



Agenda

DATE 9/23/15 TIME 4:03p

SERVED BY Lois Amador

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**AIRPORT ADVISORY BOARD MEETING
THURSDAY, OCTOBER 1, 2015
4:00 PM – 6:00 PM
SANTA FE MUNICIPAL AIRPORT
MODULAR BUILDING (3002 B) NEXT TO TERMINAL**

CALL TO ORDER
ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MEETING MINUTES: AUGUST 6, 2015

PUBLIC COMMENT (PUBLIC COMMENT LIMITED TO 5-MINUTES PER PERSON)

ACTION ITEMS

1. ADOPTION OF AIRFIELD ACCESS CONTROL PLAN – PROTOCOLS AND PROPOSED IMPLEMENTATION SCHEDULE
2. AIRPORT FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

DISCUSSION ITEM

1. PARKING POLICIES, PROTOCOLS, PRACTICES

MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

PUBLIC COMMENT (PUBLIC COMMENT LIMITED TO 5-MINUTES PER PERSON)

ADJOURN

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

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AIRPORT ADVISORY BOARD MEETING
Thursday, August 6, 2015**

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**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, August 6, 2015**

1. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, August 6, 2015, at approximately 3:30 p.m., by Stephen C. Ross, Chair, in the Airport Grill, Santa Fe Municipal Airport, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Stephen C. Ross, Chair
Simon Brackley
Chris Ortega
Ron Krohn
Troy Padilla
Mark Miller
(Vacancy)

OTHERS ATTENDING:

John Bulthuis, Transportation Department Director
Noel Correia, Director, City Parking Division
Elizabeth Martin for Melessia Helberg, Stenographer

There was a quorum of the membership in attendance.

A copy of the Sign-In Sheet for the Airport Advisory Board meeting of August 6, 2015, is incorporated herewith to these minutes as Exhibit "1".

AUDIENCE:

William Aneshensel, Aviation Association of Santa Fe
Steven Bunch, Skyland Aircraft
Cliff Chetwin, New Mexico Pilots Association
Ken DeLapp, Landmark Aviation
Bernard Doo-Kingue, Hertz
James Harris, Coffman Associates
Jeff Miller, Landmark Aviation
Kent Freier, Molzen Corbin
Sgt. Chris McCord, Santa Fe Police Department
Matt Quick, Coffman Associates
James Robins, aircraft owner

3. APPROVAL OF THE AGENDA

Mr. Bulthuis asked that items one and two on the agenda be switched to give the presenters time to arrive at the meeting.

MOTION: Chris Ortega moved, seconded by Troy Padilla, to approve the Agenda, as amended.

VOTE: The motion was approved unanimously on a voice vote.

4. APPROVAL OF MINUTES – JULY 9, 2015

Mr. Padilla asked to postpone approval of the minutes to the next meeting so the Board has time to review them.

MOTION: Troy Padilla moved, seconded by Ron Krohn, to postpone approval of the minutes of the meeting of July 9, 2015, to the next meeting of the Board on September 3, 2015.

VOTE: The motion was approved unanimously on a voice vote.

5. PUBLIC COMMENT

There was no public comment.

6. PRESENTATIONS

1. PRESENTATION OF AIRPORT MASTER PLAN DEVELOPMENT PROCESS – WORK IN PROGRESS.

A copy of the boards used in this presentation, entered for the record by Matt Quick, Coffman and Associates, are incorporated herewith to these minutes as Exhibit "2."

Mr. Bulthuis said Coffman and Associates was contracted by the City to perform a Master Plan update. We will have an Open House this evening from 6:00 p.m. -7:30 p.m., to provide an opportunity for the public to meet with them. We also invited the City Council members to attend. We ran ads in the paper and put this event on our web page. This is an informal opportunity for the public to get engaged. Our outreach efforts will include multiple opportunities for the public to participate and stakeholders to do the same. We have the draft language of the plan on our web page for public review. The opportunity for comment will continue throughout the process. Tonight's meeting is one opportunity. The presentation this afternoon is for board.

Jim Harris, Coffman and Associates, said thank you for having us here today. We are going to take our hour and a half presentation and give you highlights. Matt will walk you through our presentation.

Matt Quick, Coffman and Associates, said thank you for this opportunity. He said Coffman is working on this project in conjunction with Molzen Corbin. This plan was previously updated in 2002. The FAA recommends that master plans be updated every seven to ten years. We have had our Master Plan Advisory Committee meeting as part of the first phase of the Master Plan. This is an element of the plan which is prescribed by the FAA.

Mr. Quick presented information from Exhibit "2." Please see Exhibit "2," for specifics of this presentation.

Chair Ross said, "We appreciate you coming and updating us. Thank you for all the hard work."

