



Agenda

**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
121 AVIATION DRIVE
BUILDING 3002B
MAY 5, 2016 - 4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FROM March 3, 2016 and April 7, 2016
5. INTRODUCTION OF NEW BOARD MEMBERS
6. INFORMATION/DISCUSSION/ACTION:
 - a. Terminal Construction Update (Mary MacDonald)
 - b. United Ground Handling Services (Cameron Humphres)
 - c. Budget Request (Cameron Humphres)
 - d. Air Services Development Update (Cameron Humphres)
 - e. Tax Assessments for Hangar Owners (Cameron Humphres)
 - f. Upcoming Airport Events
 - i. Ribbon Cutting – Jet Center Santa Fe Hangar (Troy Padilla)
 - ii. Ribbon Cutting – Terminal Renovations (Cameron Humphres)
 - iii. Civil Air Patrol Open House (Cameron Humphres)
 - iv. Air Race Classic 2016 (Cameron Humphres)
7. MATTERS FROM STAFF
8. MATTERS FROM BOARD
9. MATTERS FROM THE CHAIR
10. CITIZEN'S COMMUNICATION FROM THE FLOOR
11. NEXT MEETING: THURSDAY, JUNE 2, 2016
12. ADJOURN

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

CITY OF SANTA FE

AIRPORT ADVISORY BOARD

MEETING MINUTES-MAY 5, 2016

SUBMITTED BY: LINDA VIGIL

**Airport Advisory Board
May 5, 2016**

Call to Order	The meeting of the Santa Fe Airport Advisory Board was called to order by Chair Stephen Ross at 4:04 p.m. on Thursday May 5, 2016, at the Santa Fe Municipal Airport, 121 Aviation Drive, Building 3002 B, Santa Fe, New Mexico.	1
Roll Call	A quorum was established by Roll Call.	1
Approval of the Agenda	Mr. Ortega moved to approve the agenda as amended with a second from Mr. Padilla which passed by voice vote.	1
Approval of Minutes from March 3, 2016 and April 7, 2016	Mr. Padilla moved to approve the minutes of March 3, 2016 as presented with a second from Mr. Brackley which passed by voice vote.	1
	Mr. Ortega moved to approve the minutes of April 7, 2016 as presented with a second from Mr. Padilla which passed by voice vote.	2
Introduction of New Board Members	Discussion Only	2
Information/Discussion/Action	Discussion Only	
A) Terminal Construction Update		2
B) United Ground Handling Services		2
C) Budget Request		2,3
D) Air Services Development Update		3,4
E) Tax Assessments for Hangar		4
Owners		4
F) Upcoming Airport Events		4
i) Ribbon Cutting-Jet Center		4
Santa Fe Hangar		4
ii) Ribbon Cutting- Terminal		4
Renovations		4
iii) Civil Air Patrol Open House		4
iv) Air Race Classis 2016	4	
Matters from Staff	Discussion Only	4
Matters from the Board	Discussion Only	4
Matters from the Chair	Discussion Only	5
Citizen's Communication from the Floor	Discussion Only	5
Next Meeting: Thursday June 2, 2016		5
Adjourn	There being no further business to come before the Airport Advisory Board Mr. Ortega moved to adjourn at 5:26 p.m. with a second from Mr. Padilla which followed by voice vote.	5
Signatures		5

Airport Advisory Board Santa Fe Municipal Airport
121 Aviation Drive, Bldg. 3002B
May 5, 2016
4:00 p.m.

1. CALL TO ORDER

The meeting of the Santa Fe Airport Advisory Board was called to order by Chair Stephen Ross at 4:04 p.m. on Thursday May 5, 2016, at the Santa Fe Municipal Airport, 121 Aviation Drive, Building 3002 B, Santa Fe, New Mexico. A quorum was established by Roll Call.

