



Agenda

CITY CLERK'S OFFICE

DATE 8/27/14 TIME 10:39

REVIEWED BY Franeey Jessen

APPROVED BY [Signature]

AIRPORT ADVISORY BOARD
Santa Fe Municipal Airport
Building 3002 (Just North of Terminal Building)
Thursday, September 4, 2014
4:00 PM
PAGE 1 OF 2

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of July 10, 2014 Minutes
Approval of August 7, 2014 Minutes
5. Invited Guests:
 - a. City of Santa Fe Fire Department Battalion Chief Paul Babcock
City of Santa Fe Fire Department Captain Pelly Hutton, ARFF Station 10
6. Information to the Board:
 - a. Items before City Council and Committees
 - i. AIP 41 Application –
 1. Approved by Public Works Committee July 28
 2. Approved by Finance Committee August 4
 3. Approved by City Council August 13
 - ii. NMDOT Maintenance Grant –
 1. Approved by Public Works Committee July 28
 2. Approved by Finance Committee August 4
 3. Approved by City Council August 13
 - iii. Landmark Consent –
 1. Approved by Public Works Committee August 25
 2. Scheduled Finance Committee September 2
 3. Scheduled City Council September 10
 - iv. Molzen-Corbin PSA Amendment #4 -
 1. Approved by Public Works Committee August 25
 2. Scheduled Finance Committee September 2
 3. Scheduled City Council September 10
 - v. AIP 41 Grant Acceptance –
 1. Scheduled City Council September 10
 - vi. NMDOT Grant Air Service Study/Rates and Fees Study -
 1. Scheduled Public Works Committee September 8
 2. Scheduled Finance Committee September 15
 3. Scheduled City Council September 23
 - b. Molzen-Corbin PSA Amendment #3
 - c. RFQ – Security Services
 - d. DRAFT RFP – Restaurant/General Retail/Vending Concession

AIRPORT ADVISORY BOARD
Santa Fe Municipal Airport
Building 3002 (Just North of Terminal Building)
Thursday, September 4, 2014
4:00 PM
PAGE 2 OF 2

7. From the Airport Manager:

- a. Month in Review
 - i. Enplanement/Deplanements
 - ii. Aircraft Operations
 - iii. Staffing Changes
 - iv. Noise Complaints
- b. Status - Construction Projects in Progress
 - i. TWY F Extension
 - ii. RWY 2/20 MIRL Upgrade
 - iii. RWY 10/28 MIRL Flight Check

8. Air Traffic Manager Update

9. Leasing Sub-Committee Update

10. Action Item:

- a. Discussion and Vote: Content for AAB Presentation to City Council September 23, 2014.

11. Items from the Board

12. Public Comment:

***REMINDER: ALL PUBLIC COMMENTS BE LIMITED TO 5 MINUTES**

13. Items to be Discussed at the October 2, 2014 Airport Advisory Board Meeting

14. 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.

SUMMARY INDEX
CITY OF SANTA FE
AIRPORT ADVISORY BOARD
Thursday, September 4, 2014

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER AND ROLL CALL	Quorum	1-2
APPROVAL OF THE AGENDA	Approved [amended]	2
APPROVAL OF MINUTES – JULY 10, 2014	Approved	2-4
APPROVAL OF MINUTES – AUGUST 7, 2014	Approved [amended]	2-4
<u>INVITED GUESTS</u>		
CITY OF SANTA FE FIRE DEPARTMENT ASSISTANT FIRE CHIEF PAUL BABCOCK	Presentation/discussion	4-6
CITY OF SANTA FE FIRE DEPARTMENT CAPTAIN PELLY HUTTON, ARFF STATION 10		6
<u>INFORMATION TO THE BOARD:</u>		
ITEMS BEFORE CITY COUNCIL AND COMMITTEES		
AIP 41 APPLICATION Approved by Public Works Committee July 28 Approved by Finance Committee August 4 Approved by City Council August 13.	Information	7-8
NMDOT MAINTENANCE GRANT Approved by Public Works Committee July 28 Approved by Finance Committee August 4 Approved by City Council August 13.	Information	7-8
LANDMARK CONSENT Approved by Public Works Committee August 25 Scheduled Finance Committee September 2 Scheduled City Council September 10	Information	7-8
MOLZEN-CORBIN PSA AMENDMENT #4 Approved by Public Works Committee August 25 Scheduled Finance Committee September 2 Scheduled City Council September 10	Information	7-8

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
AIP 41 GRANT ACCEPTANCE Scheduled City Council September 10	Information	7-8
NMDOT GRANT AIR SERVICE STUDY/RATES AND FEES STUDY – Scheduled Public Works Committee September 8 Scheduled Finance Committee September 15 Scheduled City Council September 23	Information	7-8
MOLZEN-CORBIN PSA AMENDMENT #3	Information	8
RFQ – SECURITY SERVICES	Information	8
DRAFT RFP – RESTAURANT/GENERAL RETAIL/ VENDING CONCESSION	Information	8
<u>FROM THE AIRPORT MANAGER</u>		
MONTH IN REVIEW		
ENPLANEMENT/DEPLANEMENTS	Information/discussion	9
AIRCRAFT OPERATIONS	Information/discussion	9
STAFFING CHANGES	Information/discussion	10
NOISE COMPLAINTS	Information/discussion	10-12
STATUS – CONSTRUCTION PROJECTS IN PROGRESS		
TWY F EXTENSION	Information/discussion	12
RWY 2/20 MIRL UPGRADE	Information/discussion	12
RWY 10/28 MIRL FLIGHT CHECK	Information/discussion	12-13
AIR TRAFFIC MANAGER UPDATE	Removed from the agenda	13
LEASING SUB-COMMITTEE UPDATE	Information/discussion/consensus	13-15
<u>ACTION ITEM:</u>		
DISCUSSION AND VOTE: CONTENT FOR AAB PRESENTATION TO CITY COUNCIL, SEPTEMBER 23, 2014	Discussion/no vote	15-17

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
ITEMS FROM THE BOARD	Information/discussion	17
PUBLIC COMMENT		17-19
ITEMS TO BE DISCUSSED AT THE OCTOBER 2, 2014 AIRPORT ADVISORY BOARD MEETING	Information/discussion	19
ADJOURN		20

**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, September 4, 2014**

1. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, September 4, 2014, at approximately 4:00 p.m., by Carolyn Cook, Chair, in Building 3002, Santa Fe Municipal Airport, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Carolyn Cook, Chair
Chris Ortega
Ron Krohn
Troy Padilla
Mark Miller

MEMBERS EXCUSED:

Elizabeth Hunke

OTHERS ATTENDING:

Francey Jesson, Airport Manager
Jon Bulthuis, Director, Transportation Department
Anita Medina, Executive Assistant
Melessia Helberg, Stenographer

AUDIENCE:

William Aneshensel, AASF
Paul Babcock, Assistant Chief, Santa Fe Fire Department
Richard Byrne
Deyanira [Dee] Cerda, Envoy Air
Mark Coan, AOPA
Mark Fitzgerald, Unifirst Corp.
Kent Frazier, Molzen-Corbin

There was a quorum of the membership in attendance.

A copy of the Sign-In Sheet is incorporated herewith to these minutes as Exhibit "1."

Chair Cook introduced Melessia Helberg who has been assigned as the stenographer for the Board.

Ms. Helberg said she has been with the City Clerk's Office for 17 years, and serves as the Stenographer to the City Council, Finance Committee, Public Utilities Committee, the Planning Commission, SWMA and the MPO Policy Board. She said she will be transcribing all minutes, and either she or Elizabeth Martin will be attending the meetings, reiterating that she will transcribe all minutes. She asked that corrections to the minutes be substantive, and not matters of style. She said corrections can't include things such as, "I know that was what I said, but this is what I meant." She said she can include only what is on the tape. She said she looks forward to working with the Board in this regard.

3. APPROVAL OF THE AGENDA

Mr. Padilla said since Bob Wood won't be in attendance, we need to remove Item 8 from the Agenda.

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

VOTE: The motion was approved on a voice vote, with Chris Ortega, Ron Krohn and Troy Padilla voting in favor of the motion, no one voting against, and Mark Miller absent for the vote..

4. APPROVAL OF MINUTES – JULY 10, 2014 APPROVAL OF MINUTES – AUGUST 7, 2014

A copy of *Minutes of the Meeting of the Airport Advisory Board*, Thursday, July 10, 2014, is incorporated herewith to these minutes as Exhibit "2."

A copy of *Minutes of the Meeting of the Airport Advisory Board*, Thursday, August 7, 2014, is incorporated herewith to these minutes as Exhibit "3."

Chair Cook said the revised minutes for July 10, 2014, and the minutes for August 7, 2014, were sent out to the members yesterday, and asked the Board members what they would like to do with regard to approving these minutes.

Mr. Ortega asked about the two pages of revisions to the minutes provided by Elizabeth Hunke, trying to get her recollections into the minutes. He said the Board had requested that the stenographer go back to the tapes and transcribe the minutes again. He asked if that has been done, and asked if we need to add the pages provided by Ms. Hunke to those minutes.

Chair Cook said Frances Lucero, who transcribed the minutes of July 10, 2014, reviewed the tapes, and provided updated minutes which have been provided by the City Clerk's Office to this Board. She said Ms. Lucero explained that when she was transcribing the minutes there was a motion and second to adjourn, and she presumed the meeting had ended and stopped transcribing, not knowing the meeting wasn't adjourned and there were still two items remaining, one of which was Public Comment. Ms. Lucero has since transcribed that portion, made the corrections suggested by Ms. Hunke and submitted the revised minutes [Exhibit "2"] to the City Clerk's Office.

Mr. Krohn said all of the comments on the pages submitted by Ms. Hunke were regarding Ms. Hunke's recollections of what happened at the meeting.

Ms. Helberg said if there are further corrections to these minutes, they will be reflected in these current minutes. She said she is willing to speak with the City Clerk if the Board wants to include Ms. Hunke's correction sheets, but she can't guarantee that the City Clerk will be willing to do further work on those minutes.

Chair Cook asked the Board if they have corrections to the July 10th minutes, and/or if they would like to postpone approval to the next meeting, since the minutes were sent out only yesterday.

Mr. Krohn said he would like to approve the minutes.

Chair Cook asked about the proposed changes submitted by Ms. Hunke.

Mr. Krohn said he has read the minutes and he believes all of Ms. Hunke's changes have been incorporated into the revised minutes, and the minutes are ready for approval.

Mr. Ortega and Mr. Padilla agreed that the minutes now reflect Ms. Hunke's concerns, and that the Board should move forward with the approval of the minutes for July 10th.

MOTION: Chris Ortega moved, seconded by Ron Krohn, to approve the minutes of the meeting of July 10, 2014, as submitted.

VOTE: The motion was approved on a voice vote, with Chris Ortega, Ron Krohn and Troy Padilla voting in favor of the motion, no one voting against, and Mark Miller absent for the vote.

The following corrections were made to the minutes of the meeting of August 7, 2014:

Page 6, paragraph 1, line 2, correct as follows: "...its votes are non-binding..."

Page 9, paragraph 7, correct as follows: "...has a penalty clause for liquidated damages..."

Page 12, last paragraph, correct as follows: "...otherwise ~~we would have~~ we would have to..."

Page 19, paragraph 1, line 1, correct as follows: "Mr. ~~Ortega~~ Krohn said...."

MOTION: Chris Ortega moved, seconded by Troy Padilla, to approve the minutes of the meeting of August 7, 2014, as amended.

VOTE: The motion was approved on a voice vote, with Chris Ortega, Ron Krohn and Troy Padilla voting in favor of the motion, no one voting against, and Mark Miller absent for the vote.

5. INVITED GUESTS

A. CITY OF SANTA FE FIRE DEPARTMENT-BATTALION ASSISTANT FIRE CHIEF PAUL BABCOCK

Paul Babcock, Assistant Fire Chief gave a brief history of the Fire Department coverage of the Airport. He said in 2007, because of rule changes, Santa Fe became an Index Airport. He said at that time, the Fire Department knew little about fighting an aircraft fire. At the time the Santa Fe Airport became an Index Airport, coverage was being provided by Fire Station 10 at Airport and Cerrillos, and couldn't meet the 3-minute response time required by the FAA, and the best they could do was a response time of 12 minutes. He said then Fire Chief Sperling was 100% committed to providing professional fire protection service at the airport.

Assistant Chief Babcock said at the time the Fire Department assumed responsibility for coverage at the Airport, the Department had zero knowledge of what can happen at the airport. He said the first Firemen assigned to the airport were housed in a camping trailer between two buildings, and in December-January the pipes were freezing and they had to be moved. He said during their absence incidents would take place. He said 6 members of the Fire Department were sent to College Station, Texas, for training in aircraft fires and other airport situations, so we now have people with real knowledge and ability. He said 5 years ago they were strangers to the Airport, but have now grown into a community composed of the Fire Department, the administration and the airport community.

Assistant Chief Babcock said they are now housed in a great building, and were able to purchase the appropriate equipment, including Crash Rescue 1, which has the required extinguishing capability for aircraft fires.

Assistant Chief Babcock said concern has been expressed about the 24/7 coverage. He explained that the numbers of staffing are provided by regulations and the union contract, noting the minimum staffing for each station is 34 people. He said the Fire Department also assists flights with medical patients by assisting the ambulance crews in transporting patients. He said there is mandated coverage of 16 hours, and of the 8 hours remaining, the Firefighters are required to be on site 15 minutes prior to the first incoming flight and 15 minutes after the last outgoing flight. This means the personnel get here about 30 minutes early and leave about 30-45 minutes after the last flight, which leaves a gap of about 5 hours. He said some of the firefighters live in Rio Rancho and by the time they get home, it is almost time to come back.

Assistant Chief Babcock said he and Ms. Jesson have run the figures on 24/7 coverage, versus splitting a shift which is 10 hours, and it costs about the same either way. He stressed that there is a medical assistance and transfer team and the Firemen have knowledge of their surroundings. He said every building has a pre-plan, including location of the nearest fire hydrant.

Assistant Chief Babcock said they still remain 100% committed to providing this service, but are now 100% committed and able to do what is needed of them here at the Airport. He noted 3 Captains are assigned, and there are certified EMS personnel who are able to provide ASL. He said they stand ready to serve the airport in whatever way is needed in terms of fire and emergency services.

Mark Miller arrived at the meeting

Mr. Ortega said there have been comments at past meetings about budgeting for the two positions, the two committed firefighters around the clock.

Assistant Chief Babcock said those come from Fire Station 10, noting the Airport Manager is providing 6 positions for Station 10.

Ms. Jesson said she has had conversations with Assistant Chief Babcock and Fire Chief Eric Litzenberg. When the budgets are being put together, the individual departments don't plug in any of the salary numbers. She said the only thing we pay is the overtime we expect for her staff, but not the overtime for Fire. She said for some reason, the benefits and overtime were being charged where there was zero budget. She said she doesn't know the reason this is happening, but she is working with City Finance personnel to make a change in how that is done so we know what is being spent and when it is being spent.

Ms. Jesson said, regarding the 24/7 coverage, there have been questions as to why we need to staff the fire department after all of the flights come in. She said, by regulation there must be firefighters on site 15 minutes before and after each flight. She said we have been experiencing consistently, late flights coming in very late or early in the morning, and the firefighters must stay 15 minutes after the last flight goes out. She said they haven't crunched the numbers on the cost of 24 hours straight time, or often paying overtime, but she believes the two numbers won't be that different.

Ms. Jesson said there has been a lot of activity through the middle of the night. She said whether it is a military flight, an airline with 50 passengers or a Gulfstream with 20, we must maintain the minimum number of personnel before and after incoming/outgoing. She said we have a 24 hour airport operation and we need to be able serve those people if something goes wrong. She said she agrees that on the surface the staffing may seem odd, "but from our perspective it is very good they are here, and I sleep a lot better at night." She believes we can work out the issues involved, and to limit personnel would be a disservice to the aviation community.