2. PRESENTATION OF AIRFIELD ACCESS CONTROL PLAN – PROTOCOLS AND PROPOSED IMPLEMENTATION SCHEDULE

Mr. Bulthuis said this schedule was presented at our meeting last month. It remains unchanged at this time. As we discussed last month, we want to get some feedback at a staff level to see if we are missing anything or any revision we need to make before we craft policies. We will present draft policies to you at our next meeting. He said it is his hope that we will flesh it out a bit today, commenting, hopefully you have had a chance to look at this document.

Chair Ross said he had made suggested changes and will send them to Mr. Bulthuis

Chair Ross said he understood the mandates and why it is that we need to make changes in the current arrangement. He said he thought it would be helpful to understand the driving school better in relationship to the need for it and the purpose it serves. He said he will send copies of his changes to all of the board members as well.

Mr. Padilla agreed with the Chair. He said it would be nice to be educated on that, where they are coming from and why, so we all are on the same page.

Chair Ross said something like that needs to be justified internally.

Mr. Bulthuis said he could take the language in the rules and regulations and include the steps in terms of how to address the short falls and include that. He said he is happy to do that. He said he has researched what other Part 139 airports do with their driving schools and has some questions about the required training. He found good examples that exist now that can be piggy backed on. There is an on-line presentation that walks you through a slide show for those without an intense requirement. You are able to receive a certification for this training that we can keep on file and acknowledge. He is anticipating recommending that program to the Board next month.

Chair Ross said the AOPA has a program and they rely on the local pilot community's eyes and ears to help with security. They have an 800 number they use nationwide.. He will send the information to Mr. Bulthuis.

Mr. Bulthuis said that was exactly what he was looking for.

Mr. Ortega asked if the intention is that this will be completed by December.

Mr. Bulthuis said in working with the subcommittee, we hope to take active steps towards putting those changes in place. The goal for the new program is to allow until January 1, 2016 for the new program to take effect.

Mr. Bulthuis said we talked about completing the permit process during the last quarter of the year so we can implement it by January 1, 2016.

Chair Ross said some things like the delivery issue can be fleshed out better. He asked if they take a class and then have access to airport businesses.

Mr. Padilla asked if the Police were going to issue badges with the driving class.

Sgt. McCord said the paper or card we will give the participants has their name, year and date of expiration of the driving certification, and what kind of aircraft they have. We will put emergency contact numbers on the reverse side of the card

Mr. Bulthuis said prior to the next board meeting we will reconvene the subcommittee, flesh out some things with that group and have a draft for possible approval and adoption at the next meeting.

7. DISCUSSION ITEMS

1. AIRFIELD ACCESS CONTROL PLAN – PROTOCOLS AND PROPOSED IMPLEMENTATION SCHEDULE.

Chair Ross said we have already discussed this.

2. CITY-WIDE ICIP PROGRAM – AIRPORT PROJECTS

Mr. Bulthuis said there is a list of the ICIP projects in your packet, noting a few airport projects are included on that list. The primary one is the Airport Terminal Expansion Phase 2. Currently it is number two in prioritization, but it may not stay there. The Councilors have the option to make changes. There will be discussions on this item at their next Council meeting.

Mr. Bulthuis said, in addressing our parking lot and the constraints of that, we have been working with staff and it has survived in the list so far. The cost estimate generated by Moizen Corbin is in the \$2 million category. He said, even if we don't get funding from the Legislature it is seen as a need. He said a new request this year is for an additional ARF truck. He said they want to get this flag raised to the governing body. There was a comment made at our last meeting that the City has not invested their dollars in the airport. That may be required soon.

Mr. Bulthuis said regarding the Civil Air Patrol hanger, the City placed that on its CIP list, but it isn't something the City will carry forward as a priority, but being on the list will allow Legislators and other parties to do so. He said they have communicated to others that it will have to be carried forward by others as well. He said this item is going to the City Council on August 26, 2015.

Chair Ross asked Mr. Bulthuis his take on the renovation project, and if he thinks it will remain in the top five.

Mr. Bulthuis said he does think it will remain in the top 5. He said, in terms of staging if it is number two this year and if number one gets funded it will move to number one. He said Representative Trujillo asked him today how this project is going, and we reported that we are well into that process. He said we are a bit out of sync to be number one this cycle but it is a good place to be.

Mr. Ortega said the City typically has a two year CIP bond, and asked what year we are in currently, and Mr. Bulthuis said we are in the second year.

Mr. Ortega said so next year there will be another two year-bond. The list you gave us last month was projects completed and for the future. There is a column for status and a lot of them say CIP. Does that mean it is funded by the City's CIP.

Mr. Bulthuis said that is a good question. The \$1 million we get is not for the kind of projects we would put in this program. He said it is for the non-air side improvements we want to focus on for this process, noting that ARF and Public Safety would qualify. He said the list is designed to spend out the federal grants. He said we will be asking for matching funds again this year.

Mr. Ortega asked if projects in the future year are in the CIP category.

Mr. Freier said we still have to go through environmental clearance, design and construction.