2. ROLL CALL

MEMBERS PRESENT

Stephen Ross, Chair
Troy Padilla
Chris Ortega, Vice Chair
Mike Szczepanski
Simon Brackley

EXCUSED

Bud Hamilton
Eleanor Ortiz

OTHERS PRESENT

Cameron Humphres, Airport Manager
S. Mark Ray, Arroyo Capital
James Brogan, Enterprise Rent A Car
Jeff Miller, Signature Airlines
Domonivk Cordova, Signature Flight
Ron Krohn
Bob Wood, Tower Manager
Steve Merlan, AASF
Linda Vigil, Stenographer (for Elizabeth Martin)

3. APPROVAL OF AGENDA

Mr. Ortega would like to strike ACTION from the title of Item 6, since there is no action to be taken.

MOTION: Mr. Ortega moved to approve the agenda as amended with a second from Mr. Padilla which passed by voice vote.

4. APPROVAL OF MINUTES FROM: March 3, 2016 and April 7, 2016

MOTION: Mr. Padilla moved to approve the minutes of March 3, 2016 as presented with a second from Mr. Brackley which passed by voice vote.

MOTION: Mr. Ortega moved to approve the minutes of April 7, 2016 as presented with a second from Mr. Padilla which passed by voice vote.

5. INTRODUCTION OF NEW BOARD MEMBERS

Chair Ross introduced Mr. Szczepanski to the Board and guests. Mr. Hamilton and Ms. Ortiz are also newly appointed members however they are not in attendance tonight.

6. INFORMATION/DISCUSSION/:

A.) Terminal Construction Update (Mary McDonald)

Mr. Humphres explained Ms. McDonald was unable to attend.

Mr. Humphres reported the construction should be complete by May 19, 2016 and final by mid-June. There are small punch list items that need to be done. Mr. Humphres explained the issue with the baggage screening area they would like to make it more user friendly.

Mr. Padilla asked for an update on the use of the lobby or an area near the restaurant for a group to meet once a month. Mr. Humphres stated the current vendor is not sure what they would like to do. There will be a RFP put out. Mr. Humphres is concerned with the flow of traffic in that area.

Mr. Humphres state he will find a place for the groups to meet, it can be placed in the design or perhaps they can utilize the portable.

Mr. Merlan stated they have attempted to meet at surrounding restaurants and cannot find a suitable location.

B.) United Ground Handling Services (Cameron Humphres)

Mr. Humphres reported United Ground Handling Services is in operation. They are not entirely staffed but they are operational. So far there are no issues.

C.) Budget Request (Cameron Humphres)

Mr. Humphres reported the City held their Budget Hearings last week and the request for more staff was approved. This department was the only one approved for FTE's to be hired. There will be 3, a custodian, maintenance and operations personnel. Also Ms. Casper's position was upgraded.

Mr. Humphres explained they will need to produce some revenue before they hire. One idea is to increase parking fees and overnight fees. Also, to collect on past due and current lease agreements.

Mr. Humphres explained the merge with custodial staff and Facilities which falls under Public Works so that will have to be discussed.

Mr. Humphres explained his submittal for Capital Improvement. He apologized for not sharing with the Board, he had to meet a deadline. In the future he will share it.

A discussion was held about next year's projects. There is roughly 2 million dollars worth of items that need to be repaired. Mr. Humphres explained the resurfacing that needs to be done to runway 220. A master drainage plan needs to be done by the jet center. A snowplow and broom are needed as well. Also in the plans is a turnaround center for the car rentals.

Mr. Humphres explained some of the work to the apron to seal cracks and repaint can be possibly taken care of with FAA and NMDOT grant money.

Chair Ross asked when the passenger facility charge can begin. Mr. Humphres states it is at the top of his list because every day that passes there is money missed on collections.

A brief discussion was held about the process required by the PFC Manager for all projects.

Mr. Humphres discussed the concern of having a custodian on hand for the full fly day. He will have to discuss the details with Public Works.

A brief discussion was held about the City's Fiscal Year and when the projects can actually begin and be funded. Mr. Humphres discussed when the work can take place, if a runway has to be closed or if crews can work at night. The season will also be a factor.

A discussion was held about the process and federal requirements for the job bid.

Mr. Humphres explained the resurfacing process and the life the work thereafter. Mr. Ortega asked that Mr. Humphres share the plans and design with the Board once they are ready.

D.) Air Services Development Update (Cameron Humphres)

Mr. Humphres discussed the possible forming of the Northern NM Air Alliance. Mr. Brackley explained how the Chamber of Commerce can help serve as a funding agent along with non profits.

