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**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE
BUILDING 3002B
December 1, 2016 - 4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - a. November 10, 2016 – Regular Session
5. OLD BUSINESS
 - a. Airport Security Changes Update (Cameron Humphres) (Information Only)
 - b. Airfield Painting Project Update (Cameron Humphres) (Information Only)
 - c. Air Service Development Update (Cameron Humphres) (Information Only)
 - d. Airport Master Plan Update (Coffman and Associates) (Action)
6. NEW BUSINESS
 - a. Disadvantaged Business Enterprise Goal Update (Cameron Humphres) (Action)
7. PUBLIC INVITED TO BE HEARD
8. BOARD AND/OR STAFF COMMENTS AND/OR REQUEST FOR FUTURE AGENDA ITEMS
9. NEXT MEETING: January 5, 2017
10. ADJOURN

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**SUMMARY OF ACTION
AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
THURSDAY, DECEMBER 1, 2016**

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NEXT MEETING

JANUARY 5, 2016

10

ADJOURN

ADJOURNED

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**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
THURSDAY, DECEMBER 1, 2016**

1. CALL TO ORDER

The meeting of the Airport Advisory Board was called to order by Stephen Ross, Chair, at 4:00 pm, on Thursday, December 1, 2016, at the Santa Fe Municipal Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Lisa Martinez, Director of the Land Use Department
David Rasch, Historic Preservation Department
Cameron Humphres, Airport Manager
Steve Merlan, Santa Fe Aviation Association
Steven Bunch, Skyland Aircraft
James Blogman, Enterprise
Matt Quick, Coffman and Associates
Steve Benson, Coffman and Associates
Bobbie Ferrell, Office of Senator Tom Udall
Bob Wood, Airport Tower manager
Kent Freier, Molzen Corbin
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

MOTION A motion was made by Mr. Hamilton, seconded by Mr. Brackley, to approve the

agenda as presented.

VOTE The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES
NOVEMBER 10, 2016**

Mr. Ortega said he was absent and excused for the last meeting. He was shown as present.

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

VOTE The motion was passed unanimously by voice vote.

5. OLD BUSINESS

A. AIRPORT SECURITY CHANGES UPDATE

Mr. Humphres said we are well on our way to badging. We have badging at the office at designated hours every day. We have processed 150 plus thus far. We were anticipating 300. We are getting good responses from the FAA. We have not printed any badges yet. We are going to print them in mass. He is not concerned about not being able to meet the 15th deadline. Everything is coming together. He gave credit to David Silver. He has been doing a lot of work and badging. Bobbie Huseman and Isabel from Transportation have been here helping as well.

Chair Ross said he has been here during the day and there is quite a hubbub of activity. How long is TSA talking to process the requests.

Mr. Humphres said it depends, but it is usually between 24 and 48 hours.

Mr. Padilla said he is sure that on December 16th you will have a few people frustrated.

Mr. Humphres said some folks out here have responded to him that they can't believe it has taken this long to do this. One or two people say this is just one more thing they have to do to fly their aircraft. We need to be sensitive to that but it is the world we live in and most people understand.

Mr. Szczepanski said people ask him about the Phoenix flight because it has come and gone before. Will it be sustainable and if it is not can we go back to being a category 4 airport.

Mr. Humphres said it is possible to petition the TSA to go back to a category 4 but once everything is in place it would be expensive to go back. There are benefits to this. Until now we have not had a comprehensive list of all our users. Now we have that so that we can put out an email for notifications. On the FAA side of it they want us to limit the access to the airfield and we can do that. Also people want additional security for their airplanes and assets.

Mr. Ortega asked when will the installation of the new hardware start.

Mr. Humphres said at the gates we have already started changing out the hardware. We will start using the new cards on the 14th or 15th. There are going to be some people who have not gotten a badge. Those people will be able to be escorted by Jet Center, Signature or us.