Mr. Ortega said he was concerned about the issue raised over the absence of slope indicators, which aren't on either list for the future, and asked if there is a plan for that.

Mr. Freier said one of the final chapters of the Master Plan will be an updated list of needed projects. We are taking a comprehensive look at that now – short term, mid term and long term – and that information will be fed into these lists.

Mr. Ortega said if the master plan is a twelve to eighteen month process then the soonest the identification would be is six to twelve months.

Mr. Freier said we can change that at any time we want. He said one of the slope indicators is part of the runway/ taxiway renovation.

Mr. Bulthuis said if that project is of primary importance to the Board, you need to let us know. He said we will have to do some things with parking prior to the Master Plan being adopted. That can be true for other projects if there is an immediacy of need.

Chair Ross said he thought it was an inexpensive project and a safety project. He asked what a PAPI (Precision Approach Path Indicator) costs.

Mr. Freier said \$45,000, noting an ARF truck costs \$500,000.

Mr. Bulthuis said there is an immediate need.

Chair Ross said PAPI is not a Master Plan project.

Mr. Bulthuis said that is my take as well. He asked the Board to let him know if we need to go forward with slope indicators immediately.

Mr. Bulthuis said at the last meeting he reported that at the last Public Works meeting of July, there would be a public hearing on the Airport Revision. They changed that to the first Public Works meeting in August which will be held here. It will be a formally advertised public hearing. The meeting has not yet been published yet, but he doubts it will change. The meeting will be at 5:00 pm, and it will be one of the items on the Public Works Committee Agenda.

Chair Ross said he plans to attend and suggested that anyone else who is interested is welcome to attend as well.

Mr. Bulthuis said that is correct, anyone who wants to come is welcome. He said there was some discussion that we did not have enough opportunities for public input. He said this will provide another chance for the public to comment. He said the folks in this room are well versed on the things that will be discussed.

8. MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

Mr. Ortega asked what is the plan for the location of this meeting in the future. .

Mr. Bulthuis said the building next door is almost ready for us to occupy, commenting this is the last time we will meet here.

Mr. Padilla said there is an item on the agenda for discussion to put parking on as an immediate need.

Mr. Bulthuis said he will be bringing that to the Board at the next meeting, noting we will make adjustments with the tenants as we go. He said we can do some of it without a major capital investment from recommendations we have received from the Police Department. A big part of it is not having enough parking spaces. He said we can do some of that with existing resources, and use the base course the City has in it's yard currently. That is job one for us next month.

Chair Ross said it sounds like a substantive meeting next month.

Mr. Krohn said Mr. Bulthuis is doing a great job, and asked the status of staffing.

Mr. Bulthuis said the announcement for Airport Manager was issued, and it closed on July 31, 2015. He said the City Manager made it a hard close and the group of candidates we have are being reviewed by the Human Resources Department right now. He said he has not seen any outcome from that yet, but there is a fair amount of desire to get that out as quickly as we can. We certainly will be able to see the reviews and list of applicants next week, so we can begin to schedule interviews.

Mr. Bulthuis continued saying, on the administrative staff side we have talked about reclassifying that position to be something different than what is had been. We are looking for someone at a higher level to assist with contract management, but that position has not been posted yet, commenting that we are in a tight spot. He said the office is staffed 50% of the week, and as soon as we get the green light to advertise for that position he will do so.

Mr. Padilla asked if the signage plan is still moving forward.

Mr. Bulthuis said the interior sign purchase order is out and we are working with Fast Signs to get the installation done, and by the time we meet next month it should be completed.

Mr. Bulthuis said we met with the Highway Department regarding those signs. They agreed to do it and seemed interested in getting it done sooner rather than later. He said the parking lot signage is on the shelf for the moment, because that plan needed more work. He said that will be discussed at next month's meeting.

9. PUBLIC COMMENT – PUBLIC COMMENT LIMITED TO 5 MINUTES PER PERSON

James Robins said he has two aircraft on the field and has lived here for fifteen years. He said Officer McCord talked about a certificate. He said he assumes the certificate is regarding to passing the driving course. He implored the committee to think about what they are doing here if they introduce armed policemen in the aviation area of the airport. He said you can demand that access people pass the driving test and can only get key entry with a certification. He said, "Please do not go to the step that Troy Padilla went to where we have badges given to us by armed policemen. That is overkill. It is gross."

Mr. Robins continued saying, we all have insurance on this property, and we do not need armed policemen stopping us and asking us for badges. He said, "Give us a little credit please." He said we are more responsible for our own equipment than any policeman. He said if the FAA regulations require armed policemen that is fine, but he never read a regulation that said they have to be on the aviation area. He said you will be doing damage to a sense of community here that is wonderful and very unusual, and if you open that Pandora's Box you will never get it closed. He said to keep the Police off the general aviation ramp.

