		noise	8/07/2012		Tuesday
la cienega	08/19/2012 AM		noise	8/20/2012	calle debra	Sunday
cerrillos rd	08/21/2012 PM		noise	8/21/2012	Quapaw	Tuesday

AMERICAN EAGLE  
ENPLANEMENTS/DEPLANEMENTS

<u>2009</u>					<u>2010</u>				
MONTH	ENPLANE	DEPLANE	TOTAL		MONTH	ENPLANE	DEPLANE	TOTAL	
JAN	0	0	0		JAN	2488	2146	4634	
FEB	0	0	0		FEB	2500	2465	4965	
MARCH	0	0	0		MARCH	3724	3972	7696	
APRIL	0	0	0		APRIL	3688	3492	7180	
MAY	0	0	0		MAY	4051	4216	8267	
JUNE	689	769	1458		JUNE	4584	4958	9542	
JULY	1231	1283	2514		JULY	4581	4903	9484	
AUGUST	1312	1257	2569		AUGUST	4425	4504	8929	
SEPT	1159	1131	2290		SEPT	3346	3444	6790	
OCT	1144	1118	2262		OCT	3695	3554	7249	
NOV	1571	1577	3148		NOV	3322	3235	6557	
DEC	2646	2766	5412		DEC	2937	3030	5967	
TOTALS	9752	9901	19653		TOTALS	43341	43919	87260	

AMERICAN EAGLE  
ENPLANEMENTS/DEPLANEMENTS

<u>2011</u>					<u>2012</u>				
MONTH	ENPLANE	DEPLANE	TOTAL		MONTH	ENPLANE	DEPLANE	TOTAL	
JAN	2608	2399	5007		JAN	2704	2431	5135	
FEB	2528	2392	4920		FEB	2466	2372	4838	
MARCH	3107	3096	6203		MARCH	2955	3033	5988	
APRIL	3428	3533	6961		APRIL	3595	3716	7311	
MAY	4028	3957	7985		MAY	4530	4427	8957	
JUNE	4468	4764	9232		JUNE	4726	5262	9988	
JULY	5527	5962	11489		JULY	5404	5946	11350	
AUGUST	5080	5146	10226		AUGUST	5303	5419	10722	
SEPT	3112	3200	6312		SEPT	0	0	0	
OCT	3844	3544	7388		OCT	0	0	0	
NOV	2970	2859	5829		NOV	0	0	0	
DEC	2456	2758	5214		DEC	0	0	0	
TOTALS	43156	43610	86766		TOTALS	31683	32606	64289	

<u>REVENUE ACCOUNT</u>	<u>APR-11</u>	<u>MAY-11</u>	<u>JUN-11</u>	<u>JUL-11</u>	<u>AUG-11</u>	<u>SEPT-11</u>	<u>OCT-11</u>	<u>NOV-11</u>	<u>DEC-11</u>
Airport Land Rent	\$ 10,721.76	\$ 6,721.76	\$ 6,721.76		\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ 9,196.91	
Airport Tiedown Fees	\$ 2,599.75	\$ 371.50	\$ 4,200.75	\$ 1,545.00	\$ 5,684.75	\$ 4,696.00	\$ 5,229.00	\$ 4,520.25	\$ 1,960.00
Airport Landing Fee	\$ 9,834.71	\$ 26,210.45	\$ 14,853.26	\$ 15,248.76	\$ 19,406.19	\$ 17,136.34	\$ 10,272.54	\$ 11,938.55	
Airport Parking Fees	\$ 5,440.00	\$ 5,079.00	\$ 5,752.00	\$ 5,772.00	\$ 4,791.00	\$ 4,524.00	\$ 3,714.00	\$ 4,920.87	\$ 3,636.00
Airport Fuel Flowage Fees	\$ 11,572.29	\$ 10,473.89	\$ 13,021.54		\$ 16,398.90	\$ 14,795.19	\$ 12,384.12	\$ 14,104.58	
Airport GRT Sales	\$ 4,572.29	\$ 2,316.37	\$ 2,313.65	\$ 6,115.15	\$ 5,229.05	\$ 2,868.03	\$ 4,069.83	\$ 2,106.49	\$ 3,327.42
Airport Car Rental Fees	\$ 14,248.08	\$ 6,069.10	\$ 16,635.85	\$ 20,490.06	\$ 35,307.93	\$ 16,863.28	\$ 39,739.50	\$ 7,946.39	\$ 17,513.42
Airport Misc. Revenue		\$ 10.00			\$ 15.00		\$ 5.00		
Airport Gate Fees	\$ 1,299.00	\$ 3,369.00	\$ 2,075.00	\$ 2,288.00	\$ 2,835.50	\$ 2,583.00	\$ 1,581.50	\$ 1,949.50	
Airport Terminal Rent (Airline)	\$ 1,013.34	\$ 2,026.69	\$ 1,013.34	\$ 1,013.34	\$ 1,013.34	\$ 1,013.34	\$ 1,013.34	\$ 1,764.89	
Airport Terminal Rent	\$ 1,080.94	\$ 1,387.56	\$ 8,999.48	\$ 8,616.05	\$ 1,210.04	\$ 9,334.10	\$ 879.67	\$ 756.57	\$ 756.57
Fire Protection Fee	\$ 3,278.24	\$ 8,736.82	\$ 4,951.09	\$ 5,082.92	\$ 6,468.73	\$ 5,712.11	\$ 3,424.18	\$ 3,979.52	
Airline Security Fee	\$ 1,474.98	\$ 3,876.55	\$ 2,231.38	\$ 2,269.20	\$ 2,874.32	\$ 2,552.85	\$ 1,512.80	\$ 1,758.63	
Airline Equipment Fee	\$ 3,220.00	\$ 6,075.00	\$ 2,495.00	\$ 2,900.00	\$ 3,005.00	\$ 3,050.00	\$ 1,850.00	\$ 2,195.00	
Sales of Fixed Assets									
Interest									
<b>MONTHLY TOTAL:</b>	<b>\$ 70,355.38</b>	<b>\$ 82,723.69</b>	<b>\$ 85,264.10</b>	<b>\$ 71,340.48</b>	<b>\$ 110,961.51</b>	<b>\$ 91,850.00</b>	<b>\$ 92,397.24</b>	<b>\$ 67,138.15</b>	<b>\$ 27,193.41</b>

