

**SUMMARY OF ACTION  
AIRPORT ADVISORY BOARD  
SANTA FE MUNICIPAL AIRPORT, BUILDING 3002B  
121 AVIATION DRIVE  
THURSDAY, MARCH 9, 2017, 4:00 PM**

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**AIRPORT ADVISORY BOARD  
SANTA FE MUNICIPAL AIRPORT, BUILDING 3002B  
121 AVIATION DRIVE  
THURSDAY, MARCH 9, 2017, 4:00 PM**

**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, March 9, 2017, at the Santa Fe Municipal Airport, Building 3002B, 121 Aviation Drive, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Stephen Ross, Chair  
Troy Padilla  
Eleanor Ortiz  
Bud Hamilton  
Mike Szczepanski

**MEMBERS ABSENT**

Chris Ortega, Vice Chair, Excused  
Simon Brackley, Excused

**OTHERS PRESENT**

Councilor Michael Harris  
Commissioner Anna Hansen  
Cameron Humphres, Airport Manager  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

Chair Ross said that Mr. Humphres asked that item 5B be pulled.

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

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

**4. APPROVAL OF MINUTES  
FEBRUARY 2, 2017**

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

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

**5. OLD BUSINESS**

**A. AIRPORT PROJECTS UPDATE**

Mr. Humphres reported that KSA will be present at our next meeting. The design of runway 2-20 is 40% complete. There has been a lot of confusion on the naming of the runway. It is confusing for air traffic. Is it runway 2 or runway 20. When we did the survey on runways, we found that runway 2-20 is in alignment with runway 321. We will change that designation to 3-21. That will clear up some of the confusion and make the airfield safer.

Regarding the mill and overlay, the engineering analysis found that the subbase of 2-20 was stronger than we thought. If we put down an additional 3 or 4 inches we are going to get some added weight bearing capacity. The mill will be 3 to 4 inches. We are anticipating having the ability for 150,000 to 165,000 thousand pound aircraft. That would be a 150 seat aircraft.

Mr. Hamilton said that is more than twice our 70 seat aircraft that we have now.

Mr. Humphres said yes, we will have the capacity but that does not mean we will have those aircraft out here but we do have the availability now. It is for the future of Airport. It will get us 20 to 25 more years of life of the runway. It will be completed by May. The FAA will provide us with a discretionary grant of \$4 million to get the project done.

Taxiway Delta runs parallel to the main runway. That engineering analysis was not as good. It showed 4 inches in asphalt over a 4 inch subbase. That is not nearly enough to handle the weight we have on there. We are actually forming ruts on the taxiway. We need to rebuild it. It is also 40% complete on the design work. We will do 1/3 of Taxiway Delta at a cost of \$2.7 million. The FAA is promising us that we will get that money next year to do it. We have it in our Capital Improvement Plan for the other two thirds.

Regarding the Master Drainage Plan and the Airfield Survey, the Drainage Plan is 30% complete. This will benefit us when we want to build new hangers. We know where the water is and we are in compliance with the Storm Water Plan. We are also

doing the survey. This will provide us with a foundation for a GIS based survey of our airfield and our boundaries will be defined.

Regarding the Terminal, we have our terminal site selection process for phase one of the design. We met with KSA and the architecture firm. They did a thorough inventory of the current terminal and area around it and other potential locations. We went through the draft Master Plan, what needs to be inside the terminal and the levels of service. We need seats available for passengers coming through now and in the future and queue lines. They are doing a preliminary report and he will bring it to this Body for your review and comment at the next meeting.

Chair Ross said thank you. When do you expect 2-20 to be complete.

Mr. Humphres said by May or June with the design, funding in August, out to bid, after that and construction in August or September of this year. It is contingent on when the FAA funding comes down. The other issue is weather. Asphalt is temperature sensitive. We are hopeful that we will be moving along with the runway and Taxiway Delta at same time.

Chair Ross asked regarding the day to day operations, what happens when this is going on.

