



# Agenda

CITY CLERK'S OFFICE

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PREPARED BY Jon Bu Hhuis

APPROVED BY Aliaightar

## AIRPORT ADVISORY BOARD MEETING

THURSDAY, JANUARY 8, 2015

4:00 PM – 6:00 PM

SANTA FE MUNICIPAL AIRPORT

BUILDING 3002 (JUST NORTH OF TERMINAL BUILDING)

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES: DECEMBER 4, 2014

### PUBLIC COMMENT

### PRESENTATION

1. MATTERS FROM THE AIRLINE STATION MANAGER – DEYANIRA “DEE” CERDA
2. AIRPORT TERMINAL EXPANSION PROJECT: DESIGN CHARRETTE SUMMARY – MOLZEN CORBIN
3. CONCEPTUAL PROPOSAL TO “RE-BRAND SANTA FE MUNICIPAL AIRPORT” – FRANK NICHOLS

### ACTION ITEMS:

1. APPROVAL TO PROCEED WITH FINAL DESIGN/IMPLEMENTATION PLAN FOR SANTA FE MUNICIPAL AIRPORT RE-BRANDING PROJECT
2. APPROVAL OF STAFF RECOMMENDATION – DIRECTION TO FACILITATE PROPOSED DEVELOPMENT OF NEW FIXED BASE OPERATION AT SANTA FE MUNICIPAL AIRPORT

### DISCUSSION ITEMS:

1. AAB CHAIR REPORT – MEETING WITH MAYOR GONZALES
2. AIRPORT MASTER PLAN ADVISORY COMMITTEE (MPAC) – REVIEW OF COMMITTEE MAKE-UP
3. AIRCRAFT TIE-DOWN PERMIT PROCESS – REVIEW OF DRAFT DOCUMENTATION
4. AIRPORT SECURITY COORDINATOR – STAFF CERTIFICATION AND ASSIGNMENTS
5. FAA PART 139 INSPECTION – REVIEW OF FINDINGS

### MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

### ADJOURN

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

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CITY OF SANTA FE  
AIRPORT ADVISORY BOARD  
Thursday, January 8, 2015**

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**MINUTES OF THE  
MEETING OF THE  
AIRPORT ADVISORY BOARD  
Thursday, January 8, 2015**

**1. CALL TO ORDER**

A regular meeting of the Airport Advisory Board, was called to order on Thursday, January 8, 2015, at approximately 4:00 p.m., by Stephen C. Ross, Chair, in Building 3002, Santa Fe Municipal Airport, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT:**

Stephen C. Ross, Chair  
Simon Brackley  
Carolyn Cook  
Chris Ortega  
Ron Krohn

**MEMBERS EXCUSED:**

Troy Padilla  
Mark Miller

**OTHERS ATTENDING:**

John Bulthuis, Transportation Department Director  
Anita Medina, Executive Assistant  
Mark Baca, City of Santa Fe  
Elizabeth Martin for Melessia Helberg, Stenographer

There was a quorum of the membership in attendance.

A copy of the Sign-in Sheet for the Airport Advisory Board meeting of Thursday, January 8, 2015, is incorporated herewith to these minutes as Exhibit "1."

**AUDIENCE:**

William Aneshensel, Aviation Association of Santa Fe  
Eric Aune, Santa Fe MPO  
Deyanira [Dee] Cerda, Envoy Air  
Mark Coan, Santa Fe  
Kent Freier, Molzen-Corbin  
P.J. Held, Santa Fe  
Frank Nichols, Frank Nichols Design  
John Spain, Aviation Association  
Michael Szczepanski, New Mexico Sport Aviation  
Tom Thomason, Santa Fe  
Bob Wood, Santa Fe Tower Manager

**3. APPROVAL OF THE AGENDA**

**MOTION:** Chris Ortega moved, seconded by Roy Krohn, to approve the Agenda, as presented.

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

**4. APPROVAL OF MINUTES – DECEMBER 4, 2014**

Responding to Mr. Krohn, Chair Ross said that the last page showing Carolyn Cook as Chair has been corrected.

**MOTION:** Simon Brackley moved, seconded by Carolyn Cook, to approve the minutes of the meeting of December 4, 2014, as amended.

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

**5. PUBLIC COMMENT**

**William Aneshensel, President Aviation Association,** said he has two things to speak to, one involving procedure relative to the public speaking period which used to be toward the end of the meeting. He said there are two significant action items on the agenda and very little time for public speaking before you act on that item. One is a proposal before the City by someone with an FBO proposal, which seems contrary to previous FBO proposals to the Airport, and the reaction of two prior airport managers to those kinds of proposals. He said there are a number of issues floating around the Airport that make it confusing when there is no real information about who wants to do what and on what land for the public to have any reasonable comment. The second is a re-branding project which is 48-hour old news to the public. He said "We would suggest that the public have a comment period before action is taken."

Mr. Aneshensel said he would like to speak about the tie-down process. He said the Board appointed a committee of 3 members of the Board, Mr. Ortega, Mr. Padilla and Mr. Krohn, and two stakeholders, Mr. Coan and himself. He said they spent a considerable amount of energy trying to come up with a really good approach. He said part of that seems to be in the packet which is the idea of a parking permit for putting a vehicle on a piece of pavement, which is a good outcome. However, there are number of other issues relative to insurance, and wording which is "frankly a little silly about entering the premises," since this is just a piece of pavement, and storage of things he thought they had excluded and had gotten something based on peer airports. He said they took the best quality items they thought would make this Airport attractive to users. He said there will be discussion of that, so their input would be that that process seems to have taken a step backward. He said some of the Board members are recusing themselves, one of whom isn't in attendance, so they would like to make their position known.

**Marc Coan, local pilot and flight instructor**, thanked the Board members for volunteering, and said he appreciates them volunteering for our airport to help us have a better Airport. He said the minutes are much better and so very much improved over the minutes of 6 months ago, noting they are more detailed and accurate, and he is really impressed with them, noting he even told the City Clerk.

Mr. Coan continued, saying he has the same thing to say about public comment as Mr. Aneshensel, and they need to be at the end or toward the end after we've had discussion. Otherwise, we're giving our opinions about matters that haven't been discussed. Our opinions could change after your discussion, or we may have some input. He said it isn't efficient to stack all the input at the beginning of the meeting.

Mr. Coan continued, saying we noticed the Parking Permit has become a lease again, and he doesn't know why. He said the previous Manager felt strongly it needed to be a Permit, with a document, and avoided the word "lease" on purpose, and now here it is again. He is curious about the idea of using the City's car parking permit process, and what happened with that. He read in the minutes last month there was discussion about it and he never heard the result. He said that seemed like a good process and they are all very interested in that.

Mr. Coan continued, saying if the City has identified land for an FBO and wants another FBO, then the City needs to issue an RFP for an FBO, and not simply entertain the first offer that comes along and expresses interest. He said a lot of people have expressed interest over the years, and they were told there was no leasable "center" because the Air Center had tied it all up. He asked if that situation has changed, and is there now leasable land at the airport we didn't have before. He said this is the first they've heard about, reiterating if this true, an RFP needs to be issued and choose from among the best proposals. He said, "Some of us locals might want to bid and some international chains might want to bid."

Mr. Coan continued, saying with regard to the Airport Focus Area Document in the packet, he hopes they will consider those in order of priority. He hopes you don't make this permanent, because the next Airport Manager may have a completely different list than the Acting Airport Manager. For example, he said number 6 is the Santa Fe Branding and Airport Branding and Marketing. He said the previous Airport Manager had told him that she didn't want to any marketing because we didn't have the capacity at

the Airport to handle it. He is curious to hear why we need to market when we already are at capacity.

**Mark Baca, Maintenance Employee**, said he would like to speak on behalf of the FBO. He said this is a good proposal for creating jobs and creating more revenue for the airport, which is very import. He said as everyone knows, we are very underfunded. He said we've become dependant on the FAA for everything that we need, commenting he believes one day that funding will run out and we need to look toward something else. He said in terms of land availability he believes there are some misconceptions. He said there are plenty of lots available for lease. He said it seems that Landmark, formerly Ross Aviation, held a lot of that property. He said, "There is tons more property available for any type of lease, and we've seen that in the past with the new T-hangars that have been put up. Wayne Bennett's hangar, Thornburg's hangar." He hopes you will help us move forward and start generating some revenue out here for the Airport.

**Michael Szczepanski, New Mexico Sport Aviation**, said the FBO is a big question for him. He said he looked into it several years ago, two Airport Managers ago. He said when he first started asking questions, "I got some thinly veiled threats from the existing FBO about it." He said when he spoke with Ms. Jesson about setting up an FBO, she said there was a piece of land that was available. He said some of the others, like where Bennett and others are, which aren't really usable for an FBO – there's no ramps and such. He said Ms. Jesson told him that they were interested and I was not the only person who had approached her with that interest. She told him the process would be, "when she got to it, there would be a process for it." She said, per FAA guidance, they couldn't have a price competition about who would pay the most for the land, it would be a matter of who could provide the best proposal of the City, who was going to build the thing that was in the best interest of the Airport that had the long term interest of the Airport best served, and that would be the proposal that was chosen. He said Ms. Jesson said, "We've got it in mind, we recognize that there's very limited land because it has mostly been leased to one operator." He said in "my opinion that is the best way to do it, rather than just accepting one proposal, that none of us even know who it is or what it is. We would rather have a process where we find out what is the best thing for the future of this Airport."

**Tom Thomason**, said he also feels the City of Santa Fe would be well served with another Fixed Base Operator (FBO). The FBO doesn't create a lot of local jobs, does not do local charters. He said a local charter would actually allow us to have airplane space here and allow for charter flights out of Santa Fe which would then generate greater fuel flow, and generate more jobs, and further activity at our Airport. He would like to see this happen here. He also would like to see the local jobs, because the local FBO doesn't do local maintenance for aircraft and isn't hiring local people for maintenance. He said, "We do have a maintenance shop on the field as I'm sure we know."

Mr. Thomason continued, saying "Another thing I'm concerned about is the cost of fuel here. Commonly, when I speak with our pilots, actually, I'm a pilot here in the City, they say we will try to fuel up wherever we're coming from and have extra fuel when we land because it is so expensive to buy it here. I was just checking on line, jet fuel today in Santa Fe is \$3 per gallon higher than, for example, Centennial in

Denver. And AvGas is about \$1.50 higher. So we would like to see that change in the City of Santa, if there could be some competition like there is in Centennial. I don't think it does our City any good to run people off, because our expenses are so high. Thank you very much."

Chair Ross thanked everyone for their comments. He said as you all know, the agenda has been a work in progress for the last 2-3 months. He said they will take to heart some of the comments about getting a better process for receiving comments.

## **6. PRESENTATIONS**

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

A copy of the calendar of arrivals and departures for the month of February is incorporated herewith to these minutes as Exhibit "2."

Ms. Cerda said for the month of December there were 147 flights, of which 11 were canceled due to maintenance or weather – 4 for United and 7 for Eagle, for operating departures of 136. She said there were 5,122 enplanements and 5,649 deplanements. On Monday, January 5, 2015, they had the last overnight aircraft. She said they are averaging 4 flights a day for the season between now and February 12, 2015, when they get the 5<sup>th</sup> flight back. She said it was to be late March when we got that flight back, but they moved it a month early. Ms. Cerda provided a copy of the calendar for arrivals and departures for month of February 2015 [Exhibit "3."].

