



Agenda

CITY CLERK'S OFFICE

DATE 9/24/14 TIME 9:49 a.m.

SIGNED BY Francy Jesson

RECEIVED BY [Signature]

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

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF SEPTEMBER 4, 2014 MINUTES
5. PRESENTATIONS FROM THE FLOOR* **REMINDER: ALL PUBLIC COMMENTS MUST BE LIMITED TO 5 MINUTES**
6. MATTERS FROM STAFF
 - a. Information to the Board – City of Santa Fe Rules & Procedures for City Committees (handout)
 - b. Information to the Board - Items Before City Council & Committees
 - i. Landmark Consent
 1. City Council September 10, 2014 – Approved on Consent
 - ii. Molzen-Corbin PSA Amendment #4
 1. City Council September 10, 2014 – Approved on Consent
 - iii. AIP 41 Grant Acceptance
 1. City Council September 10, 2014 – Approved on Consent
 - iv. NM DOT/Aviation Grant – Air Service Study/Rates & Charges Study
 1. Public Works Committee September 8, 2014 – Approved on Consent
 2. Finance Committee September 15, 2014 – Approved on Consent
 3. City Council September 23, 2014 – Approved on Consent
 - v. Severance Tax Bonds Terminal Expansion
 1. Public Works Committee September 22, 2014 – Approved on Consent
 2. Finance Committee – Scheduled September 29, 2014
 3. City Council – Scheduled October 8, 2014
 - vi. Security Guard Services PSA
 1. Public Works Committee – Scheduled October 6, 2014
 2. Finance Committee – Scheduled October 20, 2014
 3. City Council – Scheduled October 29, 2014
 - c. Information to the Board - Construction Projects in Progress
 - d. Information to the Board – Passenger & Aircraft Operations Counts (handout)
 - e. Information to the Board – Jaguar Drive/New Airport Entrance
7. MATTERS FROM THE AIR TRAFFIC CONTROL TOWER MANAGER
8. MATTERS FROM THE AIRLINE STATION MANAGER
9. SUBCOMMITTEE(S)
 - a. Leasing Subcommittee Update
10. ACTION ITEMS(S):
 - a. Discussion & Vote –
 - i. Approval to send Standard Santa Fe Municipal Airport Aircraft Parking Agreement to Governing Body to request approval of Governing Body;
 - ii. Approval to request Governing Body delegate authority to Airport Manager to execute Standard Santa Fe Municipal Airport Aircraft Parking Agreements without further Governing Body action.
11. MATTERS FROM THE CHAIR
12. ADJOURNMENT

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

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AIRPORT ADVISORY BOARD
Thursday, October 2, 2014

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ITEM**ACTION****PAGE****ACTION ITEM: DISCUSSION AND VOTE:**

APPROVAL TO SEND STANDARD SANTA FE
MUNICIPAL AIRPORT AIRCRAFT PARKING
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**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, October 2, 2014**

1. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, October 2, 2014, at approximately 4:00 p.m., by Steve Ross, Chair, in Building 3002, Santa Fe Municipal Airport, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Stephen C. Ross, Chair
Carolyn Cook
Chris Ortega
Ron Krohn
Troy Padilla
Mark Miller

OTHERS ATTENDING:

Francey Jesson, Airport Manager
Anita Medina, Executive Assistant
Elizabeth Martin for Melessia Helberg, Stenographer

AUDIENCE:

William Aneshensel, Aviation Association of Santa Fe
Deyanira [Dee] Cerda, Envoy Air
Kent Frazier, Molzen-Corbin
Frank Nichols, Santa Fe
Eleanor Ortiz, Realtor
Pauline Rendone, Santa Fe
Bob Wood, Santa Fe Tower Manager

There was a quorum of the membership in attendance.

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

Chair Ross, the new Chair of the Board, said he is a lawyer in Albuquerque, who served 11 years as the Santa Fe County Attorney. He said he was just appointed by the Mayor to the Board and to be the Chair of the Board. He said he is happy to be here and said all of us owe a huge debt of gratitude to Carolyn Cook for her years of service.

Ms. Cook said, "I feel so thankful that I could serve at a time when the airport was growing so fast, and to see the changes in the Airport, and also to be on the Committee with John to select a new Airport Manager. There were 5 applicants and Francey was the top, and we selected her unanimously. She is delighted to have done a few things with her."

Chair Ross said he is happy to be here and happy to help. He said, "We are at a point where things could start happening here at the airport. I talked to the Mayor about his plans and his interest in the Airport, so I think we're on the edge of some really exciting times for the airport, and this committee will be right at the center of it all. "

At the request of Chair Ross, all of the members introduced themselves and gave a brief overview of their background and expertise. The members added their thanks and appreciation to Carolyn Cook for her years of service as Chair of the Board.

3. APPROVAL OF THE AGENDA

Mr. Krohn said they received the draft of the Aircraft Parking Agreement with additional language, which he would like to discuss today, but it is not ready for approval. He asked to amend the agenda to discuss Item #10 only, and to take no vote/action on this item.

Mr. Ortega noted that there is no agenda item for items from the board.

Chair Ross said we discussed that and perhaps we can amend the agenda to have Matters from the Chair and the Board.

MOTION: Ron Krohn moved, seconded by Carolyn Cook, to approve the Agenda, as amended.

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

4. APPROVAL OF MINUTES – SEPTEMBER 4, 2014

Chair Ross said he was not present for the previous meeting.

The following corrections were made to the minutes:

Page 4, paragraph 4 under Item #5, line correct as follows: "...each ~~station~~ shift is 34 people."

