



Agenda

DATE 7/31/15 TIME 9:46

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**AIRPORT ADVISORY BOARD MEETING
THURSDAY, AUGUST 6, 2015
3:30 PM – 5:00 PM
SANTA FE MUNICIPAL AIRPORT
SANTA FE GRILL (AIRPORT TERMINAL BUILDING)**

CALL TO ORDER
ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MEETING MINUTES: JULY 9, 2015

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

PRESENTATIONS

1. PRESENTATION OF AIRPORT MASTER PLAN DEVELOPMENT PROCESS – WORK IN PROGRESS
2. PRESENTATION OF AIRFIELD ACCESS CONTROL PLAN – PROTOCOLS AND PROPOSED IMPLEMENTATION SCHEDULE

DISCUSSION ITEMS

1. AIRFIELD ACCESS CONTROL PLAN – PROTOCOLS AND PROPOSED IMPLEMENTATION SCHEDULE
2. CITYWIDE ICIP PROGRAM – AIRPORT PROJECTS

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, July 9, 2015**

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**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, July 9, 2015**

1. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, July 9, 2015, at approximately 4:00 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
Mark Miller
[Vacancy]

MEMBERS EXCUSED:

Troy Padilla

OTHERS ATTENDING:

John Bulthuis, Transportation Department Director
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 July 9, 2015, is incorporated herewith to these minutes as Exhibit "1."

AUDIENCE:

Larry Branstetter
Steven Bunch, Skyland Aircraft
Deyanira "Dee" Cerda, Envoy Air
Ken DeLapp, Landmark Aviation
Bobbie Ferrell, Senator Udall's office
John Ferguson, Avis
Kent Freier, Molzen Corbin
Mark Greenbury, Roadrunner Shuttle
Larry Haight, Sierra Aviation, LLC
Frank Hoback
Chris McCord, Santa Fe Police Department
Jeffery P. Miller, Landmark Aviation
Steve Rael
Jim Robins, N21VF/N87VF
David Roe
John Spain, Aviation Association of Santa Fe
Michael Szczepanski, NMSA
Lois Taylor
Bob Wood, Airport Controller

3. APPROVAL OF THE AGENDA

Chair Ross asked to move Items #1 and #2 under Action Items to Discussion Items, noting Mr. Bulthuis said these aren't quite ready for action, and we just got materials via email, so no one has had a chance to look at that.

MOTION: Ron Krohn moved, seconded by Simon Brackley, to approve the Agenda, as amended.

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

4. APPROVAL OF MINUTES – JUNE 11, 2015

The following correction was made to the minutes:

Pages 10, 15 and 17, change "Mr. Miller" to "Mr. Krohn."

MOTION: Chris Ortega moved, seconded by Ron Krohn, to approve the minutes of the meeting of June 11, 2015, as amended.

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

5. PUBLIC COMMENT

Jim Robins said most of the people here tonight are concerned about the item on the agenda, Security Staffing Update.

Chair Ross said that has been moved to discussion items, and we are not taking action on that tonight.

Mr. Robins said there is lot of confusion about what is and is not happening at the Airport. He said he doesn't want any armed uniformed Police on this airfield ever. He said there are ways to handle security at this airport that do not involved armed, uniformed personal, whether it is the Police Department or private security. He said he has spoken with airport employees who don't want to be named, and they have some ideas for you to think about. They want to get rid of the key pads, and reduce the number of entry points operated by key cards. He said fifteen gates are overkill for the size of the Airport. He said there is no issue with the driving course followed by a personalized entry card.

Mr. Robins continued, saying better air carrier markings for air carrier operations are an issue. There are FAA written recommendations for how to improve the markings out here. He said other issues include the protection of air carrier operations on this side of the fence, painted stop signs and better painted markings. He said it takes four seconds for the gate to close, and you have to wait for the gate to close. He said the police are on duty at the terminal from 6:00 a.m. to 10:30 p.m., which is okay, but he doesn't want any armed uniformed police or security present on the air field ever. He said, "It is offensive, repugnant and makes us look like idiots." He said we aren't idiots.

Mr. Robbins continued, saying he said he is sick of the anecdotes about theft of this, and fuel this and fuel that, commenting he knows of only one *bona fide* case of fuel theft, and they called 911, and the Police came and made a report. He reiterated that we don't need armed uniformed people going up and down our general aviation ramp. It's overkill, it's offensive, it's repugnant, and please do not do it. It makes us look like a third world or worse.

Chair Ross said we will hear this item again next month.