Mr. Humphres said 95% of our traffic is on 2-20. He asked designers to look at ways to do it after the last commercial flight departure at 5:00 pm. We will then close the runway for the work until the first commercial departure at 6:00 am. The other way is to close it to all traffic for 2 weeks. He would rather not do that. If we do that it will be difficult for commercial aircraft to get in here and depending on wind other traffic as well. His direction is to look at the overnight option. It could lead to additional costs. KSA is going to provide us with cost estimates both ways.

Chair Ross asked will the mill and overlay be done simultaneously.

Mr. Humphres said yes. They mill out a panel and lay the asphalt right behind it, then they repaint the runway markings. It can create some weak points and that is one of the caveats. Many airports around the nation use that type of method.

Chair Ross said then it could be really soon. Thanks

Mr. Padilla asked in the CIP is that covered under 6B.

Mr. Humphres said yes.

Mr. Padilla asked when we redesign Taxiway Delta are we going to increase the strength at the same time.

Mr. Humphres said yes. It does not make sense if the taxiway cannot hold the weight of the runway. The intent is to make Delta a true parallel.

Ms. Ortiz asked, you met with KSA last December and at that time you did not know that the base out here was as strong as it is currently.

Mr. Humphres said yes.

Ms. Ortiz asked if that is going to facilitate us bringing in larger planes, what did KSA say about that and moving the terminal.

Mr. Humphres said the infrastructure has to handle the weight and capacity. The terminal is beyond its capacity now. We are at the end of the master planning project. The draft Master Plan is saying that the terminal is woefully insufficient and recommends that we go to 30,000 sq ft from our current 9,000 sq ft. The calculations on the runways is part of the integrated design.

Ms. Ortiz asked so it requires us to rethink our 20 year plan.

Mr. Humphres said yes, the most important part of the plan is this year and the next 5. We will talk about that in a bit.

Mr. Szczepanski asked will there be much total closure at the intersection.

Mr. Humphres said we will have to close that intersection down but will do at night. That shuts down the entire airfield.

Mr. Szczepanski said Delta is in terrible shape.

Mr. Humphres said yes it is. Runway 2-20 and Taxiway Delta are our highest priority.

Mr. Hamilton asked the active runways and taxiways need the same weight bearing capacity.

Mr. Humphres said they should be.

Mr. Hamilton asked when we put in Taxiway Delta was that a mistake.

Mr. Humphres said that was far before his time. He can't speak to that. To be fair constructing airports is always a compromise due to funding. He has no idea what they were faced with. Under our current operations and 20 year projections it does not meet the weight bearing requirement.

Ms. Ortiz said when she was a baby and they were building DFW, she

remembers that in an area where planes touched down the concrete was 25 feet deep. That was 1965.

Mr. Humphres said design criteria and technologies change over time. The big thing was pouring friction course over the top of the runway to allow rain and snow to melt through. They did not think about that water filtering down and freezing overnight which buckles the top surface. That is called raveling. That is happening now on 2-20. Mark and Gino are hand patching sections after a hard freeze. We are losing ground on the runway.

## **B. CIELO AZUL REQUEST FOR AMENDMENT NO. 1**

This item was postponed.

Chair Ross welcomed Councilor Harris and Commissioner Hansen.

## **6. NEW BUSINESS**

### **A. AIRPORT FY18 BUDGET DRAFT**

Mr. Humphres said this item is in your packets. He has had discussions on this with this Body and the City Manager and it has been submitted to the Finance Office. They are reviewing it. This is a draft. The process is that we submit the budget to the Finance Officer and City Manager to review, we make any changes and submit it to Committees and City Council. We have included increased airplane fees and land rentals. We have two pieces of land where we receive no rent. Those are City entities. The Police Department areas and the Wastewater Treatment Plant and sludge field. The FAA does not give exceptions for City entities. This reflects the rent for those 2. We will put in a new appraisal on the 17<sup>th</sup> of this month that will give us the actual value of today. The City Manager feels they should pay for rent now but he is looking at ways of not using the sludge field any longer. It is expensive and EPA is not sure they will renew their permit there. The plan forward may be looking at dealing with the sludge in a different way. Also he is looking at deeding the property to the Wastewater Treatment Plant That has to be approved by the FAA. The City Manager and City Finance Director are both supportive of ensuring that the entities are paying fair market value for that property. This budget reflects that. NMDOT revenue is going up in grant funding. Our infrastructure is poor here. He cannot emphasize that enough. We are playing catch up. We are working with the FAA and NMDOT to support more funding. NMDOT is saying they will come to the table on several projects. USDOT is re-appropriating from FY 17 to FY18 for snow removal equipment in the amount of \$1million. It takes so long to get equipment like that and delivered that it will be into the next fiscal year before we receive it. There is a possibility of excess Lodgers Tax for marketing. NMDOT has a grant every year of \$200,000 for that and it is a 50/50 match. It is important for us to get people in seats. The City Manager has since moved that out of the Airport account