Page 13, Paragraph 7, correct as follows: "modern NOTAM says for Runway 15 is pulsating open slope indicator is out of service, and...."

Page 19, Paragraph 6 under Item #13, correct as follows: "...and Girard Troy said he...."

MOTION: Chris Ortega moved, seconded by Troy Padilla, to approve the minutes of the meeting of September 4, 2012, as amended.

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

5. PRESENTATIONS FROM THE FLOOR

There were no presentations from the floor.

6. MATTERS FROM STAFF:

A. INFORMATION TO THE BOARD – CITY OF SANTA FE RULES & PROCEDURES FOR CITY COMMITTEES

A copy of the *City of Santa Fe Rules & Procedures for City Committees*, is incorporated herewith to these minutes by reference.

Ms. Jesson provided each of the members a copy of the Santa Fe Rules and Procedures for City Committees, which she received from the City Clerk. She said it contains the City's protocol for how all boards and committees should conduct their business and meetings. She said the copy isn't very good, and she will try to get the Rules & Procedures in electronic format to send to the members if they would like for her to do so.

Chair Ross said it would be helpful to get an electronic copy, and Jesson said she will get a better copy of the Rules & Procedures and send it to all of the Board members in electronic format.

B. INFORMATION TO THE BOARD – ITEMS BEFORE CITY COUNCIL & COMMITTEES

Ms. Jesson said the following are items the Board asked her to put on the agenda for information as well as review and comment.

I. LANDMARK CONSENT

1. City Council, September 10, 2014 – Approved on Consent

Ms. Jesson said this item received final approval by the City Council on the Consent Agenda at its meeting on September 10, 2014.

ii. MOLZEN-CORBIN PSA, AMENDMENT #4

1. City Council, September 10, 2014 – Approved on Consent.

Ms. Jesson this item was approved on the Consent Agenda at the Council meeting of September 10, 2014. Ms. Jesson said this approved two Task Orders for Molzen-Corbin to do the Airport Master Plan Study.

Chair Ross asked if this is a Task Order to do the entire Master Plan.

Ms. Jesson yes.

Chair Ross asked when can we expect some activity on that contract to start.

Ms. Jesson said she wants to get started as soon as possible. She spoke with Molzen-Corbin and the subconsultant. The only thing she is waiting for is the notice to proceed from the FAA, noting the grant was approved several meetings ago by the City Council. It was sent to FAA Region in Ft. Worth, Texas with all signatures. She needs a notice from the FAA with "words that say everything is order you can go ahead and start working on the project."

Chair Ross said then we're expecting that at some point, and Ms. Jesson said hopefully, very soon.

Ms. Medina said Transit is picking up the contract so they can sign it so it can move forward.

iii. AIP 41 GRANT ACCEPTANCE

1. City Council, September 10, 2014

Ms. Jesson said this is the federal grant that will pay for the Airport Master Plan Study, and that was approved on consent by the City Council on September 10, 2014.

iv. NMDOT/AVIATION GRANT – AIR SERVICE STUDY/RATES & CHARGES STUDY

1. Public Works Committee, September 8, 2014 – Approved on Consent

2. Finance Committee, September 15, 2014 – Approved on Consent

3. City Council, September 23, 2014 – Approved on Consent

Ms. Jesson said this is a grant to conduct an Air Service Study and a Rates and Charges Study for the Airport, which were approved on Consent by the City Council on September 23, 2014. She said all signatures were affixed, and it has been sent to the State, and she is waiting for the State to sign it and send it back to us along with a notice to proceed.

Ms. Jesson said part of that is there are two Requests for Qualifications published nationally for the Rates and Charges Study, and the Air Survey Studies which are two different studies. The RFQ's are due on October 23, 2014. She said as soon as those are received, they will make a decision. She said she did include, if the Chair and Board are willing, two members of the Board, that the Chair would select to serve on the selection committee. This will give the Board the ability to have a role in that selection.

Chair Ross asked Ms. Jesson to explain what those two studies are.

Ms. Jesson said the Air Service Study will look at our current airline commercial service, looking at several different factors that could be challenges in the future, essentially a SWOT analysis. So it will look at where our strengths and weaknesses are, and where the opportunities are to direct those. It will look at where we may or may not be losing customers to other airports, and how we can try to recapture those customers. It will look at trends in the regional airline market and the network airline market, and where we think it's going, and what the airport needs to do to position itself strategically to maintain existing services while working to grow. It will look to some extent at other airlines we may want to bring in and additional cities.

Chair Ross said then there is a separate contractor for the Air Service Study and the Rate and Charges study, and Ms. Jesson said yes. He asked if the Rate & Charges Study primarily is focused on the airline.

Ms. Jesson said it will focus on everything. It will look at all the money we collect for which we have a fee structure, our operating and capital expenses and if we are successfully recovering those based our rates and fees. She said airports try to be self sustaining and to establish a rate and fee structure which will allow the recovery of cost. She said currently we're not recovering our costs from a rate and fee structure. So we need to look at the non-aviation fees, and if we need to make adjustments, as well as see if there are other fees we should be collecting to recover the costs of maintaining and operating the airport.

Chair Ross thanked Ms. Jesson for the report.