John Ferguson said he wants to talk about parking. He has managed Avis here at the Airport for the last three years. And lately there is a company that is parking their cars in Avis parking spaces. He said they are violating our space. He said Avis bid as a contractor on the space and got the space. Those who are parking there did not. He said they are taking business away from us and others. He said yesterday two planes came in at the same time, and he got one person, Hertz got one person, and Enterprise got two car loads. He said this is money coming out of their pocket. He said it is getting worse and to the point where we have to do something about this. He said if they are allowed to park there and do paper work right there it will continue. He said their ads say they are at the Airport and they are not.

Frank Hoback said he wants to talk about the Airport renovation and remodeling. He said this is just a stop-gap measure, and is just moving the mess around 180 degrees. He said maybe you should think about waiting a bit, put the money back in the bank and do a meaningful expansion renovation of this Airport. He said the marketing is terrible. He said air traffic in Santa Fe is never going to be the same, and unless we do something with some foresight we will end up with another disaster.

Chair Ross said the City Council has directed that the Airport renovations be discussed at the next Public Works Committee here at the Airport, on Monday, July 27, 2015, at 5:00 p.m.

Mr. Bulthuis said it will be a formal public hearing to gather more public comment. He invited anyone who would like to attend and speak, and to please come and participate.

Lois Taylor said she wants to echo what Mr. Hoback said. She said she is very glad to see that we are going to have more public input on reorganizing the airport. She said it is a charming place. She said as a tourist when she first came here she was thinking she was in the middle of Casablanca. She said it is a lovely Airport and needs to be preserved.

6. PRESENTATIONS

1. MATTERS FROM THE AIRLINE STATION MANAGER (DEYANIRA "DEE" CERDA).

Ms. Cerda said she tallied the passenger totals from January to June, noting we started with 7,000 and ended with 15,000 in June 2015, with a total of revenue from passengers of \$68,390. She said the last day for Los Angeles operations is September 7, 2015, but in late September we get another flight to Denver. They will be operating 3 Dallas flight rounds a day and 3 rounds to Denver. She said she is happy to answer any questions.

2. AIRFIELD PROJECTS UPDATE (KENT FREIER MOLZEN-CORBIN)

A copy of Santa Fe Airport AIP Update, dated July 9, 2015, is incorporated herewith to these minutes as Exhibit "2."

Mr. Freier presented information, commenting he is making this presentation at the request of Mr. Padilla. Please see Exhibit "2" for specifics of this presentation.

Mr. Ortega asked if we are on schedule with the north ramp.

Mr. Freier said probably not because our schedule was interrupted last year. He said he is working with the FAA.

Mr. Ortega asked if the east apron is on the list.

Mr. Freier said yes, it is Item #10.

Mr. Ortega asked if that will be a higher priority.

Mr. Freier said no *[the rest of his response is inaudible]*.

7. ACTION ITEMS

1. APPROVAL OF SIGNAGE DESIGN DESIGN PLAN – PARKING LOT AREA

This item was moved to Discussion Items.

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

This item was moved to Discussion Items.

8. DISCUSSION ITEMS

1. APPROVAL OF DESIGN PLAN - PARKING LOT AREA

A copy of *Santa Fe Airport Parking Signage*, Santa Fe Airport, Frank Nichols Design, is incorporated herewith to these minutes as Exhibit "3."

Mr. Bulthuis said Board members should have received a packet with proposals for redesigning and replacing signs [Exhibit "3."]. He said he has some concerns about the specifications and if they meet the engineers requirements, and it relates to some extent to enforcement. He said the tandardization may not be what we need it to be. He said we need to take a second look and make sure we can support this signage in the future. We are trying to have a little friendlier approach in terms of arrival to the airport. We want more welcoming signage that is a little softer around the edges. He said he would like to work with our traffic engineering group, make revisions and then put this on the agenda for approval next month.

2. APPROVAL OF AIRFIELD ACCESS PLAN - PROTOCOLS AND IMPLEMENTATION SCHEDULE.

A copy of *Santa Fe Airport Airfield Access Control Subcommittee Recommendations, AAB meeting on July 9, 2015*, is incorporated herewith to these minutes as Exhibit "4."

Mr. Bulthuis said this is the big one. He said they have had one meeting with the subcommittee, which was attended by a whole host of people. He said they specifically discussed the Part 139 Inspector who came out last year and said there were too many access points. He said we need to update our equipment and the code for the gates, commenting we need better control generally.

Mr. Bulthuis reviewed the information in Exhibit "4." Please see Exhibit "4," for specifics of this presentation

Mr. Robins asked are they will be voting on this tonight.

Chair Ross said no, we will do that next month.

Mr. Robins said if you go to a gate card that is personalized you don't need police.