**SANTA FE MUNICIPAL AIRPORT**  
**MONTHLY FINANCE REPORT**

<u>REVENUE ACCOUNT</u>	<u>JAN-12</u>	<u>FEB-12</u>	<u>MAR-12</u>	<u>APR-12</u>	<u>MAY-12</u>	<u>JUN-12</u>	<u>JUL-12</u>	<u>AUG-12</u>	<u>SEPT-12</u>
Airport Land Rent	\$ 95,518.42	\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ 11,041.76	\$ 6,721.76	
Airport Tiedown Fees	\$ 4,364.50	\$ 2,034.75	\$ 3,329.50	\$ 2,668.25	\$ 3,356.25	\$ 3,461.00	\$ 3,470.50	\$ 6,772.50	\$ -
Airport Landing Fee	\$ -	\$ -	\$ -	\$ 20,770.61	\$ 45,892.98	\$ 15,924.03	\$ 39,385.61	\$ 19,522.59	\$ -
Airport Parking Fees	\$ 4,540.00	\$ 2,967.00	\$ 4,032.00	\$ 4,587.00	\$ 5,671.00	\$ 6,523.00	\$ 4,461.00	\$ 4,516.00	\$ -
Airport Fuel Flowage Fees	\$ 19,097.92	\$ 10,140.02	\$ 8,389.68	\$ 10,475.17	\$ 10,772.55	\$ 11,263.20	\$ 13,016.25	\$ 16,530.74	\$ -
Airport GRT Sales	\$ 10,593.54	\$ 2,541.82	\$ 2,658.03	\$ 6,402.60	\$ 12,065.09	\$ 3,533.28	\$ 2,724.52	\$ 4,256.14	\$ -
Airport Car Rental Fees	\$ 20,483.82	\$ 5,742.01	\$ 13,419.77	\$ 21,928.93	\$ 7,152.04	\$ 8,592.91	\$ 31,250.87	\$ 31,213.85	\$ -
Airport Misc. Revenue	\$ -	\$ -	\$ 5.00	\$ 50.00	\$ 5.00	\$ -	\$ -	\$ 60.00	\$ -
Airport Gate Fees	\$ -	\$ -	\$ -	\$ 1,328.80	\$ -	\$ 3,376.50	\$ 8,127.60	\$ 2,802.00	\$ -
Airport Terminal Rent (Airline)	\$ 4,581.15	\$ 4,513.34	\$ 1,013.34	\$ -	\$ 2,026.68	\$ 1,013.34	\$ 2,972.46	\$ 1,013.34	\$ -
Airport Terminal Rent	\$ 9,655.97	\$ 3,657.10	\$ 2,618.51	\$ 1,597.80	\$ 10,255.44	\$ 157.10	\$ 1,961.34	\$ 7,041.51	\$ -
Fire Protection Fee	\$ -	\$ -	\$ -	\$ 6,923.54	\$ -	\$ 8,535.98	\$ 18,436.55	\$ 6,507.53	\$ -
Airline Security Fee	\$ -	\$ -	\$ -	\$ 3,063.42	\$ -	\$ 3,800.91	\$ 7,701.41	\$ 2,212.47	\$ -
Airline Equipment Fee	\$ -	\$ -	\$ -	\$ 6,905.00	\$ -	\$ 5,700.00	\$ -	\$ 3,185.00	\$ -
Sales of Fixed Assets									
Interest									
<b>MONTHLY TOTAL:</b>	<b>\$ 168,835.32</b>	<b>\$ 38,317.80</b>	<b>\$ 42,187.59</b>	<b>\$ 93,422.88</b>	<b>\$ 103,918.79</b>	<b>\$ 78,603.01</b>	<b>\$ 144,549.87</b>	<b>\$ 112,355.43</b>	<b>\$ -</b>

City of Santa Fe, New Mexico

# memo



**DATE:** AUGUST 27, 2012  
**TO:** FINANCE COMMITTEE  
**FROM:** JIM MONTMAN, AIRPORT MANAGER

A handwritten signature in black ink, appearing to be "J. Montman".

**ITEM & ISSUE:**

- 1) Request for Approval of Runway 10-28 Medium Intensity Runway Lighting (MIRL) RFP '13/03/B Bid Award to Vis-Com Inc. in the amount of \$400,185.56 contingent on FAA grant award.
- 2) Request for Approval of an application for a Federal Airport Improvement Program (AIP) grant in the amount of \$477,366 for the purpose of Construction of Runway 10-28 MIRL.
- 3) Request for Approval for the Mayor or in his absence the Airport Manager to accept the Federal Grant once formally offered in order to meet Federal Airport Improvement Program deadlines.

**BACKGROUND & SUMMARY:**

The Santa Fe Municipal Airport has been notified that we are eligible for approximately \$600,000 in grant funding from the Federal Airport Improvement Program for Construction of Runway 10-28 Medium Intensity Runway Lighting (MIRL).

RFP No. '13/03/B was issued in order to select a contractor to construct the project. Three firms submitted bids. Bids were opened today and the apparent low bidder is Vis-Com Inc. who submitted a bid in the amount of \$400,185.56. See attached award recommendation letter, bid tabulation, and proposed notification of award from Molzen-Corbin, our consulting engineering firm.

Runway 10-28 is the only runway at the Santa Fe Municipal Airport that does not have lighting and therefore cannot be used at night. We obtained a previous grant to design this

project and the design is complete. We now need Federal Grant money in order to construct the project this year.