Sgt. McCord said during the development of this process he never said ID's will be issued. He said the ID's will not be issued by the Police Department. He said what we are talking about is the Driving School Certification card. He said no one has been stopped on the ramp and that will not happen. He said, "We are here to make sure everyone is safe, and if we get a call about someone suspicious, then we are going to contact them, this is our responsibility." He reiterated that ID cards would not be issued by the Police Department.

Mr. Padilla said, regarding ID's, we said we are not going to issue IDs because we don't have enough staff for that. He said we are not going there until we are required to go there.

Chair Ross said the Policy he looked at didn't say that.

Mr. Robins said he and Chris are friends, but when he hears a policeman say yet, he sweats.

Mr. Doo-Kingue said he was happy to attend this meeting and happy to hear we are making progress on an *airport manager*. He said they are one of two corporations authorized to operate at this airport. He said there is a third operator, operating as if they have an airport contract. He said his company have websites where it is mentioned that they are doing business at the Santa Fe Airport. There is no reinforcement as far as protecting those of us who have airport contracts. We are now moving into some areas we don't want to go into. He said it is very serious, and it is disrupting the flow of traffic and our business.

Chair Ross asked Mr. Bulthuis if this issue should be on next month's agenda.

Mr. Bulthuis said yes, noting no action has been taken in this regard so far.

Chair Ross said it keeps coming up.

Sgt. McCord said they continue to tow their cars.

Jeff Miller said he is talking about Enterprise. He said they have two sites on their website, and they are working to get them removed. He said a lot of the problem is the parking. He said they get here at 4:00 am or so, and a lot of people are already parked between our building and the General Services Department building. He said their employees put a ticket on their mirror, and if anyone is parked on their

property without that ticket they need to be towed or get a ticket. He said Enterprise gets carried away and parks on their side too, commenting that there is a huge problem with Enterprise. He said someone needs to patrol that area and tow cars. He said perhaps the City needs to "muscle" Enterprise. He said, "We are 100% pro-police. He said the Police need to control that area where the employee parking is."

Chair Ross said we will deal with that next month.

Mr. Padilla said they have towed illegally parked vehicles from the Jet Center, some of which had been there a couple of days. He said they were told to contact Lois beforehand then tow the car.

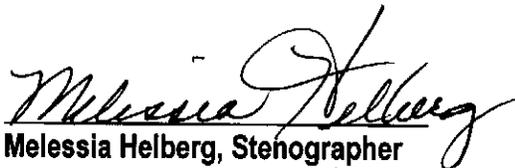
Jeff Miller said he doesn't know all the Airport employees and doesn't want them to tow the wrong car.

Mr. Bulthuis said that is where we are headed, and we're not there. However, we are at a push point now because it is a major issue, and it can't wait until January to be resolved.

10. ADJOURNMENT

There was no further business to come before the Board, and the meeting was adjourned at approximately 5:00 p.m.

Stephen C. Ross, Chair


Melessia Helberg, Stenographer

ACTION ITEM

- 1. ADOPTION OF AIRFILED ACCESS CONTROL PLAN-PROTOCOLS AND PROPOSED IMPLEMENTATION SCHEDULE**

WILL BE HANDED OUT AT MEETING

ACTION ITEM

2. AIRPORT FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF SANTA FE

CAPITAL PROJECT BUDGET REQUEST FORM

1. Project Details

Date Submitted: 09/25/2015

Project Title: Airport runway 2 20 complete reconstruction

Ongoing New Start Date: 07/01/19 Completion Date: 07/01/19

Original Estimated Cost: \$ 8,000,000 Years to Complete: 1

Dept./Division: Transportation/Airport Project Business Unit No: _____

Submitted By (Name): Lois Amador Phone Extension: 2010 or 2093

2. Project Description/Justification (attach additional documentation as necessary)

Project Description:

Complete reconstruction on runway 2 20
 FAA will fund 93.75 % totalling \$ 7,500,000..
 State funding of 3.125% totals \$ 250,000.
 City funding of 3.125% totals \$ 250,000.

Project Benefit (problem addressed, stakeholders affected, etc.):

Can no longer be maintained, needed for commercial service

Impact on Minimal Service Level:

From a D to an A

3. Project Cost Estimate

Current Total Project Cost Estimate:

\$ 8,000,000

Unfunded Amount

\$ 8,000,000

Requested 5-Year Budget Estimate:

\$ 8,000,000

Timing of Project Costs

	Design	Construction	Other
FY 2014-15 Actual 6/30/2105			
FY 2015-16			
FY 2016-17			
FY 2017-18	\$ 100,000		
FY 2018-19		\$ 7,900,000	
FY 2018-19			
5-Year Prospective Totals:	\$ 100,000	\$ 7,900,000	\$ 0

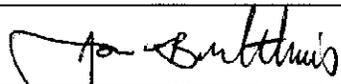
4. **Annual Operating Costs** - provide cost estimates of the project's impact on the annual operating budget once it is completed. Include all operating costs that the project will cause to increase, for example maintenance, energy costs, overtime, etc.; also include any savings or revenue enhancement that may arise due to the project.

