ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 08/13/14
ITEM FROM FINANCE COMMITTEE MEETING OF 08/04/14

ISSUE:

13. Request for Approval of Grant Application and Award – Federal Airport Improvement Program Project at Santa Fe Municipal Airport; U.S. Department of Transportation, Federal Aviation Administration. (Francey Jesson)

    A. Request for Approval of Budget Increase – Grant Fund

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

Requested approval of grant application and award for Federal Airport Improvement Program Project at Santa Fe Municipal Airport with U.S. Department of Transportation, Federal Aviation Administration in the amount of $496,568.

FUNDING SOURCE: 52812.510300

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17-14

ACTION SHEET
ITEM FROM THE
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING
OF
MONDAY, JULY 28, 2014

ITEM 17

REQUEST FOR APPROVAL OF AN APPLICATION FOR A FEDERAL AIRPORT IMPROVEMENT PROGRAM GRANT IN THE AMOUNT OF $496,568 FOR THE PURPOSE OF CONDUCTING THE AIRPORT MASTER PLAN UPDATE, THE AIRPORT AIR SERVICE STUDY, AND THE AIRPORT RATES & FEES STUDY

- REQUEST FOR APPROVAL FOR THE AIRPORT MANAGER TO ACCEPT THE FEDERAL GRANT ONCE FORMALLY OFFERED IN ORDER TO MEET FEDERAL AIRPORT IMPROVEMENT PROGRAM DEADLINES
- REQUEST FOR APPROVAL OF A BUDGET ADJUSTMENT REQUEST **(FRANCEY JESSON)**

PUBLIC WORKS COMMITTEE ACTION: Approved on Consent

FUNDING SOURCE: 52812.510300

SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:

VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO	X		
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	X		
COUNCILOR DOMINGUEZ	X		
COUNCILOR RIVERA	X		

City of Santa Fe, New Mexico

memo

DATE: July 28, 2014

TO: Public Works Committee

FROM: Francey Jesson, Airport Manager

VIA: Jon Bulthuis, Transportation Director

ITEM & ISSUE:

- Request for approval of an application for a Federal Airport Improvement Program grant in the amount of $496,568[1] for the purpose of conducting the following projects:
    - Airport Master Plan Update
    - Airport Air Service Study
    - Airport Rates & Fees Study
- Request for approval for the Airport Manager to accept the Federal grant once formally offered in order to meet Federal Airport Improvement Program deadlines.

BACKGROUND & SUMMARY:

Airport Master Plan Update

The last Master Plan for Santa Fe Municipal Airport was completed in 2001 and adopted by the Governing Body through Resolution No. 2002.40. Through Resolution No. 2013.63, the Governing Body directed airport staff to perform an update to the 2002 Airport Master Plan. At the time of Resolution No. 2013.63, federal funds were not available to pay for the update. FAA has now advised us that said funding is available. See attached scope of work.

[1] This number is rounded. FAA requires grant application totals to be rounded up to the next dollar.

Business Unit 32214

SS001.PM5 - 7/95

The project scope is attached. The Update is expected to take 14 months to complete and involves required public participation.

Airport Air Service Study

The purpose of the Airport Air Service Study is to provide a comprehensive analysis of demand for commercial service in Santa Fe and to define strategies for added, improved and retained service. See attached scope of work.

Airport Rates & Fees Study

The purpose of the Airport Rates & Fees Study is to analyze our current rates and fees to determine if we are as self-sustaining as we can be based on market forces at the airport. A key deliverable of the study will be recommendations for the Governing Body to develop a comprehensive rates and fees schedule. See attached scope of work.

Federal share for eligible costs is 93.75%. NM DOT-Aviation Division will pay for 50% of the City's remaining share and we already have a state grant in place to cover that cost. Therefore, the City share for the total project cost is $15,517.74, or 3.125%. See the table below. The City's share of available funds is depicted in the attached Budget Adjustment Request.

AIP Grant #41 Project	Total Estimated Cost	City Funds	State Funds	Federal Funds
Airport Master Plan	$423,717.86	$13,241.18	$13,241.18	$397,235.49
Air Service Study	$26,625.88	$832.06	$832.06	$24,961.76
Rates & Fees	$36,623.89	$1,144.50	$1,144.50	$34,334.90
DBE & ACDBE	$6,000.00	$187.50	$187.50	$5,625.00
IFE	$3,600.00	$112.50	$112.50	$3,375.00
TOTALS	$496,567.63	$15,517.74	$15,517.74	$465,532.15

ACTION REQUESTED:

- Request for approval of an application for a Federal Airport Improvement Program grant in the amount of $496,568.00 for the purpose of conducting the following projects:
    - Airport Master Plan Update
    - Airport Air Service Study
    - Airport Rates & Fees Study

- Request for approval for the Airport Manager to accept the Federal grant once formally offered in order to meet Federal Airport Improvement Program deadlines.

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

*3. Date Received:	4. Applicant Identifier: 3-35-0037

5a. Federal Entity Identifier: 3-35-0037	*5b. Federal Award Identifier: 3-25-0037

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Santa Fe

*b. Employer/Taxpayer Identification Number (EIN/TIN): 856000168	*c. Organizational DUNS: 069420818

d. Address:

*Street 1:	PO Box 909
Street 2:	
*City:	Santa Fe
County:	Santa Fe
*State:	NM
Province:	
*Country:	USA
*Zip / Postal Code	87504-0909

e. Organizational Unit:

Department Name: N/A	Division Name: Airport

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Ms.	*First Name:	Francey
Middle Name:			
*Last Name:	Jesson		
Suffix:			

Title: Airport Manager

Organizational Affiliation:
Santa Fe Municipal Airport

*Telephone Number: 505-955-2901	Fax Number: 505-955-2905
*Email: fmjesson@ci.santa-fe.nm.us	

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

C. City or Township Government

Type of Applicant 3: Select Applicant Type:

C. City or Township Government

*Other (Specify)

***10. Name of Federal Agency:**

DOT/FAA Southwest Region, Fort Worth, Texas 86193-0630

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Santa Fe, County of Santa Fe, State of New Mexico; Denver, Los Angeles and Dallas/Fort Worth as commercial service at SAF extends to these regions.

***15. Descriptive Title of Applicant's Project:** Airport Master Plan, Air Service Study, and Rates and Charges Study
Attach supporting documents as specified in agency instructions.

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: 3 *b. Program/Project: 3

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 07/01/14 *b. End Date: 12/31/2015

18. Estimated Funding ($):

*a. Federal	465,532
*b. Applicant	15,518
*c. State	15,518
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	496,568

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on N/A.

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. *First Name: Javier

Middle Name: M.

*Last Name: Gonzales

Suffix:

*Title: Mayor

*Telephone Number: 505 955-6848 Fax Number: 505-955-6695

* Email: jmgonzales@santafenm.gov

*Signature of Authorized Representative:	*Date Signed:

CITY OF SANTA FE:

_____
JAVIER GONZALES, MAYOR

DATE:_____

OWNER:

_____
NAME AND TITLE

DATE:_____

ATTEST:

_____
YOLANDA Y. VIGIL
CITY CLERK

APPROVED AS TO FORM:

MDM
KELLEY A. BRENNAN
CITY ATTORNEY

APPROVED:

_____
DIRECTOR
FINANCE DEPARTMENT

Business Unit/Line Item _____

7/10/19

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

N/A

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2.	**Type of Application:** (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4.	**Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.
5a	**Federal Entity Identifier:** Enter the number assigned to your organization by the Federal Agency, if any.
5b.	**Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.
8.	**Applicant Information:** Enter the following in accordance with agency instructions: **a. Legal Name:** (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. **b. Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. **c. Organizational DUNS:** (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. **d. Address:** Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). **e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the

Item	Entry:
10.	**Name Of Federal Agency:** (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	**Funding Opportunity Number/Title:** Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
16.	**Congressional Districts Of:** (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
17.	**Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.
18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistence activity, if applicable. **f. Name and contact information of person to be contacted on matters involving this application:** Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
		20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)	21.	**Authorized Representative:** (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

PART II - SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use.-The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

   Airspace Zoning

2. Defaults.-The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

   None

3. Possible Disabilities.-There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of Part V of this Application, either by limiting its legal or financial ability or otherwise, except as follows:

   None

4 Land.-(a) The Sponsor holds the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport, subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

   Fee Simple, no encumberances

State Character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART II - SECTION C (Continued)

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land* on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

None

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which are identified on the aforementioned property map designated as Exhibit "A":

None

5. Exclusive Rights - There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None

State Character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III - BUDGET INFORMATION - CONSTRUCTION			
SECTION A- GENERAL			
1. Federal Domestic Assistance Catalog No. 20-106			
2. Functional or Other Breakout			
SECTION B - CALCUATION OF FEDERAL GRANT			
Cost Classification	Use only for revisions		Total Amount Required
	Approved Amount	Adjustments + or (-)	
1. Administration expense			
2. Preliminary expense			
3. Land structures, right-of-way			
4. Architectural engineering fees			$486,967
5. Other architectural engineering fees			$9,600
6. Project inspection fees			$0
7. Land development			
8. Relocation expenses			
9. Relocation payments to individuals or businesses			
10. Demolition and removal			
11. Construction and project improvement			$0
12. Equipment			$0
13. Miscellaneous			
14. Total (Lines 1 through 12)			$496,567
15. Estimated Income (if applicable)			$0
16. Net Project Amount (line 14 minus 15)			$496,567
17. Less: Ineligible Exlcusions			$0
18. Add Contingencies			
19. Total Project Amt. (Excluding Rehab. Grants)			$496,567
20. Federal Share requested of Line 19			$465,531
21. Add Rehabilitiation Grants Requested (100%)			$0
22. Total Federal grant requested (Lines 20 & 21)			$465,531
23. Grantee Share			$15,518
24. Other Shares State Aviation			$15,518
25. Total Project (Lines 22, 23 & 24)			$496,567

SECTION C - EXCLUSIONS		
26. Classification	Ineligible for Participation (1)	Excluded from Contingency
a.		
b.		
c.		
d.		
e.		
f.		
g.		
Totals	$0.00	$0.00
SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE		
27. Grantee share		
a. Securities		
b. Mortgages		
c. Appropriations (By Applicant)		$15,517.71
d. Bonds		
e. Tax-Levies		
f. Non Cash		
g. Other (Explain)		
h. Total - Grantee Share	$0.00	$15,517.71
28. Other Shares		
a. State Aviation		$15,517.71
b. Other		
c. Total other shares	$0.00	$15,517.71
29. TOTAL	$0.00	$31,035.41
SECTION E - REMARKS		
PART IV PROGRAM NARRATIVE (Attache - See Instructions)		

PART IV
PROGRAM NARRATIVE
(Suggested Format)

PROJECT: SAF Airport Master Planning

AIRPORT: Santa Fe Municipal Airport

1. **Objective:** Complete a new airport master plan. Last AMP completed in 2001. Nearly all projects identified in that AMP have been completed, commercial air service has changed since that time making SAF the Number 2 airport in New Mexico in emplanements. Terminal is now at capacity.
   Complete an air service study to analyze market potential and forecast air service into the future.
   Complete Rates and Fee structures at the airport.
   This AMP will be completed per old AMP Standards, and not to eALP standards.

2. **Benefits Anticipated:** Safety and use.
Master plan will analyze RJ commercial changes ongoing in the US market. Capital improvements can then be planned for future projects. Air service study is an integral part of the AMP study. Rates and fees structure analysis will make airport development predictable and more efficient.

3. **Approach:** *(See approved Scope of Work in final Application)*
Master Plan will be conducted over the next 12 months. Air Service study will be completed sooner, and feed into the master plan projections. Rates and fees will enable the airport to better control development at the airport.

4. **Geographic Location:** City of Santa Fe, Santa Fe County, New Mexico. Located in the central portion of the State and is the airport for the State Capital. The airport is five miles west of the City of Santa Fe. The project is located in US House District 1, who's representative is Ben Ray Lujan.

5. **If Applicable, Provide Additional Information:**
In completing this project, a new detailed ACIP will be established based on airport needs and the changing commercial service business environment.

6. **Sponsor's Representative:** *(incl. address & tel. no.)*
Francey Jesson, C.M., Airport Manager
City of Santa Fe
PO Box 909
Santa Fe, NM 87504
505-955-9501

SPONSORS BUDGET ANALYSIS

LOCATION Santa Fe (SAF)

AIP PROJECT NUMBER 3-35-0037-41-2014

LAND ACQUISITION	$ n/a
CONSTRUCTION	$0
ENGINEERING	$486,967
ADMINISTRATIVE	$9,600
INSPECTION	$0
TESTING	0
EQUIPMENT	0
OTHER(SPECIFY)	0
Program management (if applicable)	
TOTAL	$496,568

REMARKS
Airport Master Plan
Air Service Study
Rates and Fees
DBE and ACDBE and IFE

PROJECT COSTS: $ 496,568

FAA share (93.75 %) $ 465,532

SPONSOR share $ 31,036

(Figures shown here will be reflected on page 4 of the grant application)

SOUTHWEST REGION, DOT FAA

SUPPLEMENT TO PREAPPLICATION FOR FEDERAL ASSISTANCE

DATED June 20, 2014

SUBMITTED BY City of Santa Fe

TO IMPROVE Santa Fe Municipal AIRPORT

DESCRIPTION OF WORK TO BE ACCOMPLISHED (list by principal work item) (Use nearest dollar)					
ITEM OF WORK A		TOTAL ESTIMATED COST	SPONSOR'S FUNDS	FAA FUNDS REQUESTED	ESTIIMATED DATE WORK WOULD COMMENCE
NO.	DESCRIPTION	B	C	D	E
1	Airport Master Plan	$423,717.86	$26,482	$397,235	July, 2014
2	Air Service Study	26,625.88	$1,664	$24,962	July, 2014
3	Rates and Fees	36,623.89	$2,289	$34,335	July, 2014
4	DBE and ACDBE	$6,000.00	$375	$5,625	July, 2014
5	IFE	$3,600	$225	$3,375	July, 2014
	TOTALS	$496,568	$31,036	$465,532	

Part I - AIP Grant Master Certification

- **Sponsor Certification for Selection of Consultants**
- **Sponsor Certification for Project Plans and Specifications**
- **Sponsor Certification Equipment/Construction Contracts**

Sponsor's Name: City of Santa Fe

Airport: Santa Fe Municipal Airport

Project Number: AIP 3-35-0037-41-2014

Project Description: SAF Airport Master Plan, Air Service Study, Rates and Fees

Section 47105 (formerly 509(d)) of the Airport and Airway Improvement Act of 1982, as amended (herein called the Act), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. The following list of certified items includes major requirements for this aspect of project implementation. However, the list is not comprehensive, nor does it relieve sponsors from fully complying with all applicable statutory and administrative standards. Every certified item must be marked. Each certified item with a "no" response must be fully explained in an attachment to this certification. If the item is not applicable to this project, mark the item "N/A."

I certify that, for the project identified herein, the responses to the following items are correct as marked, and that the attachments, if any, are correct and complete.

Signed: _____ Dated: 7/9/14

Sponsor's Authorized Representative

Francey Jesson, C.M., Airport Manager

Typed Name and Title of Sponsor's Representative

This certification shall be submitted to the appropriate FAA Airport Development Office after bids have been secured and prior to entering into the contract.

This master development certification is a reformatted version of Sponsor Certifications included within Attachments 1 through 3 of AIP Guidance Letter 91-1.

SPONSOR CERTIFICATION FOR SELECTION OF CONSULTANTS

General procurement standards for consultant services within Federal grant programs are described in 49 CFR 18.36. Sponsors may use other qualifications-based procedures provided they are equivalent to specific standards in 49 CFR 18 and Advisory Circular 150/5100-14C.

1. Advertisements **were** placed to ensure fair and open competition from a wide area of interest.

Yes __X__ No _____ N/A _____

2. For contracts over $25,000, consultants **were selected** using competitive procedures based on qualifications, experience, and disadvantaged business enterprise requirements with the fee determined through negotiation.

Yes __X__ No _____ N/A _____

3. An independent cost analysis **was performed,** and a record of negotiations has been prepared reflecting the considerations involved in the establishment of fees.