B. AIRFIELD PAINTING PROJECT UPDATE

Mr. Humphres said we have largely completed the runway and taxiway areas. We still need to finish the center line for 220 and the commercial ramp. We have to have 45 degrees temperatures and raising to be able to put paint on. We may not finish this year but we will have the majority of it done. We will finish in the Spring. They won't be compensated for the work they have not done. We will finish out paying them when they complete the job.

Mr. Ortega asked will that delay effect the part 139 inspection.

Mr. Humphres said no, we don't expect it to. The painting is in compliance.

Mr. Padilla said the SIDA area is not completed.

Mr. Humphres said it is completed but we have not painted some of the aircraft safety envelopes around it. The SIDA line is in place.

C. AIR SERVICE DEVELOPMENT UPDATE

Mr. Humphres said he would like to invite the members of Board to the inaugural flight celebration on the 15th for the Phoenix flight. He recognized Simon and the chamber. They are putting this on. Also Troy for offering the hanger up for the celebration. The Mayor will be here and hopefully the Governor. Senator Udall is invited. We will do a water canon salute. Lunch will be provided and there will be a presentation from the Northern New Mexico Air Alliance.

Mr. Brackley said the flight lands at 11:20. Everyone should plan to be here between 10:45 and 11:00. Everyone is invited.

Mr. Humphres said kudos to Simon and Northern New Mexico Air Alliance. They invited everyone to come and have been working with the and Phoenix Chamber of Commerce and the Phoenix Mayor

Mr. Brackley said American Airlines has given him some goodies for the passengers on the first flight.

Mr. Humphres said we have had good participation on the Air Alliance. They have been reaching out to other communities. And finding someone in those communities to spearhead the efforts there. Also we are the proud owners of the Fly Santa Fe site and a new logo. We are asking people to put this on the bottom of their emails and advertisements.

Mr. Hamilton asked when do the activities on the 15th end.

Mr. Brackley said his schedule says 1:30.

Mr. Humphres said all of the activities will be in the Jet Center hanger. Come in at gate 4. We will be providing escort.

Mr. Humphres said we were just notified and are doing a press release that American Airlines is going to start service to Dallas at our Airport with a 70 seat jet in February. United is in discussions as well for the Summer. He did get some feedback from American and they are happy with results. They had an 83% load factor for the whole month of October. United is looking at if they want to extend the time frame for extending flights.

Mr. Hamilton asked who controls the protocol on valet checked bags.

Mr. Humphres said the airlines. They decide how to handle it.

Mr. Hamilton said he wanted to compliment United. We flew back on Monday from the holiday. It was very cold. They had us stay in the plane until the bags were ready. That was very nice.

Mr. Humphres said that would be Larry the Station Manager.

D. AIRPORT MASTER PLAN UPDATE

Mr. Humphres said after this presentation he would like action to support the progress thus far.

Mr. Quick, Coffman and Associates, said he and Steve Vincent are here today. We held a Master Plan Advisory meeting earlier today and have a public presentation after this meeting. A lot of work has been done over the last several months. We are using the process prescribed for the document that is required by the FAA. They recommend an update every 7 to 10 years. The last one as completed is 2002. We are moving into the final stages now. We are dealing now with the recommended Master Plan concept and Capital program and are continuing to assess some development areas. After this we will enter into the Airport Layout Plan. It is to be submitted to the FAA and will be the road map for future development plans.

Mr. Quick said we want to hit on the main points. The first is the Forecast Summary. That includes the annual airport operations, the number of airplanes based at the airport and the number of enplanements. We estimate increases in all three categories over the next several years. These forecasts have been coordinated with the FAA.

Mr. Quick said the second is the Recommended Plan Concept. This includes the safety of airfield operations. Land site development, the disposition of the terminal building and potential alternatives. Some of this is based on directives put out by the FAA. We looked at the potential extension of 220. It is the Airports primary runway. We are proposing a 634 foot extension bringing up the total length to 9,000 feet. That could allow for more useful load for the

aircraft. We go into a lot of detail in the Plan as to the benefits to this.

Mr. Ortega said in reading the draft report it mentions a temperature of 86 was used in the calculations.

Mr. Quick said 86 degree is the average high temp here in Santa Fe. That is in July. That is what the FAA requires airports to use.

