

**SUMMARY OF ACTION
AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
JANUARY 5, 2017, 4:00 PM**

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**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
JANUARY 5, 2017, 4:00 PM**

1. CALL TO ORDER

The meeting of the Airport Advisory Board was called to order by Chris Ortega, Vice Chair, at 4:00 pm, on Thursday, January 5, 2017, at the Santa Fe Municipal Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Chris Ortega, Vice Chair
Troy Padilla
Eleanor Ortiz
Bud Hamilton
Simon Brackley

MEMBERS ABSENT

Stephen Ross, Chair, Excused
Mike Szczepanski, Excused

OTHERS PRESENT

Karen May
Katheryn Oden
Dave Staples
Steven Bunch
Karin May
Bob Wood
Steve Merlan
James Brogan
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

Chair Ortega said Mr. Humphres asked to add an item 5 (E), Air Service Update.

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

VOTE The motion was approved by voice vote.

4. APPROVAL OF MINUTES

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

VOTE The motion passed unanimously by voice vote.

5. OLD BUSINESS

A. AIRPORT SECURITY CHANGES UPDATE

Mr. Humphres said he wanted to bring the Board up to date on the changes and mention that we received a grant. Changes were made in preparation for the start of the new flight on December 15th. We were able to get massive update of our Security Plan completed and approved by TSA. David Silver did it for us and submitted it. The TSA praised him for a job well done. He was also instrumental in getting the new badges up and running. We were able to get all that was required done by December 15th. We are still going to be working on some things moving forward. We are technically now a category 3 airport. It was a monumental effort by all involved including our 2 FBOs. We have badged 90% of the folks. A little over 300 people. One of the things we wanted to do is to integrate all our gates with our security doors and the terminal into a combined system. We did not have the time or money to do that. David Silver put in a grant request to the Department of Homeland Security and we were awarded a grant to make those improvements. The grant is for \$83,000 to integrate badging, gates and doors and to purchase security cameras. It helps us to better control access and to resolve issues when we have a door left unattended by accident. The grant is running through committees and Council as we speak. We are hoping to work with the security company that already does work in the City. We have met with them and their estimators. They will come out here and do an estimate which will come before this Board. This is great news. He appreciates the Boards support.

Mr. Hamilton asked is the move from category 4 to 3 based on security improvements.

Mr. Humphres said the trigger was going to a larger aircraft. The changes required are mandated by that change including creating a secure area, the badge requirements and vetting people who have access to the airport.

Mr. Hamilton asked do we get any benefit from this category change.

Mr. Humphres said it gave us the opportunity to have the air service. American is

going to transition all there 60 seat planes to Dallas to 70 seat and now we have access to that. The TSA allocates it's resources to the airports based somewhat on their category of aircraft so it pushes us up to what we may be able to get like scanners and other updates. It elevates the TSA emphasis on improved equipment.

Mr. Padilla asked with the \$83,000 will you be able to accomplish all you need to.

Mr. Humphres said most of it. We put in a request for \$105,000. We may have to adjust the number of cameras. We did a full site survey yesterday and will have a proposal soon and then we will see where we stand.

Mr. Padilla asked are there other possibilities from Homeland.

Mr. Humphres said yes, future opportunities.

Chair Ortega asked when you implement that grant will there be an application process for entry into certain gates.

Mr. Humphres said as we transition from one system to another, for new applicants we will ask them what gates they need access to. There is no intent to limit people from access but do they need all the gates. We can figure that out with new applicants. As badges expire and we reissue them we may restrict their access. We prefer not to go back to each badge holder now and ask them what gates they need. We want to make it as easy as possible.

Chair Ortega asked does airport have the ability to tell when each gate is used and by whom.

Mr. Humphres said no. We don't have that ability now but would like to have that ability. We can deprogram people from gates but we have to go to each gate. With the integrated system we can do that with the push of one button.

B. AIRFIELD PAINTING PROJECT UPDATE

Mr. Humphres said we did not complete the painting before the inspection but 80% was done. We now have to do painting as the weather permits. We need 45 degrees and raising to paint. It may take awhile to complete. The inspector did note some of the areas that need painting but knew we were working on it and just made note of it.

