

**SUMMARY OF ACTION
 AIRPORT ADVISORY BOARD MEETING
 SANTA FE MUNICIPAL AIRPORT
 121 AVIATION DRIVE, BUILDING 3002B
 THURSDAY, NOVEMBER 10, 2016, 4:00 PM**

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**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
THURSDAY, NOVEMBER 10, 2016, 4:00 PM**

1. CALL TO ORDER

The meeting of the Airport Advisory Board was called to order by Chair Stephen Ross at 4:00 pm, on Thursday, November 10, 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

MEMBERS ABSENT

Bud Hamilton, Excused
Simon Brackley, Excused

OTHERS PRESENT

Councilor Michael Harris
Cameron Humphres, Airport Manager
Mark Baca, Airport Staff
Steve Merlan, Santa Fe Aviation Association
Steven Bunch, Skyland Aircraft
James Blogman, Enterprise
Ron Krohn
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

Chair Ross said that Items (6B) and (6C) will be postponed.

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

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES

A. SEPTEMBER 1, 2016

Chair Ross asked that the members read through the minutes and email any changes to the stenographer.

B. OCTOBER 6, 2016

Mr. Szczepanski said on page 1, Steve's last name is Merlan; on page 4 it should say strange "angles."

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

VOTE The motion passed unanimously by voice vote.

Chair Ross recognized Councilor Harris and told him he is welcome any time. December 1st is the meeting of our Master Planning Group. You are welcome to join us.

Councilor Harris said he is happy to be here and will be monitoring the Airport's progress moving forward.

5. OLD BUSINESS

A. AIRPORT SECURITY CHANGES UPDATE

Mr. Humphres said he wanted to give an update on the process. They have reached out to the majority of the tenants and users of the Airport to inform them that changes are coming. We have also posted signs at the gates. We have asked the FBOs to let their clients and customers know changes coming and provided outlines of the changes to the FBOs and others. Regarding badging, we are waiting for the fingerprint machine. People in the most secure area have to go through background checks and David Silver is working on that. We have our draft application with TSA for their review and approval. David Silver has also done an enormous amount of work to rewrite our Airport Security Plan. All airports have to have one. It sets out how we comply with requirements. It is 170 pages long and is at TSA now for review and approval. We are hoping for a answer back from them early next week. That approval allows us to move forward with putting the applications out on the internet and other sites.

Chair Ross asked what about the run of the mill user. Do they have to have background checks and fingerprints.

Mr. Humphres said no, it is just those who will be in the most secure area where you have to be vetted through the security threat assessment, no fly list and application. We will be able to let everyone know when we can start badging later next week. If not, by the following week. We are anticipating around 200 plus badges. Badges will activate auto gates. There are other security changes around the perimeter. We are changing the pin code activated vehicle gate to a proximity card and are doing some work with the fence. We have to replace and expand some fencing and put in some signs. There is a bit of work necessary in the terminal building as far as cipher code lock doors. Mark and Gino are working hard to get all that done by the 15th of December. We have confidence that we will get it done. We are making great progress. There are no major issues or obstacles at this time.

Mr. Padilla said he was approached by FedEx and UPS and gave them a heads up on what the changes are going to be and that they will have to be escorted. Their question was 95% of the time the same driver comes out here. They asked if he can get badged and go through the classes. He is willing to do this on his own time.

Mr. Humphres said we can do that but that would be an exception. He has to be sponsored by someone who will have to go through a signatory class here to give him access. In the past, in his experience, we have not granted that access. They have been required to be escorted.

Mr. Padilla said he was just asking the question.

Mr. Humphres said we can look at that but in his experience there is a lot of change over with those drivers. Please provide me his contact information and he can reach out to him.

Mr. Szczepanski asked what is the date that the gates will be the new system.

Mr. Humphres said closer to the 15th of December. That is the hard, fast date. Right now we have plans for the company replacing those to come out and start on the 1st of December. We can keep the pin codes operational on the gates we have not replaced yet until December 14th to get as many people badged as possible before the end date of the 15th.