- v. SEVERANCE TAX BONDS TERMINAL EXPANSION**
 - 1. Public Works Committee, September 22, 2014 – Approved on Consent**
 - 2. Finance Committee – Scheduled September 29, 2014**
 - 3. City Council – Scheduled October 8, 2014.**

Ms. Jesson said this was approved by the Finance committee following discussion on September 29, 2014. We were pulled from consent, but not for the Airport's portion of the Severance Tax Expansion. The item involved various grants the City has from the State, and we were lumped together. It is scheduled for the City Council on October 8, 2014, and she sees no reason it won't be approved. She has been instructed to have a design and a construction phasing plan submitted to the City Manager, by close of business on Monday, so we will have that for the next meeting. Once we have final approval, the City

Facilities Division will assign a project manager from Engineering to work with her and the consultants to put together a preliminary design to bid out. Hopefully, we will have a good selection of contractors and we can get moving on this as soon as possible.

Chair Ross asked if it is being considered in the Afternoon or Evening Agenda, and Ms. Jesson said the Afternoon Agenda at 5:00 p.m.

Mr. Padilla asked when this could be complete, and what would be the goal to see this come to fruition.

Ms. Jesson said until she gets the preliminary phasing plan on Monday, she wouldn't want to speculate on that, noting that is what the contract engineer will be doing for us. She said we have had lengthy discussions about what we would like for it to be and now we have to put the phasing plan together and determine how long it will take.

Mr. Padilla said he is excited to see this project move forward.

Chair Ross said he flew in last week from Dallas, and that area really needs some work.

vi. SECURITY GUARD SERVICES PSA

- 1. Public Works Committee – Scheduled October 6, 2014**
- 2. Finance Committee – Scheduled October 20, 2014**
- 3. City Council – Scheduled October 29, 2014**

Ms. Jesson said the Airport is required to provide armed security guard or law enforcement officers to support the screening checkpoint, the airport security program and the airline security program. She said we don't have an agreement with the City PD, so for several years the Airport has opted to provide that service with a contracted security company. The current contract expired after 4 years, so we went out to bid and 6 companies responded. We selected the lowest bidder, AAA Security of Albuquerque. She said we are scheduled to go before the Governing Body to approve the PSA. She said the costs have increased considerably because of additional mandates from the TSA. The previous contract was \$30,000 less than the current contract that is going to the Council. She said that is due in part that TSA has required us to have a greater presence of armed security guards in the terminal building, so the hours as much longer in the terminal building. They also require us to man the exit lanes, from the plane into the terminal, and the PSA doesn't man that, it is the responsibility of the Airport.

Ms. Jesson said to meet the additional expenditures, she put two things before the Council. One is the contractual obligation of the Airlines to help us recover the costs of the security guard company, and there is a clause in the lease that allows her to raise recovery fees by no more than 10%, but that doesn't get us to the \$30,000 we need. She is asking the Council to first authorize her to raise their rates and secondly to raise our landing fees by 30¢ per 1,000 pounds. She said it should be budget neutral if the Council approves this. If it is not approved, she will have to find another way to get the \$30,000. However, she thinks the City Council will approve the request.

Chair Ross asked how much can be recovered from the lease provision.

Ms. Jesson says the provision says the airport will pay 33% of the security services and the airlines will cover the other 67%. It goes on to say we will not raise their rates more than 10% in any given year. She can't bring them to the full 67%, so essentially, the Airport will be covering much more than the 33% and we are getting close to covering almost half of those costs.

Responding to Mr. Padilla, Ms. Jesson said it is the landing fees for the 121 carriers, the airlines and the post 135 carriers, noting it is against the law to charge different landing fees.

Mr. Padilla asked if using Police Officers is off the table completely.

Ms. Jesson said it is now, but it would take more negotiations than she has time to do right now. She has to get this PSA approved so they don't go without security services. She has had some discussions about a flexible agreement with the City Police Department, particularly now that this part of town has been annexed. However, she is reluctant to dive into that until the Police Department has provided for the annexation, noting they had to hire a lot of additional police officers to provide coverage for the annexation. The caveat they have is that there has to be a guaranteed response time, and a lot of local law enforcement agencies can't do that. And if they can't guarantee the response time, then she is not in compliance. She will have that conversation when she thinks the time is right and for now to meet our obligations we have to stick with the security companies.

Mr. Padilla asked what is the term of the new contract.

Ms. Jesson said it is four years, with a 30 day termination clause for any reason.

Chair Ross said he is nervous about the landing fee increases, commenting perhaps there is another way to get those funds without using the landing fee increases.

Ms. Jesson said it is the airlines that pay the landing fees.

Chair Ross said he understands. He said that service is an important aspect of the Airport right now, and he wouldn't want to do anything that would affect the services in any way. He thinks it makes sense to talk to the police about coverage and would like to explore that possibility.

- 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**

C. INFORMATION TO THE BOARD – CONSTRUCTION PROJECTS IN PROGRESS

Ms. Jesson said she has good news to report. Taxiway Foxtrot, the extension of the taxiway is complete. She made the final inspection just before the meeting, and it should be open and ready for use as of this moment. She said the Runway 10/2A the one-way edge lights passed their certification by the FAA, so those are up and running and they should be on tonight. She said we have hit some significant snags in the Runway 220 project, and we've hit some bad weather. It's not quite done yet and she has put forward a Change Order to the City Manager to extend the time because of the weather delays.

Chair Ross asked what is the scope of the project.

Ms. Jesson said the IOS is shut down because the runway has to shut down at night and the FAA does not allow us to shut down the runway and keep the IOS operation, so it's just shut down for safety reasons. The scope of that project is to upgrade all the edge lights completely, put them all in conduit and upgrade them to LED lights. We will upgrade to better reliability on the runway as well as saving money on electricity.

D. INFORMATION TO THE BOARD – PASSENGER & AIRCRAFT OPERATIONS COUNTS (HANDOUT).

Ms. Jesson said the Report is in the Board Packet. This is for information only and she will answer any questions.