Mr. Padilla asked what about the nonstandard hold lines.

Mr. Humphres said the run up areas. FAA had asked us to remove some of the markings from there then came back and said put them back. He asked the inspector to

put in writing that we need those installed. We will reapply those.

Chair Ortega asked is there any concern during the winter for paint coming off.

Mr. Humphres said the reality is that an airport needs to be painted in one area or another every year. We did not paint anything for 2 or 3 years so all of our paint was pretty well faded out. Every year we will be doing some painting due to snow removal equipment running over the painted areas. It is an ongoing maintenance issue.

C. AIRPORT STAFFING PLAN UPDATE

Mr. Humphres said he finally got the full list of applicants who are eligible for the position of Airport Administrative Manager. He is going through those now. He will do telephone interviews first with 10 of them and then narrow the list down for face to face interviews. He hopes to fill the position by February. It is a good strong list of candidates. We also have the rest of the positions including Operations Manager, Head Maintenance Worker, Custodian and Secretary. We are working on getting those posted by mid month and to be fully staffed by April.

Mr. Hamilton said you mentioned a Business Manager. Is that different from what you said previously.

Mr. Humphres said it is a Business Administrative Manager. This position can handle classified information. We expanded the scope. They will be doing all things regarding contracts, finance and human resources. It is a pretty broad set of responsibilities.

D. AIRPORT CAPITAL PLAN UPDATE

Mr. Humphres said he had a nice long meeting with KSA to make sure the plan was in alignment with our current and existing draft master plan. He wanted to get KSA and us on same page. He also reached out to FAA regarding what our critical capital needs are. FAA has agreed and asked us to provide them with an updated capital plan that shows more discretionary grant monies for over the next 5 years. We are working on an updated plan to bring before this Board in the very near future. We are working on that now. Also we are off and running with our 4 main current grants. They include the mill and overlay of 220, realigning of taxiway delta, an airfield survey and snow removal equipment acquisition. We are in the design phase for delta and the survey and are hoping to have the design complete by late February or early March. We hope to go out to bid on snow removal in May. As we get to the design he will bring it before

this Board before it goes out to bid.

Chair Ortega asked if the FAA is hinting that they will accept additional requests for capital projects what would go on list.

Mr. Humphres said we have 4 emergency needs. A crack seal and fog seal of ramps is the first. We have cracks on ramps that are in some cases 6 to 8 inches wide. He took the State folks and FAA out to see them and they all agree. 2nd is the airfield electrical vault. We have one building for all of it. The building is starting to fail. We are out of spare constant current regulators. If we have one go out we lose a segment of lighting on the airfield. We need to update the vault. 3rd is the repair of 1028. 4th is the 1533 runway. It has 10 year old pavement. We need to do crack and fog seal on it as well. We need to maintain them. He will be pushing those projects forward and asking FAA and the State to consider funding them. Beyond those we have a lot of capital needs. The sealing just protects what we have. We have some issues with the ramps. We need to restructure them. This is all identified in the master plan.

Ms. Ortiz asked what is a ramp.

Mr. Humphres said anywhere where you park an aircraft.

Ms. Ortiz asked how is it that a ramp can have a crack that big and we not lose an aircraft in it.

Mr. Humphres said these ramps are very old. Over time the pavement breaks down. The second cause is lack of maintenance. We should be doing crack maintenance and sealing at least every 5 years. It is a combination of things. It will take \$5 to \$6 million to rebuild our ramps. The priorities for FAA are runways and taxiways. We will be pushing the FAA on emergency infrastructure needs.

Ms. Ortiz said here we are bringing in new airplanes and new people and we have these emergency needs. What do we do as a Board.

Chair Ortega said our job is to provide advice to the Governing Body. They are struggling to fund City operations. We do need to find money for matching funds if we do get grant money.

Ms. Ortiz said it seems like those ramps are very critical.

Mr. Humphres said he is seeing good indications from the FAA that they are going to partner with us and give us some money. The state too. The Board can start reaching out to our Councilors, State Legislators and our Congressmen and U. S. Senators. We are not quite to that yet. Once we have a capital plan then if they not supporting it, the Board needs to start a campaign.