Mr. Szczepanski asked what about the auto open gate. There maybe some people who have not been here for awhile and have not been badged yet who arrive at the Airport at night and will not be able to exit the gate.

Mr. Humphres said we will go to a push button to allow you to get out. TSA does not care so much about people leaving. It is people coming in. There will be a sign on

the inside fo the gate.

Mr. Padilla asked piggy backing is a no, no after the 15th. What is the proper protocol for escorting.

Mr. Humphres said piggy backing is when you use your badge to get into the gate and someone comes behind you and goes through the gate as well. You cannot allow that to happen unless you are escorting them. They have to do their own badging at the gate. If you are escorting them you can do that. All of those procedures will be part of the training for everyone who gets badged.

Chair Ross asked when will the training be ready to go.

Mr. Humphres said the same time as the application. Some training will be done on line as well.

Ms. Ortiz asked do we, as Board members, get badges.

Chair Ross said we don't need them to get in for the meeting but if you want to go through gates or on ramps you need to have one.

Mr. Humphres said the TSA and FAA say we have to limit access to the flight line to those who need it. For board members we are willing to issue you a badge if you would like to have one. What is the need for you to have one is the question.

Chair Ross said we are going to have a drop date of December 15th but some gates will be worked on starting December 1st. Will you still be able to use the gates that have been worked on.

Mr. Humphres said no. You want to get in and get your badge as soon as we are able to provide them.

Mr. Szczepanski asked are we closing gates.

Mr. Humphres said not at this point. The TSA regulations say to limit the number of access gates to the extent possible. We are going to start with the ones we have and if they come back and say to close some we will do that then.

B. AIRFIELD PAINTING PROJECT UPDATE

Mr. Humphres said we are working on completing the painting of the airfield. The painters ran into problems with equipment and other work they had to complete. They are scheduled to come back out next week. Most runways are done. The center stripe

on 220 needs to get done. We still need to surface paint hold signs and some odds and ends. They think they can get it done in 2 weeks. The temperature has to be 35 degrees or raising. We are hoping we will get done before the end of the season. The painters feel they will be able to do that. We have not continued to paint 1028 runway. The top one inch of the asphalt is delaminating. We have closed 1028. It looks like it will be a while until we get the money to do it.

Mr. Szczepanski asked is decommissioning the runway a possibility.

Mr. Humphres said the issue with 1028 is the asphalt was designed to allow water to seep through it and run down and allowed friction. Nationwide they have found that the top one inch has a tendency to delaminate from the runway and come off in big chunks. The FAA has said we are not going to use that product any more. Mark and Gino have done a good job of keeping it patched. On runway 220 we are doing an overlay next year. An overlay is the only way to repair that runway. We reached out to FAA and asked if we could include 1028 in that project for next year. They said no, they could not add it to it. We are in discussions with TSA to get capital money for 1028.

Mr. Szczepanski said when we get spring winds you are taking cross winds. When you need it, it is great to have it. They just spent millions on foxtrot and now there are issues.

Mr. Humphres said for the airfield lighting it is broken up into sections. There is a constant current regulator that regulates the current going out. The one out to foxtrot has gone out. We have gone to FAA to ask if we can get a current regulator for that. He is sensitive to what Mike is saying. It is a Spring wind issue. We have asked our engineering firm to look at the west side which is better and gives us 3,000 feet. We don't have a firm answer at this time.

Chair Ross asked the mil and overlay, what does that involve.

Mr. Humphres said 2 to 3 inches of removal and coming back and overlaying the same amount. The cost is about \$3 million. The runway we are doing next year is about \$4.5 million. It is longer and wider.

Mr. Szczepanski said if we had 3,000 feet of the runway that would accomplish most of the goals. People can land on 3,000 feet.

Mr. Humphres said we are exploring that and he will give an update on options to the Board when they have been determined.

Ms. Ortiz asked we have parking fees for aircraft, do we have landing and take off fees.