Ms. Cerda said last month she talked about having two flights scheduled at the same time. She said that has been addressed, and United has moved its flight to accommodate our dilemma. She said they originally had 5 minutes between flights, and it has been moved to 10 minutes apart. She said the average to get people on the plane, get it buttoned up and ready to go it's about 4-5 minutes, so it's pretty tight. She said on the February calendar you will see the L.A. and Denver flights together, and for the past two weeks they have had them at the same time. She said it hasn't been an issue with regard to who is in the secure area at the right time when the plane hits the ground and exiting as many people as possible. She said the 10 minutes is a plus.

Ms. Cook asked if they have had any delays due to icing.

Ms. Cerda said yes. She said the day after Christmas they ran out glycol, and had to flush their truck to refill with the glycol we had and that created a 3 hour gap. She said within the 3-hour gap, 2 airlines decided to cancel.

Ms. Cook said when she flew out in December, the pilot said when they need to deice it takes at least 15 minutes because the equipment in Santa Fe is inadequate.

Ms. Cerda said that is incorrect. She said it is not because the equipment is inadequate, it is, depending on the severity of the weather, the threshold by the time we finishing deicing them to the time they get to runway was the main factor, not the equipment. She said takes 15 to 20 minutes to deice an aircraft.

Ms. Cook said so our equipment is sufficient to deice airplanes.

Ms. Cerda yes, for deicing yes. She said some of them have the idea that we have anti-ice and that's a whole different thing.

## **2. AIRPORT TERMINAL EXPANSION PROJECT: DESIGN CHARRETTE SUMMARY (MOLZEN-CORBIN).**

*A copy of Santa Fe Municipal Airport Upgrades 20p15, City of Santa Fe, Design Charrette – November 18, 2014, Consolidated comments, is incorporated herewith to these minutes as Exhibit "3."*

*A copy of Santa Fe Convention & Visitors Bureau Visitor Experience Focus Group Notes Santa Fe Airport, is incorporated herewith to these minutes as Exhibit "4."*

Mr. Freier said they had the design charrette in November, where they put up 4 boards and they asked for ideas. The four boards were: What's not working, What is working, What is your dream and Absolute needs. We compiled these into a list and Simon Brackley provided comments from almost a year before and they are similar. He said what we have are a lot of ideas and not enough money. They are trying to figure out what they can design within the \$890,000 grant, but they also are advancing a grant application to State Aviation for an additional \$200,000, noting it was heard by City Finance on Monday night and goes to the Council next week, so the budget may be \$1.1 million.

Mr. Freier said the current status is we're not really exactly sure which road we are headed down. He said they prepared a proposal to the City to amend our contract to master plan the terminal building to try to accommodate all the ideas from the design charrette. What it would look like if we could do everything in here, and what would the building look like. They will then proceed with the design of the first phases of what fits in the \$1.1 million budget. So, what we're building is like a piece of a jigsaw puzzle that fits into what will happen in the future. He said one of the ideas from the design charrette was what is the ultimate goal and can we build a piece that will match what we do as time goes on and we get additional funds for more terminal expansion. He said this is the proposal we made to the City and it looks like that is going to advance.

Mr. Freier said everyone wants to know about the schedule. He said they met with the Mayor's Office this week about this issue. He said since we're looking to master planning the building, and figuring out what we can design, he can't give a firm schedule. However, what he did with the Mayor's Office is that it is now on record. He said, "I firmly believe that we will be bidding and under construction before this year is over." He said fortunately the master planning of the building is relatively easy for them, because they started working through concepts with Mr. Montman two years ago in trying to figure out how we could



utilize the space in the building, rather than expanding, how we can reorganize the building to accommodate some of our goals. He said the immediate goals are more secure passenger storage, food and beverage inside the passenger facility, restrooms inside the passenger facility and more than just one gate. He said they already have developed some of those ideas so that is how they will be advancing. And as they go forward, he will continue to update the board.

Mr. Freier said the Airport Master Plan is proceeding which is the master plan for the entire airfield, runways, taxiways, parking and that sort of thing. He said part of what the Master Plan looks at is anticipated traffic and where the industry is going with respect to the size of the jets, the move to the 75 passenger RJ, G3, G4, G5 and now G6 aircraft business jets. They'll be looking at how that will impact the airport in the future. And part of their recommendations will impact the terminal building, such as how many gates might be needed. He said, "So both master plans have to get married up together, but they are both proceeding. We probably will be looking at the first set of public meetings in February for the Airport Master Plan, and by February he will have more information on how we proceeded with the terminal master plan and the design recommendations for that."

Chair Ross asked Mr. Freier what he would say are the take aways from the charrette.

Mr. Freier said the priorities he mentioned, a lot of good ideas for the dreaming, second floor observation deck, a lot of good ideas on how to enhance the terminal. He said, "You're going to hear some issues on branding, and first of all is cleaning up how the airport looks which moves into marketing the airport for more business." He said not being the architect, he's probably not the right person to answer that. He said the architect, John Pate, was in Las Cruces today so he couldn't make the meeting, but he asked him to attend the next meeting.

Mr. Bulthuis said, "I think one of the key things we learned through the charrette is that we have more needs than we can afford to address with Phase 1. So, that's not a big surprise to anyone. Once we started to put a pen to paper, even when we made the request of the Legislature during the previous session, we were ready at that time to acknowledge that our initial ask isn't going to meet all the needs that are on this sheet. What came from the charrette was thinking about things holistically, a facility programming document that shows what it would look like if we were able to meet all these needs, or at least prioritize these needs and develop a design that would be built in phases. So that offers a couple of things. It lets us get to a place where the Board can recommend that we move forward for construction design on Phase 1, so we can start spending that money and show the Legislature that we're serious about making these improvements and getting things done. And also, get some good graphics and a programmatic guide about what Phase 2 would look like, and a budget and all those things. So when we go back to the Legislature and say here's what we're doing with the money you gave us on Phase 1, here's what we need now to complete the task. We have that material. So that's what Kent was talking about in terms of our tasking Molzen-Corbin to do that work for us."

Mr. Bulthuis continued, "So we get the initial project going, but we're also in that development process of getting tools that will help us to continue to communicate with the Legislature what our full set of needs are."

Mr. Freier said that's probably the big take away, and it was the design charrette that led us to think about the big picture, and not just go spend the million dollars because we have it, and to try to do the right thing.

Mr. Bulthuis said, "We also learned through the process that the building, although it's historic in that it's exceeded 50 years, doesn't fall under historic requirements in terms of what we're able to renovate in the facility. So that was a huge bit of news in terms of what we're able to afford and what the requirements going forward will be. For example, the windows are old, single pane windows, super drafty. If we were truly a historic building that was governed by the City's Historic Design Review Guidelines, they would have to remain the single pane windows. We're not in that situation, so making the investment to upgrade an older facility with better quality, energy efficient components was great news to me. So, we're still maintaining the historic structure and certainly there will be discussions about that as we get further into the design. But in terms of those components, we get kind of the best of both worlds in my opinion."

Ms. Cook said until we get bids, we really don't know how much it would cost and asked how we are judging that, because there has to be a building before you can put things in it, so will the \$800,000 be enough to do all the building we need to do.

Mr. Freier said he would hope his architects can estimate the construction costs pretty accurately, and that will be a function of working with John Pate and Mary MacDonald who is the City's project manager. He said once we have the big concept, they will start picking out those items which will work in a first phase that's going to fit within the \$890,000 or \$1 million budget. He said when they go to bid, they would have a pretty good idea that we're going to get bids that will fit within there, so we will be better able to estimate that well.

Mr. Bulthuis said, "I would add that we would like to keep that budget a little bit flexible, so that if we have a list of elements we say we absolutely want to get into Phase 1, that we're not completely limited by the Legislative grant. If it's a matter of \$200,000 to really meet a good Phase 1 package of elements, that we consider that. I don't want essential things not getting done because we're kind of tied to a specific dollar amount. So we're going to try to let the programming drive what that Phase 1 package looks like."

Mr. Brackley asked if we are up to Code in terms of handicapped accessibility at the terminal to the flights, and off and on the planes.

Mr. Bulthuis said we are up to Code.

Mr. Baca said with the 2007 renovation, we became ADA compliant.

Mr. Freier said, "You asked about accessibility on the air side. I assume so, but I'm not sure. Dee might have a different opinion about that."

Ms. Cerda said, "We do get a lot of people with accessibility issues. Lately, I think we had a person that went skiing, broke their leg, but they didn't want it taken care of until they got home. So that was pretty physical. But having the small ramp, having the small aircraft, that's already an obstacle within itself. So when they get through, past security and onto the aircraft, it does become stringent at time, although we take care of it as well as possible. But we only have one wheelchair that is small enough to go up the ramp when people need it. But with the door being so close to the aircraft, that's a whole different thing, and there's nothing I can do with the door, but we do our best."

Mr. Brackley said he doesn't see it on the list, and thinks it's something we need to consider. He said also, we have an aging population and the more passenger friendly we can be, the better. The other comment he has is if we're going to invest in the infrastructure at the airport, he hopes we will require increased staffing at the Airport. He said we need to inform the Governing Body in looking ahead of the budget 2-4 years down the road, there will need to be more bodies to operate the Airport.

Chair Ross said that's a good comment. He said Mr. Bulthuis is starting to say that a lot.

Ms. Cook said she had done some studies for staffing and she would like to put that on the agenda for discussion. She said the staffing study would be a very important part of this, noting she has done work on that. She said an airport in Manhattan, Kansas, just did a recent staffing study in 2013 and they have same number of passengers commercially, it's a university town. She said they have 8 staff people at the airport, and the new staffing study said they need 2 more to function as it should be. She reiterated this is very important right now as well as later on.

### **3. CONCEPTUAL PROPOSAL TO "RE-BRAND SANTA FE MUNICIPAL AIRPORT (FRANK NICHOLS)**

A copy of *Rebranding the Santa Fe Airport Experience*, is incorporated herewith to these minutes as Exhibit "5."

Chair Ross said Frank Nichols approached us with a very interesting project that he has taken on himself. He thought board members should have the opportunity to see this and think about it.

Frank Nichols said these are suggestions he brought to Mr. Ross and wanted to share with this Board. He said it is about looking at the impression that the Airport leaves with the people the first time they come to Santa Fe – what they see and the condition of things. He took examples and showed what could be done to improve them. He said it is re-branding the experience and raising the bar.

Frank Nichols reviewed the information in Exhibit "5." Please see Exhibit "5," for specifics of this presentation.

*The Board commented and asked questions as follows:*

- Ms. Cook said it is a great vision.
- Mr. Ortega said what is presented here seems to be an overlap with what Mr. Freier brought up. He asked if these two things would be merged.

Mr. Freier said he has no problem with the branding, but as he said, the plan is actually what we're doing – the passenger flow and the movement through a terminal. He said Mr. Nichols was a member of the design charrette and he provided the information to us. He said they embrace the branding. He said, "I would just say don't get confused about passenger flow through the terminal, because is what we probably will do."

- Mr. Ortega asked what about the terminal expansion. He assumes that is an effort in which Mr. Bulthuis and Mr. Freier take the lead and will be looking at functionally a lot of the same things, but will it be different from what was just shown to us.

Mr. Freier said, "No and we will be looking at different options for expansion on both sides of the building – this side and the opposite side and you will see be seeing those as we progress with the master plan." He said he liked Mr. Nichols' ideas about the one way, noting it used to be one-way in the parking lot. He said those are things that are a part of the Airport Master Plan, and they will be looking at how to reconfigure parking and such.

Responding to Mr. Ortega, Mr. Nichols said this really is more of a cleaning up the experience, and not necessarily a marketing branding initiative.

