AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
BUILDING 3002B
MARCH 3, 2016, 4:00 PM

ITEM	ACTION	PAGE
CALL TO ORDER		1
ROLL CALL	QUORUM	1-2
APPROVAL OF AGENDA	APPROVED	2
APPROVAL OF MINUTES December 3, 2015	APPROVED	2
WELCOME FROM CAMERON HUMPHRES	INFORMATION/DISCUSSION	2
REORGANIZATION OF AIRPORT WITHIN THE CITY OF SANTA FE	INFORMATION/DISCUSSION	3
MASTER PLAN UPDATE	INFORMATION/DISCUSSION	3-4
TERMINAL RENOVATION UPDATE	INFORMATION/DISCUSSION	4
AIR SERVICE STUDY UPDATE	INFORMATION/DISCUSSION	5
FAA PART 139 INSPECTION REPORT	INFORMATION/DISCUSSION	5-6
LEGISLATIVE FUNDS ALLOCATION	INFORMATION/DISCUSSION	6-7
REQUEST FOR PROPOSALS - RENTAL CARS	INFORMATION/DISCUSSION	7-9
REQUEST FOR PROPOSALS - FOOD CONCESSION/VENDING SERVICES	INFORMATION/DISCUSSION	9
REQUEST FOR QUALIFICATIONS REQUEST FOR PROPOSALS - AIRPORT ENGINEERING SERVICES	INFORMATION/DISCUSSION	9
PUBLIC COMMENT	NONE	9

COMMENTS FROM THE BOARD	**INFORMATION/DISCUSSION**	**9-11**
ADJOURN	**ADJOURNED**	**11**

AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
BUILDING 3002B
MARCH 3, 2016, 4:00 PM

1. CALL TO ORDER

The meeting of the Airport Advisory Board was called to order at approximately 4:00 pm, on March 3, 2016, at the Santa Fe Municipal Airport in Building 3002B, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT
Stephen Ross, Chair
Chris Ortega, Vice Chair
Simon Brackley
Ron Krohn
Troy Padilla
(Vacancy)
(Vacancy)

MEMBERS ABSENT

OTHERS PRESENT
Jeremy Alford, Molzen Corbin
Kent Freier, Molzen Corbin
Jackie Ferguson, Avis
John Ferguson, Avis
Steve Merlan, AASF
Bobbie Ferrell, Office of United State Senator Tom Udall
Kristy Stephens, EHI
Jeff Miller, Signature Flight
Ken DeLapp, Signature Flight
James Brogan, EHI
Robert Wing, Project Manager, Sarcon Construction
Bob Wood, Santa Fe Airport Tower Manager
Michael Szczepanski, NM Aviation
David Rasch, City of Santa Fe, Land Use, Historic Preservation Division
Isaac Pino, City of Santa Fe, Public Works Director
Mark Greenbury, Roadrunner Shuttle
Cameron Humphres, Santa Fe Airport Manager
Mark Baca, Santa Fe Airport Maintenance

Becky Casper, Santa Fe Airport Administration
Elizabeth Martin, Stenographer

Chair Ross informed the Board that Mr. Padilla had been reappointed by the Mayor.

3. APPROVAL OF AGENDA

Mr. Padilla asked that Items From the Board be added to the end of the agenda.

Chair Ross asked that Adjournment be added to the end of the agenda.

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

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES
December 3, 2015

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

VOTE The motion passed by a vote of 4-0 by voice vote. Mr. Ortega abstained.

5. WELCOME FROM CAMERON HUMPHRES

Chair Ross welcomed Cameron Humphres as the new Airport Manager.

Mr. Humphres welcomed the pubic present for the meeting and thanked the Board for the opportunity to lead the Airport. He and his wife are happy to return to Santa Fe. His wife has a medical practice and will practice here in Santa Fe. His experience is with airports. When they considered where they might relocate, Santa Fe ticked all the boxes in spades. He is looking forward to serving this community, this Board and the citizens of Santa Fe. He is here to serve and take this Airport to where the citizens deserve it to be. There is lots of room for this Airport to serve this community better. He thanked the Board for their trust and faith in him and he thanked the Airport staff who have performed amazingly.