Yes __X__ No _____ N/A _____

4. If engineering or other services are to be performed by sponsor force account personnel, prior approval **was obtained** from FAA.

Yes _____ No _____ N/A __X__

5. The consultant services contracts clearly establish the scope of work and delineate the division of responsibilities between all parties engaged in carrying out elements of the project.

Yes __X__ No _____ N/A _____

6. Costs associated with work ineligible for AIP funding **are clearly identified** and separated from eligible items.

Yes __X__ No _____ N/A _____

7. All mandatory contract provisions for grant-assisted contracts **were included** in all consultant services contracts.

Yes __X__ No _____ N/A _____

8. If the contract is awarded without competition, pre-award review and approval **will be obtained** from FAA.

Yes _____ No _____ N/A __X__

9. Cost-plus-percentage-of-cost methods of contracting prohibited under Federal standards **were not** used.

Yes __X__ No _____ N/A _____

10. If the services being procured cover more than the single grant project referenced in this certification, the scope of work **was** specifically described in the advertisement, and future work will not be initiated beyond five years.

Yes __X__ No _____ N/A _____

SPONSOR CERTIFICATION FOR PROJECT PLANS AND SPECIFICATIONS

General AIP standards are described in Advisory Circulars 150/5100-6, 150/5100-15, and 150/5100-16. A list of current advisory circulars with specific standards for design or construction of airports and procurement or installation of airport equipment and facilities is referenced in Grant Assurance 34.

1. The plans and specifications **were developed** in accordance with all applicable Federal standards and requirements, and **no deviation** from or modification to standards set forth in the advisory circulars was necessary other than those previously approved by FAA.

Yes _____ No _____ N/A __X__

2. Specifications for the procurement of equipment **are not proprietary** or written so as to restrict competition. At least two manufacturers can meet the specification.

Yes _____ No _____ N/A __X__

3. The development included in the plans **is depicted** on an airport layout plan approved by FAA.

Yes _____ No _____ N/A __X__

4. Development which is ineligible for AIP funding **has been identified** in the plans and specifications.

Yes _____ No _____ N/A __X__

5. Process control and acceptance tests required for the project by standards contained in Advisory Circular 150/5370-10 **was included** in the project specifications.

Yes _____ No _____ N/A __X__

6. If a value engineering clause is incorporated into the contract, concurrence **was obtained** from FAA.

Yes _____ No _____ N/A __X__

7. The plans and specifications **will incorporate** applicable requirements and recommendations set forth in the Federally-approved environmental finding.

Yes _____ No _____ N/A __X__

8. For construction activities within or near aircraft operational areas, the requirements contained in Advisory Circular 150/5370-2 **were discussed** with FAA and incorporated into the specifications. A safety/phasing plan **was prepared**, and FAA concurrence has been obtained, if required.

Yes _____ No _____ N/A __X__

9. The project **was physically completed** without Federal participation in costs due to errors or omissions in the plans and specifications which were foreseeable at the time of project design.

Yes _____ No _____ N/A __X___

SPONSOR CERTIFICATION FOR EQUIPMENT/CONSTRUCTION CONTRACTS

Standards for advertising and awarding equipment and construction contracts within Federal grant programs are described in 49 CFR 18.36. Sponsors may use their procurement procedures reflecting State and local laws or regulations provided procurements conform to specific standards in 49 CFR 18 and Advisory Circulars 150/5100-6, 150/5100-15, and 150/5100-16.

1. A code or standard of conduct **is in effect** governing the performance of the sponsor's officers, employees, or agents in soliciting and awarding procurement contracts.

Yes _____ No _____ N/A __X__

2. Qualified personnel **will be engaged** to perform contract administration, engineering supervision, and construction inspection and testing.

Yes _____ No _____ N/A __X__

3. The procurement **was publicly advertised** using the competitive sealed bid method of procurement.

Yes _____ No _____ N/A __X__

4. The request for bids clearly and accurately **describes** all administrative and other requirements of the equipment and/or services to be provided.

Yes _____ No _____ N/A __X__

5. Concurrence **will be obtained** from FAA prior to contract award under any of the following circumstances:

a. Only one qualified person/firm submits a responsive bid;
b. The contract is to be awarded to other than the lowest responsive and responsible bidder;
c. Life cycle costing is a factor in selecting the lowest responsive bidder, and
d. Proposed contract prices are more than 10 percent over the sponsor's cost estimate.

Yes _____ No _____ N/A _X__

6. All contracts exceeding $100,000, **required** a bid guarantee of 5 percent, a performance bond of 100 percent, and a payment bond of 100 percent.

Yes _____ No _____ N/A __X__

7. Contracts exceeding $100,000 **contain** provisions or conditions specifying administrative, contractual, and legal remedies, including contract termination, for those instances in which contractors violate or breach contract terms. They also **contain** provisions requiring compliance with applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (h)),

Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and environmental protection regulations (40 CFR Part 15).

Yes _____ No _____ N/A __X__

8. All construction contracts involving labor **contain** provisions ensuring that in the employment of labor honorably discharged Vietnam era veterans and disabled veterans will be given preference.

Yes _____ No _____ N/A __X__

9. All construction contracts exceeding $2,000 **contain** provisions requiring compliance with the Davis-Bacon Act and bid solicitations **contain** a copy of the current Federal wage rate determination. Provisions requiring compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) and the Copeland "Anti-Kick Back" Act **are** included.

Yes _____ No _____ N/A __X__

10. All construction contracts exceeding $10,000 **contain** appropriate clauses from 41 CFR Part 60 for compliance with Equal Employment Opportunity Executive Order 11246.

Yes _____ No _____ N/A __X__

11. All contracts and subcontracts **contain** clauses required from Title VI Civil Rights Assurances and 49 CFR 23 for Disadvantaged Business Enterprises.

Yes _____ No _____ N/A __X__

12. Appropriate checks **will be** made to assure that contracts or subcontracts are not awarded to those individuals or firms suspended, debarred, or voluntarily excluded from doing business with any DOT element and appearing on the DOT Unified List.

Yes _____ No _____ N/A __X__

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT IMPROVEMENT PROGRAM
SPONSOR CERTIFICATION

DRUG-FREE WORKPLACE

City of Santa Fe	Santa Fe Municipal Airport	AIP 3-35-0037-41-2014
(Sponsor)	*(Airport)*	*(Project Number)*

SAF Airport Master Plan, Air Service Study, Rates and Fees
(Work Description)

Title 49, United States Code, section 47105(d), authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within Federal grant programs are described in Title 49, Code of Federal Regulations, Part 29. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for this aspect of project implementation, although it is not comprehensive, nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

	Yes	No	N/A
1. A statement has been (will be) published notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition.	☒	☐	☐
2. An ongoing drug-free awareness program has been (will be) established to inform employees about:			
a. The dangers of drug abuse in the workplace;			
b. The sponsor's policy of maintaining a drug-free workplace;	☒	☐	☐
c. Any available drug counseling, rehabilitation, and employee assistance programs; and			
d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.			
3. Each employee to be engaged in the performance of the work has been (will be) given a copy of the statement required within item 1 above.	☒	☐	☐
4. Employees have been (will be) notified in the statement required by item 1 above that, as a condition employment under the grant, the employee will:			
a. Abide by the terms of the statement; and	☒	☐	☐
b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.			

	Yes	No	N/A
5. The FAA will be notified in writing within ten calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of the employee, to the FAA. Notices shall include the project number of each affected grant.	☒	☐	☐
6. One of the following actions will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:			
a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or	☒	☐	☐
b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.			
7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.	☒	☐	☐

I have prepared documentation attached hereto with site(s) for performance of work (street address, city, county, state, zip code). There are no such workplaces that are not identified in the attachment. I have prepared additional documentation for any above items marked "no" and attached it hereto. I certify that, for the project identified herein, responses to the forgoing items are accurate as marked and attachments are correct and complete.