- *[Mr. Ortega's remarks here are inaudible because of noise overlay]*

Mr. Freier said he has seen a lot of Mr. Nichol's other material, commenting that the corbel pinwheel are great ideas to provide some consistency throughout the terminal. He said the corbel pinwheel is like the branding, what is the logo, what is the symbol for the Santa Fe Airport.

Mr. Bulthuis said, "I am hopeful to see those things too." He said in the initial discussion they had in one of the meetings, it seems to him to be a key element that needs developing. A fresh branding, a new logo, a consistency and standardization of the signage with a branding element as part of that, which will carry through on all of our marketing materials, noting that at this time marketing is not specifically contemplated. He said there was a comment made earlier about "what's this about marketing." He concurs completely we're not at that point right now, but to do a successful marketing campaign you have to have a really solid, good brand. His observation is that the Airport really doesn't have that. He said we have the City logo and a mismatch of signage that the presentation clearly demonstrated. He said all of that works in terms of developing a plan

for re-signing and re-envisioning the look of the signs and whatever logo with which we combine that, we can start working on right now, and it definitely would enhance the passenger experience right now. It can be done without a big investment from the City. It's just getting that designed and completed, approved by the board so we can roll that out.

Mr. Bulthuis said they just did the exact same thing with Transit for a different look and feel "all over the place." He said they wanted it to be standardized, customer-friendly, universally recognizable – all those things that a good brand does. And then you roll it out as you are able. He said the low cost signage in the terminal definitely is a good way to start. He said he likes the idea of better signage, the gateway things. He said that will be a little more costly, but they have been working with the DOT for Interstate signage. He said we can start these kinds of things now at a not very high cost. He wants consistency in the look so wherever people see it, they recognize it as the Airport. He said he wanted to begin this dialogue with the Board with examples so we can discuss about how to take the next step which will be a Board directive.

- Mr. Brackley said he really likes the work Mr. Nichols has done which addresses almost all of the issues they came up when they met a year ago. He said, regarding the brand/logo piece, he has had a number of conversations over the years with the Mayors and Managers. He said the City tends to have different logos, different looks for every department. He would strongly encourage an overall view of everything the City does, and at that point to engage professionals to do that, reiterating there is no consistency.

Mr. Brackley said he would like to talk about "Welcome to Santa Fe," signage which is something the Chamber of Commerce has talked about for quite a while. He understands State funds are available for beautification programs that say Welcome to Santa Fe and not just to the Airport, but from the north and from the Interstate and so on. He thinks we should do whatever we can to welcome our visitors and thank them for coming and spending their money in our community.

- Mr. Krohn asked, in terms of highway signage, what is the status of the new 599 exit.

Mr. Bulthuis said he and Mr. Freier just met with the former City Land Use Department Director earlier this week, and they are working to bring a full presentation about that development in its entirety. He said it has implications beyond the access way, although the access way is certainly a big component of that. And the answer he has received so far, are a little less definitive than he would have liked. He said he will get Mr. O'Reilly to come out and show us the agreement and talk about what that development needs related to the Airport, and the opportunities we have on the Airport property. He hasn't had a chance to meet with the Chair on scheduling this presentation.

- Ms. Cook said, regarding signage off I-25, and 599, she previously spoke with the State DOT and asked them to improve the signage and they weren't receptive. She said people miss their plane because they couldn't find airport signage. She said perhaps the City could speak with a stronger voice to get this done.

- Mr. Ortega said along those lines, 5 or 6 years ago, we had a signage plan that started and many of those signs were intended to be placed on the interstate, but for a variety of reasons they weren't put up. He said perhaps we could piggy-back on the wayfinding signs in the downtown area.

## **7. ACTION ITEMS**

### **1. APPROVAL TO PROCEED WITH FINAL DESIGN/IMPLEMENTATION PLAN FOR SANTA FE MUNICIPAL AIRPORT RE-BRANDING PROJECT.**

Mr. Bulthuis said if there is support, perhaps we could move forward with addressing some of the signage and standardization needs, perhaps developing a logo. He said getting a consistent logo City-wide is important because people have a strong sense of ownership with the individual identities, commenting that he doesn't think that will happen quickly. However, we can look at a standard logo. He said some of the ideas Mr. Nichols had were picking existing identities from the existing building – the thunderbird, the rosette – and make that part of our unique identity for the Airport. He said these are things they want to explore, starting with signage and standardization of the directional look which we don't have now. He said, as he pointed out, we have a lot of things that are typed on an 8 ½ X 11 piece of paper and taped on a window, commenting he thinks we can do better. However, it is up to the Board to decide and provide direction. He said we aren't talking about large amounts of money, but just a generation of ideas for Board consideration.

Mr. Brackley suggest that we break this up and move forward with the informational signs, but wait to do the logo and branding as perhaps a part of the master plan discussion.

**MOTION:** Simon Brackley moved to move forward with the information signs and other signage but to wait to do the logo and branding until later.

**DISCUSSION PRIOR TO SECOND:** Ms. Medina said some of those signs can be better displayed, but there are FAA rules and regulations that have to be displayed somehow. She said because some signs have a specific purpose we have to use their verbiage because they come from TSA. So it would be coming up with how to properly phase and display those signs.

**RESTATED MOTION:** Mr. Brackley moved to proceed with final design plan for informational signage at the Airport with the requirements and guidelines of the FAA and other regulatory agencies.

**SECOND:** Mr. Ortega seconded the motion.

**DISCUSSION:** Mr. Ortega would like a better understanding of what is meant by informational signage.

Mr. Brackley said he was speaking of restroom signs, welcome signs, and signs within the terminal but to include the parking, but that's a separate conversation as well.

Mr. Bulthuis said he would think in getting the consistent look we would want to look at it holistically if possible. He said at this point it's not spending capital dollars, it's just getting ideas on paper of what that could look like. The more comprehensive we could be, the better.

Chair Ross said then you would develop and bring it back for this Board to look at, and Mr. Bulthuis said that is correct.

Ms Cook said she couldn't vote for something without more discussion, especially if it is final.

Chair Ross said the motion does not include the word final. And we would have to look at a plan before anything is done.

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

## **2. APPROVAL OF STAFF RECOMMENDATION – DIRECTION TO FACILITATE PROPOSED DEVELOPMENT OF NEW FIXED BASE OPERATION AT SANTA FE MUNICIPAL AIRPORT**

Mr. Bulthuis reviewed his Memorandum of December 22, 2014, to the Airport Advisory Board, regarding the proposal submitted for a new Fixed Base Operation at the Santa Fe Municipal Airport, which is in the Board packet. Please see this Memorandum for specifics of this presentation.

Mr. Bulthuis said the Memorandum of December 22, 2014, describes the proposal that has been submitted, an internal review from senior staff at the city, goals related to the use of public airports for the benefit of aeronautical users, and a recommendation staff is making related to the item.

Mr. Bulthuis said a business has come to the City asking for the potential to build a second FBO that would serve the purposes described in the Memo. At this point the Airport Advisory Board is being asked to weigh in on this to say what the will of the board is related to that business in the event it occurs. The focus is whether having a second FBO at the Airport is a desired end result. He said from that action he will go back to staff and continue to share that information with senior staff at the City. He said there is a fairly clear process the City goes through related to leases per City Code. So there will be a series of public meetings as the proposal moves forward, and the details will be released through that process.

Mr. Bulthuis said, "At this point in time, the Board tonight is being asked to consider whether having a second FBO would be a benefit to the aviation community at the Municipal Airport, and for me to carry that recommendation back to the staff that is dealing with the submittal that is on the table. So I think with that, there is a bit of a time issue, in that the proponents are looking to advance this sooner rather than later."

*The Board commented and asked questions as follows:*

Unidentified said, "Who are they."

Mr. Bulthuis said that will come out in the public meetings.

- Mr. Coan said, "A public record. I filed on line and I want to know who it is, and I want the proposal. And you have until tomorrow at 5:00 to respond, right. So I'm looking for that."

Mr. Bulthuis said, "Chair Ross, I don't know if you are going to entertain this, but the City is responsive to public records request, so we will be responding to any and all public records requests that we get. Again, the process that we'll go through is already Codified in the City Code, so it is a very standard and deliberate process related to the City entering into leases with private parties. So that's all, again, public record. You can see what that looks like, but that's kind of my staff report on this."

- Chair Ross said, "One thing you and I have talked about is the process in detail of the how the City and this Board would participate in, not only giving a general idea about whether a second FBO would make sense or not, but how this Board would be involved in the ultimate decision making process vis a vis the proposers, and how the City will process the request."

Mr. Bulthuis said, "Okay, absolutely. So what happens in terms of requests when the city enters into leases with private parties, is that there is a published notice that is posted through a City Council action. Following that notice, the actual lease documents would be brought through the standard City Council process. So it would first start at the Public Works Committee, I'm not sure it's a public hearing, but it's a public meeting at that stage. And if approved, it continues to the Finance Committee, and these are all subcommittees of the City Council, so they are elected officials that this Board is tasked to advise. And then ultimately, it would be a decision of the City Council as to whether to enter into the proposed leases or not. So that's the process that the City will go through. And again, it is all public meetings."

- Mr. Coan said, "No it is not. Because you're not telling us."
- Chair Ross said, "You are out of order, Marc, please."

Mr. Coan said, "This is not, as she will tell you, it is not an exempt public record."

- Chair Ross said, "Okay, time out. We operate under Robert's Rules of Order. You are out of order. Okay continue, Jon."



Mr. Bulthuis said, "In keeping with that, the City will follow its established protocols, and the first step we're taking in that process, is to get a recommendation from this Board related to the proposal that the City has received."

- Chair Ross asked how does this Board interact with that approval process. He asked, "Are we going to see it again, for example."

Mr. Bulthuis said, "Absolutely. We can bring those scores. I'm not sure timing-wise, how the agenda as organized shapes out relative to the Board's schedule. But we will definitely bring it back to this board for review and comment and additional participation. Because again, the role of the Board is to advise the elected officials about policy matters like that. So, yes, I think there is definitely that intent to have the Board continue to be informed and updated as the project moves forward when it's appropriate."

- Mr. Krohn said, "I have questions, in that as I understand the action items, that you are asking us to approve moving forward to secure an additional FBO on the field, not specifically the group who is proposing this FBO. Is that correct."

Mr. Bulthuis said, "That's correct. I think the piece of information that I've been asked to obtain from the Board is, as I have stated, is does the Board feel that having an additional FBO on the field is in the best interest of the aviation community. With that, senior staff at the City will take further steps in pursuing that goal. I'm not certain how that is going to play out, but I do want to be frank that we have an existing proposal on the table that is being considered."

- Mr. Ortega said, "The way I feel are two things. In going ahead, do we feel the second FBO would be beneficial to the Airport. And I think most people will say yes, and I would support that as a Board member. The second issue though, is that it comes up that the City of Santa Fe is in receipt of a business proposal to establish a new FBO, and I guess I see that pro-active versus reactive and the City is being reactive to the proposal that came to the City before deciding. Second, if it is beneficial, instead of the City being pro-active and soliciting interested parties in forming that deal. I guess I'm not personally comfortable yet, only because it says the details of the proposal have been presented to the Mayor, City Manager, City Attorney and City Asset Development Director, but not to the Airport Advisory Board. So I don't know any of those details. So I guess it seems like 2 things. Are we being asked to support the second FBO which is an easier yes or no question, or are we being asked to support the one proponent who came forward and is initiating this becoming the agenda item."
- Chair Ross said, "And we don't have any information about the proposal. So I don't see how we could even answer that, we could even weigh in on the second question. So, Jon, we're being asked to...."