Chair Ross asked if she has a report in this regard and Ms. Jesson said, no it is for information only.

E. INFORMATION TO THE BOARD – JAGUAR DRIVE/NEW AIRPORT ENTRANCE

Ms. Jesson said she had hoped to meet with these folks before this meeting, but they are available only tomorrow. She said she should have a better idea of how that going at the next meeting, and how the new entrance into the airport will factor into that.

Chair Ross asked if the new entrance to the Airport is part of the project

Ms. Jesson yes.

Mr. Padilla said he didn't make the meeting where this was discussed so he made phone calls. He said the Engineer send him an ink drawing of what it was supposed to look like. He said the Engineer told him that there are several phases to the project and they currently are in Phase 1. He said Phases 2 and 3 would bring the road to the Airport and would be build by the developers. So they will build the overpass and in Phase 2, as the project develops and they sell properties, they will start Phase 2 which will get closer to the Airport and then Phase 3 would be brought in by the City or the Airport. He said he said, "that was still up for grabs and there was no time frame when any of that would happen. Currently, they're just responsible for Phase 1 as you see it now. Perhaps we'll get more notice on that. That's all I have to report on that currently."

Chair Ross said he was hoping that they would do the whole thing.

7. MATTERS FROM THE AIR TRAFFIC CONTROL TOWER MANAGER

Bob Wood, Manager, Air Traffic Control Tower, said there may be some discrepancy in the numbers in the report in the packet because they also count their overflights and the FAA doesn't, so usually there is a discrepance of 60-110.

Mr. Wood said they had their annual Runway Safety Meeting on September 19, 2014, which was held in Sierra Aviation. There were 17 participants. He said they had numerous discussion points. The primary 4 are that the tower is trying to keep ground control position staffing more frequently, which to him is much more efficient. The Taxiway Foxtrot extension was discussed, which is more efficient to them because they won't have to back taxi aircraft off Runway 2A, and include multiple runway crossing phraseology for us. We have to obtain a waiver from the FAA to cross two runways in one clearance, and currently we have that for Taxiway Delta going out to Runway 2. Since July, we have been trying to get that reauthorized as well as new authorization to go out to Runway 10 on the new Foxtrot. The FAA is dragging their heels on that quite a bit.

Mr. Wood said they discussed the terrain west of airport and there is no visual approach slope indicator on either 15 or 10, as well as the implementation of having more drills by the crash rescue crew for familiarization and timely response on the airport. He said Ms. Jesson will be the point person for coordinating that.

Mr. Wood said they had an external compliance verification visit by 3 members of the FAA Regional Quality Control Office on September 25, 2014. This was a first, because they are now going to be the office that does the contract towers, and they were referred to Santa Fe by our company's area manager to give them an idea of the differences between FAA operations and contract tower operations. He said they were impressed with our operation and commented that we do things in Santa Fe that the FAA doesn't bother with. He said he took that as a compliment. He said he gets them with a lot of things that don't work and nobody seems to respond to, such as the tower shades being more than 12 years old, noting they are supposed to be replaced every 5 years. He said supposedly, there is funding for that from the FAA.

Mr. Wood said our backup weather equipment has been out of service for years, some of it 15 to 17 years. So, we only have our *[inaudible]* weather equipment, and if that goes down, we have nothing. He said theoretically the air carriers can't depart without a temperature and we have no temperature to give them. He said there is a stand alone weather system which is in a crate in Albuquerque, noting it has been sitting there for a year waiting to be installed. He said as of two weeks ago, the manager of maintenance said he had a funding issue, and we have no backup generator for the majority of our equipment for the HVAC in the tower.

Mr. Wood said he presented all of these issues to them. He said we also had our annual meeting with the Crash Rescue Station Personnel on the twenty-sixth. There were 3 participants. They discussed having the alert announcement. We had panic buttons in our tower cab, which currently quits after about 3 announcements. He suggested that should be continuous until it's reset either by the Controller or the Station personnel in case they were away from the building they could still hear that. He said this would give them time to get their thoughts together that there is something going on at the Airport and to be ready for it. Also, if there was only one controller on duty and he had to sanitize the airspace, he might be delayed a little more getting to that crash phone. He said he was suggesting that we have a crash phone extension placed in the truck bay at the Fire Station, because the only place it rings is in their quarters. If they are out with the truck they don't hear it. They will hear the page from the RECC or they will hear a page from our panic buttons, but they do not hear the telephone. He said all of those suggestions were passed on to the Battalion Chief with a copy to Ms. Jesson.

Chair Ross said then those things are in the bailiwick of the Fire Department, and it isn't an FAA thing.

Mr. Wood said it is the Fire Department and the City, it's not an FAA thing.

Ms. Jesson said, "Mr. Chair, actually it is. It is required under our operating certificate to have alert notification for the Fire Department sufficiently so that they can meet the response time. So it's a little more the Airport than it is the Fire Department. I would have to retrofit the Fire Station so that those items can provide them a better warning."

Chair Ross asked if the connection with the RECC is a dedicated phone line, and Ms. Jesson said it's a dedicated phone line.

Chair Ross said that sounds like something we need to follow closely.

Mr. Wood said due to the terrain west of the Airport and lighting Runway 1028, beginning tonight he has asked controllers to start carrying on our ????? that they are going to lose slope approach indicators on Runway 10 or Runway 15, and use caution for high terrain and power lines west of the Airport.