Mr. Quick said we don't propose any major improvements on the other runways. Runway 102A is closed due to pavement issues. Cameron let us know that he has meetings with the FAA next week about that. Those are the main highlights of the airfield at this point.

Mr. Quick said we are also doing land site development. We took a general approach on this. We set aside areas that could accommodate future airline development. The future disposition of the terminal is cortical to this.

Mr. Quick said the next part is terminal alternatives. We have potential options for meeting the future. The current terminal is 10,000 square feet now. It is undersized now to accommodate the enplanements we have at this time. We recommended that in order to meet the future we need 30,000 square feet of terminal space. That will include ticketing, rental car space and a hold room. 30,000 square feet is something to be considered. Previously we looked at expanding the existing building to the north and south. To the south would impact the Signature FBO. The second option takes a more drastic approach in the construction of a new building further east. That would take advantage of the roadway connection to 599. A new terminal could accommodate air services and offices and a restaurant. A lot of displacement would be required including the relocation of hangers. In the relocation to the east it would require getting the area ready for the larger aircraft. Most likely we will be looking at doing a more specific terminal study. It will take a much more specific look at a future terminal.

Mr. Humphres asked Mr. Quick if he would you talk about some of the challenges for the terminal where it is currently located.

Mr. Quick said where it is now, we have building line and runway visibility zone issues. Both are tied directly to the runway environment. There is a 35 foot building restriction line. It can impact approaches. The FAA prefers to keep buildings outside of the line. Regarding the runway visibility, the FAA strongly encourages that we do not have any type of development inside the runway visibility zone. It has happened here for a long time but they do prefer to see that clear.

Mr. Ortega asked in the right side vision does that relocate the tower.

Mr. Quick said the existing facility could be maintained to support the current tower.

Mr. Ortega said the City got \$900,000 last spring from the Legislature for expansion. How would this impact that if we are improving the current terminal.

Mr. Humphres said the terminal does not meet our operational needs now. The baggage claim area is not operating in any real efficient manner. The baggage screening area

is not functioning either. There is a problem with the current layout where the gate holding area is. Passengers have no way of getting out of that area without going back through the screening area. They have to go upstream through the security checkpoint and they have to shut down the checkpoint to do that. Some things we can do but we can use that money to do the study and design work on a new facility or the expansion of the facility.

Mr. Ortega asked that money is not just for brick and mortar.

Mr. Humphres said it can be used for brick and mortar and design. We will put it to good use. He is reluctant to expand the existing facility until we know what the ultimate plan is. His hope is we get the study and the beginning of the design next Spring and then go right into construction.

Mr. Quick said as a part of the concept we put together a Capital Improvement Program. We split it into 3 phases. We put a dollar figure to projects as well. Some projects can take 3 years to complete.

Mr. Quick said the final think part of the Master Plan looks at environmental issues. A detailed analysis was done. One of the components we look at is airport noise. Based on existing operations and looking at the future we developed noise contours. Current and future. The FAA is interested in contour lines. They want to see 65 or greater lines on Airport property and minimize the noise outside airport property. The Airport has conducted more specific studies on noise. Everything seems to remain on Airport property.

Mr. Quick said moving forward we will continue our conversations with Cameron and the City. Don't hesitate to get in touch with us or Cameron by the end of this month with comments and questions.

Chair Ross said in the last Master Plan update you depicted the easements in place. Do you have any plans to do that now.

Mr. Quick said they are on this display.

Mr. Hamilton said he does not understand the need for an in-depth study on the terminal. How does that get started.

Mr. Quick said one of the things the Master Plan looks at is land site development. One of those things is the terminal and the entire airfield. There is a lot of play regarding the existing terminal. There is going to be a need to have a much more in-depth study regarding this. Issues came to light in working on the Master Plan. There are potential impacts. This is not unique to airports.

Mr. Hamilton asked what is the timing for that.