Mr. Bulthuis said, "To weigh in on the first question only."

- Chair Ross said, "That's the first question. As to whether it makes sense to have a second FBO in a general sense."

Mr. Bulthuis said that is correct.

- Mr. Ortega said, "I guess there's obviously some discomfort that we would approve conceptually the second FBO, but that might point the selection somehow to whoever it is that brought forward this request. That's where my discomfort is."
- Ms. Cook said, "I agree totally, Chris. I do not feel I can voting for one. It seems like we are automatically voting for this unknown FBO to come in. And I would not vote for either question, because I think one leads to another and I think that's very dangerous and I would not be comfortable with that at all. So I don't think there is enough information for us to answer the first question, so I'm not answering the second question either, and would not vote for it. I certainly agree that competition is great. I was sorry when we lost an FBO out here, and we only had one FBO, and I think a new FBO would be great on the field for competition, but not the way this is stated. It's too pro-grab for me to be comfortable with."
- Chair Ross asked if everyone agrees that competition on the airfield is a good thing.
- Mr. Brackley said, "Reading the FAA language that is quoted here in the proposal, it says, 'The sponsor and Airport will not grant an exclusive right to the use of the Airport for any person..' so by FAA mandate, we can't say no, other than having one existing FBO, we have to entertain the opportunity for a second, third, fourth operators to make proposals. Right. And then you submit it to the appropriate Santa Fe....the details of the...."
- Chair Ross said, "Jon, the reason for this question being asked [of this Board] is because there is a proposal."

Mr. Bulthuis said that is correct.

- Chair Ross said, "The question still is, do we think it makes sense to have a second FBO on the airfield, and that's what is before us."

Mr. Bulthuis said, "Correct. So, the role of the Board again, just taking a roll back to many things I think Francey was working on, and am clarifying, is to provide advisory comment to the Governing Body....the City Council who is charged with using the City's assets in ways that best fulfill their mandate, the benefit of the community. So the Board, in this action, is being asked to weigh in on that consideration that they're making as to whether or not having a second FBO would be of benefit to the aviation community. That's the question. Where that goes in the future will be a public process that goes through the standard Code, and we just talked about that, the steps along the way. This Board certainly can participate in that. The public has an opportunity to participate in that. So that's all to come, but at this juncture, the question is what you just stated."

- Mr. Ortega said, "So if we were to make a motion and approve conceptual approval for the development, just like it says in the Memo, of a new Fixed Base Operation at the Airport, then that conceptual approval would exist. And now we have company A that has already come to the City and said we're interested, we would like to do that. Does that also, at that time, serve notice to company B, C and D who may in the past have come to the City and been given different answers. Is that their equal opportunity to compete at that time, and if so, what are the time constraints for companies B, C and D to assemble all the necessary information to equally compete with company A to see who ends up being the second FBO. Does that make sense."

Mr. Bulthuis said, "Yes. I'm looking back historically at what has occurred at the Airport. I don't know all the communications that have happened with previous Airport Managers, but it is my understanding that that back door has always been open. So I heard tonight in public comment that may not be the case for every party that has approached previous management."

- Chair Ross said there may have been inconsistent messages between the parties.

Mr. Bulthuis said that door is open and we do have obligations that preclude this type of activity from happening unreasonably. So the history is of having the open door, and not having anyone walk through it with a viable proposal that can get this done that's been vetted that has the financial wherewithal to success in past years. Now we have someone who has brought a proposal forward that has met those criteria. And you're right, it is a reactive situation that was dropped on our doorstep."

- Mr. Ortega said, because you mentioned a few minutes ago that time was of the essence, maybe their offer has an expiration in the near future or something like that. If that date is crossed and they say well okay we can't do it any more, what is to prevent them from resubmitting along with others who have in the past submitted, with an equal time to prepare and be vetted and then selected.

Mr. Bulthuis said he doesn't think there would be any. He thinks that door would continue to be open, as it would for any third party that would want to come in and propose an FBO. He said, "As I understand it, and in looking at the leases on the field, what is vacant and what is available, and what could be viable for an FBO, there still is an opportunity for multiple parties to participate in that beyond the proposal that is on the table right now."

- Chair Ross asked Mr. Bulthuis, "Are you saying that the question before us is whether we open the door, and if the door gets opened and other people want to propose at that point, given that it's not a formal process because it's not something that is subject to the Procurement Code, that the door is open."

Mr. Bulthuis said, "And I would maintain, again, based on my review of the records and understanding about past conversations that the door has always been open."

- Ms. Cook said, "The door has to be open. The FAA says we have to do it. And I don't even see why we are having this conversation. If we said no, we don't want another FBO, we would be going against the FAA regulations, so it would be totally moot. So why would the City want us to say something the FAA has always said you have to do it. I'm here on a Board to follow FAA regulations and the door is always open for proposals and there's no rush to do this. I think this conversation is not even cogent to what we're here for. We have to have the door open, or else we're not a Board member that really knows FAA rules."

Mr. Bulthuis said, "I would agree that the language in the FAA.... I just took one clause out of the regulations for the Memo, but it's pretty clear that you have to have very good reasons not to do it.."

- Ms. Cook said we don't even have standard leases. "This is what we haven't been able to do with the Airport because they haven't had enough staff to do it. We need those sorts of things to be done."

Mr. Bulthuis said it would be wonderful if we had all those things, but we don't."

- Ms. Cook said, "But we have to have it open, no matter what, so..."

Mr. Bulthuis said, "But again I think what the Council is looking for from the Board is an endorsement that the second FBO would be an advantage, would be beneficial to the aviation community, so that's what they're looking for."

- Chair Ross said perhaps we can draft a motion along the lines about which Mr. Ortega was speaking which provides conceptual approval and educates the Council a little bit about the FAA regulations in the process so that... the Council doesn't know the FAA regulations, but we do.
- Ms. Cook said then they should be informed.
- Chair Ross said, "Right, but how are we going to inform them."
- Ms. Cook said Mr. Bulthuis can inform them, commenting he meets with them every month.
- Chair Ross said, "But I think they're asking us, as their advisory board, to provide advice to them, not Jon. We're the Advisory Board."

**MOTION:** Carolyn Cook moved that we ask the Council to read the FAA rules that the door is always open because the Feds give us money and they expect the door to be open to all parties, "and that's the advice I would give them and that is the motion I would make." **THE MOTION DIED FOR LACK OF A SECOND.**

**MOTION:** Chair Ross moved, seconded by Simon Brackley, "that the Airport Advisory Board provide conceptual approval for the development of a new Fixed Base Operation at the Airport consistent with the regulations of the FAA that restrict airports from granting exclusive rights to single FBOs."

**FRIENDLY AMENDMENT:** Mr. Ortega would like to amend the motion “to specifically say without providing preference, only because it’s been chosen to include the paragraph in the Memo to let us know that somebody has come to the City seeking to develop the second FBO, so I think it’s important to say that yes, the Advisory Board supports the development of a new FBO, but without preference to the specific Company A that has come to the City recently asking for that.” **THE AMENDMENT WAS FRIENDLY TO THE MAKER AND SECOND, AND THERE WERE NO OBJECTIONS BY THE OTHER MEMBERS OF THE BOARD.**

**CLARIFICATION OF MOTION:** Chair Ross said, to confirm, the motion with a condition that we’re not weighing-in on the specific proposal, because we’re not being asked to do that.

**CONTINUATION OF DISCUSSION ON THE MOTION AS AMENDED:** Mr. Ortega said he is just trying to allay the concern that somehow or other that Company A will end up doing it just because it came to the City and asked, even though they may not be able to do so because of FAA regulations and so forth.

Chair Ross said this Board is not going to weigh in on that.

Mr. Ortega said it is important for the Governing Body to know that this Board supports a second FBO, as long as we’re not providing a preference to the company that initiated this discussion.

Mr. Krohn said, “The question before us is do we think a second FBO would be beneficial to the aviation community on the field. And I strongly am in favor of that, but my question then is, in the event that a proposal is approved by City Council that is going to be vetted publically, will the Board be asked to weigh in at some later date on any particular proposal that is vetted.”

Mr. Bulthuis said, “Again, I would leave that to the Chair. In terms of staff’s role in that, we will certainly make that information available, should the Chair decide to schedule that on the agenda and inform the Board of that in this form. I think it’s perfectly appropriate to do that. Again, in my role as staff, we’ll facilitate whatever direction we receive.”

Mr. Krohn said, “I certainly support the idea of a second FBO on the field. In fact, I’ve bemoaned the consolidation of the two FBOs that we had, because it restricted competition, it created a monopoly. Monopolies are characterized by declines in service and rising prices. So for all those reasons, we not only should want an FBO, but we really need another FBO on the field and I strongly support a move in that direction. Additionally, I’m not in favor of restricting.... adding a restrictive clause to our approval on the question before us that doesn’t give the City the leeway to move forward with the project. So, I would say the question before us is do we support having a second FBO on the field and I would say yes.”

Chair Ross said then you’re okay with the proviso that we’re not expressing any opinion on the proposal that is in front of us.

Mr. Krohn said, "The motion is that we don't give preference to the existing proposal, but that's not the question before us, and I don't think it should be a part of our resolution that comes out of the Board. Do we support a second FBO in the field, yes or no. And then we have to go through the public process with everything else in terms of what happens and what happens when. And hopefully it cycles back to us."

Ms. Cook said, "Since the proposal given to us is a two-part, if we do this, I'm not willing to do this. I'm willing to say please be informed of the FAA rules for all federally supported airports which says the door is always open, therefore the Advisory Board follows rules. We're getting a two-part thing, if we do this, we do that. I'm not comfortable with giving any answer at all because the answer is evident: The door is open."

Chair Ross said he doesn't see this as a two-part request and he sees it as a single request. It's a very simple question.

Ms. Cook said, "It's one request which will be followed by something else."

Chair Ross said, "We don't know that. There happens to be a reason the question is before us and the reason is that we're on kind of a short time here, because there is an actual proposal, but the proposal isn't in front of us. So we're not vetting it or expressing any opinion on it at all. The only question we're being asked to answer is whether it makes sense for us to have some competition on the field, and I'm sure that I don't see any opposition to that general idea, and that's all we're revising at this point. Jon has made it clear there is an extensive process that follows this, and even asked me, "I don't know why I get to choose whether we see this again, but if I so choose, let's see the whole thing."

Ms. Cook reiterated it is presented to us with a time limit, we need to do it fast. She said, "I felt pressure. And pressure I think isn't good, and I'm not comfortable with it at all, and the answer is very evident: Just read the FAA rules."

Mr. Bulthuis said, "The city will definitely take action to keep us in compliance with the FAA rules, so that I think is a given. What is being requested of the board is more kind of getting back to that basic question that Ron mentioned. We will take the proposal that is in hand, make sure we are legally in compliance with the FAA Rules in terms of carrying it forward. But I think the advisory comment from the Board is, is this a good move for the aviation community. Would it be a beneficial thing, so we will definitely follow those FAA Rules and Regs."

Mr. Ortega said, "Since we don't have any detail about this proposal, we don't know when it was submitted to the City, whether it was last week or last month or whenever it was. If Company B and C came to the City next week or in two weeks and said they understand the door is open, here's our proposal. Will those two companies have an equal footing in the vetting and selection process."

Mr. Bulthuis said the door will continue to be open.

Mr. Coan interrupted Mr. Bulthuis at this point.

Chair Ross asked Mr. Coan to be quiet.

Mr. Bulthuis said the door will be open for proposals to be made for how we manage the land here and then it will be vetted again, similar to what took place with this proposal. So to say in terms of timing...