Mr. Wood said our traffic counts are down. In 2012 we had 67,068 operations, 2013 we had 73,577, and to the end of September of this year we have had 50,829. At the same time period in 2013 we had 57,403. So, we're down 6,574 operations, and running at about 88.5% of the year before. He said we should be running even with 2012 numbers, but we are down compared with 2013.

Mr. Padilla asked if he noticed on those traffic counts where you're down, if they were general aviation, military, and such and do you count them to that degree..

Mr. Wood said he didn't go into it that closely, it was a total loss. He said looking at it briefly, he would say it's down across the board. There is perhaps a slightly higher percentage in military operations, a reduction in military operations, commenting he thinks the economy is driving that.

Mr. Padilla asked how the FAA enjoyed our coffee, and Mr. Wood said they only got one cup and didn't drink it, they just missed out.

Chair Ross said the litany of the equipment issues, the tower shades, the backup generator and such, are those things that the FAA is responsible for. Who is responsible for those items and why aren't they being addressed.

Mr. Wood said his view is that there is a list of required equipment for any contract tower that is put in service today. We have an issue, because we are grandfathered in as existing tower, so the FAA says that some of those items are not required, specifically the generator. We do have a backup generator on the field, it doesn't run all of our equipment, and most are on UPS backups, so they die after half an hour. And we have nothing in the tower cab. He said on a nice hot summer day it will go to 100 plus degrees real fast – about 15 minutes.

Mr. Wood said the shades were an issue with the Airport back as far as the previous Airport Manager. He said the FAA was trying to stick the airport with replacing them contractually. They were replaced the last time about 14-15 years ago by the FAA. And the FAA has said will replace them again, it just hasn't happened.

Mr. Wood said the backup weather equipment was originally owned and maintained by the National Weather Service. About 1 to 2 years ago that transferred to the FAA. They've also transferred our LARS certificate which are the weather observers certificates from the National Weather Service to the FAA, and they've gone markedly backwards in their ability to process that forensic.

Ms. Jesson said "The lease with the FAA for the tower stipulates that when the tower went from an FAA Control Tower to a contract tower, all the equipment in the control tower, the radios, the air traffic control equipment, it was owed by the FAA and continues to be owned and maintained by the FAA. The only thing the Airport is contractually responsible for with the contract tower is the structure of the cab, the window, the floor, the HVAC, the electrical, but all the equipment that is required for Air Traffic Control is owned and maintained by the FAA. They are still required to make those replacements."

Chair Ross asked about the VASI on 10 and 15

Mr. Wood said the power lines that extend to the west are one foot below the level or elevation where it would be required to have a VASI. The 15 pulsating VASI, as he understands, is there are no parts available, so it's out until it eventually can be replaced. There are plans to put slope indicators on both runways, it will be in the master plan but as an interim step. That's why I'm putting the warning on the [inaudible] at night, at least to try to advise pilots of that.

8. MATTERS FROM THE AIRLINE STATION MANAGER

Deyanira [Dee] Cerda, Envoy Air, said the only report she has for the Board is that their winter schedule has kicked in. She said LA is going to be fluctuating from a morning flight to an afternoon flight and that has kicked in. Starting November-December we only have one Denver flight. She said other than that, the load has been full coming in, full going out. With the changes in weather, LA left this morning with 8 passengers, and this afternoon we had a total of 8 passengers. She said we are getting ready for the winter season with our winter schedule.

Chair Ross asked if there are any statistics on how many people you have to pull off planes.

Ms. Cerda said, on average in the summer, LA tends to change their flights for the mornings because of weather, and now we're in-between to where it's still going into the 60's, and that doesn't help us much. But on average for LA, because it's a fare day and that's the one we tend to have more issues with because of temperature and the runways, and we have pulled off up to 15 to 20 people since she has been here. But on average it is 8 to 10.

Chair Ross asked if they keep accurate records of that, that we could look at, noting it would be interesting to see.

Ms. Cerda said those are our records which are not public, but on average they have 8 to 10 people that we pull off LA. She said the other aircrafts seem to do better. For some reason the express aircraft are able to have no problems and they take up to 50 people all the time. American Eagle has different regulations.

Ms. Jesson said, "I want to touch on the question about the amount of people that are pulled off the planes as such. One of the goals, and one of the directions I will be giving the consultants that are going to be doing the Airport Master Plan, is to work with the airline performance folks to get that information so we can have actual real numbers of how many passengers wanted to fly out of Santa Fe, but couldn't fly out of Santa Fe either because they were bumped because of weight restrictions or the Airline just did not hold out all the seats available for sale knowing they couldn't fill the plane because of weight restrictions. That will go a long way to show what limitations we currently have and whether or not

we have a cost benefit analysis to do work on the runway to either strengthen it, or extend it, in order to capture those folks that want to fly out of Santa Fe, but just can't. So we'll be working very closely with the United and the American folks to get those *inaudible*, because it is in our best interest to be able to fill the plane."

Ms. Cerda said, in addition they have more problems trying to give people seats, noting usually they are over-sold on average about 3 or 4 people. She said most of the time, when people are staying they can't give them seats because everyone checks in 100%. She said Denver United seems to be the one on average that does this, so they over-sell by one or two or every three seats, thinking that not everybody is going to show up, but we have everybody checking in. And at the last minute, we're asking for volunteers so others can go. And more than half the time we can't get seats for those people. She said they book them on the afternoon flight, but that one is over-sold too. She said they are flying out full most of the time with Denver. She said with LA, we have to take people off the plane because the aircraft can't take them.

Ms. Cook what is happening in terms of hiring people.