Chair Cook said she needs to get a better handle on the budget because we are paying for 24/7 fire protection, and if we stop doing that we are in the black.

Assistant Chief Babcock said if the coverage is only until 10:00 p.m., we would be paying time and a half, and double on holidays and weekends. He said they work 16 hour shifts, on a 48 hour schedule, and it is more convenient to pay overtime for those living in Albuquerque.

Chair Cook said then there might be savings, but it would be stressful.

Mr. Padilla asked if the 6 firefighters are dedicated just for the airport, and Assistant Chief Babcock said yes.

Mr. Padilla asked if there is premium pay to the firefighters for the additional training, and Assistant Chief Babcock said no.

Mr. Ortega asked if the City requires the two dedicated firefighters per shift.

Assistant Chief Babcock said no, this is decided by the requirements for minimum staffing and the collective bargaining agreement, noting the minimum is 34 and 2 are assigned to the Airport. He said they are working to get battalion chief level training. He said the Fire Chief and the Department are always looking to grow and provide better service at the Airport as well as for all of the citizens of Santa Fe.

Responding to a question from Mr. Ortega, Assistant Chief Babcock said there are no minimum standards from management. He said all vehicles are specifically designed by the manufacturer for a one-person operation. However, there is no fire station with only one person. The standard is for the vehicle and not for the personnel. If they have to go for training, or take leave, vacation or such, they can't go without a replacement. He said if we have only one person per truck and we got a medical call, we've lost our Index status.

Mr. Ortega asked if the minimum staffing was always required, or who sets it.

Assistant Chief Babcock said it is required, and is a part of the union agreement, that there is a minimum of two people at the station on the Airport 24/7.

B. CITY OF SANTA FE FIRE DEPARTMENT CAPTAIN PELLY HUTTON, ARFF STATION 10.

Captain Hutton wasn't in attendance.

6. INFORMATION TO THE BOARD:

A. ITEMS BEFORE CITY COUNCIL AND COMMITTEES

- i. AIP 41 APPLICATION –**
 - 1. Approved by Public Works Committee July 28**
 - 2. Approved by Finance Committee August 4**
 - 3. Approved by City Council August 13.**
- ii. NMDOT MAINTENANCE GRANT –**
 - 1. Approved by Public Works Committee July 28**
 - 2. Approved by Finance Committee August 4**
 - 3. Approved by City Council August 13.**
- iii. LANDMARK CONSENT –**
 - 1. Approved by Public Works Committee August 25**
 - 2. Scheduled Finance Committee September 2**
 - 3. Scheduled City Council September 10**
- iv. MOLZEN-CORBIN PSA AMENDMENT #4**
 - 1. Approved by Public Works Committee August 25**
 - 2. Scheduled Finance Committee September 2**
 - 3. Scheduled City Council September 10**
- v. AIP 41 GRANT ACCEPTANCE –**
 - 1. Scheduled City Council September 10**
- vi. NMDOT GRANT AIR SERVICE STUDY/RATES AND FEES STUDY –**
 - 1. Scheduled Public Works Committee September 8**
 - 2. Scheduled Finance Committee September 15**
 - 3. Scheduled City Council September 23**

Ms. Jesson said this is provided in response to a discussion at the last meeting.

Chair Cook asked if we want to continue to provide this information at each meeting.

Mr. Padilla said this Board should have discussed any items before they go to City committees and the City Council, but doesn't know it is necessary.

Chair Cook asked for comment, saying this is being provided because this may be why people are not feeling they are part of the Board.

Mr. Ortega said he likes having the list in the Agenda.

Ms. Jesson said this is being provided in response to a discussion at the last meeting, noting with the exception of one item, she gave updates at previous meetings. At the last few meetings various Board members had said they didn't know what was going to the Council and City committees relative to the Airport.

Chair Cook asked if just the list would be sufficient without copies of all of the materials.

Mr. Ortega said compiling this packet takes a lot of effort. He would rather have staff spending their time seeing that we get the minutes and agendas in a more timely fashion than spending time copying and compiling all this information.

Mr. Padilla asked if staff can provide the list.

Ms. Jesson said these usually are reported verbally, but she can put it on the agenda if that is what the Board would like.

Mr. Padilla said he likes the list on the agenda, and would like to have the supporting documents electronically.

Ms. Jesson said some Board members have had difficulty receiving the documents in the City format, but she will be happy to send out the documents in pdf and hope that people are able to open the documents.

Mr. Krohn asked if action is needed on this item

Chair Cook said no, because it isn't published as an action item.

It was the consensus among the members in attendance that Ms. Jesson continue to provide the information on the agenda, but it is not necessary to copy and compile the supporting data for each item, which can be sent electronically to the members.

B. MOLZEN-CORBIN PSA AMENDMENT #3

C. RFQ – SECURITY SERVICES

Ms. Jesson noted there is information in the packet in this regard.

D. DRAFT RFP – RESTAURANT/GENERAL RETAIL/VENDING CONCESSION

Ms. Jesson noted there is information in the packet in this regard.

7. FROM THE AIRPORT MANAGER

A. MONTH IN REVIEW

I. ENPLANEMENT/DEPLANEMENTS

Ms. Jesson reviewed *FAA Contract Tower – Airport Operations Count Record*, which is in the Board Packet. Please see this document for specifics of this presentation.

Ms. Jesson noted the flights are running very full, and the loads are strong.

Mr. Padilla asked, after August, when will the flights start decreasing.

Ms. Jesson said she would defer to Ms. Cerda for a response.

Deyanira [Dee] Cerda, GM for American Eagle and United, said she can't answer this question, because everything is preliminary at this point. She said once the schedules are approved and passed onto her, she will have that information, noting she can report at the next meeting in this regard

Chair Cook asked if she has been able to hire people to fill the vacancies.

Ms. Cerda said they have had 2 sets of interviews with 3 applicants, and only 1 has passed. She said she needs a full staff of 30, and currently there are 15 people, including herself.

Chair Cook said we need to encourage people to apply.

Ms. Jesson said she can include a report from Ms. Cerda for an airline update as a standing agenda item, if the Board would like to do so.

It was the consensus of the Board members in attendance to add an airline update from Ms. Cerda as a standing item on the agenda in the future.

ii. AIRCRAFT OPERATIONS

Ms. Jesson reviewed the airport operations count, which is in the Board packet. She said the total departures are down to 5,400, dropping somewhat. She said August 2014, compared with August 2013, is down 1,600. She spoke with the controllers who said that operations were slipping off somewhat, but she does not know the reasons.

iii. STAFFING CHANGES

Ms. Jesson said there have been only minor staffing changes. She said we now have a full time permanent custodian, Shirley, which came from elsewhere in the City. She said the City Manager has approved a 90-day emergency hire for part time custodians for weekends, and this is going through HR right now, commenting this is a good addition. She said there now is weekend coverage of 8 hours on Saturday and Sunday, and 20 hours during the week. She said this has enabled them to focus on deep cleaning which they hadn't been able to do. She said it is hoped that the 90 day emergency hire will turn into permanent part time and she will be able to keep Shirley.

iv. NOISE COMPLAINTS

Ms. Jesson said she knows about all the complaints because they are being sent by automated voice line to hers and Anita's voice mail. She said either she or Anita calls everyone back, track the origin of the noise complaint and do what they are able to do. She said they also catalogue them and she has noticed there have been more in the past two months since she has been here. There have been 16 calls on the complaint line since June, one in July and eight so far in August. Of the 16 calls, 7 of them weren't noise complaints and were complaints about low flying aircraft and one was about noise and a low flying aircraft.

Ms. Jesson said the Airport has responsibility over noise impacts, but has no statutory control over low-flying aircraft. She said about half of the complaints are completely out of the Airport's statutory control. The FAA Flight Standards office has full control over aircraft that fly lower than the minimum, and those are referred to the Flight Standards Office in Albuquerque. She said those people are okay with getting these referrals. She said of the 8 noise calls, 2 were in the Pecos Mountains and she can't do anything about what happens in the Pecos Mountains; one was a helicopter operating out of St. Vincent's over which she has no control and 2 of the helicopters were downtown which is outside of the Airport's controlled air space.

Ms. Jesson said she is concerned because she is beginning to get a considerable number of complaints which are under the Airport's purview, and of which the Airport needs to be conscious. She said pilots taking off to the south can see just how close the houses are to the Airport.

Ms. Jesson said last Friday, she drove through one of the neighborhoods of some of the folks who have been calling, noting she hasn't spent much time in La Cienega. She didn't realize just how close they are to the Airport. She is putting this issue on her "radar." She said the last time a noise compatibility study was done at the Airport was in 2008, so it is time to start looking at programming an update to that study when funds are available. She said it is unlikely it will be done before the Master Plan is done. She wants the Board to know she is conscious of the issues, and she will continue to keep the Board updated. She noted on the previous handout, we showed airport operations are down, although airline operations are up and believes that is impacting the neighbors. There also is the 6:00 a.m. departure which is very early for a commercial service, noting the control tower is not open at that time, and people are seeing large aircraft going over their houses in the early morning they've never seen before.

Ms. Jesson said if any of the Board members receive input from the neighbors about noise, she would appreciate if they would drop her a note and she can note it in her log. She said we strive to be good neighbors, and wants to be sure we're doing everything we can do in these situations.

Chair Cook commented that windows are open in the summer, and her experience is there is always a much larger call in during the summer months. People are outside as well as keeping their windows open when they are inside.

Ms. Jesson agreed, saying this has been her experience in other airports, particularly in Aspen. The people living near the airport were adamant that there were more planes than ever before. She doesn't want to use this as an excuse and not pay attention to some of noise complaints, reiterating that some of the complaints are coming to some of the people who live really close to the Airport.

Mr. Padilla pointed out that the 6:00 a.m. flight is new to the area and the planes being used for that flight don't perform very well and so by the time they rotate, they're almost at the departure end, and can't be more than 500 feet above the houses – at 6:00 a.m. and their windows are open

Mr. Ortega asked how Santa Fe compares to other communities where they start to look at noise ordinances and more drastic noise control – are we close to that point.

Ms. Jesson said a noise ordinance is very problematic for airports. She said about 100 years ago, the FAA deemed airports to be responsible for aircraft noise and not the aircraft operator. However, in subsequent years, they put significant limitations on what an airport operator could do to limit noise. She said we are significantly restricted by federal law as to what kinds of ordinances can be enacted. The airport can't be closed, nor can a curfew imposed, or deny certain aircraft, with limited exceptions. The reality is there isn't a lot, from an ordinance standpoint with regard to what can be done by an airport operator can do, because the FAA refuses to give them that authority.

Ms. Jesson said Santa Monica has been fighting noise ordinances for more than 30 years at a cost of hundreds of millions in fighting the FAA and they continue to lose. She said the best thing she's seen done is a voluntary noise abatement policy, noting there was a strong one in Aspen which worked very well. She said they had monitoring equipment which could provide flight numbers and it was tapped into the air traffic control system which helped her to identify the aircraft and airline information. She would send them a letter about the noise complaint, and more times than not their response was that they didn't want to be that kind of neighbor and will do what they can.

Ms. Jesson said the performance capability of the aircraft has to take precedence and sometimes there was a safety issue as to the reason the aircraft had to be at that altitude at that time. She would then relate the information to the complainant. She said it really helped when they knew somebody really was paying attention.

Ms. Jesson said if we see certain areas around the airport which have been noise impacted, it is part of her job to talk to the FAA and see if there are ways the aircraft can be routed differently to avoid flying over the area, or give pilots options so they "spread the pain out." Sometimes the only thing that can

be done is to have a program which minimizes any community being affected more than others. The compatibility study will do that, by looking at what has happened since 2008, the impact of those changes, if any, and what we can do moving forward to make sure we're being good neighbors.

B. STATUS – CONSTRUCTION PROJECTS IN PROGRESS

I. TWY F EXTENSION

Ms. Jesson said the Taxiway Foxtrot extension is very close to completion and to the point it can be opened for aircraft. The edges have been graded, seeding will happen on Monday. All the lights and signs have been installed and hooked up to the electrical vault, and the regulator which will power the lights and signs is due to be installed on Wednesday of next week. So the Taxiway will be open and ready for business if all goes well by next week.

ii. RWY 2/20 MIRL UPGRADE

Ms. Jesson said the Runway 2/20 MIRL upgrade is underway. They haven't installed all the lights yet, and we have a few technical glitches which need to be fixed, noting the contractor and engineer are working on that. The regular for the project will arrive on Tuesday/Wednesday and will be installed, noting we still need to work through some of the technical issues for the lights cans and light bags installed. She hopes the project will remain on time. The night work is almost done and the runway overnight closures should be going away and then it will be day work doing the final stuff.

iii. RWY 10/28 MIRL FLIGHT CHECK

Ms. Jesson said this has been a long time coming. The FAA was here last week and they did flight check on Runway 10/28 lights and everything went great. The problem is on the same night they were to do the flight check, the regulator that operates 10/28 failed. She said "my wonderful staff" was here all night the night before, juggling the 10/28 regular onto the Runway 2/20 so it would be operational. She said until we get the regulator for Runway 2/20 next week, we won't be able to operate the 10/28 lights because it isn't hooked up to a regulator. She said the 2/20 is the primary commercial runway and couldn't go unlit.

Mr. Krohn asked if the construction project on 2/20 tied into the fact that the ILS has been down, and Ms. Jesson said yes.

Mr. Krohn asked when that will be back up.

Ms. Jesson said the ILS won't be back up until we finish that project and the contractor is clear, and we know they are going to be cleared for night work and the runway lights are up and running.

Mr. Krohn asked the timeline.

Ms. Jesson reiterated the things to be done.

Unidentified said he is working on the timeline with the contractor.

Ms. Jesson said it all depends on when they definitely finish the night work. She doesn't want to have the FAA come out and power out the ILS only to have to shut it down again. She said if she knows that the night work is absolutely finished and she doesn't have to close any more runways, she will ask the FAA to come up and get the ILS back on sooner. However, she is reluctant to take that step and have some night work pop up that we weren't expecting.

Mr. Padilla asked for a brief overview of the reason the ILS has to be shut down during construction.

Ms. Jesson said when a runway is closed, the FAA considers that to be an abnormal airport environment. The FAA policy, with which she totally agrees, is that when a runway is closed all navigational aids that run the aircraft into the runway need to be non-operational as well, because there is the possibility that someone could operate on the ILS and make an approach and make an attempt to, or even land on a closed runway. She said this hasn't always been the case, and it is only fairly recent, less than 10 years, that the FAA made the determination that when a runway is closed, all navigational aids have to be shut down, and that's the reason the *[inaudible]* are down as well.

Mr. Ortega noted that the modem (?) for Runway 1/5 is not pulsating open indicator, and the expiration date is permanent and asked what that means.

Ms. Jesson said the PLASI's are very very old and they have broken down numerous times over the past several years and have been rebuilt at an incredible cost for the rebuild. She said upgrade to VASI was already programmed for that runway. She said the PLASI's are very outdated and not many companies rebuilt or work on the equipment because it so old. She said rather than incurring the costs to get two more years from them, she decided to wait to have them programmed to be upgraded to VASI. She thinks that will be within a couple of years.

8. AIR TRAFFIC MANAGER UPDATE

This item was removed from the agenda because the Air Traffic Manager was unable to attend today.

9. LEASING SUB-COMMITTEE UPDATE

Chris Ortega recused himself from participating in this Agenda Item.

A copy of the draft *City of Santa Fe Municipal Airport Aircraft Parking Agreement*, is incorporated herewith to these minutes by reference, and is in the Board packet for this meeting.

Mr. Padilla said this is a great subcommittee which works well together, and he thanked the members, some of whom are in attendance today. They have developed a draft Tie-Down Lease Agreement which they would like to send to the City Attorney for review, noting it still will have to go before the City Council, so there will be a lot of time for public review. He said they feel the draft agreement protects the City and it isn't too cumbersome for the tenant of the tie-down. It is a 30 day agreement, month-to-month and it is very simple. The draft has been provided to the Board.