Mr. Ortega said, "And I guess what I'm getting at is if Company B and C come forward with a proposal and they're told, ah, too late, we're already in the process of selecting the company who submitted their proposal in December."

Mr. Bulthuis reiterated that the process will continue. He said we have an obligation to respond to that, as Ms. Cook mentioned. He said we have the proposal, we started down the path of evaluation and looking at how we could facilitate the proposal, but doesn't preclude others from coming in and doing the same thing.

Mr. Coan asked if there is a deadline.

Mr. Bulthuis said, "I think the door is open. It's an as you bring your proposal forward, that would be considered just like this proposal."

Mr. Coan asked what are the requirements.

Chair Ross said, "There is a motion on the table. It's a 3-part motion. The first one is answering the question that Jon has put to us in the affirmative that a second FBO on the field makes sense in the abstract. The second part of the motion is that the first part of the motion is consistent with FAA Regulations that expresses the federal policy decision that exclusive rights for FBOs in fields are disfavored. The third part of the motion is we're not expressing any opinion on the proposal that is on the table, or proposal or proposals that may come forward. Is that an acceptable quote.

Mr. Ortega said I used the word preference instead of an opinion – we're not expressing a preference, and the Chair said that is okay.

Chair Ross asked if that is an acceptable way to respond to the request.

**VOTE:** The motion was approved on a voice vote, with Chair Ross, Chris Ortega and Roy Krohn voting in favor of the motion and Carolyn Cook and Roy Krohn voting against the motion.

Mr. Coan asked again when we will be getting the "names of the people and all that."

Mr. Bulthuis said, "So that will be noticed with the published advertisement that the City Council needs to act on, and I don't know at this point what that's going to be."

**STENOGRAPHER'S NOTE:** *Mr. Coan said something about contacting the City Council, but he was interrupting Mr. Bulthuis so it was difficult to know what either gentleman said..*

Ms. Bulthuis said the agenda for the next meeting of the City Council on January 14, 2015, is already done, so I don't think that's going to happen, but my best estimation would be the second meeting in January, January 28, 2015.

Mr. Coan said, "And that's to consider what."

Mr. Bulthuis said, "That's the notice of publication, so it gets the notice to the public what this proposal is for, what it contains."

Mr. Coan said, "What would be the matter with an RFP."

Mr. Bulthuis said there would be no problem in doing an RFP.

Mr. Coan said, "Well do it. We'll get as many applicants as we can. There's some big chains that want to participate and there's some little guys like me and Mr. Thomason. Let's do it."

Mr. Krohn said, "Point of order. Let's move on."

Chair Ross said, "Why don't you address those matters to Jon privately, and we'll keep the meeting moving forward."

Chair Ross said he thinks of this as an opportunity for this Board to vet the proposal at some point when it makes sense, given whatever the Council or whatever staff is doing, that we should probably do that. If we do that, maybe the thing to do would be to trim down the agenda and maybe have that and one other item on the agenda and just really vet it here thoroughly.

## **8. DISCUSSION ITEMS**

### **1. AAB CHAIR REPORT – MEETING WITH MAYOR GONZALES.**

Chair Ross had a small meeting with Mayor Gonzales, the City Manager, Jon Bulthuis, Matt O'Reilly and himself. He said it was a very positive meeting. The Mayor is very interested in the Airport, very positive on the Airport, really wants the Airport to participate in a real way in driving economic development in the City. He said the Mayor is quite aware of what is going out here, and he is quite aware that the airline service we have here, when compared to other like cities is extraordinary and he doesn't want to lose that. He said the Mayor knows about the master plan and is excited about it, and wants to be kept informed on how that proceeds and would like to have it go quickly. The Mayor is very concerned about funding at the Airport and keeping the level of funding that we have now in place, and maybe more funding if it's possible, using creating funding ideas. He said the Mayor is very very interested in economic development, particularly how the Airport can participate in economic development regionally, around the Airport and around the City in general.



Chair Ross continued, "I think we have an important ally with the Mayor, and it is important to cultivate that and listen to what he's concerned about as well as provide him with ideas on how we can make things even more exciting out here. I think it's a once in 5 decades opportunity, really. Not all Mayors are interested in airports, most of them are not, and this one is, so I think we need to keep him informed and keep him interested. Jon do you have any other observations from that meeting."

Mr. Bulthuis said, "The fact that he held a meeting I thought is clearly a good thing, just in terms of showing that support. I haven't had that with the other Divisions that I work with, so it's a good signal. Just like you said, he is very interested in following what is happening here, supporting economic development and making the airport be all it can be."

Ms. Cook asked, "Is there any talk about helping the City Council understand the Airport and getting a report to them. Some of them have never been here. They have never flown out of here, and they have never even been to the Airport one Councilor told me. I would like to ask if maybe the Council could have a very short report so that they could become informed about the Airport and make it maybe that there must be a field trip to the Airport, that they actually know where it is and they've actually been out here."

Chair Ross said that's a great suggestion, commenting there is some education happening at the individual Councilor level, but doesn't know if the Council as a whole has had a report from this Board within recent memory, so that's a really great suggestion.

## **2. AIRPORT MASTER PLAN ADVISORY COMMITTEE (MPAC) – REVIEW OF COMMITTEE MAKEUP**

A copy of *Santa Fe Municipal Airport Master Plan – Draft Master Plan Advisory Committee (NMPAC)*, is incorporated herewith to these minutes as Exhibit "6."

Mr. Bulthuis said he distributed an updated list, noting we don't have a representative from the City Council. He said the whole issue of building support at the Council level is a big one. Staff can do a certain amount of work in terms of issuing invitations. He said we have had two Councilors take us up on the offer and do a site visit, but certainly not the majority. He sees that as one role this Board can play in terms of developing those relationships. He said he attempts to do that on behalf of the Airport, but getting a few key Councilors to buy into what we're about and what we're doing and having working knowledge of things on this agenda is important. He thinks the fact that we don't have a Councilor that is stepping up to participate in the master planning process is an indication that there is some work to be done there.

Mr. Bulthuis continued, "The City Manager, in my discussions with him about this said, 'I can cover that. I'll represent the Council.' And I'm sure he will do his role in that effort, but that's different than having elected officials participating directly. So, we previously had a very strong advocate in Councilor Wurzbarger, but we really don't have right now that I would point to and say there's our go-to elected official for airport matters. So, fostering that is something that I would like to talk about, how we can build those bridges. I think personal invitations are great, and informal conversations tend to work even better

than formal meetings, conversations or formal tours or such. So, that's my two cents, but it is kind of a hole in this list."

Ms. Cook said, "I will say two Councilors who came out. Peter Ives came out, spent some time with Francey, in fact he was putting together something to present to the Council, and they were both working on this situation, so he was very interested in the Airport. Of course that didn't happen. And then Joseph Maestas came out also and came to a meeting, and was interested. So both of them have told me personally that they are interested, so that's a positive steps. The others they say the Airport is expensive and only rich people fly out of here and they aren't interested at all in having anything to do with it, so that's my experience."

Chair Ross asked if the reason no City Councilor is on the list is you asked them all to participate and they just looked at it and thought it would be too much time, something like that.

Mr. Bulthuis said, "No that's not how we got to this point. My discussion was with the Mayor's office and with the City Manager about reaching out to Councilors. And the response again was, I think we can manage that with a professional manager for the City. It definitely fills a niche but it's not the same."

Ms. Cook said, "I would highly recommend that we get a Councilor on there. I think Peter Ives or Joseph Maestas would be glad to do it. In fact, I would love to see one of them on the Airport Advisory Board. "

Mr. Bulthuis that would be ideal, noting they had a Councilor on the Transit Advisory Board, and until this administration, Former Councilor Chris Calvert served on that Board and it was great. "Like you said you have that direct go-to person so other Councilors kind of defer to their involvement and knowledge, and it's something to think about."

Ms. Cook said a Councilor heads the Bicycle and Trails Committee, and that gets an unlimited amount of attention.

Mr. Bulthuis said, "If I could go back to the City Manager and recommend Maestas or Ives, is that something the Board would ask that I do."

Chair Ross said yes, and the consensus was for Mr. Bulthuis to do that.

Mr. Bulthuis said they are busy people, so it's tough to get them to sign up for stuff, but we do have two Councilors who have expressed interest, have made the journey out here and met with staff. He said beyond that, the list is fairly self-explanatory. He noted he had 2 additions under United Airlines, and "15 is replicated with 21, but we haven't a name for the National Business Aviation Association." He said with that, all of the identified key stakeholders in past Airport master planning process are covered here. It doesn't have to be limited to this, which is the purpose of bringing it to this Board to fill any gaps and for additional suggestions.

Chair Ross suggested that we invite all of the members of this Board to participate, if they want to participate, commenting he doesn't want to carry the entire burden.

Mr. Freier said normally the PAC would attend the meeting and it would be conducted by Molzen-Corbin and Kaufman & Associates, and in his experience, there has never really been a Chair of that committee.

Chair Ross asked if there is interest on the part of the members this Advisory Board to participate in that process, noting we want to avoid having a quorum of this Board in attendance.

Mr. Brackley said, "We have you and I and Troy, so we are well represented."

Ms. Cook said the rest of us can talk to the Chair about it.

Chair Ross would like to put it on the next agenda as a reporting item so we can share information about it at each meeting.

Ms. Cook said, "I am totally comfortable with the three of you on, that's fine."

### **3. AIRCRAFT TIE-DOWN PERMIT PROCESS – REVIEW OF DRAFT DOCUMENTATION**

Mr. Bulthuis said this is just kind of rebooting the work that has been done, making the full Board aware of the work of the subcommittee, and meshing it with the presentation at the last meeting with the Parking Division Director and the permit process. He said staff wasn't able to take the work from the committee and craft it into the addendum we talked about, which is still the intention, and hopefully we can have that at the February meeting.

Mr. Bulthuis said if there are comments about the work of the Committee as shown in the documentation the Board has to make for redirection to staff prior to staff coming up with a draft for additional review and comment, he would certainly want to hear that. He said this is the track we're on to follow the parking permit process. And we can get into more detail about you. He said the City just hired a new Parking Division Director who starts on February 2, 2015. He will introduce him to this Board, noting he will want to look at the overall parking here. However, in terms of the tie-downs, that will be his first opportunity to meet you and talk about using that mode31 for this purpose.

Mr. Krohn said, "This was the last document actually produced by the committee. However, at a previous Advisory Board meeting we had discussed this and had suggested some changes which were never incorporated in the document. So it might be helpful to Jon to update him on that discussion regarding condemnation and insurance and some of the other items that are on here."

Mr. Bulthuis asked if that was at a previous Board meeting, and the Chair said yes.

Mr. Bulthuis said then he can go back to the minutes for that, if you don't want to take the time tonight to do that just for me to catch up.

Chair Ross said some of the issues were the indemnification clause and private insurance policies as opposed to corporate insurance policies which don't provide coverage for individuals who own airplanes for insured contracts like that. So that's an unfair provision and condemnation doesn't make any sense. The Airport's right to enter bothered him because it could be construed as giving the Airport permission to go into our airplanes.

Mr. Krohn said the other issue was insurance for inactive aircraft.

Mr. Bulthuis said, "Okay, I will do that catch up.

Ms. Cook asked if there is anything in here that has to do with derelict airplanes that isn't functional, such as the motor is gone. How does the airport get rid of derelict airplanes. What is in here about that.

Chair Ross said if it's derelict, it wouldn't necessarily be subject to an agreement and it would be an abandoned vehicle, just like an abandoned car. He said he and the City attorney have talked about the process and how State law allows you to get rid of it.