City of Santa Fe, NM

(Name of Sponsor)

(Signature of Sponsor's Designated Official Representative)

(Typed Name of Sponsor's Designated Official Representative)

Francey Jesson, CM

(Typed Title of Sponsor's Designated Official Representative)

Airport Manager 7/9/14

(Date)

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2013-63

INTRODUCED BY:

Councilor Wurzburger

A RESOLUTION

DIRECTING AIRPORT STAFF TO PERFORM AN UPDATE OF THE 2002 AIRPORT MASTER PLAN FOR THE PURPOSE OF PROVIDING FOR LONG RANGE ECONOMIC SUSTAINABILITY AND ONGOING SAFE AND EFFICIENT OPERATIONS AT THE SANTA FE MUNICIPAL AIRPORT.

WHEREAS, the Santa Fe Municipal Airport is owned and operated by the City of Santa Fe; and

WHEREAS, the City of Santa Fe has an Airport Master Plan, which has become outdated since its adoption; and

WHEREAS, the Airport Master Plan was adopted in July 2002 by Resolution No. 2002-40 which is entitled "A Resolution Repealing Resolution No1986-46 that Adopted the Airport Master Plan and Adopting a New Airport Master Plan"; and

WHEREAS, the City of Santa Fe has a significant investment in a valuable asset known as the Santa Fe Municipal Airport; and

WHEREAS, the Santa Fe Municipal Airport brings significant economic benefits to the City

and County of Santa Fe; and

WHEREAS, the City of Santa Fe has agreed to Federal Airport Improvement Program grant assurances to suitably operate and maintain the airport and all facilities thereon in a safe and serviceable condition; and

WHEREAS, funding has been provided through the Federal Airport Improvement Program grant program for precisely the purpose of maintaining an up to date Airport Master Plan; and

WHEREAS, this funding will be available for expenditure at the start of federal fiscal year 2014, which begins October 1, 2013; and

WHEREAS, an updated Airport Master Plan will provide direction for safety, maintenance, and demand-based improvements for the Santa Fe Municipal Airport; and

WHEREAS, through a competitive bidding process, the City of Santa Fe has contracted with Molzen-Corbin Associates to perform various engineering and planning consultant services at Santa Fe Municipal Airport as directed and authorized by the issuance of Task Orders; and

WHEREAS, Molzen-Corbin has the capacity and expertise to perform the update of the Airport Master Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that in the interest of the long range safety, efficiency and economic sustainability of the Santa Fe Municipal Airport, staff is directed to issue a Task Order to Molzen-Corbin Associates to conduct an update to the 2002 Santa Fe Municipal Airport Master Plan, in accordance with all requirements and guidance of the Federal Aviation Administration as may pertain to Airport Master Plans for federally obligated airports, and to bring said task order through the City Council approval process

PASSED, APPROVED, and ADOPTED this 26th day of June, 2013.

DAVID COSS, MAYOR

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

GENO ZAMORA, CITY ATTORNEY

M/Melissa/Resolutions 2013/2013-63 Airport Masterplan

Exhibit A
SCOPE OF SERVICES

SANTA FE MUNICIPAL AIRPORT
MASTER PLAN

INTRODUCTION

This Airport Master Plan Scope of Services has been prepared to provide an element and task description of the study efforts to conduct an airport master plan for the Santa Fe Municipal Airport, owned and operated by the City of Santa Fe, New Mexico. The objective of the airport master planning effort is to provide City of Santa Fe (Sponsor) officials with proper guidance for future airport development. The airport master plan will be prepared under guidelines established by the Federal Aviation Administration (FAA) and the New Mexico Department of Transportation (NMDOT) – Aviation Division. Coordination between the City of Santa Fe, NMDOT, the FAA, and the consultant team will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding both the short and long term (20-year) airport development. The Consultant (Molzen-Corbin in association with Coffman Associates) will provide the services outlined below. Specific issues to be addressed include but are not limited to the following:

- To examine the projected aviation demand and identify the facilities necessary to accommodate the demand.
- To determine projected needs of airport users for the next 20 years by which to support airport development alternatives.
- To recommend improvements that will enhance the airport's safety and capability to serve the community's aviation needs.
- To establish a schedule of development priorities and a program for the improvements proposed by this master planning effort.
- To prepare and prioritize a new airport capital improvement program.
- To prepare an updated Airport Layout Plans (ALP) for the airport in accordance with FAA and NMDOT Guidelines.
- To develop active and productive public involvement throughout the planning process.

ELEMENT 1 - INITIATION

Task 1.1 - Study Design

Description: Detailed descriptions of each item of work required for completion of the Airport Master Plan for the Santa Fe Municipal Airport will be prepared. Guidelines provided by the City of Santa Fe and those drawn from the FAA and NMDOT will be integrated into the scope of work. Initial and final draft copies of the work program will be prepared and delivered to the City of Santa Fe for comments. The final product of this task will be a scope of services which will be attached

and made a part of the project contract documents. Charts of the project workflow/schedule will also be included.

Each task to be performed will be evaluated to estimate the number of person-days necessary to accomplish the work efforts and the cost per person-day based on the billing classifications of the planning professionals assigned. Expenses for materials, reproduction and printing, and miscellaneous study-related costs will also be estimated. When estimated person-days have been established, it will provide input to the development of a project schedule identifying allowable timeframes for major phases of the study. This schedule will also identify milestones for deliverables of each element to be submitted for review. A task-by-task itemization of project person-days and costs, with a final project time schedule in graph form, will be attached to all copies of the final work scope.

Responsibilities:

Consultant: Organize and review the work scope and cost estimates with the Sponsor.

Sponsor: Review and approve the work scope and cost estimates.

Product: A work scope and cost estimate that becomes the basis for the airport master plan.

Task 1.2 - Establish Master Plan Advisory Committee

Description: Potential members will be identified and asked to serve on a Master Plan Advisory Committee (MPAC) for the master plan. The MPAC will be composed of a) representatives of local, regional, state, or federal agencies; b) airport users and tenants; c) local community representatives; and d) the local business community. The MPAC, which is a non-voting body, will advise the Sponsor and Consultant on the content and recommendations of the Master Plan study through meetings and review of working papers. The MPAC shall not exceed (20) members.

The MPAC will provide input and comment to the Consultant during the preparation of the master plan through meetings and review of working papers. Workbooks will be provided to the MPAC for use during the study. A standard three-ring notebook will be used with a format designed to allow working papers to be inserted as the study progresses.

Responsibilities:

Consultant: Assist Sponsor in selection of MPAC members, design project cover and set up project workbooks.

Sponsor: Extend invitations to potential committee members.

Product: A Master Plan Advisory Committee which will meet during the course of the Master Plan Study, along with up to 30 MPAC Workbooks to keep working papers study information.

ELEMENT 2 - INVENTORY

The purpose of this Study Element is to assemble and organize relevant information, data and mapping to be used throughout the study in support of various analyses. In addition, this element will maximize the use of existing information and will prepare new data and documentation only when existing information is unavailable, incomplete or outdated. Specific attention will be paid to airport development and other changes that have occurred since the completion of the last master plan.

Task 2.1 - Inventory Airfield Facilities

Description: Perform an inventory of the physical facilities associated with the airfield at Santa Fe Municipal Airport (i.e., runway, taxiway, ramp and apron pavement structures, marking, lighting and navigational aids). This inventory will include a collection and examination of record drawings and documents, interviews with airport management and maintenance staff, and limited on-site investigation of the airfield facilities to determine condition.

Responsibilities:

Consultant: Perform on-site inspection of facilities and collect information.

Sponsor: Assist Consultant with collection of data and coordinate interviews as necessary.

Product: Airport facilities inventory.

Task 2.2 - Inventory Landside Physical Facilities

Description: Perform an inventory of non-airfield physical facilities and land uses which presently exist within the boundaries of the airport. The inventory will include a review of plans and documents as well as inspection of the facilities to determine type and size, condition, adequacy, and use. The physical facilities inventory will include the following relevant items as a minimum:

Terminal Complex - Passenger and cargo (including latest terminal expansion plans).

Operations Area - Maintenance, ARFF, FBO areas and Fueling.

Hangar Area - T-hangars, conventional hangars, etc.

Access and Parking – Off-airport access and international roadway system, auto parking locations and spaces.

Ancillary Facilities – Aviation-related industry and business facilities, as well as individual non-aviation related land uses.