Mr. Bulthuis said this is where we need to be ultimately. And they are looking to consolidate access points, not in a huge way, but a reasoned way, and then investing in those access points to build technology so we can be where we need to be.

Mr. Robins said the technology is available.

Mr. Bulthuis said he knows the technology is there, but he doesn't know if we have the budget for that, commenting there may not be sufficient funds for this ultimate solution in one fell swoop.

Mr. Robins said, "If an interim step is an ID badge and the Police Department is involved good luck doing that."

Mr. Haight asked for a list of the subcommittee members, so he can talk to them.

Mr. Bulthuis said he will get one to him.

Mr. Ortega said we have heard bits and pieces about this, and there is confusion about all the items that must be implemented and what are good ideas, and asked the finding that is driving this.

Mr. Bulthuis said it was not a finding, so they aren't under a 90 day gun, but it is something they have to deal with. He reiterated that we were given a year to work on these things and we have to show progress when the inspector comes next year.

Mr. Ortega asked if the security presence is separate.

Mr. Bulthuis said yes, the airfield security and terminal security. He said in the past we contracted for private security through a bidding process, and the performance was not where it needed to be. He said ultimately, the company who won that bid could not sustain the service. He said they weren't making any money, and we had concerns as well. He said they withdrew as of July 1, 2015. He said they had discussions with the Police Department earlier in the year about their facilities on the Airport. He said one of the suggestions from those discussions was that the Police Department provide security. He said there is no formal agreement, but the City Manager set up the system we are implementing now as a test to see if it works. It provides a better presence and a more professional law enforcement presence for commercial activity. He said there are two issues, the Field and the Terminal, noting there are new standards and requirements that were not in place before.

Mr. Bulthuis introduced Sgt. Chris McCord, Santa Fe Police Department who is assigned to the airport as the Police liaison.

Sgt. McCord said he walked the Airport and met a lot of nice people. He said he has been here for two weeks and there have been challenges, noting that he had to escort someone off the field who shouldn't have been there who wanted to take pictures of airplanes.

Sgt. McCord said there were complaints the first day from tourists, such as why speeding wasn't addressed, noting 3 out of 5 cars were running over the speed limit, one of which was an Airport employee. He said he clocked a fuel truck at 83 miles an hour, and they can't stop quickly. He said he instructed immediate enforcement on speeding and they will be doing random speeding checks. He said the speed limit in the parking lot is 35 mph, and we need to look at that. He said the speed limit is way too high, and it should tier down prior to coming through the gate to the Airport where it should be 5 mph. He said they have issued 16 citations and a lot of warnings. He said people were shocked that we are enforcing the speed limit. He said he prefers educating the public to let them know the right way to do things, rather than having to take enforcement action.

Sgt. McCord said regarding the terminal side, this week alone they have generated seven police reports, including items stolen from the parking lot, vehicle damage, one car crash, a suspicious package in the terminal that had to be documented and 3 suspicious persons entered the terminal and had no business here. He said one of them was very unruly, intoxicated and was escorted off the property. He said at the last minute, he decided to leave, so they didn't have to arrest him.

Sgt. McCord said they support the TSA function. He said they encountered several passengers in the last two weeks they have come very close to having to arrest. These are the kinds of things they are encountering. He said one person had a hand grenade which wasn't active, but it was a huge thing. He said people need to leave grenades at home, commenting if grenades are making it to the airport that has a huge impact. He said they have had two such incidents in the past two weeks.

Mr. Robins said the grenades were inert.

Sgt. McCord said that is true, so they did not have to evacuate the airport, noting if they had been on the ground, they would have left them there and called the bomb squad. Sgt. McCord passed around photographs of the contraband they have found on passengers in the past two weeks. He said people were reluctant to give these items up, but if they don't comply, they won't be flying. He said some people are even hostile. He said there have been issues of overcrowding, and there have been arguments in the waiting area where they had to separate people. He said they give everybody the opportunity to do the right thing, to take the item to their car, but most

people don't want to do that. They really want to keep the knife, reiterating sometimes they get very hostile. He said this isn't going away and these issues will be here from now on. He said, "We are doing the best that we can with that stuff, and I think we're making a lot of difference."

Sgt. McCord said hopefully, the complaints about speeding traffic on Aviation Drive will taper off. He asked people to let the Police know if they see anything amiss. He said we are here at the airport to support you. He said he was an aircraft firefighter for 7 years and knows and understands many of the regulations.

Sgt. McCord said you won't see the Police get into a vehicle pursuit on the ramp. He said much of what they do, such as random checks, comes from TSA, commenting that they do random checks from the end of this building all the way down. He said they may have to take additional security measures as well, because of things such as gates being left open. He said they have met all the flight crews and know them well. He said anyone other than the flight crew will be checked. He noted he found a hole in the fence, and that coyotes and dogs were running around inside of the fence south of the National Guard. He has requested that the fence be repaired.