Ms. Cook said we have planes here right now that are parked that are abandoned. But, if the person is still paying rent for that space what happens – the airplane would stay there as far as this thing is concerned. She said in the past it took two years with the City Attorney to get rid of an airplane that had been abandoned, and we don't want to go through it again.

Chair Ross said it is lengthy process, and if it involves the court system, it takes a long time, and part of it is the due process. He said we could put language in here, but it still has to go through the process.

Chair Ross said it is his suggestion that we take all this up at a future meeting and focus on it again, and perhaps Mr. Krohn can lead the discussion.

#### **4. AIRPORT SECURITY COORDINATOR – STAFF CERTIFICATION AND ASSIGNMENTS**

Mr. Bulthuis gave a quick update, noting we received a notice during staff transition that the City didn't have a back-up security coordinator. He said TSA was quite concerned about that. He said, "For the record, that issue has been addressed. I've gone through the training. We've also made an assignment to our Emergency Preparedness Coordinator at the City to be a backup for that TSA requirement, so we have both primary and alternate now in place."

## 5. FAA PART 139 INSPECTION – REVIEW OF FINDINGS

Mr. Bulthuis we the Inspector was here December 12-13, 2015, as discussed at the December meeting. He went through all the pages that we looked at during the December meeting, down the checklist. We did get a letter of correction from the FAA that has two items which need to be addressed, one of which is making sure the perimeter fence is maintained in a way that doesn't allow small mammals to enter the field. He said staff is working on addressing that, noting we have until February 10, 2015, to file a formal response that documents we have addressed that issue.

Mr. Bulthuis said the second issue is related to the fuel farm, so this really isn't a City issue *per se*, but it is an issue for one of our leaseholds. And that is ensuring that the facility that exists complies with the current Fire Code. The Inspector had concerns that the way the layout exists today may not be in compliance with the adopted Code. So we're meeting on Friday with the Fire Marshal and the supervisor in the field to do that assessment, and then get formal documentation from them as to whether it does comply or it doesn't comply. If it doesn't comply, then a punch list will be delivered to the FBO to bring that facility into compliance with the current Code. These are the two follow-ups.

Mr. Bulthuis said we did have some conversations about staffing levels that he thought were very helpful in terms of trying to move that issue forward and addressing concerns which have been voiced on this Board for years. He said they definitely are at the point where there is a need for segregation of duties among the small staff we have that we simply can't do right now, because we don't have enough people. So in terms of best practices, it wasn't a finding in the report, but an advisory discussion. He said there were a couple of additional advisory comments related to our *[inaudible]* protection. He said there was a concern about the end of the runway and we need to make sure that we monitor and keep it in a good state and include in a future construction project.

Mr. Bulthuis said we are good to go to keep our commercial operations going which is good, and we'll see them again next year, noting there typically is 12 months between visits. .

Chair Ross said it seems like it was a pretty good inspection.

## 9. MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

*The Board commented and asked questions as follows:*

- Mr. Krohn where are we with the RFP on the restaurant.

Mr. Bulthuis said the RFP closed, the proposals have been delivered to purchasing, but he hasn't had the chance to look at them yet.

Ms. Medina said she picked those up today and there was one respondent.

Mr. Bulthuis said we will be bringing that back for consideration by the Board.

- Mr. Krohn asked about the Airport Manager

Mr. Bulthuis said the recruitment announcement closed at the end of the year, so H.R. is doing its due diligence in terms of ensuring they meet the requirements which are desired, and putting together a matrix for evaluation.

- Mr. Krohn asked if we got more candidates as the result of the extension.

Mr. Bulthuis said we did get more, reiterating H.R. is compiling a list of eligibles for the City Manager's review.

- Mr. Ortega asked what we think about the location of public comment at the beginning of the meeting.

- Chair Ross said, "I don't think it makes a whole lot of sense to have the public comment at the beginning or the end of the agenda when there are items on which people want to comment. I think, and maybe this is because of my experience at the County, that it makes more sense to have a staff presentation, Board discussion and comment all at the same time."

- Ms. Cook asked how that worked at the County, and if the meetings were so long that people went home before the meeting was over.

- Chair Ross said it is up to him to keep the meeting moving forward, but we did have important discussions.

- Ms. Cook said we need to think about this because there are pros and cons.

- Mr. Brackley said, "I agree. I would be concerned if every item on the agenda was opened up for public comment and it becomes a public hearing."

- Ms. Cook said some advisory boards do not allow any public comment. She thinks we need to have comment.

- Chair Ross said maybe we only ask for comment on action items. He said at the County if you wanted to comment there was a time limit, and you were allowed to comment on items that were not on the agenda. Then there were certain items on the agenda where the public could participate and comment, and those were limited by time as well. He said then you would get public comment with the topic of discussion. He said we have to be careful not to turn it into a public hearing.


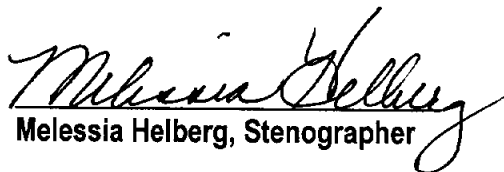
- Mr. Brackley said he would encourage members of the public to communicate with the Board prior to the meeting.

**10. ADJOURNMENT**

There was no further business to come before the Board.

**MOTION:** Ron Krohn 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 6:40p.m.

  
\_\_\_\_\_  
Stephen C. Ross, Chair  
Melessia Helberg, Stenographer

**THE**

[illegible]

Exhibit "1"



# February 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b> AE3196 A:1031 AE3196 D:1100 UA5944 A:1253 OO2614 A:1319 UA6130 D:1335 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644	<b>2</b> AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 UA5944 D:1335 AE3644 A:1617 AE3644 D:1644	<b>3</b> AE3196 A:1031 AE3196 D:1100 UA5944 A:1253 OO2614 A:1319 UA4504 D:1335 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644	<b>4</b> AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 UA5944 D:1335 AE3644 A:1617 AE3644 D:1644	<b>5</b> AE3196 A:1031 AE3196 D:1100 UA5944 A:1253 OO2614 A:1319 UA4504 D:1335 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644	<b>6</b> AE3196 A:1031 AE3196 D:1100 UA5944 A:1253 OO2614 A:1319 UA4504 D:1335 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644	<b>7</b> AE3196 A:1031 AE3196 D:1100 UA3273 A:1253 UA6024 D:1335
<b>8</b> AE3196 A:1031 AE3196 D:1100 UA5944 A:1253 OO2614 A:1319 UA4504 D:1335 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644	<b>9</b> AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 UA5944 D:1335 AE3644 A:1617 AE3644 D:1644	<b>10</b> AE3196 A:1031 AE3196 D:1100 UA5944 A:1253 OO2614 A:1319 UA4504 D:1335 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644	<b>11</b> AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 UA5944 D:1335 AE3644 A:1617 AE3644 D:1644	<b>12</b> AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644	<b>13</b> UA6063 D: 0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644 UA5842 A: 2053	<b>14</b> UA4270 D: 0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644 UA5842 A: 2053
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<b>22</b> UA6035 D: 0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644 UA5842 A: 2053	<b>23</b> UA6035 D:0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1338 UA5944 D:1408 AE3644 A:1617 AE3644 D:1644 UA5842 A:2053	<b>24</b> UA6116 D: 0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644 UA5842 A: 2053	<b>25</b> UA6035 D: 0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644 UA5842 A: 2053	<b>26</b> UA6035 D: 0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644 UA5842 A: 2053	<b>27</b> UA6035 D: 0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644 UA5842 A: 2053	<b>28</b> UA4270 D: 0755 AE3196 A:1031 AE3196 D:1100 UA5937 A:1253 OO2614 A:1319 UA5944 D:1323 OO2614 D:1345 AE3644 A:1617 AE3644 D:1644 UA5842 A: 2053

Exhibit "2"



**Santa Fe Municipal Airport Upgrades 2015**  
**City of Santa Fe**  
**Design Charette - November 18, 2014**

Post-Its

Absolute Needs		Notes
9	Enlarged PAX/Secure/Sterile Space/Improved Security Access/Screening	50 passengers per flight, 2 at a time typical now, may grow
16	Baggage Handling/Screening Improved/Enlarged/Secure Storage	
6	Traffic Flow/Additional Gate/Separate Arrival/Departure	Extend cover/Heat to handle queues outside (shuttle access included)
2	TSA Office Space for Admin/Training/Storage	
1	TSA Baggage Screening Improvement	
3	Enlarge Ticketing/Lobbing Area	Modify Entrance, Dee would like more scales and access to bags from behind counter
8	Restrooms in Secure Area	
6	Food/Snacks/Drinks/Water Fountain in Secure Area	Food security processes
2	Improve Existing Restrooms/Add Baby Changing to Unisex	
1	People Flow	
1	ATM Machine	
2	Improve Back Office for Management/Access to Ramp/Break Room	
2	Electronic FIDS - Visitor Display Signage	Needs real-time electronic flight info digital signage
1	Cell Phone/Laptop/Electrical Outlets	
What Works		Notes
6	Santa Fe Style/Character/Finishes/Size/Atmosphere	Good ol' days of flying, "small" convenient
5	Restaurant/Food/Separate Access	Catering could use more space
1	Limited Wait/Check-in Times	
1	Current Restrooms	
1	Match Window/Blinds on any openings that are to be replaced	
1	Free Wifi	
What's Broken		Notes
2	Secure Area functions/Needs Love Seats	
1	Key Punch Door Locks for Airlines	
2	Improve Parking spaces/Payments	Implement a system to pay via CC in lot to avoid efficiency of travelers/enforcement
3	Improve Restrooms Capacity/Women's Restroom Changing Station Strap	
2	Rental Car Service Area Needs Moved/Improved	Perform car washing and light maintenance away from terminal
1	Roof Drainage on West	
1	Airlocks on all Entries	
4	HVAC Improvements/Heating in Ops	
1	Appearance at Kitchen Patio	
1	Fire Sprinkler System	
1	Better Interior Lighting	
1	Better PA System	
1	Fix French Exit@ Car Rental End	

*Exhibit "3"*



**Santa Fe Municipal Airport Upgrades 2015**  
**City of Santa Fe**  
**Design Charette - November 18, 2014**

Post-its

Dreams		Notes
1	Widen stalls in restrooms	
2	Observation Deck at Restaurant	Airplane Viewing Area (not a picnic area)
1	Office Furniture System(s)	
1	Gift Store	
2	Break Room for Airport Staff	
1	New Tower	
1	Airline Lounge/Club	
1	Display Cases for SF Retailers	
1	Rental Car Offices in Old Police Trailer	leave counter only in lobby?
1	Double Pane Windows	
1	Electric Car Charging Station(s)	
1	Runway Broom	
1	Enlarge Entry Doors, Not Large Enough	
1	Runway with Greater Weight Limits/length/EMAS	
1	Sign Over Front Door "Welcome...."	
1	Camera Security Indoor/Outdoor	
1	Rental Car Cleaning Area Away Front Terminal with Roof	
1	Backup Generator Running Tower Equipment and HVAC	

Miscellaneous		Notes
1	One Way Loop Through Parking	
5	Parking System for Enforcing/Paying/Credit Card/Additional Parking/Trees or Shade	
1	Change Traffic to One-Way	
2	Nicer Road/Entry	
1	Change Adobe Entry Signage	
1	Procession - Arrival & Departures including Parking and Roadway to Airport	Need schematic for the arrival and departure experiences
2	SAF Logo and Branding	



## CONVENTION & VISITORS BUREAU

### Visitor Experience Focus Group Notes—Santa Fe Airport

Where applicable for immediate triage, names are placed by actions

Attendees: Simon Brackley, Jon Hendry, Jon Bulthuis, Francey Jesson, Marissa Oakeley, Jim Lutjohann, Cynthia Delgado, Clarice Coffey

Absent: Victoria Bruneni, others unknown

### Discussion and Site Tour Notes

- Expansion of Facility?
  - Masterplan is 12 years old and very out of date. Will take over one year to update, but necessary for future operations.
    - Francey will lead
- Advertising & Marketing
  - Currently no budget
  - Need to advertise in feeder markets and airports
    - Cynthia Delgado will connect with Clear Channel and introduce Francey
  - Departure Fees could be added by council action to fund same
    - Jim Lutjohann/Jon Bulthuis will take to City Manager
- What activities are there related to the airport?
  - Helicopter tours? Fly over Santa Fe tours? Historic planes?
- Junkyard an eyesore
  - New Roadway
  - Property for sale with interested party
  - Landscape or decorative wall
  - Buy land for future airport expansion??
    - No immediate action, see if property sells
- Parking Confusion
  - How do you pay?