Mr. Humphres said there are 2 options for the terminal . Build out or relocate it. That is a big decision. The study will look at the pros and cons of each. The study will come to this body and the Council. Regarding the timing we would like to get started in the Spring and it will be a precursor to a full on terminal design. We need the Council decision before the design

work. It is the first phase of overall design.

Mr. Hamilton asked who is we.

Mr. Humphres said the airport staff, the Board, KSA and some of the folks in the City.

Ms. Ortiz asked does it make a difference on how we enter into the Airport from 599 as to where that new terminal would be located.

Mr. Humphres said there are 3 really important pieces of infrastructure we need. The terminal, the runway primary improvements and lengthening and the connection to 599. The overpass is built. We need the connection. Option B, to build a new terminal, makes the most sense from the aspect of the ease of getting off 599 or interstate 25 and reducing the amount of traffic on the Airport property. His personnel opinion is that option B is the best for many reasons such as congestion and access. But it is an expensive option. It will be 2 to 3 times more than expanding the existing terminal. However, in using the existing terminal, we may be in the same boat 10 to 15 years from now.

Mr. Humphres said regarding the funding for this, the funding starts with safety and the runway first and they work out from there. In this case we have some safety issues with the existing terminal. The study will look at the pros and cons of both alternatives. The Governing Body will make the determination.

Mr. Freier said it is aesthetics too. How does it look when you come to the Santa Fe Airport. The new President has talked about a stimulus package and infrastructure. It is something to think about in the next year.

Mr. Humphres said he can't over emphasize the 3 projects he talked about. If we don't do them we will lose our new business. With adding the 2 new 70 seat jets we max out the terminal. Add a 3rd jet and we cannot handle it. He gives Matt, Coffman and Kent credit for moving us to this point.

Mr. Brackley said one thing that concerns him is we hope we do well with this campaign but we don't want to be in a situation where we have an inadequate facility. This has become urgent.

Chair Ross asked will the Master Plan and the study be done at the same time.

Mr. Humphres said yes.

Mr. Freier said the CIP projects don't stop. Every year they get updated.

Mr. Ortega said in reading the draft report on capital improvements one of them is the taxiway gulf reconstruction. It is listed for 2020 or 21. It includes the slope indicators. He is concerned that we are looking at 5 years until we get the slope indicators.

Mr. Humphres said from his prospective we have to prioritize.

Mr. Ortega asked can we include the slope indicators in an earlier project.

Mr. Freier said we could tie it to a project with electric components.

Mr. Humphres said the FAA has guidelines as to what projects include and what they do not. We could look at it. We need to update and rebuild our electrical vault. That may be a good time to do that.

Mr. Ortega asked what is the time frame on that.

Mr. Humphres said we don't know yet.

Mr. Ortega said he is surprised it is not a safety issue.

Mr. Humphres said it is certainly an aid for pilots. We will have that conversation with the FAA on Monday.

Mr. Freier asked do you want us to include the electrical vault on the CIP.

Mr. Humphres said yes.

Mr. Humphres said he is looking for acknowledgment of this report. He wants to highlight Matt and Coffman and Associates for all the work they have done. Molzen Corbin has been active in giving input into this and adapting to him coming in late in the process. He also thanked the Board for being involved in this.

Mr. Szczepanski said maybe we can look at runway 22A. The taxiway out there never gets used. We worked hard to get lights out there and now we are walking away from it. It feels like something is not doing well in the terminal program. We could spend a bunch of money and that money is gone. Over 30 years and given that the expansion of the existing terminal may not be adequate in the future, is it much more expensive to build the terminal to the east.

Mr. Brackley said it is his hope that the Governing Body gets an opportunity to follow this process and tours the airport and sees the activity. Councilor Harris came to the earlier meeting.

Chair Ross said Mr. Humphres wants concept approval or acknowledgment of the report.

MOTION A motion was made by Mr. Ortiz, seconded by Mr. Padilla, to acknowledge the progress and report with regard to the Airport Master Plan.

VOTE The motion was passed unanimously by voice vote.