Mr. Robins asked if you are patrolling all of the perimeter.

Sgt. McCord said yes. They check locks and fences, commenting they have found people who shouldn't be here during graveyard hours. He said there are people out here drag-racing. He said it is a challenging situation, and we don't know where those people are, especially during the nighttime, and there is no way for law enforcement to make sure someone can or cannot be here, which is their frustration. Sgt. McCord said he doesn't want anybody at the Airport after hours. He said there should be no random people, and there is no way to identify that. A lot of people know the gate code, noting if one person tells another, they tell another and so forth. He talked about various situations he's experienced, and said they are trying their best to protect your way of life. He said the misconception is that we are taking over, but that is not the case, we are here to help you.

Jeff Miller said they invited TSA out today to look at the gate traffic. *[inaudible here]*

Sgt. McCord said he think every time he bolts a gate he thinks he is reading a novel, because there are a lot of signs on the gates with a lot of wording.

Mr. Miller said in other airports each request is in on a separate sign.

Chair Ross said we are going to stop here. We are going to count this as the security staffing update as well.

3. PARKING POLICIES, PROTOCOLS AND PRACTICES.

Mr. Bulthuis said we are not ready to do this today.

4. SECURITY STAFFING UPDATE – POLICE DEPARTMENT & BLACKSTONE SECURITY.

This item was covered under Item 2 above.

5. PROPERTY APPRAISALS – BUILDING 3002, POLICE DEPARTMENT FACILITIES, ATC TOWER

Mr. Bulthuis said we are working on the leases. We need a tower lease and an appraisal on that, as well as a legal contract. He said Building 3002 also needs to be appraised. He said the lease with the Jet Center is for temporary use. He said the Police installation needs to be appraised to get market value. He said having the Police Department on sight gives us the ability to access grant sources that are available if law enforcement is on site. He said we might be able to access funding that we have not been able to access previously.

6. OPERATING AND LEASE AGREEMENT NEGOTIATIONS – AMERICAN, UNITED, ELITE AIRLINES

Mr. Bulthuis said this is an on-going effort. He said our contracted consultant is working on rates and fees. He said Elite's CEO is going to meet with the Mayor. He said Elite's corporate offices are in Portland, Maine, and they also have an office in Florida. He said Elite's representative came out and met with the station manager and the FBOs but that is it so far.

Mr. Robins said American Airlines is no longer doing the flight from here to Los Angeles, and asked if Elite could possibly take over that service.

Mr. Bulthuis said they are looking at that.

**7. REVIEW OF AVIATION DIVISION FY 2015 FINANCIAL STANDING –
ACCOUNTS RECEIVABLES**

A copy of *Historical Data on Airport Revenues 07/09/2015* is incorporated herewith to these minutes as Exhibit "5."

Mr. Bulthuis said the report is considerably better, noting the credit goes to Bobbi Mossman, although her boss is "calling her back home" now. He said Ms. Mossman got the books straightened out and sent out all the invoices. She caught up with the tie-down accounts and is letting people know their current status. He said she has been working throughout the negotiations and her work is helping our books look better. He said the next big one is lease agreements, noting we are very close to our budgeted amount.

Mr. Bulthuis provided copies of Exhibit "5," to the members of the Board.

8. AIRPORT MASTER PLAN – AUGUST 6TH MEETING SCHEDULE

Chair Ross said the question is should we have our regular meeting that same day after this meeting.

Mr. Ortega said he is okay with that.

Mr. Frier said that meeting usually starts at 1:30 p.m.

Mr. Bulthuis said that is up to the Board and the public.

Chair Ross said he is a little concerned about the Access Control Plan.

Mr. Bulthuis said this Board typically meets at 4:00 p.m., and perhaps we could slide that meeting up to 3:00 p.m.

Chair Ross said can we do that.

Mr. Brackely asked if there is going to be another meeting with the Governing Body.

Chair Ross said yes, at the July 27, 2015 Public Works Committee meeting.

Chair Ross said lets try 3:00 p.m. for our meeting.

9. MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

Mr. Krohn said said Mr. Bulthuis is doing an exemplary job filling in as Airport Manager. He asked the status of the search for a full time manager.

Mr. Bulthuis said the position was posted again. It is open until July 31, 2015. The City Manager has asked for the selection committee to look at the pool of candidates. He said we can extend the search if we don't have good candidates. I

Mr. Brackley said he is concerned about the letter in the paper regarding proposed changes in the Airport terminal building. He said there has been substantial opportunity for the community to comment. He said we aren't proposing to make significant changes to the outside of the building, noting we are changing only the front door area. He said people need to understand that this building is inadequate in every way. He said the idea that this building can stay the same and meet modern needs is simply not true and not feasible. He said to say that the public has not had their say is ridiculous.