Everyone on the Board joined in to welcome Mr. Humphres.

6. REORGANIZATION OF AIRPORT WITHIN THE CITY OF SANTA FE

Mr. Pino said the Airport was organized as part of the Santa Fe Public Works Department for a long time. In 2010 the Administration decided to create a Transportation Department. Jon Bulthuis was the head of that Department. He has left the City and is now the Deputy Public Works Director for Los Alamos County. His official last day is the 11th. With all of the pressing thoughts about budget and efficiencies we thought we would pull the Transportation Department back under Public Works. Pubic Works is more available now that Parks and Recreation has moved. It is not unfamiliar territory. The key is good Division Directors. The Airport piece has a winner with Cameron Humphres. Parking is filled with Noel Correra. We will have to find a Transit Director. The move won't be official until the City Council adopts it as part of the FY16/17 budget effective on July 1, 2016.

Mr. Padilla said it is good to have you back. Thank you for leading our Airport. If there is anything we can do to help you and support you let us know.

Mr. Pino said with Cameron here he sees a lot of potential.

7. MASTER PLAN UPDATE

Mr. Frier said work on this has been going on for about a year. We have had two public information workshops and three PAC meetings. The last thing we did was Chapter 4 - Airport Alternatives. The document is available to anyone on the City's website. We will be having another meeting after the new Airport Manager gets his arms wrapped around it. The Capital Improvement Plan and Financial Plan will be coming. We have been updating the CIP more than yearly. Coffman and Associates from Phoenix are the authors of the Master Plan. They offered to come out to meet with Cameron at their expense. We will try to get that done in March.

Mr. Frier said Coffman and Molzen are working on the New Mexico Systems Plan that included all the airports in New Mexico. We are Looking at the local airport's economic benefit to the community and the value of the infrastructure. We have had two PAC meetings and two public information workshops. You may be interested in some of that information.

Chair Ross asked when will that be done.

Mr. Frier said probably in July.

Mr. Frier said they had done one of these in 2008 and the dollar value then was higher than now due to different methodology used. If you have questions about that let me know.

Mr. Padilla asked what happened this year with Jane Lucero and the funding.

Mr. Frier said there were two bills at the Legislature this year that dealt with funding. One is funding for the State Aviation Division and provides money to be used for matching grant money. The Law sunsets in 2018. Her attempt was to get the sunset lifted. She ran into a bit of opposition. They changed the sunset date to 2020. She was happy about the end result. It has been signed by the Governor. The other bill was HB192. It enables you to use your lodgers tax to enhance your commercial service. If you want to use it to try to help stimulate or preserve your commercial service you can do that. You are in pretty good shape now but, for example, Hobbs has commercial flights to Houston. They got that service started by giving them $1 million to start the service. Sometimes it takes that investment to get service started.

Mr. Ortega asked was that Bill signed by the Governor.

Mr. Frier said yes.

8. TERMINAL RENOVATION UPDATE

Mr. Alford said we are still on schedule to finish in May. All of the bids came in under budget and included installing and finishing.

Chair Ross said the objective is uninterrupted service.

Mr. Alford said we have been able to do that.

Mr. Padilla said he ran into Vince, the Chef. He wants to know when he can be back at work.

Mr. Wing said the unsecured concession counter will be open before the rest of food services. We should have the secured area open around mid to late April. We will start up the counter service in about two weeks.

Mr. Krohn asked was there additional CIP funding at the legislature for the Airport for an additional gate.

Mr. Frier said whatever is approved by this year Legislature won't go into effect until November.

Mr. Krohn said then we will have a subsequent project for a new gate.

Mr. Frier said possibly. The budget is still being looked at by the Governor. She could line item veto items.