Cost Type	Annual Operating Cost INCREASE	Annual Operating Cost SAVINGS	NET Cost Impact
Salaries (new temp or FT staff)			
Energy/Utilities Costs			
Maintenance Costs			
Other (specify):			
Other (specify):			
Other (specify):			
TOTAL:	\$ 0	\$ 0	\$ 0

Estimated Additional Annual Revenue Generated by Project:

Explanation and Description of Additional Revenue Generated:

Project Authorization

	Signature	Printed Name	Date
Department Director (required):		Jon Bulthuis	09/25/15

5. Finance Department/City Manager Use Only

Budget Officer:			
Finance Director:			
City Manager:			

Received Date (Budget): _____ System Post Date (GL date): _____

Note: approval of this form does not constitute approval of any increase or decrease to any area of the annual operating budget. Any change to the operating budget must be approved through the normal budget approval process

CITY OF SANTA FE

CAPITAL PROJECT BUDGET REQUEST FORM

1. Project Details

Date Submitted: 09/14/2015

Project Title: Airport runway 33 safety area

Ongoing New Start Date: 05/01/17 Completion Date: 05/01/18

Original Estimated Cost: \$ 500,000 Years to Complete: 1

Dept./Division: Transportation/Transit Project Business Unit No:

Submitted By (Name): Lois Amador Phone Extension: 2010 or 2093

2. Project Description/Justification (attach additional documentation as necessary)

Project Description:

Earth work and fencing
 FAA will fund 93.75 % totalling \$468,750.00
 State funding of 3.125% totals \$15,625.00
 City funding of 3.125% totals \$15,625.00

Project Benefit (problem addressed, stakeholders affected, etc.):

Required by FAA for airport safety

Impact on Minimal Service Level:

Required by FAA

3. Project Cost Estimate

Current Total Project Cost Estimate:

\$ 500,000

Unfunded Amount

\$ 500,000

Requested 5-Year Budget Estimate:

\$ 500,000

Timing of Project Costs

	Design	Construction	Other
FY 2014-15 Actual 6/30/2105			
FY 2015-16			
FY 2016-17			
FY 2017-18	\$ 50,000		
FY 2018-19		\$ 450,000	
FY 2018-19			
5-Year Prospective Totals:	\$ 50,000	\$ 450,000	\$ 0

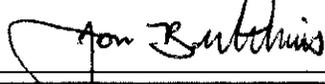
4. **Annual Operating Costs** - provide cost estimates of the project's impact on the annual operating budget once it is completed. Include all operating costs that the project will cause to increase, for example maintenance, energy costs, overtime, etc.; also include any savings or revenue enhancement that may arise due to the project.

Cost Type	Annual Operating Cost INCREASE	Annual Operating Cost SAVINGS	NET Cost Impact
Salaries (new temp or FT staff)			
Energy/Utilities Costs			
Maintenance Costs			
Other (specify):			
Other (specify):			
Other (specify):			
TOTAL:	\$ 0	\$ 0	\$ 0

Estimated Additional Annual Revenue Generated by Project:

Explanation and Description of Additional Revenue Generated:

Project Authorization

	Signature	Printed Name	Date
Department Director (required):		Jon Bulthuis	09/25/15

5. Finance Department/City Manager Use Only

Budget Officer:			
Finance Director:			
City Manager:			

Received Date (Budget): _____ System Post Date (GL date): _____

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CITY OF SANTA FE

CAPITAL PROJECT BUDGET REQUEST FORM

1. Project Details

Date Submitted: 09/14/2015

Project Title: Airport Runway 10 28 rehabilitation

Ongoing New Start Date: 05/01/16 Completion Date: 05/01/17

Original Estimated Cost: \$ 450,000 Years to Complete: 1

Dept./Division: Transportation/Transit Project Business Unit No: _____

Submitted By (Name): Lois Amador Phone Extension: 2010 or 2093

2. Project Description/Justification (attach additional documentation as necessary)

Project Description:

To replace 1/3 of the asphalt surface on runway 10 28
 FAA will fund 93.75 % totalling \$421,875.00
 State funding of 3.125% totals \$14,062.50
 City funding of 3.125% totals \$14,062.50

Project Benefit (problem addressed, stakeholders affected, etc.):

Asphalt can no longer be maintained so it is need of replacement

Impact on Minimal Service Level:

From a D to a B

3. Project Cost Estimate

Current Total Project Cost Estimate:

\$ 450,000

Unfunded Amount

\$ 450,000

Requested 5-Year Budget Estimate:

\$ 450,000

Timing of Project Costs

	Design	Construction	Other
FY 2014-15 Actual 6/30/2105			
FY 2015-16	\$ 50,000		
FY 2016-17		\$ 400,000	
FY 2017-18			
FY 2018-19			
FY 2018-19			
5-Year Prospective Totals:	\$ 50,000	\$ 400,000	\$ 0

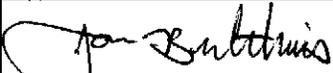
4. **Annual Operating Costs** - provide cost estimates of the project’s impact on the annual operating budget once it is completed. Include all operating costs that the project will cause to increase, for example maintenance, energy costs, overtime, etc.; also include any savings or revenue enhancement that may arise due to the project.