Mr. Bulthuis said he tried his best at the Council meeting last night to say that. He said there was a desire by the Governing Body to have an additional comment period about the process and to get input on what the plan looks like and what the exterior of the building will look like, noting it will be advertised in the paper.

Sgt. McCord said an idea that came up today from a tourist was to put a comment box in the terminal.

Mr. Frier said Councilor Bushee suggested that we develop comment cards and they are in the process of doing that at this time.

Chair Ross said he agrees 100% that the news article was misleading.

Mr. Krohn said said he agrees that it will take a lot of effort to bring the building to contemporary standards, commenting that the City has given us zero financial help

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

Dee Cerda said she was shocked a year ago to learn that everyone knew the access codes. She said overnight two pieces of her equipment were gone. She said her mechanic took it to Albuquerque and never asked her or told her. She said we have to enforce security on the ramp.

Michael Szczepanski said if there are capital improvement funds available, he believes they should be spent to address real security issues such as a visual scope and access control. He said he worries about an understaffed airport and now we have to find staff to manage it. He would like to see a written policy – who is entitled to be at the airport, who is allowed and who is not, and what are the criteria. He asked about access to the Airport during off hours. He said one of the benefits at this Airport is that it allows pilots to operate in off hours. He said there needs to be general access to the Airport north ramp, with gates you can drive through. He said there are a lot of complicated issues. He said he hopes we take our time and implement this where everyone is notified and gets a chance to be involved. He said our airport community is one of our greatest security assets.

Lois Taylor thanked the Board for its efforts in trying to solve the various problems. She would like to know where to go to get information about what is going on. She said she didn't know about the issues with regard to revamping the airport.

Mr. Bulthuis said that is an issue generally across the City. He said the City has a web page with a listing of the weekly meetings, and a listing of all City boards and commissions, along with the most recent agendas and minutes.

Ms. Taylor said the Board shouldn't despair, commenting that dealing with the public is difficult, and you are bound to run into criticism, and thanked the Board for all its efforts.

Bob Wood said he agreed with Mr. Szczepanski and wishes we would put some thought and money into approach slope indicators that will prevent a crash. He said he also shares his concerns about after hours access, commenting he has run into that himself as a pilot. He said he doesn't have a solution, but it needs to be addressed. He asked, with regard to signage, if there would be an opportunity to change the traffic flow with markings in the parking lot to go to a single loop. He said it would be wise to consider signage "One Way Do Not Enter." Mr. Wood suggested, regarding access cards, that we should have cards that work on a proximity access rather than a reader. He has spoken at length with Mr. Ortega about the Police Department being at the Airport, saying, "I am in favor of it." He said the response from the Police Officers inside the gate area far surpasses what they got from the old provider. He said there is respect for the public. He is glad he is glad they are patrolling the fence. He said there is no non-measured response which he applauds.

Mr. Bulthuis said somebody said that we have a new dance partner at the airport and we are stepping on each others toes a bit. He said coordination is going to happen and the Police presence is really a valuable thing for everyone. He said as we start talking about making these changes we will do them in a methodical way.

Mr. Bulthuis said, with regard to Mr. Szczepanski's comment about ID cards, that is a concern of his as well. He said we are not required to do it. However, requests from our regulatory agency to do more that we are doing is driving it. He said he is working with TSA to define exactly what those requirements are and are not. He said he will sort through all of that and get more detailed information back to the Board.

Jim Robins asked if we can make sure the driving test can be taken on line.

Mr. Bulthuis said we working on that. He said there are ways we can get some components of it done on line, but there may be a requirement for some to be done on site.

Mr. Ortega showed the Board the document that can be obtained on line.

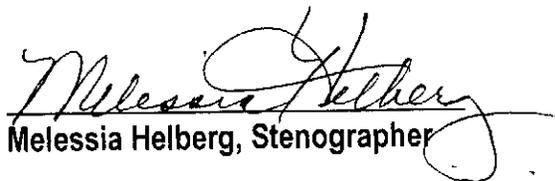
11. ADJOURNMENT

There was no further business to come before the Board

MOTION: Mark Miller moved, seconded by Chris Ortega, to adjourn the meeting.

VOTE: The motion was approved unanimously on a voice vote, and the meeting was adjourned at approximately 6:00 p.m.