9. AIR SERVICE STUDY UPDATE

Mr. Humphres said Sixel is contracted to do the study. The first phase is completed. They are working on the passenger study at this time. He has had initial conversations with them. They are hosting an airline/airport conference with flight planners that he will be attending. He can sit down with airlines there and he is looking forward to doing that.

Mr. Brackley said he had the opportunity to see the Executive Summary and it has some really good information.

Mr. Humphres said we will plan on having a briefing to the Board and those interested when we complete the study.

Chair Ross said the study was on a quick timetable.

Mr. Humphres said nine weeks.

Chair Ross asked when will it be done

Mr. Humphres said it was delayed four to five weeks waiting for him to arrive.

10. FAA PART 139 INSPECTION REPORT

Chair Ross said the memo regarding the inspection report is in your packet.

Mr. Baca said overall the inspector was pleased with the conditions of our airfield and the improvements. Most of the discrepancies were paperwork. There were changes in the Fire Department that caused a bit of a lag in training. We were dinged on snow removal curriculum. We do a broad training on snow removal and the inspector wants an airport specific training. We came up with that curriculum and he approved it It has been implemented now for next inspection. We shot ourselves in the foot by having a good inspection in that he did not say much about staffing. He did mention it. He is retiring and we will have a new inspector. Jenny Jack who has inspected here previously, will be our new inspector.

Chair Ross asked who gets trained in snow removal.

Mr. Baca said the maintenance crew which is him and another guy and we will train Cameron and Becky.

Chair Ross said this is an incredible report. Kent said this is one of the best reports he has ever seen and he does twelve or so airports.

Mr. Padilla thanked all the staff for what they have done and are doing. For the new inspector, he recommended that they look at what she likes and does not like. Her last report was pretty tough.

Mr. Baca said we have taken care of the markings since she was out here. Kent and Gino and myself went out there with a fine tooth comb and fixed them. We have a new marking plan to do now. Her biggest thing is airfield markings and training and records. We are on top of it.

Chair Ross asked when is the next inspection

Mr. Baca said traditionally next Fall but it could be any time. She likes coming out in the Fall.

Mr. Brackley said clearly the current staff is doing an outstanding job. Plans for retirement need to be addressed if anyone looking to retire. We need to prepare for the future.

Chair Ross said the City Manager has been apprised of this. There are budget issues but this staffing situation could become critical.

Mr. Ortega said in the past we have had a lot of discussion about access to the airfield and gates and so forth. Recently Gate 4 became inoperable.

Mr. Baca said the parts we need came in and should be installed in the next couple of days. We ran into major repairs. Mice got in there and chewed up the wiring. We had to get a new card reader. The On Call phone should be called if anyone has issues. He and Gino are on call 24/7.

Mr. Padilla said on one of the corrections he saw the handling of hazardous materials. The Fire Department is supposed to come out regularly to inspect. They have not been out. He wants to bring this to the attention of Mr. Baca so that does not happen again.

Mr. Baca said he will contact Fred Martínez and will report back to the Board.

Chair Ross thanked the staff for the good job.

11. LEGISLATIVE FUNDS ALLOCATION

Mr. Pino said the City Council met with the Legislative delegation in December to give them our Legislative priorities. The Council decided the Airport would receive top

priority. We knew $1.5 million was the top we could get. We went in with that. The revenue projections were dropping and our Lobbyist, Mark Duran, asked to drop the amount of our request to $860,000 for terminal expansion and to add a gate. That amount passed the Legislature and is on the Governor's desk now. It has not been acted on. It is hard to say what will happen. One of the things we can consider as time goes on is if anything else presents itself as a pressing need we can always go in and ask for reauthorization to use the money for something else. We have three years to use Legislative funding after it is contracted.

Chair Ross asked how much time does she have.

Mr. Pino said he is not sure at this point.

Chair Ross said we will follow that and see what she does.

Mr. Pino said she can go line by line through the document and line item veto items if she chooses to do so. She is a big user of Airport.