Mr. Humphres said we have landing fees but by State law they are restricted to

commercial aircraft including charter. The ability to collect from charters is difficult. We do not charge them at this time. The charters go to the FBOs. You can have that same aircraft on a day that is charter and the next day is non commercial. A lot of people who fly in and out of Santa Fe know the law and say they are non commercial and there is no way for us to verify it. In addition to landing fees we have ramp fees. We did increase the parking fees for the larger aircraft. The small ones we did not change.

Ms. Ortiz asked are those fees earmarked money.

Mr. Humphres said those fees are collected by the FBOs and are passed through on to us by lease agreement and we use the money to maintain the airfield. We have our budget for the airport divided into terminal, airfield and outside the fence. The airfield operates at a deficit which is typical of airports. Our fees are in line regionally. There is not a lot more revenue to be gained from those 2 sources. The FAA provides Federal grants to do things. From their perspective they say we have 3 runways and the wind data shows we have wind coverage with 2 of the 3 runways. So the FAA's question is if they want to put capital money into a 3rd runway.

C. STAFFING PLAN

Mr. Humphres said we are working on replacement for Becky. The position has been reclassified to Administration Manager. That is a non union position therefore it requires union approval because the previous classification was a union position. We don't expect a problem. It has not been posted yet. Bobby is still working here part time to help us out. This office is swamped. Regarding the other positions, we are working on the paperwork for human resources. We will have it done by mid December probably.

D. CAPITAL IMPROVEMENT PLAN PROJECTS UPDATE

Mr. Humphres said he wanted the Board to be aware that we have 3 task orders going through Committees and Council right now. The overlay of 220, the realignment of Taxiway Delta and the Master Drainage Plan for the Airport. They should be out by mid month. In conversations with FAA they are saying it looks favorable at this point for us to get our discretionary grant money for Delta and 220 next year. We have to compete for discretionary money. It looks like they are favorable at this point.

Chair Ross asked is that contingent on the Federal budget.

Mr. Humphres said yes, on the Federal Aviation Funding Bill. Right now we are on a continuing Resolution expiring in December. It looks like will be continued.

Mr. Humphres said we have short turnaround times to do grants and that is why. Congress passes the spending bill and there is a time line to implement and execute it.

Mr. Padilla said the FAA just released \$90 million in grant money to 6 airports and we were not one of them.

Mr. Humphres said we will be on the next announcement.

E. AIR SERVICE DEVELOPMENT UPDATE

Mr. Humphres said Council passed last night, thank you Councilor Harris, our Federal and State grants. We are close to finalizing a Memorandum of Agreement with the City and the Santa Fe Chamber. Simon thinks their Board will sign it by the end of this week or early next week. This provides the mechanism we need. Then we will implement the incentive agreement with American Airlines. That has to be in place before we can start using the Federal and State monies.

Mr. Humphres said he is impressed with what the Northern New Mexico Air Alliance has done so far. They have brought on new funders. They are having a fundraiser breakfast. He will get tickets for the Board for them.

Chair Ross asked Mr. Humphres to email the Board invitations as well.

Mr. Humphres said we have commitments of \$150,000 so far and would like to get to get to \$350,000 for this year and another \$350,000 for next year. We needed \$150,000 to get going. We have a contract with a media firm to do advertising here and in Phoenix. Fly Santa Fe is the logo. We are going to create a website as well. He will bring a draft to the Board for their review. Things are moving along. Also we are working on an agenda for the inaugural flight on the 15th. It will be about 10:30 am on December 15th. We are hoping to have the Mayor and maybe the Governor and City Councilors and the Board here.

Mr. Padilla asked where are you planning on having that. You can use my hanger.

Mr. Humphres said want to do a water cannon arrival for the flight and greet people getting off and on the aircraft and have an area for dignitaries. We may just take you up on that.

F. AIRPORT MASTER PLAN UPDATE

Mr. Humphres said the planning team from Kaufmann and Associates will be here on December 1st. We are going to have a Planning Advisory Committee meeting

downtown at the Roundhouse Conference Room at Market Station. People on that Committee should have already received an invitation to that. Then there will be a presentation to the Airport Advisory Board at the regular meeting on that day, here at 4:00 pm. A Public Workshop will follow the Board meeting here. We will do press release on both. The Master Plans go through a process outlined by FAA. Development options will be presented and they will ask for everyone's input on options so we can determine preferred development options which is the next step in the Plan. Wrap up in Spring.