Mr. Padilla said the next project of the subcommittee will be the commercial and non-commercial leases, noting they had a lot of debate about that. Currently, they are trying to come up with a leasing policy, and they are reviewing leasing policies which will be taken into consideration as the basis for leases moving forward.

Chair Cook said there is no insurance clause in the proposed Tie-Down Lease. She asked what happens, for example, if your plane is parked in your spot, and someone without insurance runs into your plane while taxiing and they have no insurance. She asked if this is okay with "the tie-down people, and was that discussed at all as a possibility, because accidents do happen."

Mr. Padilla said it was discussed, but he doesn't recall the specific remarks. He said the Airport doesn't have a method or sufficient staff to verify insurance coverages. He said if he were on tie-down, he would carry his own insurance.

Chair Cook asked if the pilots are okay with the Lease not containing an insurance clause.

Mr. Padilla said he doesn't know, but currently the City doesn't have the staff to monitor that.

Mr. Krohn said he would say it is not up to the Airport to enforce pilots to be responsible for their own equipment and a responsible pilot will have insurance.

Mr. Padilla said it is going to the City Attorney and the City may have some sort of insurance requirement at that point, and that's what needs to be done. And if so, Ms. Jesson can ask the question, "How do I enforce it, what are the mechanisms behind it and I'm going to need another staff person."

Chair Cook said she is delighted to have the draft, saying they did an excellent job. She said she brought up the issue of insurance because airplanes are taxiing around here without insurance almost every day.

Mr. Krohn asked to make a motion.

Ms. Helberg noted it isn't listed as an update and is not listed as an action item.

Ms. Jesson said she understands after the report, a motion can be made to take action.

Mr. Padilla said he doesn't want to wait another month to put it on the agenda for action, and they want to move forward with this.

Responding to the Chair, Ms. Helberg said it could be forwarded to the City Attorney as a consensus among the members in attendance. She asked if there is a procedure for departments and divisions for forwarding items to the City Attorney, and if so that should be followed.

Ms. Jesson said there is no procedure "in this case for this type of thing. They don't require action from the Board before I send it to the City Attorney," but it has to be presented by staff.

Mr. Krohn said he would like for the public to comment on the proposed lease before the Board decides to push it forward.

Chair Cook understands there was public input on the lease.

Mr. Padilla said, "We did have public input. There were two people, not from the Board, that attended and helped draft this. My concern is Ron, that if we get public comment now, that it would change the document before we even sent it to the City Attorney and then we would be in this circle – public comment, then take it back for advisement and then public comment."

Mr. Krohn said, "There are other members on the Board who have not heard any comments from the public, and I'm just suggesting perhaps we could vote on this today to move it forward."

Chair Cook said she would like to ask each member if they would like the draft lease, as presented, to be taken to the City Attorney for approval.

Chris Ortega said he has to recuse himself, because he has a tie-down himself, and Mark Miller, Roy Krohn and Troy Padilla said they would like for her to do so.

It was the consensus among the members of the Board in attendance, with Chris Padilla recused, that Ms. Jesson take the draft lease as proposed to the City Attorney for review and approval.

Chair Cook thanked the subcommittee members for their work.

10. ACTION ITEM:

A. DISCUSSION AND VOTE: CONTENT FOR AAB PRESENTATION TO CITY COUNCIL, SEPTEMBER 23, 2014.

Chair Cook said the Airport Advisory Board is scheduled to make a presentation to the City Council, at its meeting on Tuesday, September 23, 2014. She said the City Clerk told her she doesn't know how much time they will have for the report because the agenda hasn't been published.

Chair Cook said she spoke with a former Councilor who told her they usually have 5 minutes and then "pray that you've said enough that they want to ask questions."

Chair Cook said she will make the presentation, noting this is the first time she's had to make such a presentation. She said she believes we do need to give input to the City Council and update them on the Airport and get them interested and excited about the Airport. She asked the Board what they would like her to say after a quick introduction, to get them interested and involved in this "\$130 million economic engine out here." She said Ms. Jesson will be in attendance to answer any factual questions.

Mr. Ortega said they should be reminded/educated that there has been a substantial increase in air carrier traffic within the past two years, the reason we think is happen, if we think that trend will continue or increase.

Responding to Mr. Miller, Chair Cook said Ms. Jesson will be in attendance to answer questions, and wants her to be the spokesperson for the facts.

Mr. Miller said we can't assume that anyone read the newspaper, and she should present facts about the number of passengers coming and going, commenting the numbers are surprising.

Mr. Ortega agrees that some of the facts are important, and she give numbers of the privately owned planes parked or hangared here, and it would be helpful for them to know the number of operations in general aviation.

Mr. Padilla said, to avoid an electronic quorum, perhaps the Chair could send her statement to Mr. Miller and Mr. Ortega for their review and comment.

Chair Cook said she would appreciate that, noting she was told they might have a half hour if they are interested and are asking questions.

Mr. Ortega asked Ms. Jesson if she feels the Governing body understands what is happening here at the Airport, and the timeline of some of her initiatives she shared with this Board a few months ago, such as the master plan.

Ms. Jesson said yes and no. She said, "Obviously, the things I bring to the committees and to the Council are all of the high level things, like the master plan, the things that the Governing Body has the right, responsibility and authority to move forward or not move forward. So, the minutiae of the day to day operations out here, obviously, isn't something I'm bringing to them. I don't get pulled off consent really often. They're reading my packet, the packet you saw, and they're finding that to be sufficient information and they're passing the things on consent. I can't say, without being pulled off consent and put on discussion, and having those specific questions raised to me, what they feel and what they don't feel. I would like to think that I've given them enough information in the packet for the things that I'm bringing towards them."

Ms. Jesson continued, "I will say this, when I have been pulled off consent, it's been a while, and have been asked questions, they've been good questions. They've been the kinds of questions that my first response is, well Councilor that's a great question. I'm glad you asked that. I think they realize the asset of being informed. I know the Mayor absolutely does. I really don't feel there is anything but positive questions from the Governing Body about the Airport. But, the details of what happens on a day to day basis, it's not the kinds of things I bring to them and whether or not they know the details, is more than within my knowledge. I have had a few Councilors come out here and visit and spend an hour with me, and I showed them some things and they've been very interested, but we've never had them as a group and really talked."

Responding to Mr. Ortega, Ms. Jesson said it about the economy, and the most important driving metric we can bring to the Governing Body is what the Airport already is and can be in the future with continued support from the Governing Body as well as the community. She said they really need to be fully advised and apprised of what an asset the Airport is for the community, and to be aware of some of the challenges we are facing to become that economic engine that we can be in the future.

Chair Cook said she will discuss the presentation with Ms. Jesson and asked the members of the Board to please give any input they would like.

No action was taken on this item and there was discussion only.

11. ITEMS FROM THE BOARD

Mr. Ortega asked the status on filling the Board vacancy.

Chair Cook said she spoke with Noah Berke, the Mayor's Assistant, and asked him to remind the Mayor that we do need a 7th member.

Ms. Jesson said she has heard nothing.

Mr. Krohn noted the RFP for the terminal concession in the packet, and asked what prompted it, and what is the status.

Ms. Jesson said it was prompted by instructions from the City Manager. She said the draft still needs a few tweaks, but she wanted the Board to see what she has done so far, noting all that needs to be added are some technical things which won't change it materially. She said as soon as it is complete, and approved by Jon Bulthuis, it will go out to bid.

12. PUBLIC COMMENT

Chair Cook asked that remarks be limited to 3 minutes.

William Aneshensel, President, Aviation Association of Santa Fe, said there will be a Rusty Pilot's Seminar on Saturday morning at 9:00 a.m., in Hangar 22. He said wings credit is given. He said, in terms of the City Council presentation, having given a number in another City, the Chair might consider three things. First a one-page handout so people capture things like key number. A 3-minute presentation is worth a 10-minute rehearsal if more than one person speaking, and there should be contact information on the handout if they want to call and get more information. He said on the parking agreement discussed, they didn't have a conversation on insurance, but it came up in a number of pieces. He said any request for proof of insurance is only as good the last insurance policy shown today, tomorrow.

Mark Fitzgerald, concerned citizen for airport expansion and growth, said he attended the City Council meeting last Wednesday, and was sandwiched between two rather contentious issues, the vote on the marijuana decriminalization and the nurses union, so he doesn't know how much impact he made in his comments to the Council. He said he first told them they have an exemplary volunteer Board which gave their time to try to make the Airport better, and an excellent, hard-working staff doing all they can to grow the airport in Airport traffic and economic traffic to the City. He told the Council that, in his opinion, the Airport is two things. One is it is a diamond in the rough into which the City and the County needs to put resources in the form of dollars and exposure and attention.

Mr. Fitzgerald continued, saying secondly, "For a City of the stature of Santa Fe to the U.S. as the state capitol, that enjoys a robust tourist industry and is known worldwide for its museum and art, the Airport is, conversely, somewhat of a black eye. He said by this he means, as he drives in and out of the Airport his first impression is nobody has cared about it since it was built in 1941. There is no landscaping. There is a simple sign that says, "Welcome to Santa Fe, the City Different." There is a junkyard on one side which should be walled-out. He said these are things, if he were a tourist flying into Santa Fe, knowing what he has heard about, and driving on the road after arrival, his first impression would be that the City doesn't care much about its Airport. He said he told them it is time to pay more attention to the Airport to bring more people to help the Airport and staff, and that he is willing to do anything he can do in that regard.

Mr. Fitzgerald said one thing he said that apparently was not heard, is that at the very least the Board should be given a room with a decent recording device so all minutes are recorded properly, and the Stenographer isn't hunting down notes to try to produce accurate minutes. He said, "I see, no disrespect ma'am, that they have not listened to me." He feels the Board should be meeting in a chamber with a system that records every person's voice clearly and is easily transcribable, so minutes are correct as they should be, whether you are an advisory board or a non-advisory board." He said he is here to help and advocate for the Board 100%, and to let him know what he can do in this regard.

Ms. Helberg said the City does not provide equipment for the stenographers. She said she chooses, consciously, to use a cassette recorder over an electronic recorder, because there is no indication of recording and the level of the recording on the recorders she's shopped. She has heard horror stories about someone recording an entire *quasi judicial* body meeting and then there was nothing on the electronic recorder. She has chosen to keep this equipment and be a dinosaur, noting some have returned to their cassette recorder.

Ms. Helberg continued, saying she apologizes if Mr. Fitzgerald wasn't heard in the minutes in the way he thinks he should be, and she will make every effort to see that his remarks are included in the minutes. She said the only place with the recording system of which Mr. Fitzgerald speaks is in the Council Chambers. She said she has done meetings in "the Bermuda Triangle of sound," where it was hit or miss to record people. She said the multi-directional microphone she uses picks up sound quite well and includes what she needs.

Chair Cook said Ms. Helberg is the new Stenographer, and glad to have her on board.

13. ITEMS TO BE DISCUSSED AT THE OCTOBER 2, 2014 AIRPORT ADVISORY BOARD MEETING.

The Board made the following suggestions for the next meeting agenda:

- a. The Tie-down Agreement as an action/discussion item.
- b. An update from the subcommittee meetings on the status of its work on the leasing policy.
- c. Update from City staff about the timeline and general information about the project that's connecting to # 599.

Ms. Cook said there is an update on that at the Planning Commission on September 11, 2014, in the Council Chambers at 6:00 p.m., and she intends to attend that meeting. She said the new interchange would be across #599, and then there will be a new entrance into the Airport.

Mr. Padilla said they are just doing Phase I right now which is the overpass, and Phase II would continue the road from the overpass to the Airport. He has been unable to get information, a timeline or guidelines on which the second phase would occur.

Chair Cook suggested he attend the update at the Planning Commission on September 11, 2014.

Mr. Padilla suggested if she is going to attend, perhaps she can update the Board.

Chair Cook said she will attend and Girard said he will attend as well.

Mr. Padilla asked if it would be of help for the Members of the Board to call someone to try to get the Board vacancy filled.

Chair Cook reiterated that she spoke with the Mayor and made this request. She said she Board members can call Noah Berke, Planning & Policy Administrator, at 955-6647, cell 490-5930.

14. ADJOURN

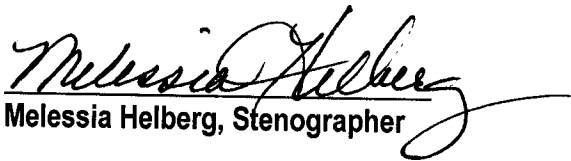
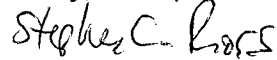
There was no further business to come before the Board.

MOTION: Ron Krohn 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 6:15p.m.



Carolyn Cook, Chair



Melessia Helberg, Stenographer

AIRPORT ADVISORY BOARD MEETING

Thursday, September 04, 2014

Exhibit #1"

AIRPORT ADVISORY BOARD
INDEX
July 10, 2014

Cover Page		Page 1
Call to Order and Roll Call	The Chair convened the Airport Advisory Board meeting at 4:00 pm, Santa Fe Airport, Building 3002, Santa Fe, New Mexico. A quorum was declared by roll call.	Page 2
Approval of Agenda	<i>The Chair added: Economic Impact of Santa Fe Airport</i> <i>Mr. Ortega moved to approve the agenda as amended, second by Mr. Miller, motion carried by unanimous voice vote.</i>	Page 2-3
Approval of May 1, 2014 and June 5, 2014 Minutes Corrections reflected in minutes, July 10, 2014 meeting	<i>Mr. Krohn moved to approve the minutes of May 1, 2014 as amended; second by Mr. Miller, motion carried by unanimous voice vote.</i> <i>Mr. Ortega moved to reapprove the minutes of June 5, 2014 as amended, second by Mr. Padilla, motion carried by unanimous voice vote.</i>	Page 3-4
From the Airport Manager A. Month in Review B. Status -- Construction Projects in process -- - RWY 2/20 MIRL Upgrade - RWY 10/28 MIRL Flight Check C. Upcoming Projects	<i>Informational</i>	Page 4-6
Review and Discussion Items a. Ethics Summary	<i>No formal action.</i>	Page 6-10
Items from the Board	<i>Informational</i>	Page 10-11
Public Comment	<i>Informational</i>	Page 11-13
Items to be discussed at the August 7, 2014 meeting	Agenda Topics - Mission statement as an Action Item	Page 14-16

Exhibit "2"

	<ul style="list-style-type: none"> - Continued Discussion of Lease Agreement - Tie Down Agreement - as an action item - Discussion on the word "worthiness" 	
Adjournment/Signature Sheet	<i>There being no further business to come before the Airport Advisory Board, the meeting was adjourned at 6:20 pm</i>	Page 16

CITY OF SANTA FE

SANTA FE AIRPORT ADVISORY BOARD

MINUTES – JULY 10, 2014

Frances Lucero, Stenographer

7/10/2014

MINUTES ARE IN DRAFT FORM UNTIL APPROVED

AIRPORT ADVISORY BOARD
Santa Fe Municipal Airport
Building 3002 (Just North of Terminal Building)
Thursday, July 10, 2014
4:00 pm – 6:20pm

MINUTES

1. Call to Order

Carolyn Cook, Chair for the Airport Advisory Board called the meeting to order at 4:00 pm at the Santa Fe Municipal Airport, Building 3002, Santa Fe, NM. A quorum was declared by roll call.

2. Roll Call

Present:

Carolyn Cook, Chair
Elizabeth Hunke
Chris Ortega
Ron Krohn
Troy Padilla
Mark Miller

Others Present:

Kent Freier, Molzen Corbin
Bob Wood, SAF ATCT
Jim Robins, Midwest Equity Leasing
Ken DeLapp, SFAC
Dee Cerda, Envoy Air
William Aneshensel, Aviation Association of Santa Fe
John Elling, Cielo Azul Hangar Condo Assn.