*Exhibit "4"*

- What if I am delayed on return?
- Pay on return better than prepay
- Fees go to airport!
- Surfaces to be redone
- Grants may be available for permeable surface, greening of parking area
  - Timeline?
  - Action?
  - Incorporate landscape redo into paving redo
- Ingress, egress for building
  - Doors too narrow, failing, not automatic
  - Front Portal could be enclosed
  - Renovate landscape to improve front view and ease of accessing wider doors
  - Structure built in 50s
    - Is it Historic? Contributing? Jon Bulthuis & Jim Luttjohann will ask
- Terminal waiting area/ticketing, rental car kiosks
  - Lighting needed
    - Francey will assign her maintenance workers
  - Ceilings need to be painted lighter color
    - Francey will investigate
  - Public art is in the way at peak occupancy and is mismatched
    - Jim will discuss with Debra Garcia y Griego
  - Restrooms outside security check
  - Post security waiting area isles too narrow for bags
    - These two will be addressed in expansion plan
  - Too many areas with racks, brochures etc.
    - Cynthia Delgado and Francey will address
    - Clear Channel may be a resource for sold advertising revenue
    - No free rack space
  - Self Service parking payments and reservations very out of date technology
  - Blank reservations board areas (Value?)
    - Francey will investigate new services
  - Poor audio
  - Bathroom infant changing stations need improvements
  - Mismatched furniture/dirty cushions
- Rents/Fees
  - Contracts need to be rewritten with terminal tenants and other on-site tenants
  - Increases in rent and fees for spaces used
    - Move rental car detail area away from entry
  - Improvements will be paid for with increased rents
  - Demand for more rental car kiosks exists, if space can be found
    - Francey will address

- Need to gather escaped revenue
  - No racks for free
  - No free parking spaces for vendors
  - Taxis and shuttles pay franchise fee for pick-ups
  - No Gypsy/pirate services
- Other big ideas
  - Move restaurant upstairs
  - Cover waste ponds at sewer treatment plant
  - Add meeting space
  - Create connection between main terminal and building where we met so that additional services like shuttles could be housed there

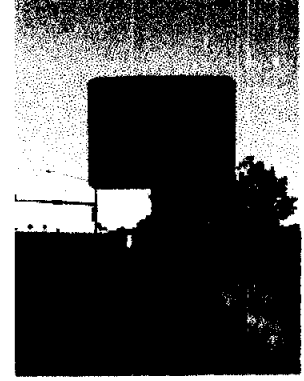
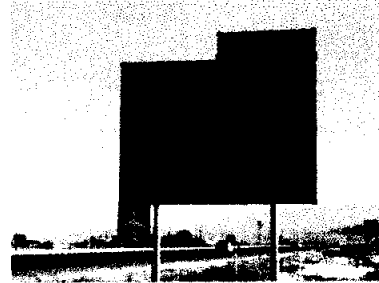
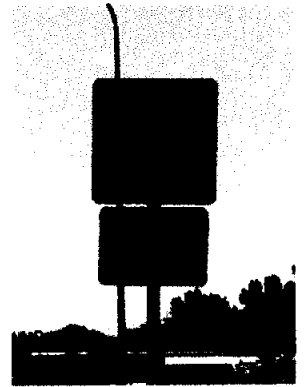
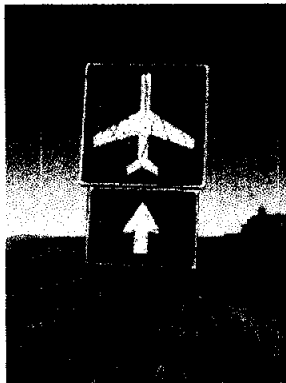
# Rebranding the Santa Fe Airport Experience

Santa Fe Airport

**Presentation**

Frank Nichols Design

*Exhibit "5"*



Santa Fe Airport

Existing Highway Signs

Frank Nichols Design

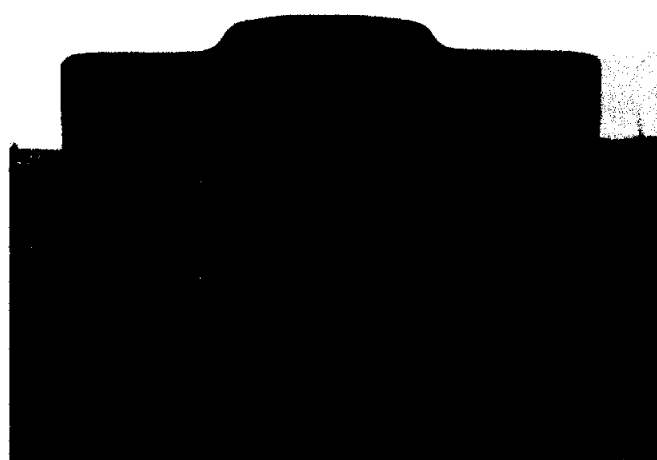
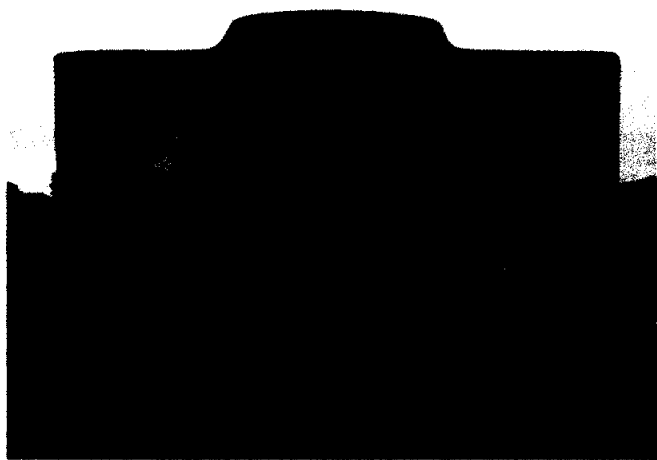
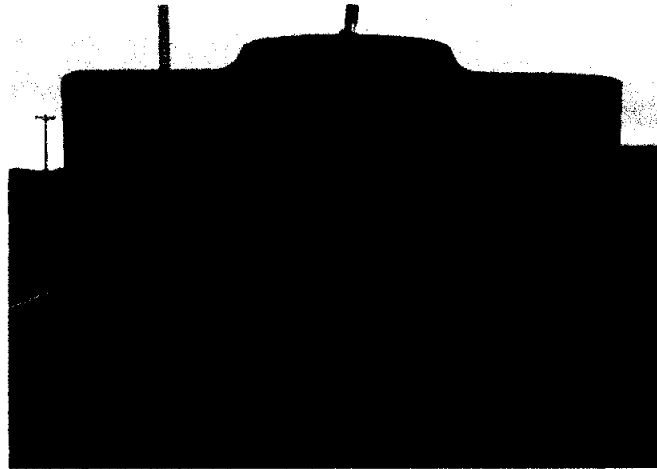
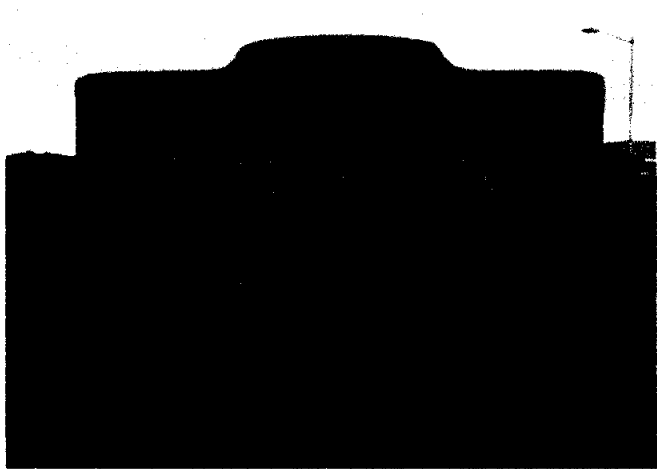