Chair Ross said thank you

6. NEW BUSINESS

A. DISADVANTAGED BUSINESS ENTERPRISE GOAL UPDATE

Mr. Humphres said because we get Federal grant dollars we are required to have this program. We work to encourage disadvantaged business including minority, Veterans, women and the disabled. When we do construction work we encourage their participation. We have to establish a goal for participation. The goal is updated every 3 years. It is our time to update. In your packet is an update plan and how you derive a goal. This new goal is 7.25%. From experience that actually is high. This is an indication of the disadvantaged business that are here and available. We have always exceeded our goal. While this is a goal there are no penalties to the airport for not meeting the goal. This informs our decisions. We put out a public notice that the public has an opportunity to review this and provide comment until December 23rd. It is on our website and we are sending out a press release and distributing the information to the disadvantaged businesses we have contact information on.

The notice of the goal change is attached herewith to these minutes as Exhibit "1". He is asking for approval to support this goal.

Chair Ross asked is it appropriate to set a goal before public comment.

Mr. Humphres said yes, we set the goal per a formula then we put that draft goal out to the public for comment. It is not final until after comment period.

Mr. Ortega asked who sets the goal for individual projects.

Mr. Humphres said it is based on the type of project and the number of disadvantaged businesses available to do the work. KSA prepared this on our behalf.

Mr. Hamilton said the way this is worded it sounds like this is the goal and it is decided. It is a draft goal. If that word was inserted here it might elicit a different response.

Mr. Humphres said it says proposed goal. The process is outlined by FAA.

MOTION A motion was made by Mr. Hamilton, seconded by Mr. Brackley, to approve the draft goal as stated.

VOTE The motion was passed unanimously by voice vote.

7. PUBLIC INVITED TO BE HEARD

Bob Wood said he is concerned about the closure of runway 22A. He is opposed to that idea of it becoming a permanent closure. It is not the primary runway but it is of great use, especially in the Spring with high winds. As Mike pointed out we spent a lot of money on renovation and lighting and it seems to be money thrown away if we don't redo the design flaw

in the paving.

Ms. Ferrell said it is not clear if the plan B for the new terminal on the east end goes through would there be any terminal operations in the current building and would there be historic significance conversations.

Mr. Quick said we are looking at the future of the terminal as a separate issue. The study will look at what could be redeveloped in the current terminal and what the use would be. The control tower is a concern as well.

Ms. Martinez said she would like to make note of the fact that the City Council approved a Resolution regarding the historical nature of the terminal. There are design standards that would have to be followed to expand the existing terminal. It has to be in compliance.

Chair Ross said most of us participated in that process. It is on our radar screen. Thank you for reminding us.

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

Mr. Brackley said he received a concern from a traveler. They arrived late on a commercial flight and did not feel they could navigate the baggage, lighting and signs. It was between 10:00 pm and midnight. They felt isolated and alone.

Mr. Ortega asked what is the status of the RFP and selection for the car rental concession.

Mr. Humphres said there is no progress. We have a lot going on right now and we have a small staff. We will address that soon.

9. NEXT MEETING JANUARY 5, 2016

Chair Ross said we would like to have a good showing on December 15th.

10. ADJOURN 5:40

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

VOTE The motion was passed unanimously by voice vote.

The meeting adjourned at 5:45 pm.

Stephen Ross, Chair



Elizabeth Martin, Stenographer

SANTA FE MUNICIPAL AIRPORT
PUBLIC NOTICE
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
GOAL FOR FISCAL YEAR 2016-2018

The City of Santa Fe, Santa Fe Municipal Airport hereby announces its fiscal year 2016-2018 goal of 7.25% for Disadvantaged Business Enterprise (DBE) airport construction projects. The proposed goal and rationale is available for inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday at 121 Aviation Dr, Santa Fe, NM 87507, beginning November 21, 2016 through December 23, 2016.

Comments on the DBE goal will be accepted beginning November 21, 2016 and ending December 23, 2016. Comments may be sent to:

Amanda Bright
Administrative Assistant
KSA Engineers
58 Buick Street
San Angelo, TX 76901
325-947-1555
Email: abright@ksaeng.com

EXHIBIT 1