Cost Type	Annual Operating Cost INCREASE	Annual Operating Cost SAVINGS	NET Cost Impact
Salaries (new temp or FT staff)			
Energy/Utilities Costs			
Maintenance Costs			
Other (specify):			
Other (specify):			
Other (specify):			
TOTAL:	\$ 0	\$ 0	\$ 0

Estimated Additional Annual Revenue Generated by Project:

Explanation and Description of Additional Revenue Generated:

Project Authorization

	Signature	Printed Name	Date
Department Director (required):		Jon Bulthuis	09/29/15

5. Finance Department/City Manager Use Only

Budget Officer:			
Finance Director:			
City Manager:			

Received Date (Budget): _____ System Post Date (GL date): _____

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CITY OF SANTA FE

CAPITAL PROJECT BUDGET REQUEST FORM

1. Project Details

Date Submitted: 09/14/2015

Project Title: Airport Taxiway D rehabilitation

Ongoing New Start Date: 05/01/15 Completion Date: 05/01/16

Original Estimated Cost: \$ 800,000 Years to Complete: 1

Dept./Division: Transportation/Transit Project Business Unit No: _____

Submitted By (Name): Lois Amador Phone Extension: 2010 or 2093

2. Project Description/Justification (attach additional documentation as necessary)

Project Description:

Replace asphalt pavement, past usable life, built in 1995.
 FAA will fund 93.75 % totalling \$750,000.00
 State funding of 3.125% totals \$25,000.00
 City funding of 3.125% totals \$25,000.00

Project Benefit (problem addressed, stakeholders affected, etc.):

Vital for servicing commercial air service

Impact on Minimal Service Level:

From a D to a B

3. Project Cost Estimate

Current Total Project Cost Estimate:

\$ 800,000

Unfunded Amount

\$ 800,000

Requested 5-Year Budget Estimate:

\$ 800,000

Timing of Project Costs

	Design	Construction	Other
FY 2014-15 Actual 6/30/2105			
FY 2015-16	\$ 70,000		
FY 2016-17		\$ 730,000	
FY 2017-18			
FY 2018-19			
FY 2018-19			
5-Year Prospective Totals:	\$ 70,000	\$ 730,000	\$ 0

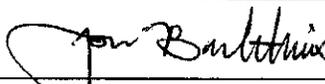
4. Annual Operating Costs - provide cost estimates of the project’s impact on the annual operating budget once it is completed. Include all operating costs that the project will cause to increase, for example maintenance, energy costs, overtime, etc.; also include any savings or revenue enhancement that may arise due to the project.

Cost Type	Annual Operating Cost INCREASE	Annual Operating Cost SAVINGS	NET Cost Impact
Salaries (new temp or FT staff)			
Energy/Utilities Costs			
Maintenance Costs			
Other (specify):			
Other (specify):			
Other (specify):			
TOTAL:	\$ 0	\$ 0	\$ 0

Estimated Additional Annual Revenue Generated by Project:

Explanation and Description of Additional Revenue Generated:

Project Authorization

	Signature	Printed Name	Date
Department Director (required):		Jon Bulthuis	07/29/15

5. Finance Department/City Manager Use Only

Budget Officer:			
Finance Director:			
City Manager:			

Received Date (Budget): _____ System Post Date (GL date): _____

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CITY OF SANTA FE

CAPITAL PROJECT BUDGET REQUEST FORM

1. Project Details

Date Submitted: 09/14/2015

Project Title: Airport apron crack and surface seal

Ongoing New Start Date: 05/01/15 Completion Date: 05/01/16

Original Estimated Cost: \$ 500,000 Years to Complete: 1

Dept./Division: Transportation/Transit Project Business Unit No: _____

Submitted By (Name): Lois Amador Phone Extension: 2010 or 2093

2. Project Description/Justification (attach additional documentation as necessary)

Project Description:

Sealing cracks and surface on the apron
 FAA will fund 93.75 % totalling \$468,750.00
 State funding of 3.125% totals \$15,625.00
 City funding of 3.125% totals \$15,625.00

Project Benefit (problem addressed, stakeholders affected, etc.):

Pavement preservation

Impact on Minimal Service Level:

Brings it from an F to a C service level

3. Project Cost Estimate

Current Total Project Cost Estimate:

\$ 500,000

Unfunded Amount

\$ 500,000

Requested 5-Year Budget Estimate:

\$ 500,000

Timing of Project Costs

	Design	Construction	Other
FY 2014-15 Actual 6/30/2105			
FY 2015-16	\$ 25,000		
FY 2016-17		\$ 475,000	
FY 2017-18			
FY 2018-19			
FY 2018-19			
5-Year Prospective Totals:	\$ 25,000	\$ 475,000	\$ 0

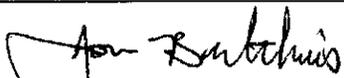
4. Annual Operating Costs - provide cost estimates of the project’s impact on the annual operating budget once it is completed. Include all operating costs that the project will cause to increase, for example maintenance, energy costs, overtime, etc.; also include any savings or revenue enhancement that may arise due to the project.