Staff Present:

Francey Jesson, Airport Manager
Anita Medina, Executive Assistant
Joseph Maestas, City of Santa Fe

Others Present:

Anna Serrano for Fran Lucero, Stenographer

3. Approval of Agenda

The Chair added on: Economic Impact of Santa Fe Airport

Mr. Ortega moved to approve the agenda as amended, second by Mr. Miller, motion carried by unanimous voice vote.

4. Approval of May 1, 2014 Minutes and June 5, 2014

Corrections:

Page 1 – Item 10 – July 3rd should be July 10th

Page 2: Others Present: delete James Gill

Page 3: Updates: assimilated plane crash simulated

Page 4: 4th paragraph: have block-wise enhance markings

Page 5: terminal expansion: Mr. Miller asked if the \$890,000 sufficient to do the project? Mr. Krohn asked the questions.

Page 5: \$890,000 was received from State CIP money – Correction: CIP should be Capital Outlay money

Ms. Jesson went before the Public Works Council – Committee

Page 6: According to the FAA FAR's only an AFP ANP with Inspector authority or the pilot at-landing in command can make the determination of airworthiness.

Page 6: the FAA an AFP ANP

Page 7: airworthiness is when an AFP – airworthiness in when an ANP

3rd line: ~~airworthy certificate~~ air worthiness

Airworthy air worthiness

dilapidated or derelict aircraft – should read: functional or derelict aircraft

Page 8: and part their airplane – park

Page 9: 2nd paragraph: Maybe what we are really talking about *is* an aircrafts operation that is operational.

Page 10: airworthiness aircraft

Mr. Krohn moved to approve the minutes of May 1, 2014 as amended; second by Mr. Miller, motion carried by unanimous voice vote.

Corrections:

Page 5: July meeting date changed to July 11, 2014 and reflected as July-3, 2014. Should be July 10th

PSCs can be used for terminal projects. Should be: PFCs throughout paragraph

Page 5: for marketing – should be advertising

Page 7: ~~and-would-have-to-follow-the-rules.~~ Should say: be subject to disparate treatment

Page 8: Item 8 - It was noted that there were 5 interested candidates for the *vacant* position and they have been submitted to the Mayor for selection and approval.

Items to be Discussed at the July 11, 2014 Meeting - July 10th

Page 3: 5A - Ms. Jesson made a request ~~was made~~ for

Page 4: Once it is signed it can be sent to the FFA FAA

Page 5: Ms. Jesson was pleased to be in the black for ~~EXP Taxiways A&C.~~

Page 7: Their final findings were that ~~revisionary~~ clauses – should be reversionary

Page 8: The FAA has made it very clear that they ~~do not approve~~ reversionary clauses. – should be: “*prefer*”

Mr. Ortega moved to reapprove the minutes of June 5, 2014 as amended, second by Mr. Padilla, motion carried by unanimous voice vote.

5. From the Airport Manager

a. Month in Review (Francey Jesson, Airport Manager)

Included in the packet were current through end of June deplanement numbers. The Airport Manager reported that for the last few months American and United flights have been operating at 100% load factors. They are packed at 38 seats for sale on a 50 seat jet. A significant number of flights each day are overbooked. Dee Cerda said that some people are not making it to the 7:00 flight. Some mornings are not cool enough.

Mr. Padilla asked how many people are turned away.

Ms. Cerda said today 13 were ready to board and 7 stayed behind. They had to find availability through Albuquerque. Denver and LA are new flights for the summer mornings. History on flights will help for next season.

Ms. Jesson stated that these were all good point to be making and it is important to understand that as they launch the Airport Master Plan and this is something that will be looked at as far as runway strength. The number of how many people wanted to fly out of Santa Fe and couldn't fly out of Santa Fe will be a big discussion when they launch the master plan.

Also included in the board packet is a combined AE/UAX flight schedule for information.

Mr. Padilla stated that at the last meeting they were concerned about the 3 overnights and terminal congestion and requested an update.

Ms. Jesson responded that the feedback that she has received from her staff and Dee's staff at night is that there is congestion in the terminal and in the morning you can see the congestion from the night before and start with congestion with the AM outbound flights. Terminals are not as clean with only one custodian.

Dee Cerda reported that that parking is working well. People comment on the walk to the aircraft; some like it and some don't.

Francey Jesson said that some aircrafts leave early and this is a challenge for ground staff. Staff is adjusting well.

b. Status – Construction Projects in Progress

- TWY F Extension paving.

Pavement is completely down and none of the electrical is back up. Some of the electrical conduit has been put in but materials for the actual lights and the

regulators have not arrived yet. That taxi is not commissioned until the lighting is in and paperwork has to be sent to the FAA so they can document that the taxiway exists. Lighting is not required on that runway by FAA standards but because it is a brand new taxiway the Airport Manager would rather wait to open it up and fully commission it when it is completely operational. Contractor has not given a specific date for completion, the hope is that all supplies will be received and installed by August. Ms. Jesson will send a save a date invite for ribbon cutting ceremony once she can identify a firm date.

Ms. Jesson clarified for the board that the pavement is in and they are waiting for the lights.

• RWY 2/20 MIRE Upgrade.

Lighting upgrade started last week, they are 2 weeks in to that project. 2,500 ft. of lighting is completed; they are averaging about 600 ft. a night. Runway 220 closes at 9:00 pm and opens at 5:00 am. It has not affected any of the commercial flights getting in as they come before 9:00 pm or land on RRW 5. They are installing edge lighting and conduit lighting.

Mr. Ortega asked if the electrical work was the reason the vasi is out of service.

Ms. Jesson said no, the vasi is out of service because the ILS has to be up. If you close a runway, the FAA has a rule that all ILS have to be out of service at the same. When this project was started a great deal of discussions took place with the FAA about the ILS. What would be the capability of shutting down the ILS at 9:00 pm and turning it back on at 5:00 am when the runway opened up. What we came to find was that everyone around the ILS and the vasi on those runways had to come out every night and shut everything down and turn everything on in the morning. The vasi can operate separately from the ILS it still creates a navigation light that can lead the pilots to a closed runway and that creates the admirable aviation code. For legal, safety, financial and logistic reasons we all agreed that the easiest and safest thing to do was to turn off all ILS and vasi at the beginning of the project and turn them back on at the end of the project. We did consult with United and American to assure it would not impact their operations. Visual Approach Slope Indicator (vasi).

Mr. Padilla: During this phase of construction, do you have an estimate on when they will be working on the intersection and will they be closing the airport?

Ms. Jesson: No not yet. As soon as we have a general idea of work at the intersection, closure will become much more complicated and we will notify everyone hopefully within 72 hours.

It was noted that no commercial flights will be cancelled and the contractor is aware of that.

- RWY 10/28 MIRL Flight Check.
The FAA flight check has not been issued due to the closing of the fiscal year. Follow up will take place this week with the city to get the check processed and mailed to the FAA.

c. **Upcoming Projects**

- Postponed until after the master plan is complete.
 - Rules, Regulations, Minimum Standards
 - RWY 33 Safety Area

5. **Review and Discussion Items**

a. **Ethics Summary**

The Chair reported that Ms. Jesson had received correspondence from Zach in the City Attorney's office regarding the code of conduct. The city attorney's office said that there was no need to summarize the code of conduct.

Mr. Ortega said that in his opinion the city has disappointed him as they were trying to summarize the resolution that establishes this board, summarize the code of ethics so they would have it available to the board members as a simple document that would be clear in understanding. In reading the e-mail it should be made clear that the board was not asking for a signed code. Clearly it feels like the city attorney did not understand what the board was trying to accomplish.

Mr. Padilla asked who presented this document to the city attorney and what instructions were given at that time.

Ms. Jesson said that she wrote the memo to the city attorney and said that the intent was a summary of the existing code.

The Chair said that she felt like the new board members should have a guideline other than the loose ordinance. The Chair said it might be easier to discuss with new members on the board and keep it as a guideline.

Ms. Hunke said that she agrees with the city attorney on his directive of the code of conduct.

Mr. Ortega said that he does not feel there is any harm in giving this document as an informational sheet to new members.

Mark Miller made the recommendation to read the entire code of ethics along with the memo.

Mr. Padilla said if they went down that road, they would hand it out in conjunction with the Code of Conduct and the guidelines would be a separate document.

Mr. Ortega asked that this item be placed on next month's agenda as an action item and include the mission statement.

Ms. Hunke said that the resolution that sets up the Airport Advisory Board does not say how to conduct business but the code of ethics doesn't say that either. They are two separate things. Ms. Hunke stated that the reason for summarizing the code of ethics is not to clarify their role; they are not related to each other.

In summary there were many comments made by the board members regarding: time allowed for public participation, conflict of interest for board members and when to recuses themselves, financial interest and board member to recues themselves, procedure for leases, planning for topics of discussion for monthly agenda's, board members who would recues themselves – would there be a quorum? A comment was made on the time allowed for public participation and further stated that results or action on public comments are not included in future airport agenda's.

Ms. Hunke said that there could be questions for example about Troy Padilla serving as a board member when he works at the airport.

Mr. Padilla said that he is very careful on what he can and can't talk about such as commercial leases.

The Chair commented they the board has always followed the Code of Ethics. Change is hard. The previous Airport Manager would bring in the leases for review. The Chair reiterated that they are here to work for the financial stability and good of the airport.

The Chair said that it might be beneficial to have Zach from the City Attorney's come to a meeting of the board to direct questions to him. The Chair encouraged discussion amongst the board members. Anita Medina, Admin. For the Airport will follow up to inquire about the City Attorney's availability.

Ms. Hunke is concerned that the public is not allowed to participate in the discussion. It seems that they are not allowed to say much and it makes it look like the board is not doing their job. Repeatedly there are things that don't reappear on the agenda as requested for discussion.

Individual board members were very specific in their questioning and it was again reiterated that it is important to get the City Attorney to attend a meeting in the near future to extend the discussion on the conflict of interest understanding and Code of Conduct. Board members who felt that they would have a conflict of

interest are very concerned to receive more information. The Chair reiterated that the job of the Airport Advisory Board is to work for the good of the airport.

Mr. Padilla encouraged the board members to reflect on the mission of the board members; to support the airport manager in many of the needs goals and mission of the airport to come to realization, i.e., leases, master plan, tie down agreements, etc.. There are going to be many times that the airport advisory board members will be challenged with difficult decisions and yet to stand together for the better of the airport is what is important and if need be should recuse themselves or step down.

Mr. Ortega made reference to a power point presentation that the airport manager made on timelines for airport projects and administrative procedures. One way to bring the board together is to provide updates on those key items. It was also stated that the board members should send suggested topics to the airport manager if they feel that discussion items are not inclusive of needs.

Mr. Krohn stated that Board members do not set policy or issue directives to management in relation to the operation of the airport as an advisory board. The board serves the public interest by providing a level of transparency and accountability for the operations for this important public asset. Mr. Krohn made reference to the Economic Impact Letter drafted by Ms. Jesson to Councilor Bushee talking about \$150 million dollar annual fiscal impact to the community; that makes this very valuable. Mr. Krohn stated that he believes that all of the members are on the board because they have knowledge of aviation and that inherently involves a conflict of interest. To provide recommendations, we need to foster discussion.

The Chair said it is very clear to her that if you have a financial interest you are not to participate and you are not to vote.

Mr. Krohn said the board is here in an advisory capacity and should discuss the items on the agenda.

Ms. Hunke said she cannot remember when this board voted on a certain lease in question; Tri-State Air Flight lease. She would like to have the airport manager bring an update on this specific lease.

Ms. Jesson said that this specific lease did not require city council approval and therefore it did not have to come to the board. Ms. Jesson said that she acted on this lease with direct advice and supervision from the City Attorney's office. Ms. Jesson offered Ms. Hunke to take this matter up with the City Attorney if that was her desire.

Ms. Hunke also questioned the status of a contract for United Airlines that did go to the City Council that the board did not see.

Ms. Jesson said that it did not go to the City Council.

Ms. Hunke said that she is feeling like the board is not being advised.

Mr. Padilla said that there have not been any leases that went to the City Council.

Ms. Hunke said that she will reference the city council minutes and bring back to this board her question on airport actions.

Ms. Jesson said that items that have gone to city council are contract extensions for existing contractors, change orders for existing contracts. With all respect, Ms. Jesson is not going to bring administrative items to the board and she is following direction from her immediate supervisor. She also noted that any item she needs to take to city council will take 45-days. It was also advised that if items that do not need board action should come to the board before they go to city council, the timeline will not allow that action.

Ms. Hunke said even though some items don't require board approval she would have liked to hear the specifics on the care flight lease agreement.

Ms. Jesson said that it was not required as the negotiations were between 2 independent agencies.

Discussion continued regarding the need to get involved in leases that do not require board action. The question and discussion resurfaced on the board having to recuse themselves on some topics.

Ms. Hunke stated that in regards to the board members recusing themselves, several of the board members pay for hangars and tie downs and she would like to know about new non-commercial agreements. She has a concern with the length of time before property reverts back. She reiterated that her problem is that the board was not able to discuss the tri-state lease, not her own financial interest.

Mr. Padilla said that he knows that Ms. Hunke has read the Tri-State lease in detail which the board members have not. There will always be personal interest from one perspective or another. These issues should be brought up so that when it does go to the City Council answers can be provided.

Ms. Hunke restated that she is very concerned that this item was not on the agenda.

The Chair restated that the board has not been following the Code of Ethics. The leasing process is looking at the next 20 years where the possibility of leasing back un-used buildings can generate revenue for the airport. The Chair wants to see the airport be in the black.

Mr. Padilla said that with the reversionary clause, it was debated heavily and he asked the airport manager in Denver and Scottsdale if those clauses exist in their leases and they both said yes. They said they were in their commercial and non commercial leases and the clauses were a little longer term than what was suggested here. The question to them was, what was the reason for that and they said it allows the airport to develop and the master plan gets updated periodically. As that master plan gets updated than new properties get identified and a review of existing properties is done. It then gives the board time to comment on the growth of the airport.

Mr. Ortega stated the resolution that established the airport advisory board; there are two places that say why the board exists and he translates that to mean, "what should we see vs. what we should not see." Board cannot make recommendations if we don't see them. The board should make recommendations to the governing board on the development at the airport. If there issues at the airport they cannot make recommendations if they don't see it as well as making recommendations for short and long range planning goals. The resolution also says that the board shall makes reports and recommendations relating to the on-going operations of the airport. Whatever that means, on-going operations could mean what is happening out there and that is under Ms. Jesson's administrative control. Mr. Ortega would like clarity on these statements from the resolution.

The Chair stated that they have hired a professional person that has the credentials to bring our airport to a new level, and I believe that is where we want the airport to go. Our job is to discuss but we also need to trust Ms. Jesson to do her job and take the airport to a new level. She reiterated that the airport advisory board will follow the Code of Ethics.

6. Items from the Board

Ms. Hunke requested follow up on the La Bajada National Monument. She asked if the FAA has been contacted. Mr. Padilla answered that Mark Cowen took that on and he has not received any feedback from him.

Secondly, are there blueprints for the new terminal building?

Ms. Jesson said no. Preliminary drawings are in process through the city managers coordination.

Ms. Hunke asked if there was an exit strategy?

Ms. Jesson said that she will need to see the preliminary drawings and know what the master plan will entail, it could be 5 years. More work is needed in defining the needs for the expansion of the terminal and the financing for a permanent structure could be 10 years out. This temporary structure might outlast those 10 years.

Ms. Hunke: Referenced June 2013 minutes. Mr. Allison moved to develop a stakeholders committee, the board was to approve the stakeholders meeting. Question to Ms. Jesson is what is the procedure to set up a stakeholders meeting for the rules and regulations and minimum standards.

Ms. Jesson stated that as she reviews her list of priorities to include the master plan, terminal expansion and working through the process of the city. There is not enough staff to take on other projects at this time. Once the master plan is vetted all other items will fall in to place. Question is, what would you like the airport manager to pull back on?