Total project costs based on the apparent low bids, design cost estimate, and related consultant engineering costs are \$509,191.00 and are well below the Federal Grant amount available.

In order to obtain the promised AIP funds, we must apply for the grant based on the bids received today, accept the grant award once offered, and issue a notice to proceed. The Federal Grant will require city and state matching funds of \$15,912 each, or a total of \$31,824 (6.25% match for 93.75% Federal funding of this project). More than adequate State matching funds are being obtained through a separate grant application moving through committees now which includes authorization for use of City matching funds in the same amount.

The attached Federal Grant Application in the amount of \$477,366 must be submitted as soon as possible in order to meet federal requirements. Please see attached application for detailed grant budget and other information. ✕

Once the grant is received, we normally have to go back through the Governing Body for approval of acceptance of the grant. In order to meet extremely tight end-of-year deadlines for a Federal AIP Grant application and award, we are requesting grant acceptance authority be granted to the Mayor or in his absence the Airport Manager, as has been done in the past under similar circumstances. Appropriate budget adjustments will be submitted to the City Manager for approval as allowed by Ordinance 2008-20.

**ACTION REQUESTED:**

- 1) Request approval of Runway 10-28 Medium Intensity Runway Lighting (MIRL) RFP '13/03/B Bid Award to Vis-Com Inc. in the amount of \$400,185.56 contingent on FAA grant award.
- 2) Request approval of an application for a Federal Airport Improvement Program (AIP) grant in the amount of \$477,366 for the purpose of Construction of Runway 10-28 MIRL.
- 3) Request approval for the Mayor or in his absence the Airport Manager to accept the Federal Grant once formally offered in order to meet Federal Airport Improvement Program deadlines.



# MOLZENCORBIN

August 27, 2012

Mr. Jim Montman  
Airport Manager  
City of Santa Fe  
P.O. Box 909  
Santa Fe, New Mexico 87504

**RE: Santa Fe Municipal Airport, Runway 10-28 MRL  
AIP 3-35-0037-38-2012; NMDOT AD Grant SAF-12-03  
City of Santa Fe RFB 13/03/B**

SAF081-19

Dear Mr. Montman:

Bids were received for the above referenced project at 2:00 p.m. on August 24, 2012. A total of three bids were received and are summarized as follows:

Vis-Com, Inc.	\$400,185.56
FSG Electric	\$434,235.41
Bixby Electric, Inc.	\$471,575.25

The engineer's opinion of probable construction cost was \$407,942.61. All of these amounts include NMGRRT at 8.1875%.

We have checked and tabulated the bids received. We have enclosed with this letter a copy of the tabulation, with any corrections noted.

On August 24, 2012 we checked with the State Construction Industries Division and find that the Vis-Com contractor's license is current and valid, and the New Mexico Department of Labor indicates that they have the proper registration number.

Therefore, we recommend that the bid for the above referenced project be awarded to Vis-Com, Inc. in the amount of \$400185.56, which includes includes NMGRRT. We suggest that this award be made contingent upon FAA approval. We have enclosed a Notice of Award form for your convenience. Once award is made, the form can be signed by the City and forwarded to Vis-Com, Inc.

The project will be funded through an FAA grant that covers 93.75% of the cost, a State grant which covers 3.125% of the project cost, and the City of Santa Fe at 3.125% of the cost. We have already submitted the State grant, and the FAA grant application is being forwarded to you separately.

If you have any questions regarding this matter, please feel free to call.

Sincerely,

MOLZEN CORBIN

A handwritten signature in black ink, appearing to read "Kent S. Freier", written over the printed name.

Kent S. Freier, P.E.  
Project Manager

KSF:kf  
Enclosures

cc: Ms. Summer Guerrero, FAA  
Ms. Jane Lucero, NMDOT-AD



NOTICE OF AWARD

To: Vis-Com, Inc.  
101 Menaul Blvd. NE  
Albuquerque, NM 87107

PROJECT Description: Santa Fe Municipal Airport  
Runway 10-28 MRL  
AIP 3-35-0037-38; NMDOT-AD SAF-12-03; City RFB No. 13/03/B

The OWNER has considered the BID submitted by you for the above described WORK in response to its Invitation for Bids dated August 24, 2012 .

You are hereby notified that your BID has been accepted for items in the amount of \$ four hundred thousand one hundred eighty five and 56/100 dollars (\$400,185.56)

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR's Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

City of Santa Fe, New Mexico  
Owner

By \_\_\_\_\_

Title \_\_\_\_\_

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by \_\_\_\_\_

this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

By \_\_\_\_\_

Title \_\_\_\_\_

**Application for Federal Assistance SF-424**

**\*1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\*2. Type of Application**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\*Other (Specify)**  
\_\_\_\_\_

**\*3. Date Received:**

**4. Applicant Identifier:**

3-35-0037

**5a. Federal Entity Identifier:**

3-35-0037

**\*5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\*a. Legal Name:** City of Santa Fe

**\*b. Employer/Taxpayer Identification Number (EIN/TIN):**

856000168

**\*c. Organizational DUNS:**

069420818

**d. Address:**

**\*Street 1:** PO Box 909

**Street 2:** \_\_\_\_\_

**\*City:** Santa Fe

**County:** Santa Fe

**\*State:** NM

**Province:** \_\_\_\_\_

**\*Country:** USA

**\*Zip / Postal Code** 87504-0909

**e. Organizational Unit:**

**Department Name:**

N/A

**Division Name:**

Airport

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:** Mr. **\*First Name:** Jim

**Middle Name:** \_\_\_\_\_

**\*Last Name:** Montman

**Suffix:** \_\_\_\_\_

**Title:** Airport Manager

**Organizational Affiliation:**

Santa Fe Municipal Airport

**\*Telephone Number:** 505-955-2901

**Fax Number:** 505-955-2905

**\*Email:** jhmontman@ci.santa-fe.nm.us

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

C. City or Township Government

Type of Applicant 3: Select Applicant Type:

C. City or Township Government

\*Other (Specify)

**\*10. Name of Federal Agency:**

DOT/FAA Southwest Region, Fort Worth, Texas 86193-0630

**11. Catalog of Federal Domestic Assistance Number:**

20.106

CFDA Title:

Airport Improvement Program

**12. Funding Opportunity Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Santa Fe, County of Santa Fe, State of New Mexico

**\*15. Descriptive Title of Applicant's Project:**

Runway 10-28 MIRL Installation

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\*a. Applicant: 3

\*b. Program/Project: 3

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: 10/01/12

\*b. End Date: 12/31/2013

**18. Estimated Funding (\$):**

*a. Federal	<u>477,366</u>
*b. Applicant	<u>15,912</u>
*c. State	<u>15,912</u>
*d. Local	<u>                    </u>
*e. Other	<u>                    </u>
*f. Program Income	<u>                    </u>
*g. TOTAL	<u>509,191</u>

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes      ☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr.

\*First Name: David

Middle Name:                     

\*Last Name: Coss

Suffix:                     

\*Title: Mayor

\*Telephone Number: 505-955-6590

Fax Number: 505-955-6695

\* Email: mayor@santafenm.gov

\*Signature of Authorized Representative:

\*Date Signed:

**Application for Federal Assistance SF-424**

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.



**Appendices**  
**PART IV**  
**PROGRAM NARRATIVE**  
*(Suggested Format)*

<b>PROJECT:</b> SAF Runway 10-28 MRL Installation
<b>AIRPORT:</b> Santa Fe Municipal Airport
<p>1. <b>Objective:</b> Install a medium intensity runway lighting system on Runway 10-28. Lights will be LED.</p>
<p>2. <b>Benefits Anticipated:</b> Safety and use. Runways 2-20 and 15-33 have edge light systems. Runway 10-28 is crucial for use in high spring winds and it is currently unlit. This project will enable night use of Runway 10-28.</p> <p>SAF is a Part 139 certificated airport. It currently holds a Class I certificate. Regional jet service began in June 2009.</p>
<p>3. <b>Approach:</b> <i>(See approved Scope of Work in final Application)</i></p> <p>Runway 10-28 will be closed during lighting installation. Phasing and coordination will be required when lights are installed in the intersection of 2-20/15-33/10-28. Runway 2-20 will need to remain open for Part 139 operations so contractor will have to vacate RSA areas when that occurs.</p>
<p>4. <b>Geographic Location:</b> City of Santa Fe, Santa Fe County, New Mexico. Located in the central portion of the State and is the airport for the State Capital. The airport is five miles west of the City of Santa Fe. The project is located in US House District 1, who's representative is Ben Ray Lujan.</p>
<p>5. <b>If Applicable, Provide Additional Information:</b></p> <p>This project will result in all three runways at SAF to be lit. This runway will have energy saving LED lights. In addition, this project will enable SAF to complete the proposed guidance signs required by the ACM guidance sign plans.</p>
<p>6. <b>Sponsor's Representative:</b> <i>(incl. address &amp; tel. no.)</i></p> <p>Jim Montman, Airport Manager City of Santa Fe PO Box 909 Santa Fe, NM 87504 505-955-9500</p>

## SPONSORS BUDGET ANALYSIS

LOCATION Santa Fe (SAF)

AIP PROJECT NUMBER 3-35-0037-38

LAND ACQUISITION	\$ n/a
CONSTRUCTION	400,186
ENGINEERING	50,239
ADMINISTRATIVE	2,000
INSPECTION	56,766
TESTING	0
EQUIPMENT	0
OTHER(SPECIFY)	0
Program management (if applicable)	
TOTAL	\$509,191

REMARKS Runway 10-28 MIRL  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT COSTS: \$ 509,191

FAA share ( 93.75 %) \$ 477,366

SPONSOR share \$ 31,824

(Figures shown here will be reflected on page 4 of the grant application)

PART III - BUDGET INFORMATION - CONSTRUCTION			
SECTION A- GENERAL			
1. Federal Domestic Assistance Catalog No. ....		20-106	
2. Functional or Other Breakout .....			
SECTION B - CALCULATION OF FEDERAL GRANT			
Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved	Adjustments + or (-)	
1. Administration expense			
2. Preliminary expense			
3. Land structures, right-of-way			
4. Architectural engineering fees			\$50,239
5. Other architectural engineering fees			\$2,000
6. Project inspection fees			\$56,766
7. Land development			
8. Relocation expenses			
9. Relocation payments to individuals or businesses			
10. Demolition and removal			
11. Construction and project improvement			\$400,186
12. Equipment			\$0
13. Miscellaneous			
14. Total (Lines 1 through 12)			\$509,191
15. Estimated Income (if applicable)			\$0
16. Net Project Amount (line 14 minus 15)			\$509,191
17. Less: Ineligible Exlcusions			\$0
18. Add Contingencies			
19. Total Project Amt. (Excluding Rehab. Grants)			\$509,191
20. Federal Share requested of Line 19			\$477,366
21. Add Rehabilitation Grants Requested (100%)			\$0
22. Total Federal grant requested (Lines 20 & 21)			\$477,366
23. Grantee Share			\$15,912
24. Other Shares State Aviation			\$15,912
25. Total Project (Lines 22, 23 & 24)			\$509,191

SECTION C - EXCLUSIONS		
26. Classification	Ineligible for Participation (1)	Excluded from Contingency
a.		
b.		
c.		
d.		
e.		
f.		
g.		
Totals	\$0.00	\$0.00
SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE		
27. Grantee share		
a. Securities		
b. Mortgages		
c. Appropriations (By Applicant)		\$15,912.21
d. Bonds		
e. Tax-Levies		
f. Non Cash		
g. Other (Explain)		
h. Total - Grantee Share	\$0.00	\$15,912.21
28. Other Shares		
a. State Aviation		\$15,912.21
b. Other		
c. Total other shares	\$0.00	\$15,912.21
29. TOTAL	\$0.00	\$31,824.41
SECTION E - REMARKS		
PART IV PROGRAM NARRATIVE (Attache - See Instructions)		