and has put it in the Santa Fe Tourism account. We are in discussions on that. That comes from grant programs only available to airports. The additional costs are for our staff going from 3 to 8 and advertising. We pay staff costs for our firefighters out here as well.

Mr. Padilla asked regarding the revenue from landing fees, was that from a projection from the airlines.

Mr. Humphres said yes.

Mr. Padilla asked are the car rentals revenues going from 200 to 250 because we are adding a 3<sup>rd</sup> company and additional passengers. It has to be the increase in passengers and business to increase revenue.

Mr. Humphres said we have 2 rental car companies, generating \$200,000 this year and are projecting that will go up to \$250,000 for next year. That is based on passengers. We are adding a 3<sup>rd</sup> company. There are people out there who like to use only one particular rental car company that we don't have at the airport. We will increase some but more with more passengers.

Mr. Padilla asked is there an opportunity to charge the Uber and taxis and charter buses.

Mr. Humphres said Uber and Lyft yes. Lyft reached out to him to enter into an agreement with the Airport. They create an electronic fence and when passed it generates a charge. That is not in this budget but as potential for the future. For shuttles and buses we need to go to a true revenue system. It is kind of expensive to install. Taxis too. He has not put that in the budget because it will take some lead time for agreements and contracts.

Mr. Padilla asked regarding the land rentals, there were some discussions in prior meetings that there could be some kind of in kind trade. Is that in kind thing an option from the City.

Mr. Humphres said the FAA does not allow diversion of revenue and they require fair market value. The proposal was that we write off the charge for them to be here and they write off the charge for administrative fees. You can do that if it is based on science and fact. There has to be some math behind it and we have to be able to support it to the FAA.

Mr. Padilla asked regarding salaries, where are we on hiring and how long will it take. Also, when you do hire, is the on call expected to go down.

Mr. Humphres said we might be able to reduce that number but he is reticent to do that right now until we get fully staffed. Mark and Gino are our only 2 maintenance



folks. One of the two is here day and night, weekends and holidays. If we are fully staffed we might be able to stagger the shifts. We are anticipating that we will still have weekend and holiday on call. He kept the on call there for now until we get staff and experiment with how to be most efficient. We will have everyone hired no later than end of April. At least the positions that are out there. We have 4 more to put out. We hope to have them by the end of June.

Mr. Padilla asked what are the position descriptions.

Mr. Humphres said Operations Manager, Lead Maintenance Worker, 2 additional maintenance workers, an Administrative Manager who will do all things finance, a secretary and a custodian.

Mr. Padilla asked on the USDOT is that carry over.

Mr. Humphres said the way the City budgets is year to year, there is no such thing as a carry over. We have to reappropriate money from last year to this year that is not spent.

Chair Ross asked do you need action on this.

Mr. Humphres said he left that open. At this point the only thing he might suggest is to say you support and recommend this budget and he can take that to the City Manager.

Councillor Harris said he agreed.

**MOTION** A motion was made by Mr. Ortiz, seconded by Mr. Padilla, that the Board supports and recommends this budget for submission.