Ms. Cerda said the hiring has been very slow and since her first introduction, they have hired 3 and one got back yesterday from Dallas and will have to wait for their background to be cleared. She said it's been a very slow process. The people that wind up coming to interviews, they find out about the job and decide that they don't want the job. She said we have great customers, but we also have customers who ask a little bit too much, and it gets complicated.

Ms. Cook asked how many employees they have now.

Ms. Cerda said it is once you're hired, you do everything. She said she does everything, and a lot of people aren't willing to do that. She said she is still down 5 people.

Ms. Cook said we should encourage anyone we know to apply for the job.

Ms. Jesson asked when can we stop our runs due to weather

Ms. Cerda said when we start with these hours we start losing Dallas. However, LA doesn't come for a few nights and then it will pop in randomly. It is either on Friday or Saturday morning, and then Denver cuts back for about two weeks and then we lost Dallas due to the winter season at the end of this month.

Ms. Jesson said, "The reason that I asked you is that is it something that's very concerning to me. First of all, American in previous winters have had a difficult experience with the early morning flights literally being frozen onto the pavement. A lot of that is because the Airport does not, and has never had any kind of pavement de-icing program, we only plow, we don't sand. If we were able to bring ourselves to that level, we would be able to de-ice the ramp as well as the runways and taxiways. We would have a higher level of operations during the winter. It's been very significantly budget constrained, and the pavement deicing materials are costly."

Ms. Jesson continued, "But part of what we can look at in the master plan is whether there's a cost benefit analysis at the Airport trying to develop a more aggressive winter operations plan for snow and ice control. The reason I find it concerning is that we lose that post-morning bank. Airlines operate on banks of flight. So when we have flights leaving between 6 and 8 in the morning, and they're going into the hub they're meeting that early morning bank out of the hub. If they're not able to depart until late morning or early afternoon those opportunities for those travelers to connect become limited and they don't have the whole day to make those connections. So when we start losing the early morning banks, that's concerning for me, because it is a diminished level of air carrier service and air carrier access."

Ms. Jesson continued, "And since we are a regional airport, we are a spoke, and the spokes feed into the hub. And if we're not able to effectively feed into the hub, then I think we're not providing the kind of air carrier service that I think the community wants. But it really comes down to the fear that the airlines have that their planes are going to be stuck. And when airlines are afraid their planes are going to get stuck, they don't send them. And it's incumbent on us to figure out how we can make sure they don't have that feeling. And that's something I think the Master Plan will show. And also, as I look into future budget years, I might be able to bring some federal snow and ice control equipment and solutions to the table."

Ms. Cerda said right now they just have deicing agents, and basically they deice the aircraft and within 4 minutes it's at the end of the runway, where it takes off. But if there's inclement weather or they have to wait more than 5 minutes at the end of the runway, they have to be anti-iced before they take off, and we don't have that capability.

Mr. Padilla said then you do a type one, clear off the snow and ice, and then you have a type 4 to give it longer holdovers.

Chair Ross asked if that is a budget issue.

Ms. Jesson said the type 4 isn't a budget issue. The 4 is the storm water issue, and I have to make sure it's environmentally something the City will allow, because type 4 is a little bit different than type 1, and they pay for the deicing and anti-icing equipment and materials for it. The budget issue for the Airport is our own pavement deicing equipment and pavement deicing materials that we want to explore to so we don't have to wait for the sun. And sometimes that's the best we can do because our equipment is limited and the deicing and anti-icing capability for the pavement is non-existent.

9. SUBCOMMITTEES

A. LEASING SUBCOMMITTEE UPDATE

Mr. Krohn said the Subcommittee met yesterday to review the tie down agreement which was returned to us from the City Attorney's office. The City Attorney had added language to include insurance of \$1 million per aircraft that is tied down on the ramp. He said Ms. Jesson's interpretation is that requires a policy of \$1 million. He spoke today with the principal of the Southwest Aviation Group in Scottsdale. He said 90% of aircraft don't have smooth policies and they aren't that easy to get anymore. His suggestion

was that we add the words "and no less than \$100,000 per person" to the language. He was very instrumental in working on the Sun Harbor's insurance policy so he is a credible source. He said, "He is perfectly willing to discuss the issue with our City Attorney. He will send an email with the contact information so if he would like to do that he is free to call this gentleman."

Chair Ross asked if this coverage is intended to protect the city from claims that are torts filed under the Tort Claims Act.

Mr. Krohn said yes.

Chair Ross said, "The interesting thing about the Tort Claims Act is that it isn't \$1 million, it's \$1,050,000 if you stack all the coverages up. One thing you might want to explore. The limit of the Tort Claims Act are \$300,000, \$300,000, \$200,000, \$100,000 and \$50,000. So you don't really need a million dollar liability policy to cover the City adequately. My personal aircraft policy is a \$600,000 liability policy which seems like it would be completely adequate. So it's something you might want to think about. I was wondering whether I could actually get a tie down agreement and my policy would qualify."

Chair Ross asked where the Subcommittee is in these discussions.

Mr. Krohn said they presented the draft to the City Attorney, and he returned the draft to us with the added insurance language which was not in the original draft. He said they are in the process of looking at what other airports in the State have, in terms of their agreement and language regarding insurance. He said at least one Airport in the Rio Grande Valley has no insurance requirement at all in its agreement. "We are doing a little extra research. We're going to meet again on the twenty-third, to put together another draft to send back to the City Attorney."

Chair Ross said we are looking at a parking agreement, and Mr. Krohn said, yes, a tie-down agreement.