Stephen C. Ross, Chair


Melessia Helberg, Stenographer

***Santa Fe Airport
Airfield Access Control –
Subcommittee Recommendations – AAB Meeting on August 6th***

Goals and Objectives

- Meet security requirements and work toward implementing “best practices” in consultation with TSA and Santa Fe Police Department (PD)
- Measured approach to implementing change – while meeting mandated security requirements
- Clear communication with affected stakeholders about changes to protocols
- Maintain environment that supports needs of diverse users and stakeholders

Recommended Action Plan

- Offer “Driving School” to ensure annual requirements are met: *Sept. – Dec.*
- Publish notice at gate access points regarding “Driving School” requirement and date on which gate access codes will be changed: *January 1st, 2016*
- Issue ID to individuals that complete the “Driving School” requirement to document access credentials: *ASAP*
- Work with PD to develop “trespass” warning/citation protocols that will enable officers to remove individuals found to be on the airport illegally: *Sept. – Dec.*
- Designate FBO gates where access to AOA is controlled by FBO staff: *ASAP*
- Work with delivery companies in transitioning to delivery to customers outside the AOA: *Sept. – Dec.*
- Gate technology upgrade installation at four key gate locations in FY 2016: *Jan. – June 2016*

Issues Requiring Further Discussion

- Ensure after-hour exit protocols are defined and clearly identified for transient GA traffic
- Develop vehicle ID protocol for non-commercial vehicles

City of Santa Fe, New Mexico

MEMO

DATE: August 3, 2015

TO: Finance Committee

FROM: 
Isaac J. Pino, P.E., Public Works Department Director

ISSUE:
2017-2021 Infrastructure Capital Improvements Plan (ICIP)

SUMMARY:
Attached is the ICIP plan as submitted to the July 27th Public Works Committee. At that committee a few changes, not yet incorporated into the packet, was presented and will be reflected at the City Council meeting of August 26th for final approval. Those changes are:

- Move West Alameda Street Drainage (#50) up to top 5
- Move Municipal Recreation Soccer Complex (#31) up to top 5
- Add Fiber Optics project in with scope and amount identified from staff

Should you have any questions, do not hesitate to contact me at ext. 6621.

ACTION:
Request for approval of the 2017-2021 Infrastructure Capital Improvements Plan (ICIP) and corresponding resolution.

Attachments: ICIP
Resolution

City of Santa Fe, New Mexico
MEMO

DATE: July 27, 2015

TO: Public Works, CIP and Land Use Committee

FROM: 
Isaac J. Pino, P.E., Public Works Department Director

ISSUE:
2017-2021 Infrastructure Capital Improvements Plan (ICIP)

SUMMARY:

Attached is the final version of the abovementioned item. This item will be at the Finance Committee meeting of August 3, 2015 and the City Council meeting of August 12, 2015 so we can meet the DFA deadline of September 2, 2015.

Should you have any questions, do not hesitate to contact me at ext. 6621.

ACTION:

Request for approval of the 2017-2021 Infrastructure Capital Improvements Plan (ICIP) and corresponding resolution.

Attachments: ICIP
Resolution

Infrastructure Capital Improvement Plan FY 2017-2021

ICIP for Santa Fe

Contact: Becky Casper
200 Lincoln Avenue
Santa Fe, NM 87501

Telephone No.: (505) 955-6654

County: Santa Fe

COG District: 2

Entity Type: MU

Fax: (505) 955-6627

Email Address: bacasper@ci.santa-fe.nm.us

Provide your entity's most current audit opinion: Unmodified Modified Qualified Adverse Disclaimer AUP

No No No No No No

For what fiscal year was opinion issued? 2013

Is your entity REQUIRED to report to the NM State Auditor's Office? Yes

Does your entity fall under the N/A **Tiered Number:**

Tiered System Reporting?

If your entity falls under Tiers 1 or 2, have you provided a copy of the certification to:

NM State Auditor's Office: N/A **LGD:** N/A

Findings for Tiers 3-6: 0 **FY for these findings:**

Is entity required to submit budgets/quarterly reports to LGD?: Yes

Fiscal Year for the most current budget approved by LGD: 2016

Current report to LGD /Year: 2015 **Current report to LGD / Qtr:** 1

Does entity have an asset management plan/inventory listing?: Yes

Project Priority Process

The various projects and priorities are compiled and listed by the using department, through staff and the department, at the time a bond issue is proposed. The specified projects are reviewed by staff, the City Manager, the Public Works, CIP and Land Use Committee, the Finance Committee and the City Council. Input from the public is received at all levels, during the meetings, as well as direct communication with their councilors, City Manager and departments.