Chair Ross said we appreciate all that you do Cameron.

6. NEW BUSINESS

A. TENTATIVE 2017 ADVISORY BOARD MEETINGS

A tentative 2017 Advisory Board Meeting schedule was distributed.

Mr. Humphres said we need a motion to approve this if it is ok.

MOTION A motion was made by Mr. Szczepanski, seconded by Ms. Ortiz, to approve the meeting schedule.

VOTE The motion passed unanimously bu voice vote.

B. QUARTERLY FINANCIALS

Postponed.

C. PASSENGER ENPLANEMENTS

Postponed.

7. PUBLIC COMMENT

Mr. Krohn said he would like to speak on two points. The first is the RFP for the operation of the grill at the Airport terminal. Last time an RFP was sent out we only had one response and they got the job. This is a food City. We have lots of restaurants and business that would love to have the contract out here. We could have a restaurant and catering that serve food reflecting the culture of the city and showcasing that we are a food destination. He would like to see local venders and restaurants have the ability and be encouraged to bid on the RFP for the operation of the Airport Grill. It could even

become a place where community members would like to come out and eat here.

Mr. Humphres said point well made. We want as much participation as possible from local vendors. It is a great opportunity. Providing food service in an airport has unique challenges. It is all about how much word you get out. His plan is get the word out into the newspaper and get the RFP distributed as much as he can through the Chamber and other avenues. Other thing he would like to do is a site visit. It helps to alleviate concerns potential vendors may have. He went through this in his previous airport. This is a food town and from his perspective having a great restaurant that reflects the community is optimal.

Mr. Krohn said the other issue is the Shooting Range. Last Wednesday he was out here working in his hanger. The police shooting range is across the street. There was a constant barrage of shooting. As disconcerting as all of that is, then they were over there doing the bomb demolition. That is not a compatible use for the Airport. He recalls there was an agreement with the Police Department that in lieu of rent for that space they would provide security to the Airport and they reneged on that. Is this being addressed in the Master Plan.

Mr. Humphres said regarding the Shooting Range, we do have some unusual tenants on Airport property. We have the Police Impound Lot, the Shooting Range, the Sewage Treatment Plant, sludge field and solar panels field. The FAA says for non aeronautical activities they need to be in non aeronautical use areas, they have to be compilable with the Airport which he thinks the Shooting Range is marginal and they have to pay fair market rent for the space. No exclusions even if is a City entity. He has brought that to the attention of the City Manager and he agrees we need to collect revenue. Matt O'Rielly is working on agreements to make that happen to bring to the Council. With respect to the Shooting Range specifically the Police are looking for an alternative location for it. He has not heard that from the Chief but from others.

Mr. Krohn asked is the Shooting Range included in the Master Plan.

Mr. Humphres said no. The Master Plan does not deal with specific entities like the Shooting Range.

Chair Ross said 3 years go there was a plan to have a joint shooting range at the National Guard.

Mr. Humphres said he has not heard anything about that.

Mr. Krohn said if the City wants the Airport to be self sufficient and the FAA requires rent why isn't that happening.

Mr. Humphres said it is in process now. When he came on board he brought it to the City Manager and they are working on creating the agreements to make that

happen.

Mr. Merlan said our website for the Association is santafeaviation.org all lower case. We are starting to see a little traffic. He is editing it for now. Have a look at it and give him comments and suggestions. He will try to spread the word and ask that you do as well.

Mr. Padilla asked if he can tie it to his website.

Mr. Merlan said why not. We are linked to weather updates. Sure.

Mr. Padilla said let's get together and do it.

Mr. Humphres asked if we sent you the update on security will you put it on your website.

Mr. Merlan said yes.

Mr. Bunch asked for an update on the Airport Road construction.

Mr. Humphres said we are working on Airport Road. The vehicle that pulverizes the asphalt had a part failure. They hope to have it completed by next week. They tore up the road and the machine broke.