Responsibilities:

Consultant: Perform on-site inspection of landside physical facilities.

Sponsor: Assist Consultant with collection of data and coordinate interviews as necessary.

Product: Landside facilities inventory to be used in later analysis.

Task 2.3 - Inventory Aircraft Activity

Description: Perform inventories of available information pertaining to aviation activity at Santa Fe Municipal Airport. The assembled data will include, as available:

a) Historical operations including air carrier, air taxi, general aviation, and military (annual: 20 years; monthly: 5 years; hourly: peak month operations).
b) Local and itinerant operational splits.
c) Historical airline passenger enplanements (annual: 20 years; monthly: 5 years; hourly: peak month operations).
d) Based aircraft, by n-number and type, as available.

Responsibilities:

Consultant: Assemble data.

Sponsor: Assist Consultant in obtaining available airport records.

Product: Aircraft activity inventory for input to subsequent tasks.

Task 2.4 - Inventory Airspace, ATC, and Regional Airports

Description: Review and perform inventories of airspace and air traffic procedures and operations at Santa Fe Municipal Airport. Conduct interviews with airport officials, FAA representatives, pilots, and others as necessary or appropriate to develop a complete description of aircraft operations and airspace at the airport. Basic inventory items will include:

a) Airways and air traffic patterns.
b) Noise abatement procedures.
c) Approach and departure procedures.
d) Airspace conflicts and obstructions.
e) Military airspace
d) National Parks/Wilderness Areas

Identify and describe existing public airport facilities within a 30-nautical mile radius of the Santa Fe Municipal Airport. Basic inventory items will include at a minimum:

a) Runway lengths and widths.
b) Instrument approach procedures.
c) Airline service.
d) General aviation services.
e) Total based aircraft, annual operations, and annual enplaned airline passengers.

Responsibilities:

Consultant: Assemble data.

Sponsor: Assist in arranging interviews as necessary.

Product: Inventory of airspace and air traffic control at and around Santa Fe Municipal Airport for input into later analysis.

Task 2.5 - Inventory Socioeconomic Data

Description: Obtain statistical data on historical and forecast socioeconomic factors for the Santa Fe area. These factors will include employment, income, and population with emphasis placed upon identification of specific socioeconomic characteristics and growth patterns of the region. At a minimum, state, county, and community data will be obtained from the University of New Mexico Bureau of Business and Economic Research (BBER).

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: Inventory of area socioeconomic data for input to later analysis.

Task 2.6 - Inventory Vicinity Land Use and Control

Description: Review the existing land use mapping, recent aerial photography, comprehensive plans, general plans, specific plans, avigation easements, and other documentation pertaining to land use and land use management in the vicinity of the airport.

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: Inventory of vicinity land use for input to later analysis.

Task 2.7 - Obtain Updated Aerial Photography and Topographic/Planimetric Mapping

Description: Digital color aerial photography and topographic/planimetric mapping of the airports and surrounding environs will be flown and develop for use in the master plan and ALP development. Top of structure heights will also be obtained for all buildings on-airport, as well as any that may be in a runway protection zone (RPZ) currently extending off airport property. An 18B survey or eALP/AGIS is not considered a part of this task. An optional eALP/AGIS element is provided at the end of this Scope of Services.

Responsibilities:

Consultant: Obtain aerial photography.

Sponsor: Review coverage area prior to flights.

Product: Updated photography and mapping.

Task 2.8 - Obtain Tabulated Wind Data

Description: The Consultant will obtain the most current ten years of wind data for Santa Fe Municipal Airport for which records are maintained by the National Oceanic and Atmospheric Administration, National Climatic Center. This data will be utilized in preparing an updated wind rose for the airport.

Responsibilities:

Consultant: Obtain 36-point wind data from NOAA.

Sponsor: Review wind data on Airport Layout Plan Drawing.

Product: Updated wind rose.

Task 2.9 - Prepare Inventory Working Paper

Description: Assemble summarized data, information, and mapping from work efforts associated with the inventory tasks, and organize these findings into a working paper which will describe existing conditions. Up to thirty (30) copies of the working paper will be provided for review and comment.

Responsibilities:

Consultant: Develop narrative and graphics for the working paper. Responsible for distribution of the working paper to the MPAC members.

Sponsor: Review. Coordinate with the Consultant as necessary.

Product: Thirty (30) copies of the working paper for the master plan covering the items outlined in the Inventory element. This working paper will become a chapter in the final report.

ELEMENT 3 - FORECASTS

This study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand to be planned for at the airports and in the surrounding airport environs area. The work tasks to be carried out as part of the element include the following.

Task 3.1 - Review Regional Aviation and Socioeconomic Forecasts

Description: Review and analyze current local and regional socioeconomic forecasts obtained in the inventory element. Organize historical and forecast socioeconomic data into relevant categories for comparison with related aviation statistics. Similarly review the forecasts and assumptions of the aviation forecasts prepared by NMDOT - Aviation Division for the *State Aviation System Plan* and by FAA for its *Terminal Area Forecasts*. The forecasts prepared by the previous master planning effort for the airport will also be reviewed and analyzed.

Responsibilities:

Consultant: Analysis of statistics and socioeconomic forecasts.

Sponsor: Review.

Product: Historical and forecast socioeconomic statistics.

Task 3.2 - Prepare Commercial Service Forecasts

Description: Develop commercial service demand forecasts for Santa Fe Municipal Airport using mathematical approaches, and taking into consideration forecasts from other sources such as the FAA and NMDOT. The passenger enplanement forecasts will take into account the air service potential of the region. Historical passenger and operations data will be organized to evaluate fleet mix and peaking characteristics. Recent orders for new aircraft placed with manufacturers will be reviewed for fleet mix and operations forecasts. This will result in estimates of commercial demand for periods ending in 2020, 2025 and 2035 which will be presented as:

- Annual enplaned passenger volumes
- Annual commercial service aircraft operations.

- Peak hour enplanements and operations.
- Commercial service aircraft mix

Responsibilities:

Consultant: Prepare commercial service forecasts.

Sponsor: Review forecast.

Product: New commercial service forecast.

Task 3.3 - Prepare General Aviation, Military, and Air Cargo Forecasts

Description: Develop general aviation, military, and air cargo demand forecasts using simple graphical approaches and more complex methodologies, taking into consideration forecasts from other sources such as the FAA and NMDOT. Historical general aviation, military, and air cargo activity statistics for the airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national general aviation transportation statistics, local socioeconomic factors, and independent airport data. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology in general aviation and air cargo, and re-alignments in the military, to result in estimates of aviation demand for 2020, 2025, and 2035. These will be presented as:

- Based aircraft totals and mix
- Annual general aviation operations (local vs. itinerant)
- Tons of enplaned air cargo
- Annual air cargo operations and fleet mix
- Annual military operations (local vs. itinerant)
- Peak hour operations
- Annual instrument approaches (AIA's)
- Critical aircraft

Responsibilities:

Consultant: Prepare general aviation, military, and air cargo forecasts.

Sponsor: Review forecast.

Product: New forecasts.

Task 3.4 - Prepare Forecasts Working Paper

Description: The findings of the forecast effort will be presented in a working paper. Thirty (30) copies will be prepared for distribution. At the end of this task the new forecasts will be submitted to FAA for approval. If the five-year forecasts vary more than 10 percent from the FAA TAF data, or if the ten-year forecasts vary more than 15 percent from the FAA TAF data, a letter will be prepared by the Consultant and forwarded to FAA Southwest Region New Mexico-Louisiana Airports District Office, explaining any differences and requesting approval of the forecasts.

Responsibilities:

Consultant: Prepare narrative and graphics, print copies, and distribute to committee, upon review submit forecasts to FAA for review and approval.

Sponsor: Review.

Product: Working paper summarizing forecasting analysis, and FAA forecast approval.

ELEMENT 4 - FACILITY REQUIREMENTS

The purpose of this study element is to convert basic capacity needs into types and quantities of actual physical facilities required to meet forecast demands in aviation activity, and to identify short-term corrective strategies for problems that demand immediate attention.