Cost Type	Annual Operating Cost INCREASE	Annual Operating Cost SAVINGS	NET Cost Impact
Salaries (new temp or FT staff)			
Energy/Utilities Costs			
Maintenance Costs			
Other (specify):			
Other (specify):			
Other (specify):			
TOTAL:	\$ 0	\$ 0	\$ 0

Estimated Additional Annual Revenue Generated by Project:

Explanation and Description of Additional Revenue Generated:

Project Authorization

	Signature	Printed Name	Date
Department Director (required):		Jon Bulthuis	09/25/15

5. Finance Department/City Manager Use Only

Budget Officer:			
Finance Director:			
City Manager:			

Received Date (Budget): _____ System Post Date (GL date): _____

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CITY OF SANTA FE

CAPITAL PROJECT BUDGET REQUEST FORM

1. Project Details

Date Submitted: _____

Project Title: Airport runway 2 20 south end

Ongoing New Start Date: 05/01/17 Completion Date: 05/01/18

Original Estimated Cost: \$ 2,000,000 Years to Complete: 1

Dept./Division: Transportation/Airport Project Business Unit No: _____

Submitted By (Name): Lois Amador Phone Extension: 2010 or 2093

2. Project Description/Justification (attach additional documentation as necessary)

Project Description:

New asphalt surface on runway 2 20
 FAA will fund 93.75 % totalling \$1,875,000.
 State funding of 3.125% totals \$62,500.
 City funding of 3.125% totals \$62,500.

Project Benefit (problem addressed, stakeholders affected, etc.):

Can no longer be maintained, needed for commercial service

Impact on Minimal Service Level:

From a D to an A

3. Project Cost Estimate

Current Total Project Cost Estimate:

\$ 2,000,000

Unfunded Amount

\$ 2,000,000

Requested 5-Year Budget Estimate:

\$ 2,000,000

Timing of Project Costs

	Design	Construction	Other
FY 2014-15 Actual 6/30/2105			
FY 2015-16			
FY 2016-17			
FY 2017-18	\$ 100,000		
FY 2018-19		\$ 1,900,000	
FY 2018-19			
5-Year Prospective Totals:	\$ 100,000	\$ 1,900,000	\$ 0

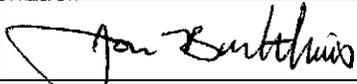
4. Annual Operating Costs - provide cost estimates of the project's impact on the annual operating budget once it is completed. Include all operating costs that the project will cause to increase, for example maintenance, energy costs, overtime, etc.; also include any savings or revenue enhancement that may arise due to the project.

Cost Type	Annual Operating Cost INCREASE	Annual Operating Cost SAVINGS	NET Cost Impact
Salaries (new temp or FT staff)			
Energy/Utilities Costs			
Maintenance Costs			
Other (specify):			
Other (specify):			
Other (specify):			
TOTAL:	\$ 0	\$ 0	\$ 0

Estimated Additional Annual Revenue Generated by Project:

Explanation and Description of Additional Revenue Generated:

Project Authorization

	Signature	Printed Name	Date
Department Director (required):		Jon Bulthuis	09/25/15

5. Finance Department/City Manager Use Only

Budget Officer:			
Finance Director:			
City Manager:			

Received Date (Budget): _____ System Post Date (GL date): _____

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CITY OF SANTA FE

CAPITAL PROJECT BUDGET REQUEST FORM

1. Project Details

Date Submitted: 09/14/2015

Project Title: Airport runway 2 20 reconstruction design

Ongoing New Start Date: 05/01/16 Completion Date: 05/01/17

Original Estimated Cost: \$ 400,000 Years to Complete: 1

Dept./Division: Transportation/Airport Project Business Unit No:

Submitted By (Name): Lois Amador Phone Extension: 2010 or 2093

2. Project Description/Justification (attach additional documentation as necessary)

Project Description:

Design complete reconstruction of runway 2 20

Project Benefit (problem addressed, stakeholders affected, etc.):

Can no longer be maintained and will give it a 20 year service life.
 FAA will fund 93.75 % totalling \$360,000.00
 State funding of 3.125% totals \$20,000.00
 City funding of 3.125% totals \$20,000.00

Impact on Minimal Service Level:

3. Project Cost Estimate

Current Total Project Cost Estimate:

\$ 400,000

Unfunded Amount

\$ 400,000

Requested 5-Year Budget Estimate:

\$ 400,000

Timing of Project Costs

	Design	Construction	Other
FY 2014-15 Actual 6/30/2105			
FY 2015-16	\$ 400,000		
FY 2016-17			
FY 2017-18			
FY 2018-19			
FY 2018-19			
5-Year Prospective Totals:	\$ 400,000	\$ 0	\$ 0

4. Annual Operating Costs - provide cost estimates of the project's impact on the annual operating budget once it is completed. Include all operating costs that the project will cause to increase, for example maintenance, energy costs, overtime, etc.; also include any savings or revenue enhancement that may arise due to the project.

Cost Type	Annual Operating Cost INCREASE	Annual Operating Cost SAVINGS	NET Cost Impact
Salaries (new temp or FT staff)			
Energy/Utilities Costs			
Maintenance Costs			
Other (specify):			
Other (specify):			
Other (specify):			
TOTAL:	\$ 0	\$ 0	\$ 0

Estimated Additional Annual Revenue Generated by Project:

Explanation and Description of Additional Revenue Generated:

Project Authorization

	Signature	Printed Name	Date
Department Director (required):		Jon Bulthuis	09/25/15

5. Finance Department/City Manager Use Only

Budget Officer:			
Finance Director:			
City Manager:			

Received Date (Budget): _____ System Post Date (GL date): _____

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CITY OF SANTA FE

CAPITAL PROJECT BUDGET REQUEST FORM

1. Project Details

Date Submitted: _____

Project Title: Airport Terminal improvements

Ongoing New Start Date: 10/01/14 Completion Date: 07/20/16

Original Estimated Cost: \$ 1,103,000 Years to Complete: 1

Dept./Division: Transportation/Airport Project Business Unit No: 51810

Submitted By (Name): Lois Amador Phone Extension: 2010 or 2093

2. Project Description/Justification (attach additional documentation as necessary)

Project Description:

Improvements to the Santa Fe Airport Terminal to increase the space for TSA passenger screening, secured passenger waiting area, TSA baggage handling, arriving passengers, as well as providing restroom and food service for the secured waiting area. DFA/LGD State Grant fro \$881,100 (no city match) and State NMDOT/Aviation Div grant SAF-15-04 for \$200,000. plus City match \$22,222.

Project Benefit (problem addressed, stakeholders affected, etc.):

Overcrowding has discouraged potential airline passengers from departing from Santa Fe Airport; these improvements will encourage increases in commercial airline passengers and flights

Impact on Minimal Service Level:

3. Project Cost Estimate

Current Total Project Cost Estimate:

\$ 1,103,000

Unfunded Amount

\$ 0

Requested 5-Year Budget Estimate:

\$ 1,103,000

Timing of Project Costs

	Design	Construction	Other
FY 2014-15 Actual 6/30/2105	\$ 48,297		
FY 2015-16	\$ 72,121	\$ 952,904	
FY 2016-17	\$ 10,000	\$ 20,000	
FY 2017-18			
FY 2018-19			
FY 2018-19			
5-Year Prospective Totals:	\$ 82,121	\$ 972,904	\$ 0

4. **Annual Operating Costs** - provide cost estimates of the project's impact on the annual operating budget once it is completed. Include all operating costs that the project will cause to increase, for example maintenance, energy costs, overtime, etc.; also include any savings or revenue enhancement that may arise due to the project.

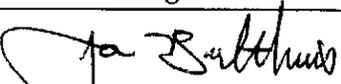
Cost Type	Annual Operating Cost INCREASE	Annual Operating Cost SAVINGS	NET Cost Impact
Salaries (new temp or FT staff)	\$ 0	\$ 0	\$ 0
Energy/Utilities Costs	\$ 0	\$ 3,000	(\$ 3,000)
Maintenance Costs	\$ 0	\$ 0	\$ 0
Other (specify):	\$ 0	\$ 0	\$ 0
Other (specify):	\$ 0	\$ 0	\$ 0
Other (specify):	\$ 0	\$ 0	\$ 0
TOTAL:	\$ 0	\$ 3,000	(\$ 3,000)

Estimated Additional Annual Revenue Generated by Project:

Explanation and Description of Additional Revenue Generated:

Hard to quantify in advance increased City revenue from increase in airline passenger travel to/from Santa Fe Airport.

Project Authorization

	Signature	Printed Name	Date
Department Director (required):		Jon Bulthuis	09/25/15

5. Finance Department/City Manager Use Only

Budget Officer:			
Finance Director:			
City Manager:			

Received Date (Budget): _____ System Post Date (GL date): _____

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DISCUSSION ITEM

1. PARKING POLICIES, PROTOCOLS, PRACTICES

TO BE HANDED OUT AT THE MEETING