## SOUTHWEST REGION, DOT FAA

## SUPPLEMENT TO PREAPPLICATION FOR FEDERAL ASSISTANCE

DATED August 24, 2012SUBMITTED BY City of Santa FeTO IMPROVE Santa Fe Municipal AIRPORT

DESCRIPTION OF WORK TO BE ACCOMPLISHED (list by principal work item) (Use nearest dollar)					
ITEM OF WORK A		TOTAL ESTIMATED COST	SPONSOR'S FUNDS	FAA FUNDS REQUESTED	ESTIMATED DATE WORK WOULD COMMENCE
NO.	DESCRIPTION	B	C	D	E
1	Runway 10-28 MIRL	\$509,191	\$31,824	\$477,366	Sept., 2012
TOTALS		\$509,191	\$31,824	\$477,386	

**PART II****PROJECT APPROVAL INFORMATION  
SECTION A**Item 1.

Does this assistance request require State, local, regional, or other priority rating?

Yes ☐ X ☒ NoName of Governing Body  
Priority RatingItem 2.

Does this assistance request require State, local, advisory, educational or health clearance?

Yes ☐ X ☒ No

Name of Agency or Board

(Attach Documentation)

Item 3.

Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?

Yes ☐ X ☒ No

(Attach Comments)

Item 4.

Does this assistance request require State, local, regional or other planning approval

X ☒ Yes ☐ NoName of Approving Agency NMDOT AD  
DateItem 5.

Is the proposed project covered by an approved comprehensive plan?

☐ Yes ☒ X ☐ No

Check one: State

Local

Regional

☐☐☐

Location of Plan

Item 6.

Will the assistance requested serve a Federal installation?

☐ Yes ☒ X ☐ NoName of Federal Installation  
Federal Population benefiting from Project:Item 7.

Will the assistance requested be on Federal land or installation?

☐ Yes ☒ X ☐ NoName of Federal Installation  
Location of Federal Land  
Percent of ProjectItem 8.

Will the assistance requested have an impact or effect on the environment?

Yes ☐ X ☒ No

See instruction for additional information to be provided.

Item 9.

Will the assistance requested cause the displacement of individuals families, businesses, or farms?

☐ Yes ☒ X ☐ NoNumber of:  
Individuals  
Families  
Businesses  
FarmsItem 10.

Is there other related Federal assistance other project previous, pending or anticipated?

☐ Yes ☒ X ☐ No

See instruction for additional information to be provided.

## PART II - SECTION C

The Sponsor hereby represents and certifies as follows:

1.      **Compatible Land Use.**-The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:  
  
            Airspace Zoning
  
  
  
  
  
  
  
  
  
  
2.      **Defaults.**-The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:  
  
            None
  
  
  
  
  
  
  
  
  
  
3.      **Possible Disabilities.**-There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of Part V of this Application, either by limiting its legal or financial ability or otherwise, except as follows:  
  
            None
  
  
  
  
  
  
  
  
  
  
- 4      **Land.**-(a) The Sponsor holds the following property interest in the following areas of land\* which are to be developed or used as part of or in connection with the Airport, subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A":  
  
            Fee Simple, no encumbrances

## PART II - SECTION C (Continued)

---

*\*State Character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.*

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

- (b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land\* on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

None

- (c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land\* which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which are identified on the aforementioned property map designated as Exhibit "A":

None

5. Exclusive Rights - There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None

---

*\*State Character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.*



## Part I - AIP Grant Master Certification

- **Sponsor Certification for Selection of Consultants**
- **Sponsor Certification for Project Plans and Specifications**
- **Sponsor Certification Equipment/Construction Contracts**

Sponsor's Name: City of Santa Fe

Airport: Santa Fe Municipal Airport

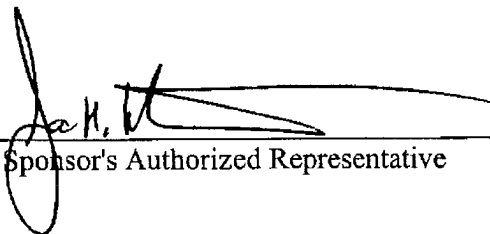
Project Number: AIP 3-35-0037-38

Project Description: SAF Runway 10-28 MIRL

Section 47105 (formerly 509(d)) of the Airport and Airway Improvement Act of 1982, as amended (herein called the Act), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. The following list of certified items includes major requirements for this aspect of project implementation. However, the list is not comprehensive, nor does it relieve sponsors from fully complying with all applicable statutory and administrative standards. Every certified item must be marked. Each certified item with a "no" response must be fully explained in an attachment to this certification. If the item is not applicable to this project, mark the item "N/A."

I certify that, for the project identified herein, the responses to the following items are correct as marked, and that the attachments, if any, are correct and complete.

Signed: \_\_\_\_\_

  
Sponsor's Authorized Representative

Dated: \_\_\_\_\_

8/24/2012

Jim Montman, Airport Manager

Typed Name and Title of Sponsor's Representative

This certification shall be submitted to the appropriate FAA Airport Development Office after bids have been secured and prior to entering into the contract.

This master development certification is a reformatted version of Sponsor Certifications included within Attachments 1 through 3 of AIP Guidance Letter 91-1.

### SPONSOR CERTIFICATION FOR SELECTION OF CONSULTANTS

General procurement standards for consultant services within Federal grant programs are described in 49 CFR 18.36. Sponsors may use other qualifications-based procedures provided they are equivalent to specific standards in 49 CFR 18 and Advisory Circular 150/5100-14C.

1. Advertisements **were** placed to ensure fair and open competition from a wide area of interest.

Yes   X   No        N/A       

2. For contracts over \$25,000, consultants **were selected** using competitive procedures based on qualifications, experience, and disadvantaged business enterprise requirements with the fee determined through negotiation.