Mr. Humphres discussed the need for a website for the Airport. Perhaps once the Alliance is running they can assist with it.

Mr. Humphres states he will attend the Jump Start Conference and network with 7 airlines. He is working out the budget to attend.

A brief discussion was held about marketing and the cost. Mr. Humphres explained he placed a line item for \$15,000 for this.

Mr. Brackley invited any of the public to join the alliance. They will hold an event in June.

E.) Tax Assessments for Hangar Owners (Cameron Humphres)

Mr. Humphres discussed the notice of value many leases received from the County Assessor's Office. He met with Gus Martinez, the County Assessor and stated the property had not been reviewed in many years.

Mr. Humphres discussed the issue of the buildings being on City owned property. Mr. Humphres encouraged those who received the notices to follow the procedure on the form and protest the tax.

Mr. Humphres briefly discussed some possible options. Mr. Humphres will contact Mr. O'Reilly with the City Asset Management Department to discuss further.

F.) Upcoming Airport Events

i) Ribbon Cutting- Jet Center Santa Fe Hangar (Troy Padilla)

Mr. Padilla reported this will be postponed to later date, he will advertise it next month.

ii) Ribbon Cutting-Terminal Renovations (Cameron Humphres)

Mr. Humphres reported he will not have a date until it is complete. He would like to have a nice event once it is ready.

iii) Civil Air Patrol Open House (Cameron Humphres)

Mr. Humphres reported that on June 11th from 9:00 am to 1:00 p.m. there will be an open house at Sierra Aviation. There will be several aircrafts on display.

Mr. Humphres discussed the building they are housed in, needs to be torn down and rebuilt. Mr. Miller states Signature Flight has donated a hangar so CAP can store radios and other items. The National Guard allowed them to use their hangar but not long term.

iv) Air Race Classic 2016 (Cameron Humphres)

Mr. Humphres states the correction should be Air Race Classic 2017. The event is a women's flyer race across the country. They will end the event in Santa Fe and there will be 70+ airplanes. It will be in June of 2017.

7. MATTERS FROM STAFF

Mr. Humphres discussed the issues with the City link to download the packets for the meetings. He will work with IT and the Clerk's Office to remedy it.

A discussion was held about the Agenda format and ways to decipher action items.

8. MATTERS FROM BOARD

Mr. Szczepanski asked why the lights remain on all night in the runway. Mr. Humphres will inquire, there are some pilot control capabilities.

Mr. Ortega asked is the AFD is functional if so where is it located. Mr. Humphres will find out and report.

Mr. Ortega would like to add to the quarterly budget reports a report on construction. Mr. Humphres will include the CIP plan that involves planning and construction.

Mr. Brackley stated the film industry is looking for large building for productions. Mr. Miller states they are several productions using hangars for storage. A brief discussion was held about the FAA Rules.

9. MATTERS FROM THE CHAIR

Chair Ross had nothing to report.

10. CITIZEN'S COMMUNICATION FROM THE FLOOR

Mr. Krohn addressed his concern with the notice of value from the County. Mr. Krohn met with the Assessor's Office to challenge the value. The County classifies the properties as commercial. Because the planes are privately owned, they should be exempt from taxes as private property.

Mr. Krohn would like to know how the County benefits from and supports the facility.

Mr. Padilla spoke as a citizen and announced the week of May 16th there will be a phenom convention flying in. There will be 80-130 jets coming in so space will be tight. Not all reservations are in yet. Mr. Padilla explained the entire North ramp will be used and if a runway is needed they will use part of it.

Mr. Miller expressed his concern with the military contract, there will be stops for fuel. Mr. Padilla doesn't foresee a problem.

Mr. Humphres will meet with Mr. Miller and Mr. Padilla to discuss once all registrations have been collected.

11. NEXT MEETING: THURSDAY, June 2, 2016

12. ADJOURN

MOTION: There being no further business to come before the Airport Advisory Board Mr. Ortega moved to adjourn at 5:26 p.m. with a second from Mr. Padilla which followed by voice vote.

SIGNATURES

Stephen Ross, Chair



Linda Vigil, Stenographer