Task 4.1 - Establish Physical Planning Criteria

Description: Identify physical planning criteria for use in assessing the adequacy of various airport facilities to meet forecast demands at the airport. These criteria shall be based upon the latest FAA requirements and standards outlined in FAA Advisory Circular 150/15300-13A, Airport Design as they apply to the, the level of activity identified, new technology, and the role of the airport. These criteria shall include dimensional standards for safety, including runway/taxiway safety areas, runway protection zones, and other general physical planning requirements. A table listing all deviations from current design standards will be prepared. Any recommended changes to an airport's design standards will be supported by specific written justification.

Responsibilities:

Consultant: Identify dimensional design standards and possible deviations.

Sponsor: Review assumptions.

Product: Physical planning criteria.

Task 4.2 - Determine Airfield Capacity and Delay

Description: Using appropriate airfield capacity/delay techniques provided in FAA Advisory Circular 5060-5, "Airport Capacity and Delay", estimate current and future levels of airfield capacity and delay. These analyses will be prepared for the existing airfield orientation. The analysis will be based upon the aviation demand forecasts and will involve the investigation of management and operational procedures in order to optimize the use of the total airside.

Responsibilities:

Consultant: Prepare inputs and calculate airfield capacity and delay.

Sponsor: Review.

Product: Airfield capacity is annual and hourly outputs, and estimate of annual delays for each planning horizon.

Task 4.3 - Determine Airfield Requirements

Description: Using the results of the demand/capacity studies (Task 4.2), as well as relevant information from other tasks, determine and prepare a preliminary list of facility requirements needed to meet projected demands for existing, short, intermediate, and long range planning horizons. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demands for the airfield will include (but not be limited to):

- Runways, taxiways, and aprons
- Lighting and marking
- Navigational aids
- Airport Traffic Control Tower

The facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function, and operations of the airport. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria. Because facility requirements are a function of airport concept possibilities (particularly in staging), these later analyses will be performed in coordination with other factors and may undergo several modifications.

Responsibilities:

Consultant: Identify airfield requirements.

Sponsor: Review.

Product: Airfield requirements for the planning horizons.

Task 4.4 - Determine Airline Terminal and Parking Requirements

Description: Utilizing aviation industry standards and FAA criteria identify and analyze the basic passenger terminal requirements at Santa Fe Municipal Airport for each planning horizon. This will include an examination of the functional spatial requirements within the terminal as well as gates and apron requirements. Similarly requirements for public, rental car and employee parking will be determined based upon the activity forecasts and compared to that which is currently available.

Responsibilities:

Consultant: Identify terminal and parking requirements.

Sponsor: Provide input and review assumptions.

Product: Planning horizon requirements for terminal and auto parking.

Task 4.5 - Determine General Aviation and Air Cargo Requirements

Description: Identify physical planning criteria for evaluating the adequacy of various facilities to meet general aviation and air cargo forecast demands. Apply state and federal requirements and standards to compare the capacity of existing facilities with the projected demand. Prepare a preliminary list of general aviation and air cargo requirements for Santa Fe Municipal Airport including:

- Aircraft parking apron
- Aircraft storage hangars
- Fixed base operator (FBO) facilities
- Air cargo facilities (if any)
- General aviation parking facilities

Responsibilities:

Consultant: Assess general aviation and air cargo requirements.

Sponsor: Review.

Product: General aviation and air cargo requirements.

Task 4.6 - Determine Support Requirements

Description: Using information provided by existing studies and aviation planning criteria established under preceding tasks, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as aircraft fueling, ARFF, airport maintenance, and potential revenue support facilities will be developed under this task.

Responsibilities:

Consultant: Assess fueling, ARFF, maintenance, and potential revenue support requirements.

Sponsor: Review.

Product: Support requirements.

Task 4.7 - Prepare Facility Requirements Working Paper

Description: Organize demand-capacity analyses and facility requirements work efforts, and prepare a working paper in narrative and graphical form. Thirty (30) copies of the working paper will be prepared for distribution.

Responsibilities:

Consultant: Prepare narrative and graphics, print copies, and distribute to committee.

Sponsor: Review.

Product: Working paper summarizing facility needs evaluations.

ELEMENT 5 - AIRPORT ALTERNATIVES

Using the facility requirements determined under the previous element, alternative development for Santa Fe Municipal Airport will be identified. These scenarios should take into account the airfield, general aviation area, revenue support area and terminal area safety and capacity needs established under the facility requirements element.

Task 5.1 - Identify Airfield Alternatives

Description: Based upon the updated facility requirements, identify airfield development alternatives. This alternative review will consider all runway and taxiway development during the planning period and either confirm previous planning efforts or recommend changes. This task will be conducted simultaneously with following tasks and result in a series of overall development

options for the airport. Each alternative will be analyzed from the standpoint of safety, functional efficiency, cost, environmental factors and ability to meet future needs. The "no-build" or "no-action" alternative will be considered.

Responsibilities:

Consultant: Analysis of airfield alternatives.

Sponsor: Review and input.

Product: Airfield alternatives.

Task 5.2 - Identify Airline Terminal, Parking, and Access Alternatives

Description: Based on the airline terminal facility requirements determined under the previous element, formulate preliminary airline terminal, parking and access alternatives. This task will be conducted simultaneously with other tasks in this element and will result in a series of overall development options for the airport. Alternatives for the terminal building will consider operational factors, space requirements, security factors, and functional relationships.

Responsibilities:

Consultant: Identification and analysis terminal and access alternatives for both short and long term needs.

Sponsor: Review and input.

Product: Airline terminal and access alternatives.

Task 5.3 - Identify General Aviation and Air Cargo Alternatives

Description: Based on the facility requirements determined under the previous element, formulate preliminary alternatives for general aviation and air cargo landside facility alternatives. This task will be conducted simultaneously with other tasks in this element and result in a series of overall development options for the airport.

Responsibilities:

Consultant: Identification and analysis of general aviation and air cargo alternatives.

Sponsor: Review and input.

Product: General aviation and air cargo alternatives.

Task 5.4 - Identify Support Alternatives

Description: Based upon facility requirements determinations, formulate development alternatives for support facilities such as ARFF, airport maintenance, and airport traffic control facilities. Also consider options for development of other land areas for revenue support.

Responsibilities:

Consultant: Identification and analysis of airport support and land use alternatives.

Sponsor: Review and input.

Product: Airport support and land use alternatives.

Task 5.5 - Prepare Alternatives Working Paper

Description: A working paper describing the various airfield and landside development alternatives will be prepared for submission to the MPAC and Sponsor for review and comment. The working paper will detail the analyses involved in the assessment of the alternatives and enable the logical and systematic evaluation of each alternative concept. Thirty (30) copies of the working paper will be prepared for distribution. FAA's master plan checklist will be updated.

Responsibilities:

Consultant: Narrative, graphics, printing, and distribution of working papers.

Sponsor: Review.

Product: Working paper summarizing airport development alternatives and preliminary master plan concept.

ELEMENT 6 – RECOMMENDED MASTER PLAN CONCEPT/CAPITAL PROGRAM

The purpose of this study element is to describe the recommended direction for the future use and development of Santa Fe Municipal Airport as well as establish a capital implementation program to taking into account funding sources and development priorities for each planning horizon.

Task 6.1 - Recommended Master Plan Concept

Description: Following input from the MPAC, FAA, NMDOT, and City of Santa Fe airport staff on the airside and landside alternatives for the Santa Fe Municipal Airport prepared in the previous element, prepare a detailed comparative evaluation and the supporting rationale to sufficiently describe the single recommended program for development and use of airport facilities. The

recommendation for the most prudent and feasible Master Plan concept will become the basis for the final refinement of development costs and scheduling.

Responsibilities:

Consultant: Complete evaluations and recommend master plan concept.

Sponsor: Review and input into recommended concept.

Product: Master plan concept.

Task 6.2 - Prepare Airport Development Schedules and Cost Estimates

Description: Based upon the previous evaluations and technical meetings, prepare a development schedule to reflect economic feasibility and operational requirements of the recommended airport concepts. Prepare airport development cost estimates to reflect the revised requirements and schedule of development.

Responsibilities:

Consultant: Refine all development items and organize them as to when they should be undertaken. Prepare development costs for each project.

Sponsor: Review and input.

Product: A schedule and cost estimates for the improvements proposed as a part of the selected master plan concepts.