Mr. Padilla said we have main runways to be rebuild, other runways to maintain, taxiways that need repair, resurfacing to do, a terminal to expand and lights that may or may not work.

Mr. Humphres said you are right.

Mr. Padilla said he wants this in the minutes so people understand what we are dealing with here. We need some help. This Airport has been ignored for way too long.

Mr. Humphres said airports should be under construction almost continuously. That is the way funding works through the FAA. They need to be always under construction. This Airport has not had the ability to deal with these projects before. It has usually done one project a year. We are at a place where we have so much need we need to do it all at once. The good news is that American is going to 70 seat jet but it is problematic that we don't have a terminal ready to handle it. We have a lot to do. We are in a place now where we have to juggle the most critical needs.

Mr. Hamilton said our source of funds is the FAA, the State and the City. Is there anything else.

Mr. Humphres said that is the preponderance of it.

Mr. Hamilton asked have we ever sought private funding.

Mr. Humphres said he is not aware of any.

Mr. Hamilton said it might be an opportunity for us. There is a lot of wealth here. We might be able to get some help from members of the community.

Mr. Humphres said some of that is being done as part of the Northern New Mexico Air Alliance. It has been centered on getting new flights. We will be looking at other ways they can help the Airport.

Mr. Brackley said infrastructure decays and it needs maintenance. When there is a drop in the local economy the tax revenue drops. Things have been put off here. This body needs to keep the Governing Body informed about the Airport. They don't see it every day. Part of our roll is to keep them and the Mayor informed of what goes on out here. When things get put off we get in a crisis situation.

Chair Ortega said requesting money from the State Legislature is another avenue. The City will be asking for funding again this year for the terminal. Is the terminal the best priority or the runways.

Mr. Humphres said the request says the terminal but in the details it is much broader. The runways and taxiways compete very well for federal funding. The further

away from those the harder it is to get Federal funding. Terminals, parking lots, roads and infrastructure are harder. We wrote it in a way where we could use the money on the terminal, parking lots or roads.

Chair Ortega asked have other airports issued bonds.

Mr. Humphres said we do have the passenger facility charge. We are working on starting that program here. We can charge up to \$4.50 per passenger. Why we have not been collecting it we don't know. We are going to start. It would create \$300,000 to \$350,000 in revenue per year. Grants have matching requirements. We can use it for that or have bonding against the revenue or just for straight forward funding of a project.

Chair Ortega said in combination with phasing projects, if you leverage some of that revenue you may be able to build \$1 million a year.

Mr. Humphres said we would like to do all our ramp projects at once. It is hard to get that much money at one time. We probably will have to phase it.

Mr. Humphres said he is grateful that the Board is spending this time on the issues. He sees the critical needs but it is going to take all of us to get it done and to understand what the needs are and how important connecting with people in the community and elected officials is. We need to be champions of this Airport. The Airport is vital but we are barely keeping the wheels on this thing. He appreciates the Board.

E. AIRPORT SERVICE UPDATE

Mr. Humphres said he really wants to praise Simon and the Chamber for the incredible job they did with the event for the inaugural flight. He and his staff. Also he wants to praise Troy and the use of their hanger. It was a great day. The aircraft was early so we had to ask air traffic control to slow them down. We did the water cannon salute twice. Kudos to Kathryn for preparing to have them here. It was a really well attended event. Half the Council was there and the Secretary of Tourism. Senator Udall was unable to attend but he sent a representative and a letter of support that was read. It was a great event. Simon and his folks and Troy and his folks were instrumental in the success. The start of the flight is not the end of our work. It is the beginning. Right now the load factor is 50% to 55%. We need it to be 80%. We have seats to fill. Please book early and often and tell everyone to fly Santa Fe.

Mr. Padilla said it is very competitive in pricing with Albuquerque.

Ms. Oden said we prefer to have revenue passengers. Non revenue passengers are airline employees who fly for free. We are telling them to go to Albuquerque. We need revenue passengers. Spread the word.