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

## **B. AIRPORT CAPITAL PLAN UPDATE**

Mr. Humphres said this information is in your packet. He reviewed the information. The FAA and the City require a 5 year capital plan. It is a living, breathing document. All commercial airports in the Nation have to have a Airport Master Plan. This Capital Plan is based on primarily the draft Master Plan we have. It has not been presented to or approved by the Council. It is almost finished. The FAA puts the plan into the NPIAS. National Airport Plan. This plan is presented to the FAA and the City. We negotiate with the FAA to see how we can build a 5 year Capital Plan that is achievable. Our Airport District Office is in Dallas, Texas. They figure out how the FAA money will be distributed across the region. Again, it is a living and breathing document based on negotiations with the FAA. The most important year is next year. Federal

FY 17. In the Fall our priority for money from the FAA is for the electrical vault. We will use the millings from 2-20 to build the perimeter road that is on the list. It is a safety issue. Fuel trucks have to cross the runway now. We are going to take the millings off of 2-20 to build the road thereby lowering costs. Taxiway Delta as well. With the first phase of the design of the terminal the decision about which way to go with a new terminal or the existing one will be decided by the Council. He will then bring that plan to this Body for review.

The funding of the design of the terminal will be next. Terminals are a low priority for the FAA. They fund things from the terminal out such as runways and taxiways. They are not interested in the funding for design of the terminal. We will use the money we received from Legislature.

We have put in for a second round of Legislative funding for the terminal. We are going to the City to request Bonding for that design. Regarding 1028, the FAA is saying now that they will probably not fund 3 runways at our Airport. They say that 2 runways meet our needs. It may have to come off the CIP and we will have to decide what to do.

Mr. Humphres gave a brief review of future years.

Mr. Padilla said we need to be careful with the perimeter road. The design of the fuel trucks prohibit them from being on regular roads. It is a weight thing. When you are doing this, be careful to make sure we take that into consideration.

Mr. Humphres said he has asked the designers to look at that and they are looking into a truck that is road worthy.

Ms. Ortiz asked what can the Board do to help you make the Council understand our predicament here.

Mr. Humphres said \$147,000 was coming into the Airport from the City when he came here. Next year he is hoping the Airport will be financially self sufficient with no money coming as a subsidy to the Airport with us collecting the rents and fees. What you can mention to Council is this: That the airport should be an Enterprise Fund. We would be producing the revenue to run the Airport. It would be better for the Airport and the community. It would be run like a business.

Councilor Harris said the City has several Enterprise Funds. He is absolutely right. Speaking for the Governing Body, we want Enterprise Funds to be self sufficient. Mr. Humphres has the ability to make that happen.

Commissioner Hansen said many of her constituents have come to her who live on the north side of the Airport who are concerned about low flying aircraft. She lives 7 ½ miles away from here. She is not opposed to Economic Development here but she is

opposed to low flying aircraft and smaller planes that think it is alright to buzz over communities. She has to respect her constituents and herself for being concerned about that. She has heard really good things about Mr. Humphres and his management of the Airport. However, she has called the FAA on this issue. 500 feet is too low to fly over a neighborhood. She has seen American Eagle and others. That is frightening to her. She can see on your faces that you do not want to hear that but to her it is a very serious topic. It is an environmental justice issue as well. These are middle to lower class neighborhoods. She wants to see this airport succeed. When her constituents come to her with issues she wants to know what is happening. You are surrounded by County land and we are affected by it. She feels it is really important to be heard and to be heard by this Board. She wanted to share that concern. Providing more safety for the community will make you more successful

Mr. Humphres said he totally understood her concerns. He gets calls as well from communities being disturbed by noise or low flying aircraft. He takes it seriously. This Airport is a vital transportation hub for the community. It is pumping about \$78 million into the economy. It supports 680 jobs. We have to do that in an environmental and humanly sensitive way. The way in which the air space works here and across the nation is that we have control within 5 miles of the airport. Outside of 5 miles it is air traffic control and FAA. We do have voluntary noise abatement. When he gets a complaint he talks to the FAA if it is outside control. American Eagle could have been low if on approach. If an area is populated they have to fly 1,000 feet above, if it is unpopulated they have to fly 500 feet above and if it is dense they have to fly 2,000 feet over.