The Chair asked if the Mayor has chosen a new board member. Ms. Jesson stated that the letter of interest has been taken to the Mayor and Mr. Bulthuis is pursuing an answer from the Mayor.

The Chair asked the committee if they had read the Letter to the Editor. The Chair said she had cut it out and it was a lovely letter. Thank you to the board.

7. Public Comment

William Aneshensel, Aviation Association Santa Fe: It was noted that the Aviation Association of Santa Fe will have a workshop in September and he hoped that everyone was receiving the newsletter; if not to please let him know and he would assure that the board receives it. He also said if there are others that the board would like to receive the newsletter to submit those names to him.

Mr. Aneshensel said, on a larger scale, being a member of the public, being a stakeholder and speaking on behalf of approximately 35 members of the Association and listening to the discussion and also having been CEO of a couple of companies; he suggested that rather than worry about the minutia of the process of government and endless documents, that the Airport Advisory Board focus on the bigger issues in advising the government body. For example you might want to advise the Mayor and the City Council that it is hard to have a large amount of people at the same place at the same time, they might be able to expand the terminal for some large amount of money. We might need to have ramps analyzed and rebuild runways to accommodate aircraft to land at the same place at the same time. They're are X-number of people that rent hangars that have some concerns and as at result of the stakeholders meeting they suggest that some percent of it should come here. If you are advised of non-aviation employee and government entities they will have no use for advice. Yes, if you have a tie down and by the way 25% increase in the tie down should be done to keep it simply as a tie down. It isn't going to make them criminal if you talk about it or violate their ethics? I think it is prudent for example, that Francey thinks that the economic analysis on a tie-down is \$130 a month taken out of the paper or figure you can give advice to the board, 6 of them by the way tie their airplanes down. It will be useful information to the governing body and what I

heard here was focusing on a process that might get in the way of hearing useful advice and getting the message to the Mayor. I have no idea on aviation or general aviation, commercial aviation. If I were Mayor that is the kind of advice I would want. Should I spend some money to compartmentalize the process? What are you going to do? Last comments, Ethics are behaviors and not rules.

John Elling, Hangar Owner

I think you are misinterpreting the conflict of interest guidelines, I have served on a number of boards and I am very familiar with conflict of interest guidelines set forth. In those cases and in those boards people disclose the conflict of interest before they enter any discussion. In fact the discussion was more valued because the conflict of interest comes with familiarity than the discussion. I have never seen a conflict of interest because the guidelines say you can't discuss something. If you disclose your conflict of interest prior to the discussion and if you result in voting in your self-interest, I think that is confirmed in Mr. Ortega's reading of the guidelines. What is the point of disclosing a conflict of interest if you are not going to discuss it? So disclosing the conflict of interest allows you to discuss. You can also be very comfortable if the conflict of interest at the end of the day you cannot vote in your own self-interest. You can vote to provide something to the city council but they are the ones who will exercise the vote. It is arguable; which is a Segway to my second comment that the board should adopt a task force to recommend to the City Council a draft of the commercial lease and a draft of the non-commercial lease for the airport to use for applicants. I think it is important that the Airport Advisory Board act as a clearinghouse for external comments and discuss it; the board itself has a lot of expertise in this area. In a previous meeting, Mr. Elling commented as follows:

[I own a hanger at the Santa Fe Airport.

Standard Lease Agreement follow up was from Mr. Elling. Mr. Elling said that he heard that this was the standard lease agreement and he opposes that it should be part of the airport lease. It is also dangerous and unfair for present owners who have been here for 10, 20 years. When their lease runs out in 20, 30 years they will be confronted to sign a new lease with this new clause. People want to fly out of this Santa Fe Airport. I was told that this reversionary clause would be required in all leases. I heard FAA would support this, I can't understand why they would support this lease. I have started talking to some of the other hangar owners and again I was told this was the standard lease. I think it should be reviewed by the city council and it should have public debate. You can't put a removable building on this airport, which has 3 walls. If we are starting to invest in a standardized lease, than I think we should discuss it with the public and the city council.]

Madam Chair, "you said that this was the way the Airport Advisory Board is reporting back to the Mayor and City Council, they are not reporting this." The reversionary policy as currently written does not have to be implemented and that is the way it is. Other versions of the reversionary policy give the airport the right to buy the buildings. I think the reversionary clause is that of an economic development concern for the airport. It is very bad for the current populates of the airport. Other than the reversionary clause there

are other things that the board should fit in the draft lease for example; in the draft lease there was a ticketing fee where if you fueled the airplane below the airport number of cents per gallon, I don't remember. This makes performance sense as a standard but not in a lease, because if someone leases the land and builds a hangar, now they are not allowed to re-fuel in the hangar so now they are re-fueling out on the ramp. Something like that should not be in the lease. You need to get input from the people, on the board and off the board because there are other things in the lease that you wouldn't necessarily have unless you were involved in the process. There is a paragraph that says the airport has to get as built drawings from the hangar after it is constructed. Unless you are involved in the field you don't know if that is going to increase the cost of the site. The reason is because the only way you get as built drawings is if the Architect delivers the drawings to provide the billing. Things like that are really important to people who might raise this question and not be apparent to the public at large. I think and I would like to encourage the Airport Advisory Board to take it upon them to work and come up with a lease that they can recommend to the Mayor and City Council. You can take that project off the timeline and you can make it public if you are going to do that. I think it would be a good service to the community and to the public and you tack on the purpose of the Airport Advisory Board, which is to advise the development at the airport.

The Chair said, thank you.

Bob Wood, Manager of the Tower

I have 3 points: The first is what I suspect is a time limited factor, I would so wish that the Board would allow Public Comment during the discussion rather than at the end of the meeting. The one major reason for this is that I feel that would further additional discussion by the Board members because what one of us from the peanut gallery might bring up is additional information towards the discussion. The second point is that being in agreement with what John and Bill said about the Airport Advisory Board; the Advisory Board is to recommend, you don't formulate or dictate laws and therefore the idea of prohibiting discussion because you have an interest in the airport to me is incorrect. To carry it one step further, anybody that you have on the board that flies here commercially or owns a plane or leases a hangar needs a tie down that bought aviation gas for their race car couldn't discuss anything pertaining to those things, that makes no sense to me. I believe that everybody should be able to discuss in very limited circumstances, which you have to recuse yourself because again your vote is an advisory vote it is not a policy vote. Thirdly, the idea of a runway expansion was brought up when discussing commercial service, it has always been my understanding that there is never going to be any changes of the runways available because of the surrounding agreements that have been entered into. I think that the only way you are going to get more aircraft is to rebuild the runways for strength and even that it may or may not get you more. The idea of encouraging flights is the way it should be. Thank you.

The Chair commented that she has met with the City Attorney to ask what could we do and report to the Mayor and City Council. The Chair asked for any further comment. No further comment.

8. **Items to be discussed at the August 7, 2014 Airport Advisory Board Meeting**

Agenda Items:

- Mission Statement as Action Item
- Leasing Business (Commercial and/or non-Commercial)
- Standard Lease and Tie Down – board recommendations and discussion. Ms. Hunke would like this lease discussion as an action item. It would be nice to have some type of agreement on what the Advisory Board would like things to look like as a recommendation.
- Discussion on word – “worthiness”

Ms. Jesson stated that the reason this came forward is because there was a pending issue and this is why she brought the lease forward. It is her understanding that the lease is still pending and in the City Attorney's office. The City Attorney has the final say on what goes before City Council; nothing goes before the Mayor and City Council unless the City Attorney office has approved it. Ms. Jesson said she could put it on the agenda for next month if that is what the Board wishes but going back to the fact that the City Attorney's office is 2 attorneys done and one of those attorney's is the one she has been working with since she came on board and in fact she is the one assigned to the Airport and she is no longer working for the city anymore. So the one attorney in the City Attorneys Office who was acutely aware of what was going on at the airport no longer works for the city. Ms. Jesson is not sure that even in a months time she will have gotten much feedback out of the city attorney's office on any of things that are pending in the City Attorney's office right now. Ms. Jesson said that she does not even know which individual is going to be assigned to the airport, that said she will not have anything to report on in a month until the decision is made by the City Attorney on who is going to work on issues at the airport she does not have anybody to talk to about these things.

Mr. Padilla said that even before that they were talking about tie down agreements and we should try to finalize the agreements. We haven't gotten past the tie down agreements. Mr. Padilla said that he felt they were very close to concurring on the tie down agreements; it would be nice to get to a point of agreement on the work that has been done. To John's comments, some of the language that is put in some of these leases will assist the Airport Advisory Board and staff to develop those minimum standards and regulations.

Ms. Jesson suggest that some of the definitions that were needed, especially with the tie down agreements, definitions that got discussed, she proposed to forward the last draft of the tie down agreement that the Advisory Board reviewed to the City Attorney and ask for interpretation of the proposed language. Ms. Jesson said that they could continue to discuss the definition of the changes; if she could get the City Attorney to give her some language that they would be comfortable giving their approval on, that could be a better way to move the process up.

Mr. Ortega said that might be a good idea although it still leaves me a little uncomfortable from the standpoint that when we had that discussion was, were we going to use the word or alternative words like, operational or functional or something like that. If you send the City Attorney a draft of a tie down agreement with their words and they do the research they are going to care a lot less of what it means than we do. Whereas if you choose to use the word functional, you see what I am saying, it comes back from the City Attorney's office and they use a different word. I would advise to use caution on what you give the City Attorney's office with work that we haven't decided what we wanted to use. I thought that the next step was to have it come back to us with other municipality's definitions, functional and operational. I get nervous when you mention City Attorney.

Ms. Jesson said, you can all decide on whole host of things but if the City Attorney says no, you have all wasted a lot of your time. This is why I am saying that ultimately I cannot say anything, I can send no document or contract, I can send nothing to the Mayor or City Council unless the City Attorney has signed off on it, nothing.

Mr. Ortega stated that he understood that but ultimately the job of the City Attorney's office is to review and approve documents as a legal form not as a technical form. The question is what the law has to do with the function of that part of the contract. That is why I am saying about air worthy or functional, that is not a legal.

The Chair stated that the City Attorney is not an Airport Attorney.

Ms. Hunke said that by discussing it at an airport advisory board meeting the city attorney doesn't have to be concerned on what the definition is. I discovered how others work with that term and what they do is instead of saying that the airplane has to be air worthy it means the same thing, air worthy definition is pretty clear.

Mr. Padilla stated that by asking the City Attorney for specific verbiage it would be the same problem that they are having with the lease; it will not be back in time for another meeting for the advisory board to review. I believe there is a lot of work that still needs to be done.

Mr. Krohn: In the course of this discussion it has been that one of the functions is to get things before they go to the City Attorney's office and before they go to City Council and that I think is the process we should be focusing on instead of sending a draft to the City Attorney, getting a rubber stamp before the board has a chance to vet it. As Chris has said, he doesn't know what air worthy means and he is not going to take the time to research it. It is our job to vet that stuff before it gets sent out, that is part of what it means to be an advisory board.

Ms. Jesson said that she has done that; she brought the samples from the other airports for review.

Mr. Ortega said that is where they left off with operational and functional and he believed they wanted to get more information on what they meant.

Mr. Krohn: Based on the discussion we are looking at a revised draft so we can discuss again, I believe that is the point. The last time was the starting point, we had the discussion we get a revision and we discuss that, which is the process.

Ms. Jesson asked, "What do you want me to revise?"

Mr. Ortega said that as he recalls it was to define the words operational or functional. He recalls that several of the advisory board members favored some form of operational functional not use the definition of air worthy. It could be as simple if we had something to revisit and discuss and come to an agreement it of using a word like operational. What does operational mean?

Mr. Padilla said it should be placed on the agenda for discussion noting the terms. We can research the terms and come back with another term that everyone agrees on. Between now and then we do our research on the term that we would use.

The Chair reiterated that the consensus is to discuss the tie down agreement that has been presented to the airport advisory board.

Ms. Hunke asked if there was any reason why it couldn't be listed on the agenda as an Action Item if there was agreement on the term that it then is sent to the office of the City Attorney? She would like to see it as an Action Item not just as a Discussion Item.

The Chair accepts the recommendation of the Board and directed staff to place this item on the agenda as an Action Item.

9. Adjourn

Mr. Krohn moved to adjourn at 6:20 pm, second by Mr. Padilla, motion carried by unanimous voice vote.

Signature Page:

Carolyn Cook, Chair

Fran Lucero, Stenographer

**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, August 7, 2014**

1. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, August 7, 2014, at approximately 4:00 p.m., by Carolyn Cook, Chair, in Building 3002, Santa Fe Municipal Airport, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Carolyn Cook, Chair
Elizabeth Hunke
Chris Ortega
Ron Krohn
Troy Padilla
Mark Miller

STAFF PRESENT

Francey Jesson, Airport Manager
Anita Medina, Executive Assistant
Zachary Shandler, Assistant City Attorney
Elizabeth Martin for Melessia Helberg, Stenographer

AUDIENCE:

Richard Allison
Kent Frieier
Mark Baca
Bob Wood
Dee Cerda
Mark Fitzgerald
Ken Delapp
Marc Coan

There was a quorum of the membership in attendance.

Exhibit "3"

A copy of the *Sign In Sheet, Airport Advisory Board Meeting, Thursday, August 7, 2014*, is incorporated herewith to these minutes as Exhibit "1."

3. APPROVAL OF THE AGENDA

A copy of a letter dated August 7, 2014, from Chair Cook, regarding Items 7(b) and (c) is incorporated herewith to these minutes as Exhibit "2."

Chair Cook noted that Mayor Gonzales was invited to attend the meeting, but she doesn't know if he will be here today.

Chair Cook would like to amend Agenda Items 7(b) and (c), to propose that we appoint a subcommittee to discuss these things, so we get a better idea of what the community, the Airport Advisory Board, the Airport Manager and the City wants us to do.

Mr. Ortega said then the Chair is suggesting to replace Items 7(b) and (c) with the handout [Exhibit "2"], and the agenda will still be in the same order.

Mr. Krohn said then you're saying that you want to replace Agenda Items 7(b) and (c) with the handout for discussion at that point.

Chair Cook said it is for discussion and a vote, and asked if everyone is agreeable.

Mr. Miller said he doesn't understand, saying he thought the Chair meant "we should replace these with a committee study."

Chair Cook said her handout [Exhibit "2"], suggests a committee study and what she intends to do. She said we can go ahead and do this, but without direction from the City Council, voting on this would not be the best solution.

Mr. Ortega said, "I guess the question I would have, I guess, the way I understand it, you would like to replace 7(b) and (c) for discussion and voting, to replace the handouts we got for the meeting with a committee function, and the committee function, as I understand it, is to further study those two issues, so we wouldn't be in a position to vote on that."

Chair Cook said yes, and asked if this is suitable with the Board.

Mr. Miller said this seems like a good idea since we haven't forged ahead so much on this, that maybe a study committee would be more effective than the Board at this point.

MOTION: Chris Ortega moved to substitute the handout in place of the two handouts that were given to as part of the Board packet for Item 7(b) Standard Land Lease Non-Commercial Hangar Development and 7(c) Aircraft Tie-down Agreement, and that we wouldn't vote on these items or the suggestion by the Chair to create a committee.

CLARIFICATION OF MOTION PRIOR TO SECOND: Mr. Hunke said she still believes we need to vote on establishing the committee.

Chair Cook said we will have to vote on the proposed committee, but not on Items 7(b) and (c).

Ms. Hunke said her opinion is that when we get to these agenda items we can discuss and vote on the handout, and doesn't think we need to change the Agenda.

Chair Cook said we can vote at that point to form the Committee.

Mr. Ortega said he has a question about voting on this since it wasn't on the published agenda and is not noticed publicly for a vote.

Mr. Krohn said then the motion is to put this item on the agenda to replace Items 7(b) and (c) and we don't have a vote on it.