Mr. Brackley said he echos the collaboration of the event. The Shoot Santa Fe folks that catered were great. We know what we have to do. We have to market the planes and fill them. We need to encourage the use of the flights. This is the slow season. It is a tough time to market. We have a local agency working hard to do that. We need to fundraise. The Alliance has to do the seat guarantee and market the flight. La Fonda is running ads now with the Fly Santa Fe logo with links to booking. It is very competitive. You can receive an incentive with American Airlines with their credit card. He and Cameron went to Taos to speak to the Taos City Council about contributing to the Air alliance. It is a regional effort. They were open to helping. We welcome supporters and donors. Donations from \$100 to \$50,000 are very welcome.

Ms. Ortiz asked do we have bumper stickers with the logo.

Mr. Humphres said let's get the bumper stickers. One of the important things is that we keep the customers we have. If they fly from here and their experience was not great we may lose them. We need to make sure that everyone coming in and out have good customer service. We talked about an ambassador program. Albuquerque has one. The Board might consider thinking about how we might put together an ambassador program. Albuquerque's program is volunteer. If not that, then some type of program that will provide good service in interaction with the flying public.

Chair Ortega said a couple of airport managers ago he asked how much the airport had in it's advertising budget. It was zero. He met some resistance on trying to get money for that and it never happened. We now have an advertising budget. We have a hard time believing that people don't know you can get commercial service from Santa Fe, but they don't.

Mr. Humphres asked can we do public service announcements for the airport.

Mr. Hamilton said yes, if Fly Santa Fe is a 501c3.

Mr. Brackley said yes it is.

Mr. Hamilton said we need to publicize the Northern New Mexico Air Alliance for donations. Are the other hotels supporting us.

Mr. Brackley said Buffalo Thunder is helping us as well as Hotel Santa Fe, La Fonda and the Inn at Santa Fe. It is harder to get the big chains.

Mr. Hamilton asked have we talked to Heritage.

Mr. Brackley said not yet.

Mr. Hamilton said he will talk to him. He knows him well.

Mr. Humphres said that is great.

Mr. Brackley said we have a tool kit that includes the logos in different sizes.

Ms. Ortiz asked what about Paul Margetson.

Mr. Brackely said he is one of our champions.

Mr. Hamilton asked regarding the baggage screening here is every bag that is checked physically checked.

Mr. Humphres said yes.

Mr. Hamilton asked where is the updated technology for that on the list.

Mr. Humphres said TSA provides that equipment. He is talking to them about the stand up scanners and baggage screening scanners.

Mr. Hamilton said most people don't like their stuff shuffled around.

Mr. Humphres said we need to redesign both the inbound and outbound systems. We are working on that.

6. NEW BUSINESS

A. FAA PART 139 INSPECTION

Mr. Humphres reported that every year we are inspected by the FAA. It is a detailed and thorough inspection. It does not rate you on facilities but on how safe your facility is. It is all about compliance and training. We had our inspection on December 6th through the 8th. The letter from FAA is in your packet. There were no safety issues on the Airport. The inspector did add a list of her most important items from a safety point of view that need to be worked on. The first was the need for a perimeter road around the airfield so that equipment and other vehicles do not have to cross the airfield. We are working on getting that into our capital plan. She noted that some of our signs are various sizes. She is saying they all need to be one size or another. She noted that there are several cracks in the taxiways and that we need to paint center lines but she did note that we have a painter on contract.

Mr. Humphres said he wanted to make something very clear. This Airport has been understaffed for a very long time. We have two maintenance workers. They did an incredible job. They are under resourced and under staffed but they make sure this Airport is keeping up with safety standards. Both of them are working a large amount overtime every week. One of them is here at all times. Over the holidays one of the two

guys came in to do the day and night inspections of the airfield. This report is really a testament to them. They need the staff we are working on and the resources. He wanted to highlight their incredible commitment to this Airport.

Mr. Brackley said this is a big deal. Congratulations to you and your team for passing this inspection.

Chair Ortega asked when was the previous inspection.

Mr. Humphres said over a year ago.

Chair Ortega said good job.

7. PUBLIC COMMENT

Ms. May said it sounds like you need a Go Fund Me page.

Mr. Hamilton said before we go to that we need to make sure it is the right thing to do.

Mr. Bunch said regarding the condition of the ramp on the north side, in Winter after snow if you are walking along it as you walk the water comes up through the cracks. That is how bad the pavement is.