12. REQUEST FOR PROPOSALS - RENTAL CARS

Ms. Casper said currently we are at a point where we have three RFPs coming due as stated below. She is going to address all three now We are placing the emphasis on engineering first. All three will be in place prior to the end of September. The rental cars and concessions expired and are operating on a sixty day holdover. We are currently on a holdover in food. Engineering expires on July 31, 2016.

Chair Ross said he thought we had a contract on food.

Ms. Casper said we did but the contract was not executed due to the renovation. We had to do a new RFP with the new space. The current vender is in holdover.

Chair Ross asked regarding the rental cars is this for people to utilize the space here.

Ms. Casper said yes, currently we have two spaces in the terminal but that does not mean we would only consider two companies.

Ms. Casper said the engineering has to be in place by July 31st. The goal is to get that completed and announce the award at the beginning of June.

Chair Ross asked what is the scope of the rental car RFP.

Ms. Casper said we have not delved into the scope. It will include the pricing

structure and space at the Airport. Everything is not ironed out yet. She will have more information at the next Board meeting.

Mr. Ortega asked it will all be in place when.

Ms. Casper said all three will be by September with engineering taking priority by July.

Chair Ross asked what is the plan for completing a contract with the food vender.

Ms. Casper said we will send out the RFP and award prior to July if possible. The structure of the contract will be pursuant to the new space and services.

Mr. Padilla asked along with these two rental car RFPs, where is Roadrunner Shuttle.

Ms. Casper said that is a separate lease which terminates in March of 2017.

Mr. Padilla said on food, the RFP that went out the last time was so detailed that we did not have anyone respond to it. Are we going to loosen it up a bit.

Ms. Casper said she has been discussing this with the Airport Manager. We have more to offer this time with two locations and less dining space to maintain. We need to promote that and write a better RFP this time.

Mr. Padilla said he would like to request that you talk with the FPOs so you have a better understanding of the catering needs so we are not starting from scratch.

Ms. Casper said absolutely, she will make note of that.

Mr. Krohn asked will thee RFPS be on the City website.

Ms. Casper said yes, per the procurement code.

Chair Ross asked that she let the Board know when they are on the website.

Mr. Brackley said the Board has no formal role in these, right.

Chair Ross said yes, that is correct.

Mr. Brackley said Marty Sanchez has a similar catering operation that you may want to look over.

Ms. Casper said thank you for that.

Chair Ross asked do you have a current list of who to send the RFPs to.

Ms. Casper said we are at the drawing board now.

Chair Ross asked can you explain the difference between Roadrunner and rental cars with the City.

Ms. Casper said they are two different leases. Roadrunner Shuttle leases space out of the terminal.

13. REQUEST FOR PROPOSALS - FOOD CONCESSION/VENDING SERVICES

This was discussed under number 11 on the agenda.

14. REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS - AIRPORT ENGINEERING SERVICES

This was discussed under number 11 on the agenda.

15. PUBLIC COMMENT

None

16. MATTERS FROM THE BOARD

Mr. Brackley said he wants to bring up the issue of signage for the Airport. There is no meaningful signage for the Airport. People don't know that Santa Fe has an airport. If we can write to the Department of Transportation and ask for signage that would be good and it would be a good role for the Board.

Chair Ross said maybe Cameron can look into that.

Mr. Ortega said he understood that Secretary Church had committed to installing signs on the interstate. It has not been done.

Mr. Krohn said he thought it was on 599.

Chair Ross said we will need to look into that. There is an Airport sign on St. Frances at Zia that points to the left.

Mr. Brackley said that is not quite what he had in mind. A couple of months ago the Board heard of friction between Uber, the shuttles and the rental cars. Are things happening smoothly here now.

Chair Ross said he talked to the City Attorney. They are working actively on John's lease. They have gotten a better handle on that than they had in the past.

17. ADJOURN

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

VOTE The motion passed unanimously by voice vote.

The meeting adjourned at 5:00 pm.

Stephen Ross, Chair

Elizabeth Martin, Stenographer