Mr. Krohn said the other thing interesting about this is the Indemnification Clause, and in order to insure against that you have to have contractual liability insurance as a part of your plan, and another thing aviation policies typically don't include. He asked if the Subcommittee had focused on that. He said a typical commercial general liability policy comes with contract liability protection, but an airplane policy does not, although your Homeowners might. He said these are all considerations for people facing a tie-down agreement, the worry that the indemnification will not be covered by insurance.

Chair Ross said that is something to think about.

Ms. Cook said you used the term "smooth insurance," and she doesn't know what that means.

Mr. Krohn said "Smooth means that if you have \$1 million of coverage, that is per incident, and your passenger is not limited to \$100,000 worth of coverage. Now, for an aircraft that's tied down on the ramp, you really don't have passengers sitting in the ramp. The policy is designed to protect somebody

who is walking by and trips on your tie-down or walks into your propeller. Those people aren't passengers, so the insurance company is not bound by the \$100,000 limit on those incidents."

Ms. Jesson said, "I want to follow up a little bit. The City Attorney, after we asked questions about the issue, he forwarded it to the City's Risk Manager, whose specialty is to determine the limits of insurance for the City. And she looked at it and what she responded back was the goal of the City contract is to ensure the party carries insurance in the amount the City can be sued for, which under the New Mexico Tort Claims Act is \$1,050,000. So, that's the goal of the City, to make sure whatever party we have a contract with has insurance in a minimal amount of what we could be sued for under the New Mexico Tort Claims Act."

Chair Ross said, "You understand what I was saying. It's not \$1,050,000 in the aggregate. It's \$300,000 per person per liability, \$600,000 per incident, so if there's multiple people injured, and if there's coverage for medical, property damage, blah, blah, blah, and when you stack it all up it's \$1,050,000. But, actually what you need to protect the City is less. And when you're talking about interacting with an aviation policy, typically aviation policies are minus \$600,000, I think, and so they don't work well together."

Ms. Jesson said, "I understand that, and that's why I think it is incumbent on us to educate the City Attorney and the Risk Manager, because they're not familiar with aviation from a legal perspective or from an insurance perspective. And we can't require a level of insurance that is impossible to get. And I think that's where we are right now, is trying to ensure that the City Attorney and the City Risk Manager understand it, but we have to understand it as well. I'm new to New Mexico, so I understand insurance in some other states, but it's a little bit different in every state. So where we are right now, is trying to get those two to meet in the middle. Otherwise, the City Attorney and the Risk Manager could just say this is the requirement, not understanding that that's impossible for the aircraft owner to even a policy on. We're sort of exploring what is possible as far as a policy and what policy will fit the City's intentions. And we're not quite there yet, but we're still working on it."

Chair Ross said the one that caught his eye was the next paragraph, Condemnation. He asked if that is in there for a reason. He said this might be something to bring up with the City Attorney.

Mr. Krohn asked if that is an item that was added.

Ms. Jesson said no, it is straight from the draft that you provided to the Committee.

Ms. Ross the other one he talked with Ms. Jesson about a little while ago, is Paragraph 13. That might be another one to look at for potential clarification. He said the first sentence says, "The Airport may enter the Premises to inspect it, to make repairs or alterations and to show it to other potential tenants." He said we're talking about a piece of tarmac. His concern is that someone might interpret that we are trying to get them to contractually agree to inspections of their airplanes. He thinks that should be revised or eliminate.

Mr. Krohn said we could change the word premises

Chair Ross said yes, or a definition of the word premises might help.

Chair Ross said those are some of the things that just leaped right out at him.

Chair Ross said this is the Subcommittee update, and Ms. Jesson said yes, we are not going to vote on this particular document until next month.

10. ACTION ITEM:

A. DISCUSSION AND VOTE:

- ii. APPROVAL TO SEND STANDARD SANTA FE MUNICIPAL AIRPORT AIRCRAFT PARKING AGREEMENT TO GOVERNING BODY TO REQUEST APPROVAL OF GOVERNING BODY.**

No action. See previous discussion.

- ii. APPROVAL TO REQUEST GOVERNING BODY TO DELEGATE AUTHORITY TO AIRPORT MANAGER TO EXECUTE STANDARD SANTA FE MUNICIPAL AIRPORT AIRCRAFT PARKING AGREEMENTS WITHOUT FURTHER GOVERNING BODY ACTION.**

Chair Ross said at Santa Fe County where he worked for a long time, no one except the County Manager had the authority to execute contracts, but he doesn't know the City policy.

Ms. Jesson said the reason she wanted this is if someone moves here and walk into my office and said I want to sign a contract, it's just expeditious for me to be able to sign and approve a document. Otherwise, it is 45 days to go through the City Council process. And I don't think the average pilot wants to wait 45 days, plus they would be transient all that time, so it's really not very fair to make them pay transient fees when they really want to base their aircraft. But the City Attorney didn't think that would be a problem

Mr. Padilla said if you have to wait 45 days to get a 30 day *[inaudible because interrupted here]*.

Chair Ross said he's just saying at the County, you wouldn't be able to do that, but the City has figured that out.

Chair Ross said it may be premature to vote until next month, because we don't have the previous item.

11. MATTERS FROM THE CHAIR/BOARD

Chair Ross asked the Board members if they have future agenda items they would like to discuss.

Mr. Padilla said we are still down one member. He hasn't heard if there is someone to be appointed to the vacancy. He said he would like to know who the candidates are, and perhaps the Board could look at those for filling a vacancy in the future, and choose who we think are the top 3 candidates for the Board position, then give those to the Mayor for his consideration. He said he would like to discuss that.