Commissioner Hansen said downtown Santa Fe is congested is that 2,000 feet.

Mr. Humphres said the City proper is outside our jurisdiction. If there is a call from there he calls the FAA. He wants her constituents to know they can call him. This community is very sensitive in many respects. We need to be a good neighbor. He will make sure we are growing this airport as safe and environmentally conscious as possible.

Commissioner Hansen said a sensibility to the community is really important.

Mr. Humphres said you have an outlet with him.

Commissioner Hansen said thank you. She will come again.

Mr. Padilla said thank you for coming. He has an issue that he has not been able to resolve and it involved the County and the City. It is the shanty town on the road in and out of the airport. No one claims the area. The City says it is County land and the County says it is City land. Help.

Commissioner Hansen said at her last Commission meeting she asked for a joint

City/County meeting and it will be open to the public. She wants to hear from constituents. The City and County need to be working together. We have not had a meeting like that in a long time. It is one of the issues she ran on. She is Vice Chair of the Commission. It is most important for us to work together. She appreciates that this issue was brought up. There are many areas that no one will claim. It must be resolved.

Mr. Padilla said we really need help there. It is the gateway to our Airport and our City.

Commissioner Hansen said thank you for letting her speak. She is grateful that this meeting is open so she can come.

Commissioner Hansen left the meeting.

Mr. Hamilton asked the only way to identify low flying is if someone calls and reports it.

Mr. Humphres said if they are inside our jurisdiction we will know that. If they are outside and if they file a flight plan you may be able to track them.

Councilor Harris said it is a subjective consideration by FAA on flight levels. He is heading to a Nava Ade community meeting and he will check with them to see if they have any issues. He thinks the Airport strikes a good balance. Increasingly it is a balanced operation.

Mr. Padilla said there has been some conversation that our meeting conflicts with another forum.

Councilor Harris said yes, the Buckman Direct Diversion Board. He is on that. There is a lot going on.

Mr. Padilla said we want the opportunity for you to attend. If it is hindering that we can discuss that.

Councilor Harris said there was no conflict tonight. He does want to track the airport as we approach the budget. For the next 3 years he wants to track it and do what he can to move the airport forward.

Chair Ross said we meet the first Thursday of the month.

Councilor Harris said there is a chart that lays that out.

Councilor Harris left the meeting.

Chair Ross said we have some other conflicts. Maybe we make this an agenda item for our next meeting.

Mr. Humphres said there is a process by which we set our meetings. It does go through the City Clerk. Just as a reminder.

### **C. LEGISLATIVE INITIATIVES-SB437 AND HB495**

Mr. Humphres said to our knowledge this State is the only State that has a law that says that if you get money from the State Aviation Fund you cannot collect landing fees except on commercial carriers. That law is in conflict with FAA's treatment of that issue. It costs us \$1 million a year to maintain our airfield. 90% of the cost is from the airlines. The commercial airlines are saying we are flying 5% of the time at the airport and the private planes are the rest. This limits us from collecting revenue from the heaviest users. He supports these bills that allow us to charge aircraft above 6,000 pounds. The legislation does not limit ramp fees and others but it does limit landing fees. His opinion is that this is limiting us from collecting fees from heaviest users and is the only fee that is limited. Another point is that you can charge transient aircrafts landing fees and limit them with base aircraft. This is another tool in the Airport tool chest to collect revenue. He wanted to make the Board aware that it is out there.

Mr. Padilla said he would like to say the landing fee is not a mandate. It would be assessed if the Airport decides to. Also the fee amount is not regulated, the mechanism is. We took this in front of the Transportation Board. They said local hobby pilots are very concerned about this. 12,500 pounds is usually what is used. We went to 6,000 because of the type of aircrafts we have now that were not around when that 12,500 was developed in the large states around us. This is for the general aviation user. The 6,000 pounds is not in the bill now, it was removed as a concession. They met with the Legislator who voted no and now he going to amend the bill with the 6,000 pounds. He will be bringing the bill forward. The Aviation Fund is a gross receipts tax charged on fuel. It goes to the State. The State can elect which airport to use those moneys on. On the landing fees, we get the funds and we can use them for things we need here. It is good for the Airport.