Mr. Ortega said this is correct.

SECOND TO THE MOTION: Ron Krohn seconded the motion.

VOTE: The motion was approved on a voice vote, with Elizabeth Hunke, Chris Ortega, Ron Krohn and Mark Miller voting in favor of the motion, none voting against and Troy Padilla absent for the vote.

MOTION: Chris Ortega moved, seconded by Mark Miller, to move the minutes to the end of the Agenda between Items #8 and #9.

VOTE: The motion was approved on a voice vote, with Elizabeth Hunke, Chris Ortega, Ron Krohn and Mark Miller voting in favor, none voting against and Troy Padilla absent for the vote.

MOTION: Chris Ortega moved, seconded by Ron Krohn, to approve the Agenda, as amended.

VOTE: The motion was approved on a voice vote, with Elizabeth Hunke, Chris Ortega, Ron Krohn and Mark Miller voting in favor, none voting against and Troy Padilla absent for the vote.

5. **INVITED GUESTS**

a. **CITY OF SANTA FE COUNCILOR PETER IVES AND MAYOR JAVIER GONZALES**

Councilor Ives and Mayor Javier Gonzales were not in attendance at the meeting.

b. **CITY OF SANTA FE ASSISTANT CITY ATTORNEY ZACHARY SHANDLER**

A Memorandum dated March 19, 2014, to Kelley Brennan, Acting City Attorney, from Francey Jesson, Airport Manager, regarding *City Attorney review and feedback as necessary, to approve Airport Advisory Board Summary of City Resolution 1999-9 and City Code of Ethics Ordinance #2005-14, 1*, is incorporated herewith to these minutes as Exhibit "3."

A copy of page 18 of the minutes of the City of Santa Fe Council meeting of March 12, 2014, provided by Zachary Shandler, Assistant City Attorney, is incorporated herewith to these minutes as Exhibit "4."

A copy of the City of Santa Fe Code of Ethics, provided by Zachary Shandler, Assistant City Attorney, is incorporated herewith to these minutes as Exhibit "5."

Chair Cook said she is glad to have Assistant City Attorney Zachary Shandler in attendance today to help us understand the Code of Ethics.

Zachary Shandler, Assistant City Attorney, introduced himself, saying he appreciates being put on the agenda early on. He said he is going to talk about the Ethics Ordinance. He said Conflict of Interest is defined, in shorthand as, "*An appointee to a Board taking official acts that benefit a certain group with a specific and identifiable prospect of financial gain.*" He said the exception is that the conflict would be shared with the entire public. For example, as you go through the Airport Restaurant Lease, even though you and your staff eat at the restaurant, which is public and benefit enjoyed by everyone, there is no conflict of interest in you voting on that lease. *[Mr. Shandler's remarks here are inaudible]*.

Mr. Shandler continued, talking about how a member of this Board deals with the conflict if your cousin or uncle still lives with you, for a business owned by you and or a family member, your employer, your client or a customer or a non-profit where you are an officer or director, and a official comes before that may benefit this subset of people. He said step one is you disclose it to your colleagues. Step two is you do not vote. Step three is you make sure not to influence the decision.

Mr. Shandler said, "So if you have a conflict of interest, another example is if you are on the board of a non-profit like the Boys and Girls Club and they want to lease one of the buildings here, you cannot, as a Board member, participate in the discussion of the lease and you can't even tell your colleagues about it, even if you have helpful historical information, and you can't vote on it at the Board meeting. You want to make sure you are removed completely from these types of decisions. There is also the appearance of impropriety, and you want to avoid even the appearance of conflict of interest. So, for

example, if your family has a business that provides fuel to airplanes and you are voting on a contract to award another business the right to provide fuel to airplanes, you may want to recuse yourself. Not because your family is going to benefit if your family doesn't have a contract, but the perception is that if you vote no, you're blocking the competitor to allow your family business to maybe get the contract in the future."

Mr. Shandler continued, "And that's why I provided the minutes from the City Council meeting. Councilor Joseph Maestas's family has a business that owns a liquor license in Espanola, not even in Santa Fe. But liquor licenses can be transferred from city to city, and sometimes there are businesses in Santa Fe that have to go to the City Council, and the City Council has to approve the transfer of the license, for example, in Albuquerque or Rio Rancho to a new business establishment in Santa Fe. And so that was on the agenda. It wasn't his family business, it was someone else's, [inaudible] and this is what he [Councilor Maestas] said:

"In consultation with our City Attorney, Ms. Brennan, I want to disclose that I have an interest in a family business that owns an inter-local dispenser liquor license in Espanola that is currently for sale. As a result, I will be recusing myself from voting on any inter-local license transfer request until the family license is sold, since there is some possibility that that outcome of this body's vote may affect the value of the family license. I will also be recusing myself from any discussion this body may have about inter-local licenses generally. Since Item H(3) on tonight's agenda includes an inter-local license transfer request, I will recuse myself from both Items H(3)(a) and (b)."

Mr. Shandler said then he [Councilor Maestas], as is the practice of the City Council, he got up from his chair and he actually went outside, so there wouldn't be the perception that he was in the room looking at people, making hand gestures. So that's how the City Council handles conflicts of interest. But here, his family didn't have a conflict of interest, but to avoid even the appearance of a conflict of interest, he recused himself from that vote and that discussion because there might be a possibility that it would affect his family's license. So that's the practice of the City Council."

Mr. Shandler continued, "One of the ramifications if you do have a conflict of interest and you did go ahead and vote, under the City Ethics Code, a party, a citizen, could file a complaint against you to the City's Ethics Commission, its longer name is the Ethics and Campaign Review Board. And then you have a due process hearing with lawyers and evidence. And if it is found that you did have a conflict of interest, you could have a public reprimand issued by this Commission, you could be fined, and actually could request your removal from the Board. And if that was sustained by a board, a citizen could then could say, well maybe that vote that was taken way back when that person voted when he had a conflict of interest, maybe that vote was invalid. And you may have a citizen come and challenge a prior vote and try to overturn a prior action with the full Board which then there would be ramifications for the full Board. So the conflict of interest matter is a pretty serious one in the City Ethics Ordinance. It's only the second meeting I've been to this particular Board. I don't know how often it comes up. I thought I would remind you with a 5 minute presentation, a refresher course on that, and answer any questions."

The Board asked questions and commented as follows:

- Mr. Krohn asked Mr. Shandler asked how this would extrapolate to an advisory board that issues no directives and does not set policy and its votes are binding. He said, "We only issue recommendations which are subsequently voted upon by the City Council."

Mr. Shandler said, "I think the same type of standard would apply, even if you are just considered as an advisory board when there is a City source. That would be my advice."

- Mr. Ortega said this Board in the past has discussed the difference between recusal and abstention. He asked, "At what point, if I had a potential conflict on a certain topic, is it considered attempting to influence another board member by my debating and discussing that topic, or is it best just to recuse yourself from the discussion and not just abstain from voting."

Mr. Shandler said, "What Councilor Maestas did, is he literally left the room before the discussion started. So I think that is the best practice. In terms of abstaining and recusal, I could spent 45 minutes talking about the Latin roots of each word, but I've found in 15 years of practice, that they are pretty much the same. Whatever verb you want to use for not voting."

- Chair Cook asked Mr. Shandler if the only time the Chair votes is the case of a tie, noting it has nothing to do with a situation of financial interest.

Mr. Shandler said that is the general rule, that the Chair votes only when there is a tie vote..

Chair Cook thanked Mr. Shandler for his presentation.

Mr. Shandler said the Board members may contact him at any time if he is available. Mr. Shandler had to leave the meeting at this time because he had to attend another meeting.

Troy Padilla arrived at the meeting during the previous presentation

6. FROM THE AIRPORT MANAGER

a. MONTH IN REVIEW

Ms. Jesson reviewed *FAA Contract Tower – Airport Operations Count Record*, which is in the Board Packet. Please see this document for specifics of this presentation.

Ms. Jesson reviewed the 3 legal size pages attached to the Count Record, which are in the packet. Please see these documents for specifics of this presentation. She noted, as she said last month, the flights are running very full, and the latest load factor is about 94%, and they are still seeing some significant over-booking. She said the flights are going out and coming in as full as they can be.

Ms. Jesson said we should finish the year with 140,000 in and out. She noted most airports in this region are flat or declining, and we are still in double digit growth.

Ms. Jesson said in working on this year's budget, she did a forecast based on previous enplanements to try to get an idea of what a calendar year enplanement would look like in 2014. She said she went through the numbers, which are in the packet, noting she was off about 2,800 on deplanements, and on total passengers about 2,900. She feels good about her forecast, and may tweak it a little based on the weight restrictions we have experienced. She said she still thinks we will finish up year with 140,000 passengers coming in and out. She said the last report she got for airports in this region – New Mexico, Texas, Arizona and the rest of the region – most airports are flat or declining, and any growth is in the single digits, and we still are in double digit growth.

The Board commented and asked questions as follows:

Mr. Padilla asked, with that load factor rate, if there are discussions about adding more flights.

Ms. Jesson said that is a good question, and something more appropriate to come out of the air service study. She said the grant for the air service study went to Public Works and Finance Committees, and will go to the City Council on August 13, 2014. She said once the grant is approved, we can launch the air service study. One of the primary things we'll get out of that study is our service level, the demand and the options to meet any demand increase. She said generally airlines don't tend to add additional flights unless they can put a lot of people on those flights. She said a differential of 10-15 people a day isn't a whole flight. She said we will know more after the air service study is complete.

Mr. Padilla said he has been flying back and forth to Denver quite a bit, and several times he tried to book a flight and it was unavailable.

Ms. Jesson said our consultants will collect the information and analyze, and come back to us with strategies for the level of service for which there is a demand.

Chair Cook asked who is doing the air service study.

Ms. Jesson said it is Boyd Group International, out of Colorado, and is very well known in the industry for air service development. She said we are fortunate to get the Boyd Group, because in the last 10 years or so, it has made a lot of predictions on what the industry will do. A lot of times, its predictions were different from other groups, and Boyd Group consistently has been right on target. She said they watch trends closely. She believes we will get a good report out of that.

b. 2014 NEW MEXICO AIRPORT SYSTEM PLAN UPDATE

Ms. Jesson this is an advisory to this Board. She said there is a letter in the packet she received from the New Mexico Department of Transportation, Aviation Division, giving us official word that they are

about to be kicking off the New Mexico Airport System Plan update, noting the update is done every 5 years, and the last update was done in 2009. She said the 2009 numbers for the Santa Fe Airport shows an economic impact of \$7 million annually, noting in 2008 we essentially had no air service at the Airport. She said she is "curious and anxious to see what the plan will show, not only for the entire State, but what kinds of numbers we are going to see at this Airport." And she said she thinks that is coming at a time we are launching the air service study and the Airport Master Plan update, and those numbers will inform the next 10-20 years of the Airport.

Ms. Padilla asked if this is the same Coffman Associates that did the master plan.

Ms. Jesson said yes.

c. **STATUS – CONSTRUCTION PROJECTS IN PROGRESS**

i. **TWY F EXTENSION**

Ms. Jesson said, regarding Taxiway Foxtrot, she reported at the last meeting that all of the repaving was completed and we were waiting for electrical supplies to be delivered to the contractor could begin installation of it. She said the materials have been received, and they have been working for the past two weeks installing the electrical lines to Taxiway Foxtrot. She doesn't have a date as to when it will be open, but by the next meeting she should have a better idea. She said she sent the changes to the FAA for the published document. She said the next edition of the *Airport Facility Directory* and [inaudible] will show Taxiway Foxtrot.

ii. **RWY 2/20 MIRL UPGRADE**

Ms. Jesson said Runway 220 is still proceeding, and they are making their way down the runway. However, there has been so much rain lately, it has difficult to get a lot of work done, and in the past two weeks they've had to cancel because of rain or it is too muddy to work. She said she continues to monitor the weather, and hopes they will be able to get out there as much and as often as they can.

Ms. Jesson said at the last meeting there was a question about the intersection work, which will require a one-way closure. She said one of the things we realized in the plan is that the bulk of the intersection work is outside the safety area. So we will be able to get more of the intersection work done than we thought without having to close the airport. She said there may be some closures, but hopefully it will be very limited, or we may actually get it done without having to close all 3 runways.

Mr. Padilla asked if we know how delayed they are currently.

Ms. Jesson said we have extended the time to end of August..

Kent Frieier, Molzen-Corbin, said they probably lost a couple of weeks work.

Mr. Padilla asked if they are still on track with their work, if you take the rain days out. He asked how that works.

Mr. Frieier said we will see where they are in September, noting right now, they have all their cans in from Taxiways all north and from the intersection south – those are in place which is pretty good. He said the intersection work shouldn't be too bad [inaudible]. He thinks they are on track for the end of September.

Mr. Padilla said historically, these projects have run late and it is hard to monitor if they're late since we have had a rain, commenting sometimes they take advantage of that, and extend it even further.

Ms. Jesson said part of the contract has rain days in it, and Kent is the one who approves the weather days, and determines whether or not it is an approved weather day. She said we want them to finish the job and do the job well. She said her maintenance staff normally works Monday through Friday six to three. She said because night work involves closing the primary runway, one of them comes at 10:00 p.m. and closes the runway, and the other comes at 4:30 a.m. and makes sure the contractor is off and clear and then opens the runway. She said they are pulling a lot more overtime because they have to come out and close and open the runways, noting they usually pull 26 hours overtime every other week. She said it is everybody's interest to get the project completed, because it is putting a lot of stress on the staff.

Chair Cook said that is really hard on the employees.

Mr. Ortega asked if the contract has a ~~penalty~~ *liquidated* clause for damages, and how much is it.

Mr. Frieier yes, and it is \$500 per day.

iii. RWY 10/28 MRL FLIGHT CHECK

Ms. Jesson said we finally got the check to Washington, noting there were delays in City Finance. She said they won't give us a flight check until they have received the pre-payment. She hopes to hear from them by tomorrow or early next week once they have scheduled the flight check. It has been a really long and challenging process to work through the system, but she believes we are at the end of it.

7. ACTION ITEMS

a. DISCUSSION – FEDERAL REGISTER DOCKET NO. FAA-2014-0463, NOTICE OF PROPOSED POLICY ON THE NON-AERONAUTICAL USE OF AIRPORT HANGARS

A copy of a communication dated July 22, 2014, with attachments, from the Department of Transportation, Federal Aviation Division, regarding Policy on the Non-aeronautical Use of Airport Hangars, is incorporated herewith to these minutes by reference.

Chair Cook said the communication came out last week, and they are giving us 45 days to send comments to them.

Mr. Ortega asked, once the comment period is closed what happens then.

Ms. Jesson said it depends. She has seen comment periods close, and sometimes it is reopened based on the comments, and that will depend entirely on the FAA. Ms. Jesson said the reason this is in the packet is because it is notice of proposed policy and a notice on the proposed rulemaking. She said the FAA has to send things out for comment before they can make changes in policy or in rulemaking. She said this jumped out at her, particularly, as pertinent to all airport that have general aviation and hangars. She said since we have been talking about hangar leases and uses and things like that, she thinks it is important to see when there is notice of propose policy or notice of proposed rulemaking that could impact the airport in any way, not just involving hangars. We have a chance to submit a comment and go for a public response to it.

Chair Cook asked if the AOPA and the other associations know about this.

Ms. Jesson said she is sure AOPA knew about it even before it was in the Federal Register.

Mr. Padilla asked if there is already a rule on this storage of non-aviation aeronautical stuff.