Mr. Ortega said in the past we have shared the names of prospective members with the Mayor, but we haven't done that lately.

Ms. Cook said in the past, under the 4 previous Airport Managers, people came forward and said they would like to be on this Board, and we gave the Airport Manager their names, and then they were discussed. She said it was more a community type of thing, rather than top down. She said the Mayor has had a list of candidates since April 2014, who had asked to be on the Board. There were some people who felt these people should be at the top of the list, but that's never been acted upon.

Chair Ross he will put that on the Agenda.

Ms. Jesson asked if that is an item for the next Agenda.

Chair Ross said we can discuss it and we have some background from the members of the Board, noting any of these decisions obviously belong to the Mayor, but we can certainly give him input.

Ms. Cook said in the past we said we should have community members, because in the past the Councilors criticized the Board for having only pilots on the board, and they said the pilots just rubber stamped whatever Mr. Montman said. She said we need to get community members on the Board, because they would bring different things and would represent the community. She believes the only non-pilot currently on the Board is Mr. Miller.

Mr. Ortega a lot of the discussion this evening had to do with facilities and equipment that are falling apart and the need for deicing equipment. And the master plan is coming forward that ultimately is going to reveal lots of needs and perhaps we should prioritize those. However, a lot of these things will be at the mercy of funding. He would like to know the Airport Manager's view when we get to that point – as to how the funding will be pursued. He said we also need to remind the Board the kinds of equipment and facilities might be in the City's ICIP at the current time which are related to the Airport.

Ms. Jesson asked if he would like to have that as an Agenda item.

Chair Ross said perhaps we could have a broader discussion, because he is not familiar with how the master plan is going down. And it would be useful to have this discussion and touch on all these things. He asked if she could provide the ICIP page for the Airport.

Ms. Jesson said Airport Master Plans are conducted on FAA guidelines of how they are supposed to be conducted. She can put together a presentation that explains how they have to be conducted, and the questions they have to ask and the things they look for.

Mr. Ortega said he isn't so curious about the Master Plan and how it comes to be, but just recognizing that part of the Master Plan will have output of what needs to be done. And the next step is what we have to do, and what we already have listed in the ICIP that might correspond with that.

Chair Ross said just looking at the capital deficiencies and how to fund it.

Mr. Ortega said yes, because the better we understand how it works, the better the feeling we have for it, and then we can prioritize the list of deficiencies.

Ms. Jesson said, "There are two things that will be important, and she will explain it at length at the next meeting. The ICIP is the City's ICIP, but we are required by the FAA to have an Airport Capital Improvement Plan which is different. Not everything that's on the Airport Capital Improvement Plan is on the City's ICIP. And the one that really is most important is the Airport Capital Improvement Plan, because that's the one that is approved by the FAA, and that's what basically bookmarks our funding for the next 5 years. So I can bring that for the next meeting. But as well, part of what the master plan study does is not just identify needs, but identifies ways to pay for their needs."

Ms. Jesson said, "And the Rates & Charges Study will go a long way to dovetail into both those things. So I can definitely bring more materials and we can have greater discussion at the next meeting on the ICIP, the ACIP and how it all ties together with the two studies we're doing. Is that kind of what you're looking for."

Mr. Ortega said yes, the current funding mechanisms, and what the State Transportation Division does and doesn't do – a broader picture of the funding situation.

Chair Ross said it sounds as if we might need two items. He said it sounds as if Ms. Jesson and himself are interested in the deficiencies and how we're going to address them. This seems to be one topic. And then a quick run through of how the Master Plan process is going to work. He said obviously capital is a subset of that. He is curious to know what is coming up.

Ms. Jesson said, "Then you want me to list the capital deficiencies that I see."

Chair Ross said that could be part of the presentation and packet material, an in depth discussion about where we are, where we're going and how we're going to get there, which he thinks would be very useful.

Mr. Padilla said it will hard for us to address the deficiencies if we don't know what they are. He said he would hope, as a Board, we could help guide that forward, and put pressure if needed in certain areas. It would be nice to have the right equipment to get our runways in shape in the winter so we don't have airline problems. He said we have to take the truck out and give braking actions, noting the equipment isn't expensive and it would help us tremendously – the airlines and our customers.

Chair Ross said he is very interested in all of that and thinks it's very import..

Ms. Cook said as she emailed the Board members, Mayor Gonzales cancelled our report to the City Council last Wednesday, and she didn't know they were going to cancel it. She wanted that entered for the minutes. She said she wrote an email from the Board to John Bulthuis and Brian Snyder, the City Manager, thanking them for the emergency part time custodian.

Ms. Jesson said, "We have not hired one yet. We have candidates, but we had candidates fall through, but we have the approval to hire when we find a candidate, so we're halfway there already."

Ms. Cook said perhaps she jumped the gun, but she wanted to thank them for their approval.

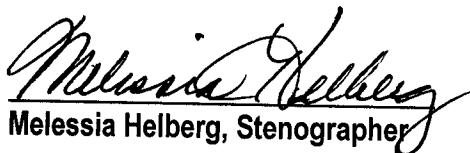
12. ADJOURNMENT

There was no further business to come before the Board.

MOTION: Chris Ortega moved, seconded by Carolyn Cook, to adjourn the meeting.

VOTE: The motion was approved unanimously on a voice vote, and the meeting was adjourned at approximately 5:35 p.m.



Stephen C. Ross, Chair
Melessia Helberg, Stenographer

NAME

[illegible]

Test 4 over

173/2711 Cordon

Freier Handel zwischen Persien und England

608-242-5700