Yes   X   No        N/A       

3. An independent cost analysis **was performed**, and a record of negotiations has been prepared reflecting the considerations involved in the establishment of fees.

Yes   X   No        N/A       

4. If engineering or other services are to be performed by sponsor force account personnel, prior approval **was obtained** from FAA.

Yes        No        N/A   X  

5. The consultant services contracts clearly establish the scope of work and delineate the division of responsibilities between all parties engaged in carrying out elements of the project.

Yes   X   No        N/A       

6. Costs associated with work ineligible for AIP funding **are clearly identified** and separated from eligible items.

Yes   X   No        N/A       

7. All mandatory contract provisions for grant-assisted contracts **were included** in all consultant services contracts.

Yes   X   No        N/A

8. If the contract is awarded without competition, pre-award review and approval **will be obtained** from FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  X

9. Cost-plus-percentage-of-cost methods of contracting prohibited under Federal standards **were not** used.

Yes  X  No \_\_\_\_\_ N/A \_\_\_\_\_

10. If the services being procured cover more than the single grant project referenced in this certification, the scope of work **was** specifically described in the advertisement, and future work will not be initiated beyond five years.

Yes  X  No \_\_\_\_\_ N/A \_\_\_\_\_

#### **SPONSOR CERTIFICATION FOR PROJECT PLANS AND SPECIFICATIONS**

**General AIP standards are described in Advisory Circulars 150/5100-6, 150/5100-15, and 150/5100-16. A list of current advisory circulars with specific standards for design or construction of airports and procurement or installation of airport equipment and facilities is referenced in Grant Assurance 34.**

1. The plans and specifications **were developed** in accordance with all applicable Federal standards and requirements, and **no deviation** from or modification to standards set forth in the advisory circulars was necessary other than those previously approved by FAA.

Yes  X  No \_\_\_\_\_ N/A \_\_\_\_\_

2. Specifications for the procurement of equipment **are not proprietary** or written so as to restrict competition. At least two manufacturers can meet the specification.

Yes  X  No \_\_\_\_\_ N/A \_\_\_\_\_

3. The development included in the plans **is depicted** on an airport layout plan approved by FAA.

Yes  X  No \_\_\_\_\_ N/A \_\_\_\_\_

4. Development which is ineligible for AIP funding **has been identified** in the plans and specifications.

Yes  X  No \_\_\_\_\_ N/A \_\_\_\_\_

5. Process control and acceptance tests required for the project by standards contained in Advisory Circular 150/5370-10 **was included** in the project specifications.

Yes ☒ No ☐ N/A ☐

6. If a value engineering clause is incorporated into the contract, concurrence **was obtained** from FAA.

Yes ☐ No ☐ N/A ☒

7. The plans and specifications **will incorporate** applicable requirements and recommendations set forth in the Federally-approved environmental finding.

Yes ☐ No ☐ N/A ☒

8. For construction activities within or near aircraft operational areas, the requirements contained in Advisory Circular 150/5370-2 **were discussed** with FAA and incorporated into the specifications. A safety/phasing plan **was prepared**, and FAA concurrence has been obtained, if required.

Yes ☒ No ☐ N/A ☐

9. The project **was physically completed** without Federal participation in costs due to errors or omissions in the plans and specifications which were foreseeable at the time of project design.

Yes ☒ No ☐ N/A ☐

### **SPONSOR CERTIFICATION FOR EQUIPMENT/CONSTRUCTION CONTRACTS**

Standards for advertising and awarding equipment and construction contracts within Federal grant programs are described in 49 CFR 18.36. Sponsors may use their procurement procedures reflecting State and local laws or regulations provided procurements conform to specific standards in 49 CFR 18 and Advisory Circulars 150/5100-6, 150/5100-15, and 150/5100-16.

1. A code or standard of conduct **is in effect** governing the performance of the sponsor's officers, employees, or agents in soliciting and awarding procurement contracts.

Yes ☒ No ☐ N/A ☐

2. Qualified personnel **will be engaged** to perform contract administration, engineering supervision, and construction inspection and testing.

Yes ☒ No ☐ N/A ☐

3. The procurement **was publicly advertised** using the competitive sealed bid method of procurement.

Yes ☒ No ☐ N/A ☐

4. The request for bids clearly and accurately **describes** all administrative and other requirements of the equipment and/or services to be provided.

Yes ☒ No ☐ N/A ☐

5. Concurrence **will be obtained** from FAA prior to contract award under any of the following circumstances:

- a. Only one qualified person/firm submits a responsive bid;
- b. The contract is to be awarded to other than the lowest responsive and responsible bidder;
- c. Life cycle costing is a factor in selecting the lowest responsive bidder, and
- d. Proposed contract prices are more than 10 percent over the sponsor's cost estimate.

Yes ☐ No ☐ N/A ☒

6. All contracts exceeding \$100,000, **required** a bid guarantee of 5 percent, a performance bond of 100 percent, and a payment bond of 100 percent.

Yes ☒ No ☐ N/A ☐

7. Contracts exceeding \$100,000 **contain** provisions or conditions specifying administrative, contractual, and legal remedies, including contract termination, for those instances in which contractors violate or breach contract terms. They also **contain** provisions requiring compliance with applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and environmental protection regulations (40 CFR Part 15).

Yes ☒ No ☐ N/A ☐

8. All construction contracts involving labor **contain** provisions ensuring that in the employment of labor honorably discharged Vietnam era veterans and disabled veterans will be given preference.

Yes ☒ No ☐ N/A ☐

9. All construction contracts exceeding \$2,000 **contain** provisions requiring compliance with the Davis-Bacon Act and bid solicitations **contain** a copy of the current Federal wage rate determination. Provisions requiring compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) and the Copeland "Anti-Kick Back" Act **are** included.