Task 6.3 - Prepare Capital Improvement Program

Description: Prepare a recommended airport capital improvement program for the airport which includes estimates of the amount of funds available from federal grant-in-aid programs to determine the net amount of capital funds required by the City of Santa Fe to accomplish each proposed stage of improvements for the airport. Analyze alternative financing strategies that may be available for implementing the proposed development program. Analyze the sources and uses of all airport funds that will be required to finance designated improvements and estimate the magnitude and timing of any financing that may be required.

Responsibilities:

Consultant: Develop capital improvement program and evaluate potential funding sources.

Sponsor: Provide input and review.

Product: A recommended Capital Improvement Program with financing schedules which indicate whether the potential sources of funding will be reasonably available in the amounts and time frame required to support the CIP.

Task 6.4 - Environmental Overview

Description: The purpose of this task is to identify any potential environmental concerns that will need to be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA Order 5050.4A, *Airport Environmental Handbook*, and Order 1050.1E. Projects which may require further NEPA analysis will be identified at this time. Existing and future (20-year) airport noise contours (60, 65, 70, 75 DNL) will be prepared for the airport. The Environmental Overview is not intended to serve as a formal Environmental Assessment under the National Environmental Policy Act (NEPA).

Responsibilities:

Consultant: Prepare environmental overview

Sponsor: Review

Product: An Environmental Overview of the proposed development in the master plan.

Task 6.5 - Prepare Master Plan Concept/Capital Program Working Paper

Description: Prepare a working paper which outlines the overall airport master plan development concept and capital improvement program. Organize narrative and graphical presentations of the information in this working paper to allow for a final review and adjustment of the overall master plan concept. Up to thirty (30) copies of the working paper for the master plan will be prepared for distribution.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper.

Sponsor: Review and provide comments.

Product: Thirty (30) copies of the working paper for the master plan covering the items outlined in the Master Plan Concept/Capital Program element.

ELEMENT 7 – AIRPORT LAYOUT PLANS

The purpose of this study element is to develop a new set of Airport Layout Plans and Drawings for Santa Fe Municipal Airport. Guidelines for the preparation of an airport layout plan set as defined by the FAA Southwest Region will be followed. All plans will be produced utilizing AutoCAD software and can be utilized by the City of Santa Fe in carrying out implementation. The AutoCAD drawings will be a deliverable item to the Airport at the completion of this project. In addition to submitting the Airport Layout Drawing to the FAA for approval, the drawings will also be submitted to NMDOT – Aviation Division for review.

Task 7.1 – Airport Layout Plan Drawing

Description: Following the recommended Airport Master Plan Concept developed under the preceding task and *FAA AC 150/5070.6B, "Airport Master Plans"*, an Airport Layout Plan Drawing for Santa Fe Municipal Airport. The ALP will reflect updated physical features, top of structure elevations (as provided by the Sponsor), location of airfield facilities (runways, taxiways, navaids) and existing general aviation development. Development of ultimate airfield facilities including runways and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an airport layout plan as defined by the FAA Southwest Region will be followed. The ALP drawing will follow guidance in *FAA AC 150/5070.6B, Airport Master Plans*, Appendix F.

Responsibilities:

Consultant: Update current drawings.

Sponsor: Review.

Product: Update of airport layout plan drawing, airport data sheet, and cover sheet.

Task 7.2 - Airspace and Inner Approach Surface Drawings

Description: Prepare the Santa Fe Municipal Airport Part 77 airspace and the inner portion of the approach surface drawings in accordance with *FAA AC 150/5070, Airport Master Plans*, Appendix F and the FAA Southwest Region ALP checklist. Obstruction information will be obtained from existing approach plans, the current Airport Obstruction Chart (OC), and other mapping available from the County, unless the AGIS/eALP optional tasks are undertaken. USGS base maps will be superimposed on the airspace drawing.

Responsibilities:

Consultant: Update current drawings.

Sponsor: Review.

Product: Update of airspace and inner approach surface drawings.

Task 7.3 – Terminal Area Drawing

Description: Prepare a terminal area drawing for Santa Fe Municipal Airport reflecting recommended development in the terminal area resulting from the recommendations of this study. The landside facility drawing will be updated in accordance with *FAA AC 150/5070-6B, Airport Master Plans*, Appendix F and the FAA Southwest Region ALP checklist.

Responsibilities:

Consultant: Update current drawing.

Sponsor: Review.

Product: Update of terminal area drawing.

Task 7.4 - Airport Land Use Drawing

Description: The Airport Land Use Drawing for Santa Fe Municipal Airport will be prepared in accordance with *FAA AC 150/5070-6b, Airport Master Plans*, Appendix F and the FAA Southwest Region ALP checklist. The noise contours prepared in Task 6.5 will be depicted on this drawing. Besides on-airport land uses, off-airport land uses adjacent to the airport and/or within the 65 DNL contour will be depicted as well.

Responsibilities:

Consultant: Update current drawings.

Sponsor: Review.

Product: Update of airport land use drawing.

Task 7.5 - Airport Property Map

Description: Prepare an Airport Property Map for Santa Fe Municipal Airport, which will include the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. The primary purpose of this drawing is to provide information for analyzing the current and future aeronautical use of land acquired with Federal funds. Details will be limited to the depiction of existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. The

Property Map will be updated in conformance with the standards of FAA AC 150/5070-6B, *Airport Master Plans*, Appendix F and the FAA Southwest Region ALP checklist. The Sponsor will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, if needed.

Responsibilities:

Consultant: Update current drawings.

Sponsor: Review.

Product: Update of airport property map drawing.

Task 7.6 – Departure Surface Drawings

Description: Prepare new departure surface drawings for the runways at Santa Fe Municipal Airport in accordance with Appendix 2 of FAA AC 150/5070-6B, Change 1. Obstruction information will be obtained from existing approach plans, the current Airport Obstruction Chart (OC), and other mapping available from the County.

Responsibilities:

Consultant: Update current drawings.

Sponsor: Review.

Product: Departure surface drawings for all three runways.

ELEMENT 8 – PUBLIC COORDINATION AND FINAL DOCUMENTATION

The purpose of this element is to provide documents which depict all the findings of the study effort and to present draft information regarding the study and its recommendations to the Master Plan Advisory Committee, the public, the City of Santa Fe at key points during the process.

Task 8.1 – Master Plan Advisory Committee (PAC) Meetings

Description: Prepare graphic displays and handout materials necessary to describe the evaluations and findings of the working papers prepared for the Master Plan Study. Meet with the PAC to review working papers and to discuss study findings. Comments received during these meetings will be considered in preparing the final documents. A total of three (3) MPAC meetings are scheduled at key points in the study.

Responsibilities:

Consultant: Provide notices to the MPAC and present draft materials to MPAC.

Sponsor: Review and provide comments and analysis.

Product: Up to three (3) MPAC meetings.

Task 8.2 - Public Workshops and Project Website

Description: The phase reports prepared for during the master planning process will be presented to the general public at a series of public workshops. In addition the Consultant will host a project website that will provide the public access to information about the master planning process as well as the Phase Reports when they are available. The workshops will be held in the early evening on the same day of the corresponding MPAC meeting. Advertising for the workshops will be accomplished using press releases and newspaper advertising, and direct mailings to tenants and interested public groups in the vicinity of the Santa Fe Municipal Airport. The Consultant will provide flyers for mailings, text for press releases, and art work for advertisements. It will also place a notice on the project website ahead of each workshop. The City of Santa Fe will be responsible for advertising and mailing as well as for arranging for the workshop locations. Up to three (3) public workshops have been budgeted for the study.

Responsibilities:

Consultant: Provide public notices narrative and graphics and conduct workshop. Establish project website and post public workshop notices as well as working papers on the website.

Sponsor: Publish public notices, and provide link to master plan project website from the City website.

Product: Up to three (3) public information workshops and a master plan project website.