Ms. Jesson yes, but if you read it, the FAA is saying it has a long standing policy. She said they are trying to solidify and clarify the language which has been misinterpreted by some airports, and get comments from pilots. She said she doesn't see us having an issue at this Airport and she has seen nothing that strikes her as being in violation of long standing FAA policy. She said when she worked at the Airport which was owned and operated by the County of Los Angeles, the County had an Ordinance, a rule, about storage of non-aeronautical items in hangars at the Airport it owned. She said they were very strict. She said you could store a box of supplies used to maintain your airplane and a fire extinguish, but absolutely nothing else. She said it was too strict in her opinion. She appreciates that the FAA is saying items are non-incidental, as long as they don't displace the aeronautical use of the hangar. She in Los Angeles, nobody paid attention to it. She thought this was important information for the Board, and on which to comment if they would like to do so..

Ms Cook reiterated that people are able to comment for 45 days from July 22, 2014.

b. **DISCUSSION & VOTE – STANDARD LAND LEASE NON-COMMERCIAL HANGAR DEVELOPMENT**

c. **DISCUSSION & VOTE - AIRCRAFT TIE-DOWN AGREEMENT**

Items 7(b) and 7(c) were combined for purposes of presentation and discussion

A copy of pages 16-17 of the Airport Advisory Board Minutes of June 6, 2013, are incorporated herewith to these minutes as Exhibit "6."

Chair Cook said we will consider Items 7(b) and 7(c) together. She said she will read her statement into the record and said we can't vote on this at this meeting.

Chair Cook read her statement into the record, suggesting a committee of 5 people be appointed to look at these issues and report back to this Board at its September meeting, noting once we get direction from the City Council on their vision for the Santa Fe Airport, "we can then proceed with discussion and voting at the Airport Advisory Board." Please see Exhibit " 1" for specifics of Chair Cook's statement. -

Ms. Hunke said we don't need to vote on this, because the Board already voted on a Resolution in June 2013, which provided for setting up a stakeholders committee, with at least two Board members on it. She thinks we can just do it because we've already voted, and the Chair is proposing almost the same things.

Chair Cook said she doesn't know if it is possible.

Ms. Hunke said we don't need to vote on it, we can just do it and we would be acting on a Resolution we adopted over a year ago.

Mr. Ortega asked if we can make a motion to send the issue of the leases to the stake holders committee that has already been voted on and approved.

Chair Cook said she doesn't remember any stakeholders committee and doesn't know that we can do that.

MOTION: Ron Krohn moved to send the leases on the agenda today, Item 7(b) Standard Land Lease Non-Commercial Hangar Development and Item 7(c), to the stakeholders committee for discussion and report back to this Board. **[NOTE: There was no second to the motion]**

DISCUSSION ON THE PROPOSED MOTION: Chair Cook asked who is on the stakeholders committee.

Mr. Ortega said he wasn't on the Board in June 2013, and you would need to go back to the minutes.

Ms. Jesson said she recalls that dealt with minimum standards which differs from leases.

Ms. Hunke said, "Madam Chair, it was covering everything. We actually discussed leases at that meeting. That was when we had the big long discussion." She said it might have been in May, but she thinks it was June. She said, "And we can go back to the minutes and check it, but what we said is that we need to start up our stakeholders committee to discuss all of these issues, because Francey had said we needed all of these things, minimum standards and leases, and so the committee (Board?) was for all of that."

Mr. Padilla asked if a committee was discussed and approved at that time.

Ms. Hunke said no. The committee wasn't actually set up. The Board was basically saying we need to set up a committee to do this, but the Board actually didn't set it up, and believes that was the Chair's job.

Mr. Padilla asked the Chair if she recalls the makeup of the proposed committee.

Ms. Hunke said she doesn't believe it says how many people, but it did provide for at least two Board members, and members from the public and stakeholders at the Airport.

Chair Cook asked Elizabeth Martin if she has suggestions to proceed without having the Resolution.

Ms. Martin asked if it was a document, a Resolution.

Ms. Hunke said, "No. It's not like that, it was during the meeting. It was a motion and the Board voted."

Ms. Martin said if the committee has never been set up, then the motion should be amended to say that the committee should be formed, however you are going to do that, and then those items need to be sent to the committee for review, to be reported back to this Board at the September meeting.

FRIENDLY AMENDMENT TO THE PROPOSED MOTION: Ron Krohn would like to amend the motion to send the leases on the agenda today, Item 7(b) Standard Land Lease Non-Commercial Hangar Development and Item 7(c), to the stakeholders committee for discussion and report back to this Board.
THE AMENDMENT WAS FRIENDLY TO THE MAKER OF THE MOTION.

CONTINUATION OF DISCUSSION ON THE PROPOSED MOTION: Chair Cook asked if the Board would like to review the Board minutes on this issue.

Mr. Padilla said he hasn't seen the minutes, but he doesn't think it changes anything, because it is talking about forming a committee which already has been voted on. It is saying what Ms. Hunke is saying other than there will be two board members instead of one, which he doesn't think is a problem.

Ms. Martin said they also could form the committee as requested by the Chair.

Mr. Padilla said otherwise we would have, we would have to wait to the next meeting to vote on this issue.

Too many people talking here at one time to transcribe

Chair Cook said she was keeping it at 5 members to keep it from becoming too unwieldy. She said if we add another Board member, she thinks we should add another community member.

Mr. Padilla said he doesn't think 6 is the correct number for a City committee, and it should be 5 or 7 members, in the event there is a tie or a conflict of interest.

Mr. Ortega said three of us were not on the Board last year, and he is uncomfortable in committing to a vote. He said he is okay with forming a committee of some sort to help the Board in making a recommendation on these topics, but he doesn't know what the topics were at that time and if that can be expanded.

Chair Cook said her intent was to have a committee to look at these topics, and not rules and regulations which are another matter, and she believes 5 members are sufficient for these topics.

Mr. Padilla asked if this is the road we want to go down – do we all think this is appropriate – to form a committee to look at it so we can take it further.

It was the consensus among the members of the Board that this is something they want to do and that it is appropriate.

Mr. Ortega said his confusion is in forming a committee to vet whatever topics we would like, noting some of us may have conflicts on those subjects. He doesn't believe we can have one committee to do all of them. He said we should give thought as to how the committee or committees would be structured for different topics.

Responding to the Chair, Mr. Padilla said he would have a conflict on commercial leases, nor the tie-downs.

Chair Cook said getting two members of the Board to discuss all these things is difficult.

Mr. Ortega asked if it would be easier to have smaller committees of 3 Board members to look at individual topics.

Chair Cook said anything is possible, we just need to discuss it and move forward.

Mr. Padilla said he would just like to move forward with this, whether it is a committee of 5 or 7, because we've talked about this for 6 months. He wants to move forward because there other things that we need to be doing. He said we have the foundation, with drafts and good materials we have discussed. He said we spend a lot of time discussing the minutiae of all of this. He said we can do this as a subset of this committee, and when there is agreement, we can bring it before the Board so we can move forward. He thinks we should do this sooner than later. He said we have the master plan coming up and other things moving forward, "and we're still going to be talking about leases."

RESTATEMENT OF THE MOTION BY THE STENOGRAPHER: Ron Krohn moved to send the leases on the agenda today, Item 7(b) Standard Land Lease Non-Commercial Hangar Development and Item 7(c), to the stakeholders committee for discussion and report back to this Board, and Ron Krohn proposed a friendly amendment, to amend the Motion to form a stakeholders committee as previously approved by the Board and send the items to the stakeholders committee for discussion and report back to the full Airport Advisory Committee.

Mr. Padilla asked, "Is there a reason we can't weld this one together with last June's in terms of this one says 5 members, and if we go with 2 Board members like the June 2013 vote, can we not fill the other 3 seats in the similar way that you are proposing this, and still end up with 5 and still end up using last year's committee approval."

Chair Cook asked him to repeat his question.

Mr. Padilla said, "This proposal is for 5 members, one of which is a Board member. Last June's was some unknown number, but 2 Board members. So why it can't be 2 Board members and 3 others and end up with 5."

A member said they believe Ms. Jesson has to be a member of the committee.

Ms. Jesson was provided with a phone with relevant pages (16-17), of the minutes of June 6, 2013 [Exhibit "6"]. Ms. Jesson read the relevant portion of the minutes into the record as follows:

Mr. Allison moved to give Francey direction related to 7(d)(i), Airport Minimum Standards, ii. Airport Rules and Regulations and iii. Airport Rates and Fees Schedule – that she start investigating how we can improve the standards, regulations and fee schedules to be more in conformance with the current airport standards in the country and the vehicle to that will be the creation of a stakeholder committee, seconded by Ms. Hunke, motion carried by unanimous voice vote.

Ms. Jesson continued saying it was stakeholders and 2 Board members.

Unidentified asked if it talks about hangers and unidentified said it does in the next part.

Chair Cook asked what does it encompass, and if it encompass all rules and regulations, hangar leases, tie-downs.

Ms. Jesson said, "The motion was for Airport Minimum Standards, Airport Rules and Regulations, Airport Rates and Fees Schedule. And the next one is motion carried. And there was a question from the audience about leases and my statement was 'I understand that the direction I got from the Board is to proceed.' The action taken as follows:

Ms. Hunke moved that her recommendation is that any lease agreements that are underway in development be continued and that new lease agreements should be looked at carefully before launching, seconded by Mr. Talarczyk, motion carried by unanimous voice vote.

Chair Cook said, "Okay. So we understand it is a committee with stakeholders and 2 Board members, and they are to do Rates and Fees."

Ms. Jesson said, "Airport Minimum Standards, Airport Rules and Regulations, Airport Rates and Fees Schedule."

Ms. Jesson said it was amended to include lease agreements, and reiterated the quote on the amendment. She doesn't see how that relates to the motion for the committee.

Ms. Hunke said, "Those motions were both part of the same conversation. When we were talking about it, there was a person at the meeting who wished to build a hanger. And the problem was that we needed to write these minimum standards, and rules and regulations and all that stuff in order to know what to put into the agreement for them to be able to build the hangar. That's what the conversation was about, and so the motion concerning the minimum standards, rules and regulations and all that kind of stuff was an umbrella thing, and we need the stakeholders to do the background, legwork for that. And then in the meantime, because this person wanted to build a hangar, what was said was, we'll go ahead and work on that because we don't want that person to have to wait until we get the minimum standards done. Because the minimum standards...."

Chair Cook said, "That person did not have a signed lease agreement."

Ms. Hunke said, "No, not yet, but they were working on it. That was the thing, they were working on it and he didn't want to have to wait, and so all those other things were done. And so these two motions were made together as part of that same conversation."

Chair Cook said, "Well I don't read it that way. I don't hear that the leases were in that except for that one courtesy. Whatever the Board...."

Mr. Ortega said, "I would just point out that it doesn't mention tie down agreements at all. And if the same stakeholder committee is going to be reviewing other things like that, it's apples and oranges all over the place."

Mr. Padilla said, "Madam Chair, I would have to agree. I think we should take one thing at a time, whether it be tie-down agreements or the lease agreements that we're talking about, I think we should form that committee just to talk about those. And then as soon as we go there, then we form another committee that the next thing and the next thing after that. To put it all together in one and have one committee that does it all, I think could be a very hard way to get that done. And you could have multiple subcommittees handling different projects as this thing moves forward, you have it all in one. Simultaneously, you could have it [inaudible]."

WITHDRAWAL OF THE MOTION: Ron Krohn withdrew his motion.

Mr. Padilla said we need to do this, and asked if we can make a motion to move forward to do the subcommittee.

Chair Cook asked Ms. Martin for guidance.

Ms. Martin said you can do this because it deals with the leases and the tie-downs which are noticed, so you could respond to that with discussion and vote on it.

MOTION: Chris Padilla moved, seconded by Ron Krohn, to form a committee to talk about Airport Tie-Down Agreements and Non-Commercial Hanger Leases, and the committee shall be composed of 2 members of the Airport Advisory Board, Francey Jesson, Airport Manager, and 2 members from the aviation community.

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

Chair Cook asked for suggestions as to how soon they can get started, noting if they report to us in September, they need to be appointed.

Mr. Padilla said he wants to form this committee. He thinks the Chair should gather the names, and make a decision this evening on which Board members will serve.

Chair Cook said the two Board members have to be Troy Padilla and Mark Miller, because they are the only Board members who have no interest in the non-commercial leases or the tie-downs.

Chair Cook asked Mr. Miller if his job is such that he could be on this committee.

Mr. Miller said he is reluctant, because this is an intense season and the owner is "incredibly hands on."

Mr. Padilla asked if we can have a Board member who participates when the committee talks about hangar leases, and another who participates when the committee talks about tie-downs, so there is no conflict.

Unidentified said the person would have to recuse themselves only from the vote, but not from talking.

Ms. Martin said Zachary Shandler, Assistant City Attorney, said they had to recuse themselves from the discussion.

Chair Cook asked how the Committee would like to proceed getting members from the aviation community, commenting she would like them to give us two names as soon as possible, so we can get the committee moving forward. She asked if there is anyone from the aviation community that wants to meet with us after the meeting to talk about members, and get the committee membership completed this evening.

Marc Coan volunteered help in this regard.

Chair Cook questioned whether the Aviation people should be named, noting the pilots don't belong to any association.

Mr. Padilla asked if the Board can entertain nominations, approve the nominations and form the committee now.

Chair Cook said it would be fine, but the only 2 people that can serve on the committee that don't have a financial interest are Troy Padilla and Mark Miller.

Mr. Ortega asked if the chair is referring to the Board and the public as well, in terms of entertaining nominations.

Mr. Padilla said yes.

NOMINATION: Mr. Ortega moved, seconded by Ron Krohn, to nominate Troy Padilla.

DISCUSSION: Mr. Padilla asked if we can have one Board member to talk about tie-downs and then have another Board member to talk about leases.

Chair Cook said, "I guess they can do anything they want to do."

NOMINATION: Chris Padilla moved, seconded by Elizabeth Hunke, to nominate Chris Ortega to talk about leases.

NOMINATION: Elizabeth Hunke moved, seconded by Chris Ortega, to nominate Ron Krohn to talk about tie-downs.

DISCUSSION: Mr. Padilla said Chris Ortega and Ron Krohn will share one seat.

VOTE: The nomination of Troy Padilla, and Chris Ortega to talk about leases, and Ron Krohn to talk about tie-downs, to serve on the stakeholders committee, were approved unanimously on a voice vote.

NOMINATION: Chris Ortega moved, seconded by Mark Miller, to nominate Bill Aneshensel and Marc Coan to serve on the committee as representatives from the aviation committee.

VOTE: The nomination of Bill Aneshensel and Marc Coan to serve on the stakeholders committee as representatives of the aviation community, were approved unanimously on a voice vote..

Chair Cook said then the stakeholders committee is formed, and we will ask them to meet and discuss tie-downs and leases, and to report back to this Board at the meeting on September 4, 2014.

Ms. Jesson asked who will organize the meeting and set the agenda.

Chair Cook asked Mr. Padilla if he will organize the meetings, and Mr. Padilla said he is willing to do this.

Chair Cook said we also need to wait for some kind of vision from the City Council, because they have given us no vision of what they feel that should be developed at the Airport.

d. DISCUSSION & VOTE – MISSION STATEMENT

Chair Cook noted the proposed Mission Statement is in the Board packet.

MOTION: Chris Ortega moved, seconded by Troy Padilla, to approve the Mission Statement as presented by staff and contained in the Board packet.

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

e. DISCUSSION & VOTE – ETHICS SUMMARY

A copy of a summary of the enabling Resolution No. 2999-9 and summary of Code of Ethics Ordinance No. 2005-14, I, provided by Zachary Shandler, Assistant City Attorney, is incorporated herewith to these minutes as Exhibit "7."

Chair Cook noted the Ethics Summary also is in the Board packet [Exhibit "7"].

Chair Cook said you heard the comment from Zachary Shandler, Assistant City Attorney, "that he doesn't think it's necessary, therefore, do we want to continue this or not. You have it in front of you."

Mr. Ortega said last month we talked about this a little bit, and Mr. Padilla suggested that it be handed out along with the Code of Ethics to new Board members as they are appointed to the Board.