Capital Improvement Goals

1. Ensure environmental regulations compliance to protect the health and safety of the city and its citizens (water, wastewater and landfill projects).
2. Ensure infrastructure is adequately provided and maintained (streets, bridges, sidewalks, traffic lights, arroyos and drainage).
3. Provide and maintain city facilities for the operation of city government (City Hall, Police/Fire Stations, Airport, Convention Center and etc.).
4. Provide and maintain recreation facilities (parks, medians, community center, golf course, and ball fields).

Factors/Trends Considered

1. Environmental - Extensive demand for water, landfill and wastewater projects as mandated requirements. These may delay the funding of other needed city projects.
2. Social - Community demands for recreational facilities are increasing, i.e. soccer/softball fields and basketball courts for adults and children, ice skating rink, golf course, swimming pools, which are commendable and popular projects, but not mandated.
3. Economic - Funding for capital projects is tied to the overall economic conditions of the city through the revenue from the gross receipts taxes. Indications are that the city's economy may be leveling off which would limit future CIP funding.

Infrastructure Capital Improvement Plan FY 2017-2021

Santa Fe Project Summary

ID	Year	Rank	Project Title	Category	Funded to date	2017	2018	2019	2020	2021	Total Project Cost	Amount Not Yet Funded	Phases?
13856	2017	001	Downtown Bridge Improvements	Highways/Roads/Streets/Bridges	0	1,500,000	2,200,000	2,200,000	1,100,000	2,200,000	9,200,000	9,200,000	Yes
16685	2017	002	Airport Terminal Building Expansion Phase II	Airports	890,000	3,000,000	0	0	0	0	3,890,000	3,000,000	Yes
27589	2017	003	Genoveva Chavez Community Center	Adm/Service Facilities (local)	0	800,000	2,400,000	0	0	0	3,200,000	3,200,000	Yes
25974	2017	004	Fl. Marcy Complex	Adm/Service Facilities (local)	0	378,000	0	0	0	0	378,000	378,000	No
25272	2017	005	Southwest Activity Node Park (SWAN)	Public Parks (local)	0	5,000,000	0	0	0	0	5,000,000	5,000,000	No
25971	2017	006	Salvador Perez Pool	Adm/Service Facilities (local)	0	70,000	0	0	0	0	70,000	70,000	No
25924	2017	007	Southside Library Lightning Protection	Libraries	0	50,000	0	0	0	0	50,000	50,000	No
27962	2017	008	Carlos Ortega Teen Center Improvements	Adm/Service Facilities (local)	0	200,000	500,000	0	0	0	700,000	700,000	Yes
11914	2017	009	Senior Services	Senior Facilities	0	200,000	0	0	0	0	200,000	200,000	No
29762	2017	010	Calle Fo Ae Pl Extension	Highways/Roads/Streets/Bridges	0	250,000	600,000	0	0	0	850,000	850,000	Yes
11800	2017	011	Bicentennial Pool Improvements	Adm/Service Facilities (local)	0	170,000	0	0	0	0	170,000	170,000	No
22928	2017	012	Fire Station 1 (200 Murales)	Fire	0	300,000	1,200,000	0	0	0	1,500,000	1,500,000	Yes
27560	2017	013	Municipal Court - Office Expansion	Adm/Service Facilities (local)	0	125,000	0	0	0	0	125,000	125,000	Yes
27561	2017	014	Municipal Court - Building Renovations	Adm/Service Facilities (local)	0	300,000	330,000	0	0	0	630,000	630,000	Yes
25973	2017	015	Salvador Perez Park	Public Parks (local)	0	250,000	0	0	0	0	250,000	250,000	No
22943	2017	016	Main Library Rewire	Libraries	0	260,000	0	0	0	0	260,000	260,000	No