Chair Ortega said when water penetrates beneath the asphalt it diminishes the load bearing capacity. It is important to seal it.

Mr. Wood said regarding our ability to bring people here to fly commercially, approximately 30% of the time when he is introduced to someone locally and he says he works at the Airport, they don't know there is an airport here. Even though you are working to get people to fly out of this Airport there needs to be increased awareness that there is an airport.

Mr. Humphres said a survey was done 4 years ago that asked people in the community why they were not using the Santa Fe Municipal Airport. 60% of them said they did not know there was an airport. We have made that comment to the people managing the advertisement for the Airport.

Mr. Hamilton said we all have guests that come to see us. He always asks them to consider flying in to Santa Fe. They automatically fly in and out of Albuquerque.

Chair Ortega said there is a lot of opportunity within the City where people go to advertise and to provide awareness.

Ms. May asked what about bill boards on the way to Albuquerque with something like you could be in Phoenix now if you flew Santa Fe.

Chair Ortega said that came up 2 or 3 years ago.

Mr. Humphres said doing that kind of thing is part of the advertising we are talking about.

Chair Ortega said various restaurants have Santa Fe billboard videos you see. He has never seen the airport mentioned on those.

Mr. Brackley said they want to put a location out here.

Mr. Humphres said we need to ask them to put the airport on their video.

Mr. Hamilton asked who pays for airport signage.

Mr. Humphres said DOT pays for that.

Mr. Brackley said the only sign at 599 and the bypass is small.

Mr. Humphres said we might ask DOT if we can put Fly Santa Fe on the sign.

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

Mr. Padilla said he wants to thank whoever built our new road. It is great. Where did that road come from and what funding was used.

Mr. Humphres said the Street Department in the City paid for that. He worked with Dave Catanach and told him if you have any extra money please consider our airport loop. He did and he diverted funds over here. Kudos to him. It is a nice improvement. They did a really nice job with it.

Mr. Padilla asked is there any way to stripe our parking lot.

Mr. Humphres said we need to make some improvements in the parking lot. The pay machines are constantly failing and it is dirt. We need pavement and curb stops and striping. Part of what we are trying to do with the Legislative request is to spend some on parking lots. We are hoping to do that. If not, the City is going to have to step up.

Mr. Padilla said we had a car parked in the middle of the road during the holiday. There was no way to tow him. It was there for 6 or 7 days and caused a lot of problems. We are getting busier and we can't deal with our own parking. He would like to see a way we can clear the roads when someone does that.

Mr. Humphres said we could have towed him. He made decision not to do it. It was the holiday season. He put a note of the door telling him not to park on the road and put cones around it. We have an obligation to clearly define where the parking is. We have not done that so it is a shared responsibility. We are going to make some incremental improvements.

Mr. Hamilton said if the parking lot is the lowest priority we have not done our job creating the right sales pitch. He has heard more negatives about that than anything. It is a nightmare especially when it is muddy and we have folks trying to drag their baggage across it. We have to fix those things.

Mr. Humphres said the Mayor is very aware of that. The parking lot and road improvements are included in the Legislative request. The Mayor asked about weeds in the summer. That is in the capital plan. He is looking at ways to pull from other sources to help fund these issues. We think we will get some traction. The customer experience needs to be good.

Chair Ortega said before the Airport changed the engineer Kent was here every month. We miss him being here to bounce certain questions off of. Can we duplicate that with KSA.

Mr. Humphres said yes. They could come every 6 months or quarterly.

Chair Ortega said quarterly at least.

Mr. Humphres said the cost gets passed off to us.

Chair Ortega asked didn't they say they were opening an office in Albuquerque.

Mr. Humphres said our lead engineer is located out of state.

Chair Ortega said we had good conversations with Kent.

Mr. Humphres said when we get our capital improvement plan completed we will have them here. We can make that happen.

**9. NEXT MEETING DATE
FEBRUARY 2, 2017**

10. ADJOURN

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

VOTE The motion passed unanimously by voice vote.

The meeting adjourned at 5:30 pm.

Chris Ortega, Vice Chair



Elizabeth Martin, Stenographer