MOTION: Chris Ortega moved to provide a copy of the Ethics Summary and the Code of Ethics to newly appointed members of the Airport Advisory Board.. **THE MOTION DIED FOR LACK OF A SECOND.**

MOTION: Chris Ortega moved, seconded by Mark Miller, to postpone this item indefinitely.

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

4. APPROVAL OF MINUTES – JULY 10, 2014

A copy of *Corrections to July 2014 minutes Elizabeth Hunke*, submitted for the record by Elizabeth Hunke is incorporated herewith to these minutes as Exhibit "8."

The Board commented and asked questions as follows:

Krohn

Mr. Ortega said in the Public Comment section on page 10, Item #7, the minutes say, "Comments were made from the public on an informational basis, no action needed." He said his notes say there were 3 comments from the public, each of which responded to the discussion items which were on the meeting agenda, and each had a specific request from the Board. He said considering we are a municipal airport, he thinks feedback from the community is important to the Board and should be a matter of public record, and this one-liner summarily dismisses all of the input the public had at the meeting. He thinks the public comment should be included in all of the minutes, otherwise the public record is expunged of public comment.

Chair Cook asked if he would like to add this to the minutes.

Mr. Ortega asked how the minutes were formed without the public comment – how were minutes produced without that, noting the minutes have included public comment in the past.

Chair Cook said it says it is "on an informational basis," which public comment is information the public wants us to hear.

Mr. Ortega asked if the minutes are transcribed and subsequently edited.

Ms. Martin said whoever did the minutes records the proceedings, then the minutes are transcribed from the tape(s) and submitted to the City Clerk, to be approved subsequently by this Board.

Mr. Krohn said then we're seeing the minutes as they were transcribed. He asked how we can assure, going forward, that public comment is included in the public record.

Chair Cook asked if he is saying that everything everybody says should be in the minutes.

Mr. Krohn said no, "but to be totally eliminated when it is in response to discussion items and specific requests that are made, and to be expunged, is inappropriate."

Mr. Ortega said he agrees, commenting we should ask the Stenographer the purpose of capturing the names of public in attendance and if the names are captured on the sign-in sheet, we should be including their comments in the minutes as well.

Ms. Martin said he should consult with the City Clerk, and can only say that in doing other minutes, the public comments are included.

Ms. Hunke said she has a lot of corrections, noting she has two pages of "my points which I would like to have inserted in the minutes, because these are points that are missing. One of them I have in here, I actually wrote a summary of the public comment because I did take notes on that, and I have a copy to give the Stenographer, because the public comment is part of the minutes.

There were a number of other things that were completely left out of these minutes, points that the board made that are not in the minutes at all."

-- Ms. Hunke said she would like to point out a couple of the corrections.

-- Mr. Padilla asked, other than the Stenographer looking at these, are the minutes edited somehow by some other person.

Ms. Martin said the minutes are submitted to the City Clerk and then they come to you for approval and any changes, but you can't change what was said at the meeting. The minutes are then approved by the Board, signed by the Chair, and become a public record.

-- Mr. Padilla said we feel the minutes are incomplete. He said there seems to be an impression that things were left out intentionally. He asked if that is possible, and can that happen.

Ms. Martin said she shouldn't comment because we're talking about someone else's work, and she would rather not. She said you now have a new Stenographer Melessia Helberg, as well as herself working on these. She said if this is what you want, in the future we can ensure the comments always are included. She will have to talk to the City Clerk to see if information can be included that isn't in the official minutes. She said if there is a recording we can "match it up."

-- Ms. Hunke asked how long the tapes are kept – at least until the minutes are approved.

Ms. Martin said they should be, but she can't speak for somebody else.

-- Ms. Hunke said she would recommend we encourage whomever does the minutes to listen to the recordings.

Ms. Martin said the City Clerk would be the one to direct that person to do that.

-- Ms. Hunke said she is sure what she has is not complete, and believes her notes are mostly correct, so listening to the recording would help. She pointed out two things which were left out of the minutes. She said, "Mr. Padilla is Mr. Krohn or Mr. Ortega, said the Board needs to work on these documents and we were talking about agreements, before sending them to the attorney. That was one of the statements that was made during the meeting and I do remember Ron saying that."

--- Mr. Krohn said he commented that the process for the lease is it would be drafted and submitted to the Board, the Board discusses it, any needed amendments are made to the draft, and the Board approves the draft. Subsequently, it goes to the attorney for review and approval.

-- Ms. Hunke said that is what should happen, noting there was no vote because it was not an action item, but it wasn't included in the minutes.

Chair Cook reminded the members this is an advisory board, and we can't write the documents, we only can recommend.

Ms. Hunke said the minutes need to be a fair representation of what we said at the meetings. She said there are 20-30 minute conversations which were reduced to a paragraph which didn't capture "the point of what we were saying. It said we talked about it, but it didn't say what we actually said. It's not okay."

Mr. Padilla said he appreciates what she is trying to do in getting what was said, but it is a version of what you recollect. He said perhaps we could ask the City Clerk to put the original intent into the minutes and we look at the minutes at that time, rather than including your recollections.

Ms. Hunke said, "Here is what I was going to recommend. I don't want to read all of this, but what I have are 2 typewritten pages of correction which are coded, and a hard copy of "basically numbered things, okay, this one goes in here and goes in here, approximately the way I remember it. Can the stenographer listen to the recording and say, oh yes, that's approximately right, or they can change it. And then, next month the whole Board can review it and vote on it at that time. And so for approval of the July 10, 2014 minutes, I was going to make a motion to postpone the approval of these minutes to next month until we can review a revised version with my comments and everybody else's."

Chair Cook said she doesn't know that is possible. We had a person taking minutes and taping the meeting. She said Anna was here, and she gives the notes and tapes to Fran who translates them into minutes. It's a chain type of thing.

Mr. Ortega suggested that the Board go to the City Clerk

MOTION: Ron Krohn moved, seconded by Elizabeth Hunke, to postpone approval of the minutes of the meeting of July 10, 2014, to the next meeting, until the revised minutes are received and the Board can consider the changes proposed by Ms. Hunke.

DISCUSSION: Mr. Ortega asked, if the stenographer does not want to make the corrections, perhaps the the information could be included and given to the City Clerk so we can review and approve them at the next meeting.

VOTE: The motion was approved on a voice vote with Elizabeth Hunke, Ron Krohn and Mark Miller voting in favor of the motion, and Chris Ortega and Troy Padilla voting against.

Ms. Hunke said she would send the 2 pages of corrections and additions to the board members electronically.

Ms. Hunke said she would like to review the proposed changes in the handouts. After discussion it was the consensus among the Board not to go through the changes item by item and to wait for the revised minutes at the next meeting.

8. ITEMS FROM THE BOARD

A copy of a letter to the Editor of *The Santa Fe New Mexican* from Carolyn Cook, Chair, Airport Advisory Board, submitted for the record by Carolyn Cook is incorporated herewith to these minutes as Exhibit "9."

The Board Commented and asked questions as follows:

- Chair Cook said several people didn't see her letter to the editor, and handed out copies to the Board and to others
- Mr. Padilla would like to hear from Bob Wood, and asked if we can add him to the agenda other than under Public Comment, saying he always gave a report from the tower and he misses hearing from him.
- Chair Cook agreed, and asked if he could be added to the agenda for the next meeting. She asked Mr. Wood if he would like to speak to the Board.

Bob Wood, Air Traffic Manager, said he did comment at the last meeting and it was "blown off as public comment." He agrees with Ms. Hunke with regard to the minutes, and with the proposed corrections. He suggested that perhaps the Stenographer would use more than one microphone for recording the meetings. He said, "I would be happy to comment on anything. I feel very slighted that the comments of the 3 people who spoke were deemed to be unrecorded." Mr. Wood went on to comment that more microphones are needed and that comments from the public should be included in each set of minutes.

Chair Cook said the Board will consider his suggestions.

- Mr. Padilla would like to add a report from the Air Traffic Manager following the Airport Manager's comments at the next meeting.
- Chair Cook said she will include that on the next agenda.
- Chair Cook said she received an email from Justin Lowe, who interned with the Airport. She said he has been hired at the King County Boeing Airfield in Seattle, Washington. She said Mr. Lowe wanted the Board to know of his success, and to thank the Board on his behalf, especially Ms. Jesson.

Chair Cook said the Airport Manager and the Airport Advisory Board, have been asked to give a report to, and have been placed on, the City Council Agenda on Tuesday, September 23, 2014.

Ms. Hunke what the purpose of this report.

Chair Cook said part of her job as the Chair is to report what is happening at the Airport to the Governing Body. She said she had a short meeting with Mayor Gonzales, and he asked that we report to the Governing Body, and we have been placed on the agenda.

Mr. Padilla asked what time we will be giving the report, and Ms. Jesson said she will have to find out.

Chair Cook said she doesn't know, and she will get more specific information and provide it to the Board.

9. PUBLIC COMMENT

Anita Medina, Administrative Assistant, Santa Fe Airport, said it is a good idea to get microphones for everyone, but questioned who would purchase them. She said we can't ask the stenographer to make that purchase.

Mr. Miller said we could put a microphone on the corner and ask people to speak into it.

Ms. Jesson said it is important that the Stenographer works out of the City Clerk's Office, because the Airport has nothing to do in terms of the minutes. She said we may want to have certain things to ensure meetings are recorded, but that has to be requested of the City Clerk.

Chair Cook said we can ask people to stand up and speak loudly.

Mr. Wood said he was under the impression that recording equipment is available, such as for the City Council meetings.

Chair Cook said she doesn't think so.

Ms. Martin said the Stenographers are responsible for providing their own equipment, including for the Council meetings.

Dee Cerda, Envoy Air, said, "I want to state that our summer has been good. We have had 10 aircraft a day, but are down quite a few bodies." She said they are working with the 10 aircraft a day with 12 staff people, noting "I am out there as well." She said the main goal is to get flights out on time. She said they are in the process of hiring, and to please let her know of anybody who is interested, commenting they will train people. She said it is looking positive for next year.

Chair Cook asked what are the requirements for the jobs.

Ms. Cerda said they must be willing/able to work in the heat and cold, and to lift and pull, and pass a background check as well as drug testing.

Chair Cook asked if this is with United and American Airlines.

Ms. Cerda said the jobs are listed on line with www.envoycareers.com.

Richard Allison said he is concerned about what the attorney said today. He said this Board is appointed by the Mayor, and the Mayor wants input from people from all areas of the Airport. He said as a pilot, he wants to have someone on the Board representing his interests. However, he said he doesn't understand the reason he can't discuss issues with different people and then advise the Mayor and City Council what the pilots say about it, because that is what the Mayor Wants. He said none of you vote to raise the leases, because that is done by the Mayor and Council. He said this is the mistake the attorney is making. He said "You represent me and the public."

Mr. Allison said he thinks we, as an airport, are looking at easy ways to get things done and that is to raise fees. He said we need to look at more efficient ways to keep the airport going. He said there is money in the budget to support the fire station, but we really don't need a 24/7 fire department at the airport. He said the hard thing for the Board to do would be to take that issue up and use that money elsewhere in the budget, such as to hire another maintenance person. He said the tower opens at 7:00 a.m. and closes at 9:00 p.m., and "that is what should be staffed."

Chair Cook asked Mr. Ellison if he is suggesting that we not follow the rules the City Attorney set out for us.

Mr. Allison said, "I am suggesting that the Attorney made a mistake. Attorneys make mistakes. The Mayor asked for this Board to be diverse and representative of the stakeholders. How are the Mayor and Council going to know if we can't tell them."

Chair Cook said she understood Mr. Shandler to say that Board members had to recuse themselves if they had a financial interest in a matter before this Board.

Mr. Allison said he owns a tie-down. If he has to recuse himself from discussions, how is the Board going to know his advice, reiterating that he is appointed by the Mayor to do that. He said a person with a conflict can't vote on raising fees, but they can advise the Board. He said, "That is where I think the mistake is. You can't advise on hangars or anything else. It does not make sense."

Marc Coan thanked the Board for deferring action on 7(b) and 7(c), and for creating the committee, and said they all will work hard to get things done.

Mr. Coan said he thinks Mr. Allison was trying to say that this is not a policy making body, that this Board is an advisory body.

Mark Fitzgerald said he spoke at the City Council a month ago regarding the Airport after reading an article in *The Santa Fe New Mexican*. He said he moved to Santa Fe last year and he finds Santa Fe to be an extremely liveable city which offers many amenities to its citizens in terms of the arts, museums and such. He said this is the State Capitol of New Mexico, and "One jewel I see that is underdeveloped, is this airport. I thank all of you for donating your time to be on an advisory board, because they can be time consuming and more time consuming than you thought. I applaud all of you."

Mr. Fitzgerald continued, saying he assumes the City owns the Airport, saying the City was able to come up with \$100,000 to bring an episode of some TV show to Santa Fe to film the show here. He doesn't know of too many people who don't know about Santa Fe. He said if they could come up with that \$100,000 to film a TV show in Santa Fe, he believes they could find more money to upgrade this airport.

Mr. Fitzgerald continued, saying he lived in Missoula, Montana, which is about the same size as Santa Fe. He said Missoula has 14 airlines serving its airport with direct flights – 675,000 people in and out. He doesn't understand why this airport can't do the same thing. He said we need to keep speaking to the Council about this. He said a City the size of Santa Fe needs a strong airport to keep tourism and commerce going. He said the City is not looking toward the future of young people who want things to do other than museums. He said an Airport offering better flights and rates will bring more people to Santa Fe. He wants to see the airport move forward. He said, "I am willing to do whatever I can as a citizen of Santa Fe. Thank you for what you do."

Chair Cook said we are very understaffed here at the Airport, and Francey Jesson and Anita Medina do a great job, but we do need more Council support and more funding for the Airport.

Mr. Wood said, "I would like to state that I agree with Richard and Mark that because you are not a policy making board and you are an advisory board, I believe that you should be able to comment on any issue brought before you. The more comment, the better the end product tends to be. Mr. Shandler's presentation may have missed the fact that this is not a policy making group."

10. ITEMS TO BE DISCUSSED AT THE SEPTEMBER 4, 2014 AIRPORT ADVISORY BOARD MEETING

Mr. Ortega would like to learn more about our Airport facility and the firefighting staff as an informational item. He would like to hear from someone from the Fire Department, and how that is being paid.

Ms. Jesson asked if he is looking for budgeting, cost and policy.

Mr. Ortega said he wants to learn about the budget and the cost as well as the big picture, especially now that we 3 night time flights landing when the tower is closed.

Ms. Jesson said there are 2 commercial flights after the tower closes, and one before the tower opens.

Mr. Ortega reiterated that he wants to look at the big picture.

Chair Cook asked if we have any responsibility if American Airline is diverted in the event of bad weather and have to land at 2:00 a.m.

Ms. Jesson said the requirement is for the scheduled service. She said diversion is an airport thing. She said although it isn't a requirement, she doesn't think she would want one of these planes landing without service on the field.

Ms. Jesson asked if he would like historical data as to how the Airport got to this place, and Mr. Ortega said yes.

Mr. Ortega said this came up months ago, and he wants to know the correlation with the firefighters contract.

Mr. Jesson said she is not privy to that information.

Mr. Ortega said he would like to know how that "influences what they do and not do."

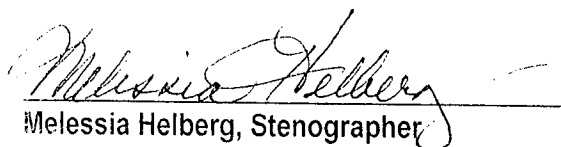
Ms. Jesson said she will work on this presentation, and if she has questions she will call him, so she can make sure that she provides the information he wants.

11. ADJOURN

There was no further business to come before the Board

MOTION: Elizabeth Hunke moved, seconded by Ron Krohn, to adjourn the meeting.

VOTE: The motion was approved unanimously on a voice vote, and the meeting was adjourned at approximately 6:45p.m.


Melessia Helberg, Stenographer

Carolyn Cook, Chair