Yes ☒ No ☐ N/A ☐

10. All construction contracts exceeding \$10,000 **contain** appropriate clauses from 41 CFR Part 60 for compliance with Equal Employment Opportunity Executive Order 11246.

Yes ☒ No ☐ N/A ☐

11. All contracts and subcontracts **contain** clauses required from Title VI Civil Rights Assurances and 49 CFR 23 for Disadvantaged Business Enterprises.

Yes ☒ No ☐ N/A ☐

12. Appropriate checks **will be** made to assure that contracts or subcontracts are not awarded to those individuals or firms suspended, debarred, or voluntarily excluded from doing business with any DOT element and appearing on the DOT Unified List.

Yes ☒ No ☐ N/A ☐

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**AIRPORT IMPROVEMENT PROGRAM  
SPONSOR CERTIFICATION**

**DRUG-FREE WORKPLACE**

City of Santa Fe

(Sponsor)

Santa Fe Municipal Airport

(Airport)

AIP 3-35-0037-38

(Project Number)

Runway 10-28 MIRL

(Work Description)

Title 49, United States Code, section 47105(d), authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within Federal grant programs are described in Title 49, Code of Federal Regulations, Part 29. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for this aspect of project implementation, although it is not comprehensive, nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

	Yes	No	N/A
1. A statement has been (will be) published notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. An ongoing drug-free awareness program has been (will be) established to inform employees about:			
a. The dangers of drug abuse in the workplace;			
b. The sponsor's policy of maintaining a drug-free workplace;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Any available drug counseling, rehabilitation, and employee assistance programs; and			
d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.			
3. Each employee to be engaged in the performance of the work has been (will be) given a copy of the statement required within item 1 above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Employees have been (will be) notified in the statement required by item 1 above that, as a condition employment under the grant, the employee will:			
a. Abide by the terms of the statement; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.			

	Yes	No	N/A
5. The FAA will be notified in writing within ten calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of the employee, to the FAA. Notices shall include the project number of each affected grant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. One of the following actions will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:			
a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.			
7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have prepared documentation attached hereto with site(s) for performance of work (street address, city, county, state, zip code). There are no such workplaces that are not identified in the attachment. I have prepared additional documentation for any above items marked "no" and attached it hereto. I certify that, for the project identified herein, responses to the forgoing items are accurate as marked and attachments are correct and complete.

City of Santa Fe, NM

(Name of Sponsor)

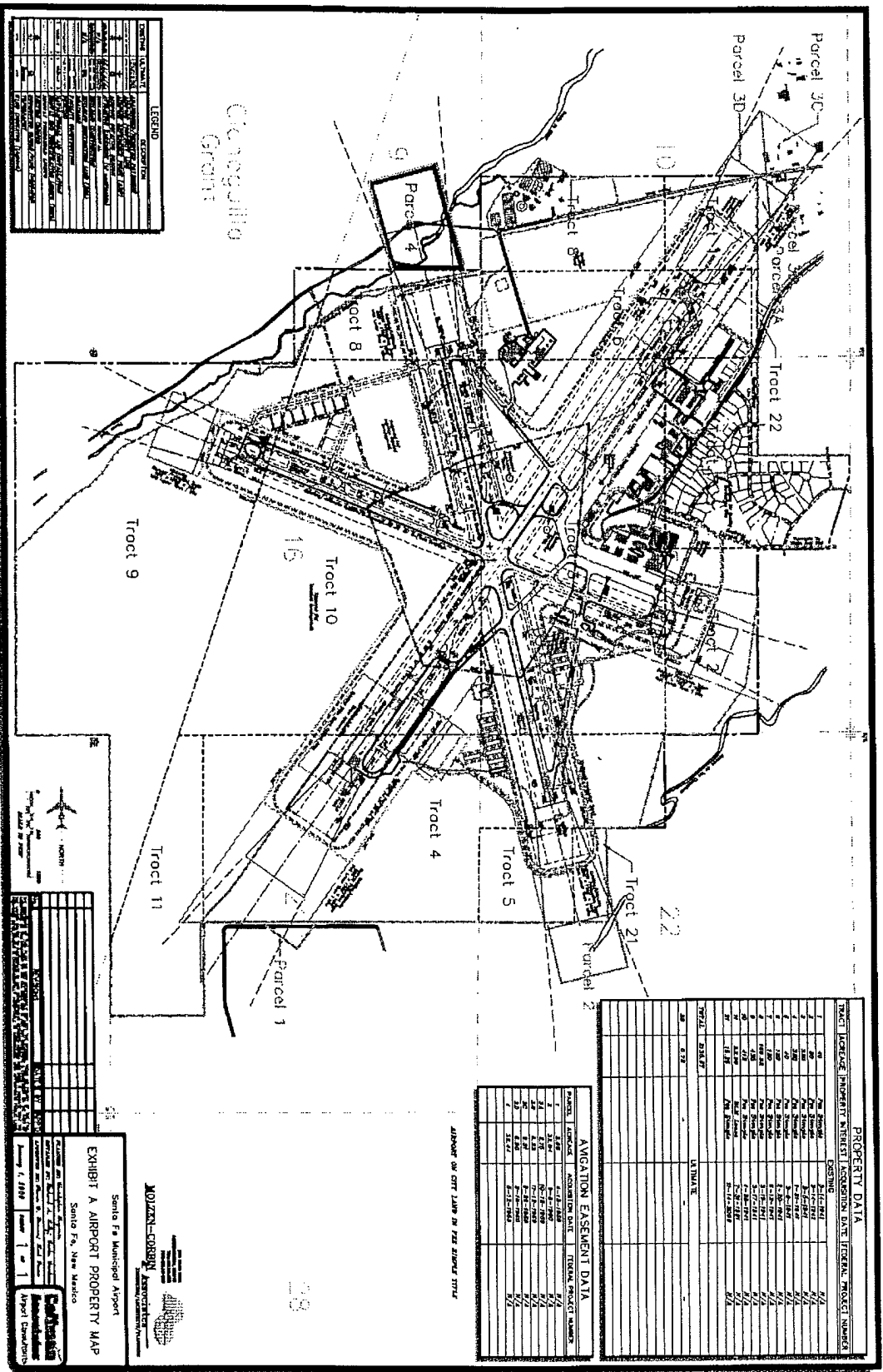
(Signature of Sponsor's Designated Official Representative)