Chair Ross asked doesn't Albuquerque get State funds.

Mr. Padilla said yes, but fees are charged to 121 and 135 which are commercial operators. Right now if you participate in the State fund you can't charge landing fees other than to commercial airlines. This bill will go to the House floor tonight and if passed will go to Senate. There are only 9 days left. It is a long shot but it is a first step.

Mr. Hamilton asked what can we do.

Mr. Humphres said he put this on the agenda for awareness.

Mr. Szczepanski said he is part of the Pilots Association and he discussed this with the Regional Manager. We are very opposed to something that will increase costs to pilots. Increasing fees is a good way to discourage participation. It is not a good thing for general aviation.

Mr. Humphres said he is very sensitive to fees at the Airport. We want to encourage people to come here, not discourage them. This bill would focus on the heaviest aircraft that use this airport the most. He has no interest in charging small aircraft.

Mr. Padilla said there are no other states that regulate landing fees. Airports are not in the business of discouraging business, but when you have runways falling apart and no money to fix them, this is an opportunity.

Mr. Szczepanski said we will still be unhappy even if the 6,000 is added.

#### **D. AIRPORT ADVISORY BOARD GOVERNING DOCUMENTS**

Mr. Humphres said the governing documents are in your packet. He put this on the agenda in response to a question. The first document is the Resolution passed in 1990 that created the Board. Section 3 and 6 are the most pertinent. Section 3 outlines that the Mayor appoints members and the criteria. Section 6 gets at the roles and responsibilities of the Board. Mr. Humphres reviewed both. The question was about Board liability. He asked City Attorney's office about this and they said because the Board can take no formal action, it is the Governing Body who bears the liability.

Chair Ross said the Tort Claims Act covers us. It is very black and white.

Mr. Humphres said Mr. Krohn had a discussion with him recently and wants to try to create an Airport Governing Body much the same way as SWMA. The Mayor said he would like this Board to look into it and provide a recommendation back. We need to work on what are the pros and cons. He has received an indication from the Mayor that he is willing to entertain a recommendation from this Board.

Chair Ross said we need some clarification.

Mr. Humphres said the airport he came from had a Governing Body. They had the authority to approve lease agreements and contracts. The only thing that went back to Council was the budget. We also had to adhere to the City's Human Resources Policies and policies on land sales. One of the problems he sees with the structure now is flexibility and expediency. When we get grant offers from the FAA they want them back in 72 hours. There is no way to get that through committees and Council. That process takes at least 45 days. He has no hiring and firing authority, no purchasing authority and no signature authority to contracts or agreements. If we need to make

purchases we have to route them to the City Manager to approve it. If we want to entertain a change in someone's lease agreement it has to go through committees and Council for approval. There are a lot of difficulties to being flexible and moving agilely under this structure.

Chair Ross said it would be relatively easy to set up.

Mr. Humphres said it would take an Ordinance.

Chair Ross said Mr. Humphres will study this and bring the Board a recommendation.

## **7. PUBLIC COMMENTS**

A representative from Senator Udall's office said she brought a signed copy of his remarks from the Phoenix Flight Ceremony for the Airport to have.

Mr. Humphres said thank you to Senator Udall, he supported the flight and thank you for your work and his support.

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

Mr. Hamilton asked for an update on incentivising the road construction.

Mr. Humphres said he spoke to Mr. O'Rielly last night. He said he is going to be in negotiations today or tomorrow. He has garnered the support in principal from the City Council to offer incentives. He is now going now to negotiate. He feels fairly confident.

There was discussion about publicizing the change Mr. Szczepanski was excited about and about transportation to airports.

## **9. NEXT MEETING APRIL 6, 2017**

Chair Ross said the issue of meeting dates will be on the agenda for the next meeting.

Mr. Humphres apologized for having such a long meeting, but we had lots to discuss.

**10. ADJOURN**

The meeting adjourned at 6:30pm.

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Stephen Ross, Chair



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Elizabeth Martin, Stenographer