Mr. Krohn said considering the inaugural flight and depending on weather and temperature, water cannons may be great but the ski area may come down with snow cannons.

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

Mr. Padilla said if we are doing an RFP we really need to think about the catering aspect of that. The large majority of the business is catering. They just had a surprise inspection from Net Jet and they ordered \$1,000 of catering. The Grill got 5 stars on their catering. The big thing is for our corporate traffic. Also we were out there with a State Inspector inspecting our fuel farm and heard the same stuff from the Shooting Range.

Mr. Szczepanski said he is wholeheartedly behind the Shooting range being a problem. They also run SWAT drills on the road and we have tourists seeing them on the access road to the Airport running and tackling each other and carrying weapons.

Mr. Krohn said it is like flying into Mexico.

Mr. Szczepanski said he supports the incompatible use. Some people seem concerned honestly about the gun fire. The other thing is that some time ago they were towing an airplane and the north side and the ramp collapsed.

Mr. Baca said we are going through the City process for insurance issues regarding whose property it is or is now. It is right on the line. It was paved over so the dumpster could sit there on the corner. Everyone forgot about it and now there is an issue about property line.

Mr. Humphres said he will check on the status of that.

Mr. Baca said it is north of Gerald Peter's hanger.

Mr. Szczepanski said he reached out to Bob and he said Albuquerque Approach is helping us and we are moving through the process. It could be done within a year.

Councilor Harris said thank you all for serving. This has been a great discussion. He will make a commitment to follow up on the Shooting Range. It can create a misunderstanding about who we are and what is going on. He made note of that. Increasingly the City and County are working on things together. He sits on several Boards where they work together. People are talking about opportunities to work together. He is thinking about how to look at it more globally. It makes all the sense in the world. It can be effective and it is what our constituents want. He is meeting with one of the new County Commissioners for lunch and knows the other one well. It is important to reach out. The City and the Council have a bit of history over time and that is not unusual. There are some issues with the emergency center. There has to be some place other than here for the Shooting Range. The City is really focused on, in terms of economic development, broadband and the Airport. For him, he uses the Airport a fair amount. It is becoming increasingly recognized for what it can be. He appreciates the work this Board is doing and he appreciates Mr. Humphres' professionalism.

Mr. Humphres said he appreciates Councilor Harris. He is one of the only ones to come out here. He and Councilor Ives. He appreciates the involvement. He would like a Council liaison assigned to the Airport.

Councilor Harris said he also sits on the City Business and Quality of Life Committee which has 2 Councilors on it. He has asked to propose an Ordinance to change the make up of the Committee and remove one Councilor. It does not do near as much as this body does. That is a decent suggestion. He made a note to attend the December 1st meeting. There is only one other Council meeting in December. He will report what he heard tonight under Matters from Councilors in November and will see you on December 1st. He will work with the City Manager and Matt and get some background about the Shooting Range issue. He will do what he can to make that happen.

Chair Ross said he appreciated Councilor Harris being here.

Mr. Padilla said we love our Airport and it is growing.

Councilor Harris said that was a legitiment point on the food service. We are a food town. There are all the reasons in the world to get a bit of recognition of what could happen out here in terms of food service.

Chair Ross said if you can make it on December 1st that would be great.

Councilor Harris asked which meeting is more detailed.

Mr. Humphres said the one downtown.

Councilor Harris said projects are his business. His company did that for years and years. Santa Fe Public Schools, The Opera, the Trust for Public Lands, the State and the County were some of his clients. There is work to be done on capital projects in Santa Fe.

Chair Ross said we have a lot of planning work here.

Councilor Harris said for the first time the City of Santa Fe has a Five Year Plan. That is a decent start. He told the County Manager that he needs to think of a format and who is going to report to the Council about the progress of that Plan and the projects. He is working on a structure. He just wants to see the work get done. It is public money and needs to be put into service efficiently and do what it is supposed to do.

9. NEXT MEETING: DECEMBER 1, 2016

10. ADJOURN

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

VOTE The motion passed unanimously by voice vote.

The meeting adjourned at 5:30 pm.

Stephan Ross, Chair



Elizabeth Martin, Stenographer