(Typed Name of Sponsor's Designated Official Representative)

(Typed Title of Sponsor's Designated Official Representative)

(Date)





**LEGEND**

SYMBOL	DESCRIPTION
[Symbol]	EXISTING AIRPORT
[Symbol]	EXISTING TRACT
[Symbol]	EXISTING PARCEL
[Symbol]	EXISTING ROAD
[Symbol]	EXISTING RAILROAD
[Symbol]	EXISTING WATERWAY
[Symbol]	EXISTING UTILITY
[Symbol]	EXISTING BUILDING
[Symbol]	EXISTING FENCE
[Symbol]	EXISTING EASEMENT
[Symbol]	EXISTING RIGHT-OF-WAY
[Symbol]	EXISTING ZONING
[Symbol]	EXISTING PLANNING
[Symbol]	EXISTING DEVELOPMENT
[Symbol]	EXISTING CONSTRUCTION
[Symbol]	EXISTING UTILITIES
[Symbol]	EXISTING LANDSCAPE
[Symbol]	EXISTING VEGETATION
[Symbol]	EXISTING SOILS
[Symbol]	EXISTING TOPOGRAPHY
[Symbol]	EXISTING CLIMATE
[Symbol]	EXISTING DEMOGRAPHY
[Symbol]	EXISTING ECONOMY
[Symbol]	EXISTING CULTURE
[Symbol]	EXISTING HISTORY
[Symbol]	EXISTING FUTURE

**PROPERTY DATA**

TRACT	ACRES	PROPERTY INTEREST	ACQUISITION DATE	LEGAL	PROJECT NUMBER
1	1.00	NO RECORD	3-11-1911	M/1	
2	1.00	NO RECORD	3-11-1911	M/1	
3	1.00	NO RECORD	3-11-1911	M/1	
4	1.00	NO RECORD	3-11-1911	M/1	
5	1.00	NO RECORD	3-11-1911	M/1	
6	1.00	NO RECORD	3-11-1911	M/1	
7	1.00	NO RECORD	3-11-1911	M/1	
8	1.00	NO RECORD	3-11-1911	M/1	
9	1.00	NO RECORD	3-11-1911	M/1	
10	1.00	NO RECORD	3-11-1911	M/1	
11	1.00	NO RECORD	3-11-1911	M/1	
12	1.00	NO RECORD	3-11-1911	M/1	
13	1.00	NO RECORD	3-11-1911	M/1	
14	1.00	NO RECORD	3-11-1911	M/1	
15	1.00	NO RECORD	3-11-1911	M/1	
16	1.00	NO RECORD	3-11-1911	M/1	
17	1.00	NO RECORD	3-11-1911	M/1	
18	1.00	NO RECORD	3-11-1911	M/1	
19	1.00	NO RECORD	3-11-1911	M/1	
20	1.00	NO RECORD	3-11-1911	M/1	
21	1.00	NO RECORD	3-11-1911	M/1	
22	1.00	NO RECORD	3-11-1911	M/1	
TOTAL	22.00				

**AVIGATION EASEMENT DATA**

TRACT	ACRES	ACQUISITION DATE	TOTAL PROJECT NUMBER
1	1.00	3-11-1911	M/1
2	1.00	3-11-1911	M/1
3	1.00	3-11-1911	M/1
4	1.00	3-11-1911	M/1
5	1.00	3-11-1911	M/1
6	1.00	3-11-1911	M/1
7	1.00	3-11-1911	M/1
8	1.00	3-11-1911	M/1
9	1.00	3-11-1911	M/1
10	1.00	3-11-1911	M/1
11	1.00	3-11-1911	M/1
12	1.00	3-11-1911	M/1
13	1.00	3-11-1911	M/1
14	1.00	3-11-1911	M/1
15	1.00	3-11-1911	M/1
16	1.00	3-11-1911	M/1
17	1.00	3-11-1911	M/1
18	1.00	3-11-1911	M/1
19	1.00	3-11-1911	M/1
20	1.00	3-11-1911	M/1
21	1.00	3-11-1911	M/1
22	1.00	3-11-1911	M/1
TOTAL	22.00		

**MOJAVE-CORBIN ASSOCIATES**

Santa Fe Municipal Airport  
 EXHIBIT A AIRPORT PROPERTY MAP  
 Santa Fe, New Mexico  
 Survey 1, 1998

ADDITIONAL OFFICE LAYOUT IN THE AIRPORT TITLE

Santa Fe Municipal Airport  
Airport Master Plan, Chapter 5  
City of Santa Fe Ordinance No. 2002-28

**Guidelines based on**

1. City of Santa Fe Resolution 2000-6
  - voluntary noise abatement
  - apply for FAR Part 139 certification
2. Critical Design Aircraft: business jet D-III (defined on page 3-10ff)
3. Analysis in previous chapters and public input

✕ **Airside plan summary** (Exhibit 5A)

- most done except items 2, 9, 10, 11
- 12 BLM is on 20-year lease

runways rebuilt or upgraded per 1. and 2.

2-20: up to D-III

15-33: up to C-II

10-28: up to B-II

regarding 2-20 extension (top of page 5-4):

"... the benefit to be gained from the extension was not sufficient considering the relocation costs and concerns it would create."

regarding upgrading for Category I weather conditions:

too rare and requires very wide runway areas

✕ **Landside plan summary** (Exhibit 5B)

- some things done differently (1, 3, 4, 11)
- started 5
- several areas reserved for future development (terminal; aviation related; commercial)

✕ **Compatible land use / noise**

- recommended FAR Part 150 study
- recommended SF County height zoning update