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28083	2017 035	Bus Replacement Purchase	Transit	3,500,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	9,750,000	6,250,000	No
29537	2017 036	Parking Access Revenue Control System	Adm/Service Facilities (local)	0	1,250,000	0	0	0	0	1,250,000	1,250,000	No
29680	2017 037	City of Santa Fe Gateways	Hwy/Roads/Streets/Bridges	0	100,000	0	0	0	0	100,000	100,000	No
29682	2017 038	Transit Yard Roof Structure	Transit	0	275,000	0	0	0	0	275,000	275,000	No
31226	2017 039	Waste Water Sludge Digester	Wastewater	0	500,000	3,500,000	0	0	0	4,000,000	4,000,000	Yes
22527	2017 040	Fire Station (SW sector/Agua Fria)	Fire	0	200,000	3,300,000	0	0	0	3,500,000	3,500,000	Yes
23970	2017 041	Ft. Marcy Ball Park	Public Parks (local)	0	6,600,000	0	0	0	0	6,600,000	6,600,000	Yes
27572	2017 042	Senior Center Outdoor Recreation	Senior Facilities	0	100,000	0	0	0	0	100,000	100,000	No
27608	2017 043	Traffic Calming Improvements	Hwy/Roads/Streets/Bridges	0	300,000	1,000,000	1,000,000	1,000,000	1,000,000	4,200,000	4,200,000	Yes
25925	2017 044	Main Library	Libraries	0	980,000	0	0	0	0	980,000	980,000	No
13418	2017 045	Southside Boys and Girls Club	Adm/Service Facilities (local)	0	200,000	7,000,000	300,000	0	0	7,500,000	7,500,000	Yes
10026	2017 046	Community Center for Addictions Program	Health-Related Cap Infra	0	200,000	0	0	0	0	200,000	200,000	No
21368	2017 047	Warehouse 21 Teen Center	Adm/Service Facilities (local)	0	100,000	0	0	0	0	100,000	100,000	No
27964	2017 048	Heroes Housing	Housing-Related Cap Infra	50,000	100,000	150,000	0	0	0	300,000	250,000	Yes
29536	2017 049	Tierra Concreta Phase Project	Housing-Related Cap Infra	200,000	2,500,000	4,390,000	0	0	0	7,090,000	6,890,000	Yes
29995	2017 050	West Alameda St. Drainage	Hwy/Roads/Streets/Bridges	0	500,000	3,000,000	0	0	0	3,500,000	3,500,000	Yes
29995	2017 051	City Hall Improvements	Adm/Service Facilities (local)	0	38,000	400,000	0	0	0	438,000	438,000	Yes
30257	2017 052	Facilities Citywide	Adm/Service Facilities (local)	0	1,000,000	1,000,000	1,000,000	1,000,000	0	4,000,000	4,000,000	No
30750	2017 053	Raw Water Pipeline Replacement	Water Supply	0	1,750,000	0	0	0	0	1,750,000	1,750,000	No
30752	2017 054	4 MG Water Tank at BDD	Water Supply	0	2,000,000	0	0	0	0	2,000,000	2,000,000	No
30754	2017 055	Public Safety Radio System Upgrade	Public Safety Equipment/Bldgs	0	1,250,000	2,000,000	0	0	0	3,250,000	3,250,000	No

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Project ID	Year	Project Name	Other	2017	2018	2019	2020	2021	Total	Funded	Not Funded	Funding Source
30757	2017	City of Santa Fe Wireless Networks	0	245,000	175,000	0	0	0	420,000	420,000	0	No
30758	2017	Senior Center Improvements/Parking Lot Access Road	153,150	294,998	0	0	0	0	448,148	294,998	153,150	No
30761	2017	Senior Center Warehouse Project	300,000	200,000	0	0	0	0	500,000	200,000	300,000	No
30766	2017	Ft. Marcy Recreation Center HVAC Replacement	0	400,000	0	0	0	0	400,000	400,000	0	No
30767	2017	Swimming Pool Improvements	0	60,000	600,000	0	0	0	660,000	660,000	0	No
30769	2017	Siler Road Complex	0	80,000	800,000	0	0	0	880,000	880,000	0	Yes
30771	2017	ESD Heavy Equipment Mechanical Shop	0	250,000	90,000	2,000,000	0	0	2,340,000	2,340,000	0	Yes
30804	2017	Southside Library Data Room HVAC	0	11,000	0	0	0	0	11,000	11,000	0	No
30808	2017	Salvador Perez Expansion	0	150,000	1,850,000	0	0	0	2,000,000	2,000,000	0	No
30809	2017	Airport Parking Lot Expansion	0	2,000,000	0	0	0	0	2,000,000	2,000,000	0	Yes
30810	2017	ARFF Truck - Airport	0	1,000,000	0	0	0	0	1,000,000	1,000,000	0	No
30812	2017	Resurface Transit Yard	0	350,000	0	0	0	0	350,000	350,000	0	No
30811	2017	Civil Air Patrol Hangar	0	675,000	0	0	0	0	675,000	675,000	0	No
30813	2017	Public Access CNG Station	30,000	275,000	0	0	0	0	305,000	275,000	30,000	No
30856	2017	Arts and Creativity Center	0	500,000	1,500,000	12,000,000	0	0	14,000,000	14,000,000	0	Yes
29536	2018	Market Station Tenant Improvements - Land Use	0	0	1,000,000	0	0	0	1,000,000	1,000,000	0	Yes

Number of projects:	71	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:	Total Project Cost:	Total Not Yet Funded:
Funded to date:	6,229,150	48,454,000	67,285,000	22,350,000	6,150,000	6,250,000	156,718,144	150,489,024
Grand Totals								

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