Task 8.3 - Master Plan Document

Description: Review comments received during the study process and incorporate them, as appropriate, into a final Master Plan document. This document shall incorporate the revisions to previous working papers prepared under earlier elements into a usable Master Planning document. Up to fifty (50) copies of the Master Plan will be provided. If a draft report is determined to be necessary for approvals, the quantity of copies can be split into two different submittals. Upon approval, eight (8) blackline copies of the Airport Layout Plan set will be submitted for signature by the City and FAA. Up to a maximum of ten (10) copies of the final Master Plan document will provided to the Sponsor, FAA, and NMDOT on CDs in PDF file format.

Responsibilities:

Consultant: Prepare and print fifty (50) copies of the Master Plan document, and eight (8) blackline sets of the Airport Layout Plan Drawings.

Sponsor: Review and Comment.

Product: Fifty (50) Master Plan Reports and eight (8) blackline sets of the Airport Layout Plan Drawings.

Task 8.4 - Prepare Master Plan Executive Summary Brochure

Description: Prepare an executive summary brochure for the airport. The executive summary is anticipated to summarize recommendations of the master plan and the economic benefit study. The brochure will be composed of two 11 x 17-inch sheets of paper folded in the middle and printed on both sides of the paper. Review comments from client and print in suitably large volume for mass distribution. Up to 500 copies of the summary brochure will be submitted to the City for the airport.

Responsibilities:

Consultant: Prepare 500 copies of the summary brochure for the airport.

Sponsor: Review and comment prior to distribution.

Product: Summary brochure (500 copies) for the airport.

Task 8.5 – Coordination/Approval Meetings

Description: This task provides for up to two presentations to officials of the City of Santa Fe related to the review and approval of the master plan. These meetings will be held as needed during the course of the master plan process so that the consultant can have an opportunity for detailed input and direction from the sponsor.

Responsibilities:

Consultant: Attend Coordination meetings as required.

Sponsor: Attend Coordination meetings as required.

Product: Input and direction from the Sponsor to the Consultant.

Boyd Group International

Proposal of Services
Santa Fe Municipal Airport
Air Service Potential Analysis & Recommendations

Overview

Boyd Group International will accomplish a comprehensive analysis of air service demand and potential for additional capacity and access at Santa Fe Municipal Airport, New Mexico (SAF).

Deliverable will be a report outlining the potential for additional air service at SAF, including a determination of traffic demand in top 25 market O&D destinations, current levels of local traffic capture v leakage. Leakage will be defined and matrixed by destination, and determinations made regarding potential for recapture within the realities of the US airline system.

The report will provide a matrix of traffic potential by market, and will relate the findings to the potential value to both incumbent and potential new carriers. The merger of US Airways and American will result in both new management and possibly new strategies in regard to application of regional aircraft. This will be carefully analyzed and strategic recommendations made to assure both maintenance of current air service access and capture of additional traffic at SAF.

Project Outline

Boyd Group International will analyze the following:

- The specific metrics of the Santa Fe market in regard air service demand, air service capture, and will include:
    - Estimated total traffic generation in the region, and determination of capture rates to top 25 US destinations
    - Determination of current traffic generation based on service to the AA hub at DFW and LAX, and the United connecting hub at DEN; This will encompass both local and connecting flows captured over each connecting hub. Historic scheduled service will be analyzed as well.
    - Determination of destinational distribution of traffic generated locally as well as that generated in-bound.

- Review of air service-related factors that may affect levels of local ridership. These include frequency and fare comparisons with alternative service available at ABQ.
- Specific new revenue opportunities that SAF represents to carriers in adding service and capacity.
- Recommendations regarding air service development strategies for SAF.

Boyd Group International will provide a traffic forecast to the client outlining the estimated true traffic generation by the SAF region.

Professional Fees and Timeframe

The project can be completed and final report presented within 45 days of project approval.

Professional fees for the project will be $19,200, plus project expenses billed at cost. These are only expenses usual and reasonable to the project, and are anticipated to be under $200.

It is anticipated that all work will be accomplished at Boyd Group International offices in Evergreen, Colorado. If the client requests an on-site visit, the fees will be $1,100 plus travel expenses billed at cost.

INTRODUCTION

The Scope of Services contained herein is to establish work tasks for updating the Airport's Fees and Charges Study at the Santa Fe Municipal Airport. Specific tasks are outlined below.

ELEMENT 2 – MARKET RENT STUDY AND RATES AND CHARGES ANALYSIS

Task 2.1 – Airport Profile

Description: Develop a profile of the airport using information and documentation provided by the airport management and collected from airport operators and tenants, industry sources, and the community. Identify comparable and competitive airports based upon the airport profile. Submit a preliminary list to airport management for review.

Task 2.2 – Conduct Comparative Analysis of Market Rents

Description: Obtain and validate relevant data from comparable, competitive regional and national airports using AAAE rent surveys as well as direct surveys of these airports to be conducted by the consultant. Analyze the information obtained on a comparative basis to recommend a market rental rate for each component of subject properties (land and/or improvements).

Task 2.3 – Conduct Comparative Analysis of Rates and Charges

Description: Obtain and validate relevant data from comparable, competitive regional and national airports using AAAE rates and charges surveys as well as direct surveys of these airports to be conducted by the consultant. Analyze the information obtained on a comparative basis for use in the rates and charges program.

Task 2.4 – Establish Rates and Charges Program

Description: Identify industry standards and practices for establishing rates and charges programs for setting and adjusting fees. Identify the general aviation rates and charges program elements that currently exist for the airport. Recommend the general aviation rates and charges program elements that are most appropriate for the airport.

Task 2.5 – Fee Recommendations

Description: Based upon financial information provided by the City and working closely with city/airport management, develop fee recommendations for each program element.

Task 2.6 – Draft Summary Report

Description: Prepare a draft summary report conveying the recommended rental rates for each component as well as the recommended rates and charges structure and fee recommendations for each program element. Five (5) hard copies and one electronic copy of the summary report will be provided to city/airport management for review.

Task 2.7 – Final Summary Report

Description: Based upon comments and input from the review of the draft summary report, prepare a final summary report. One hard copy and one electronic copy will be provided as the final work product.

EXHIBIT B
FEES AND CHARGES STUDY
SANTA FE MUNICIPAL AIRPORT
COST SUMMARY

ELEMENT/TASK		PERSON DAYS PRIN. $2,080	PROF. $1,440	TECH. $904	Costs LABOR	EXPENSES	TASK/ELEMENT TOTAL
1.1	Airport Profile	-	2	1	$ 3,784	$ 200	$ 3,984
1.2	Comparative Analysis - Market Rents	-	1	-	1,440	100	1,540
1.3	Comparative Analysis - Rates and Charges	-	1	-	1,440	100	1,540
1.4	Establish Rates and Charges Program	-	1	-	1,440	-	1,440
1.5	Fee Recommendations	-	1	-	1,440	-	1,440
1.6	Draft Summary Report	1	3	2	8,208	200	8,408
1.7	Final Summary Report	1	1	1	4,424	100	4,524
PROJECT TOTAL		2	10	4	$ 22,176	$ 700	$ 22,876

#_____

City of Santa Fe, New Mexico
BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME TRANSPORTATION/AIRPORT						DATE 07/09/2014
ITEM DESCRIPTION	BU / LINE ITEM	(Finance Dept Use Only) SUBSIDIARY	SUBLEDGER	DR / (CR)	DR	CR
Professional Contracts	52812.510300			DR	481,050	
Professional Contracts - 2012 CIP	52812.510300	0112900		DR	15,518	
US DOT	51812.490550			CR		465,532
NM DOT	51812.490150			CR		15,518
Operating Transfers In	51812.600100	0112900	3214	CR		15,518
Operating Transfers Out	32214.700100	0112900	5812	DR	15,518	
JUSTIFICATION: *(use additional page if needed)* ***--Attach supporting documentation/memo***				TOTAL	$ 512,086	$ 496,568

FAA Grant 41 @ 93.75% Funding and SAF 14- @ 3.125% Funding - Airport Master Plan

Local Match 3.125%

Halona Crowe 7/9/14
Prepared By Date

Vanessa Jessa 7/9/14
Division Director Date

Department Director 07/10/14 Date

CITY COUNCIL APPROVAL

City Council Approval Required ☐

City Council Approval Date

Agenda Item #:

Budget Officer 7/30/14 Date

Finance Director 7/30/14 Date
Assistant

City Manager Date