Santa Fe Airport

**Proposed Highway Signage**

Frank Nichols Design



Santa Fe Airport

**Existing Entry Signage**

Frank Nichols Design



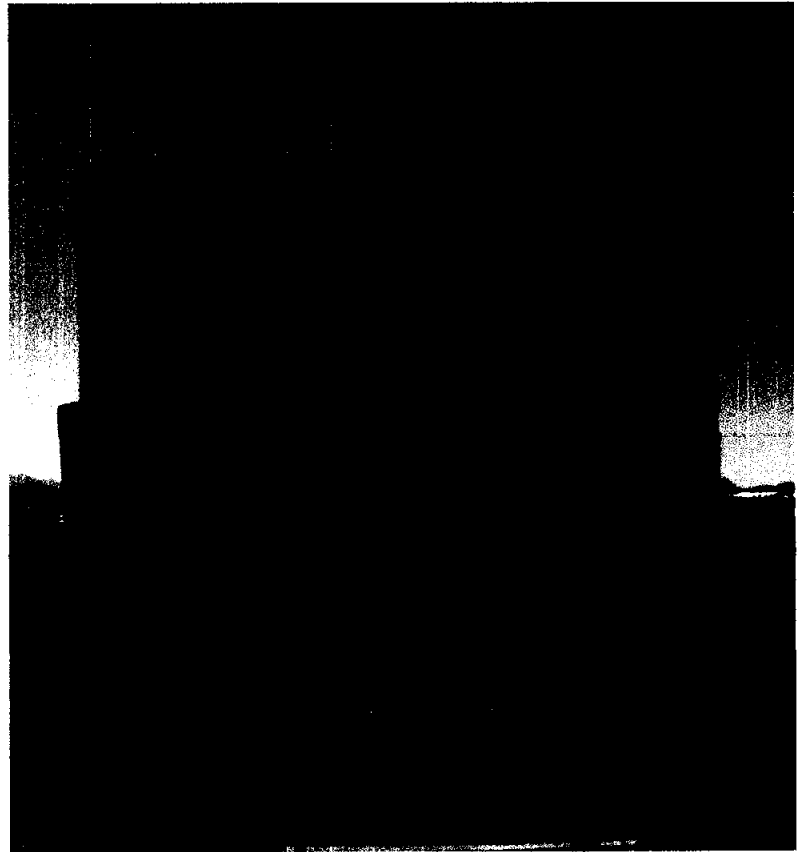
Santa Fe Airport

Proposed Entry Signage

Frank Nichols Design

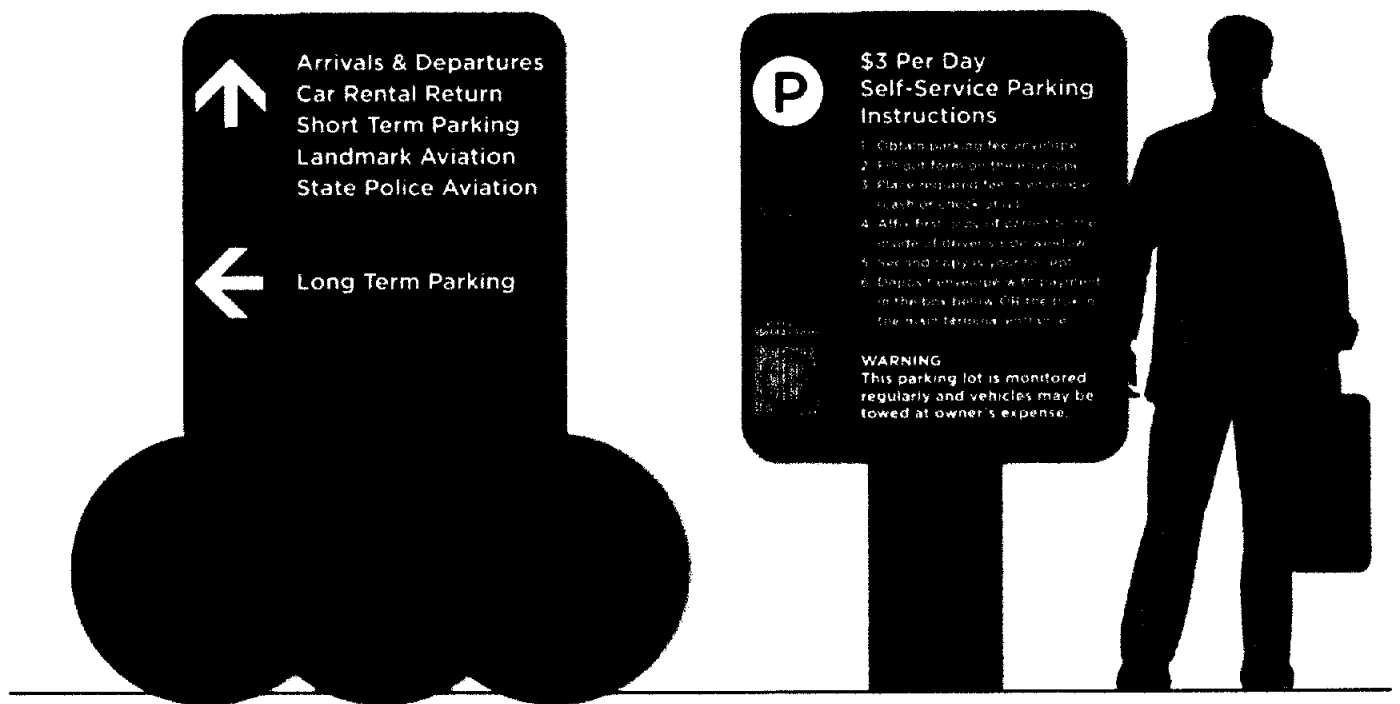


Santa Fe Airport



Existing Parking Signs

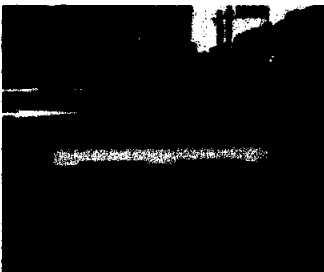
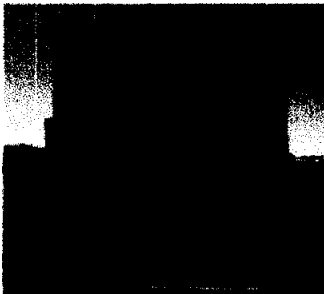
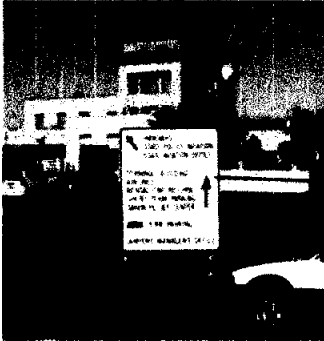
Frank Nichols Design



Santa Fe Airport

Proposed Parking Signage

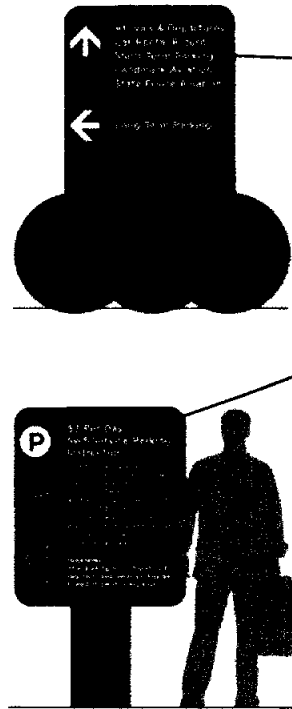
Frank Nichols Design



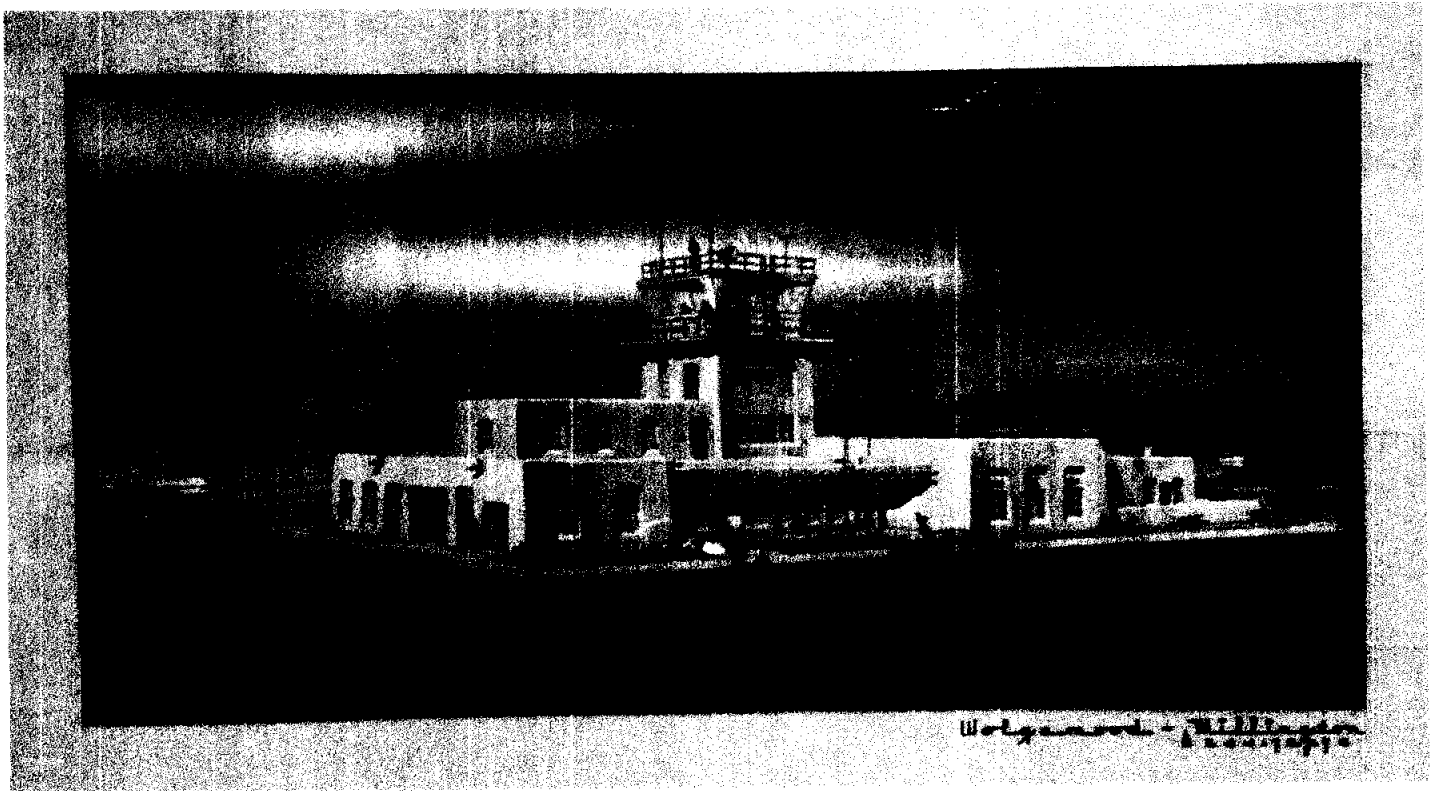
Santa Fe Airport

Existing Parking Layout

Frank Nichols Design



Frank Nichols Design



Santa Fe Airport

**Original Rendering**

Frank Nichols Design

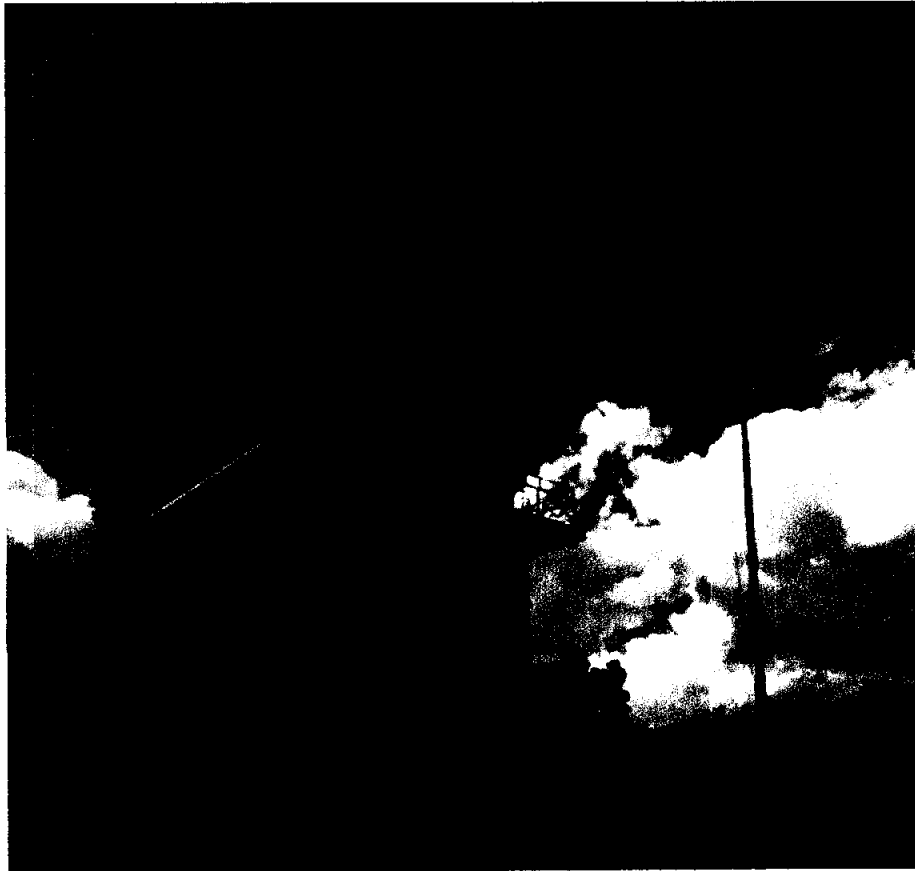




Santa Fe Airport

Existing East Elevation

Frank Nichols Design



Santa Fe Airport

**Tower Detail**

Frank Nichols Design



Zia

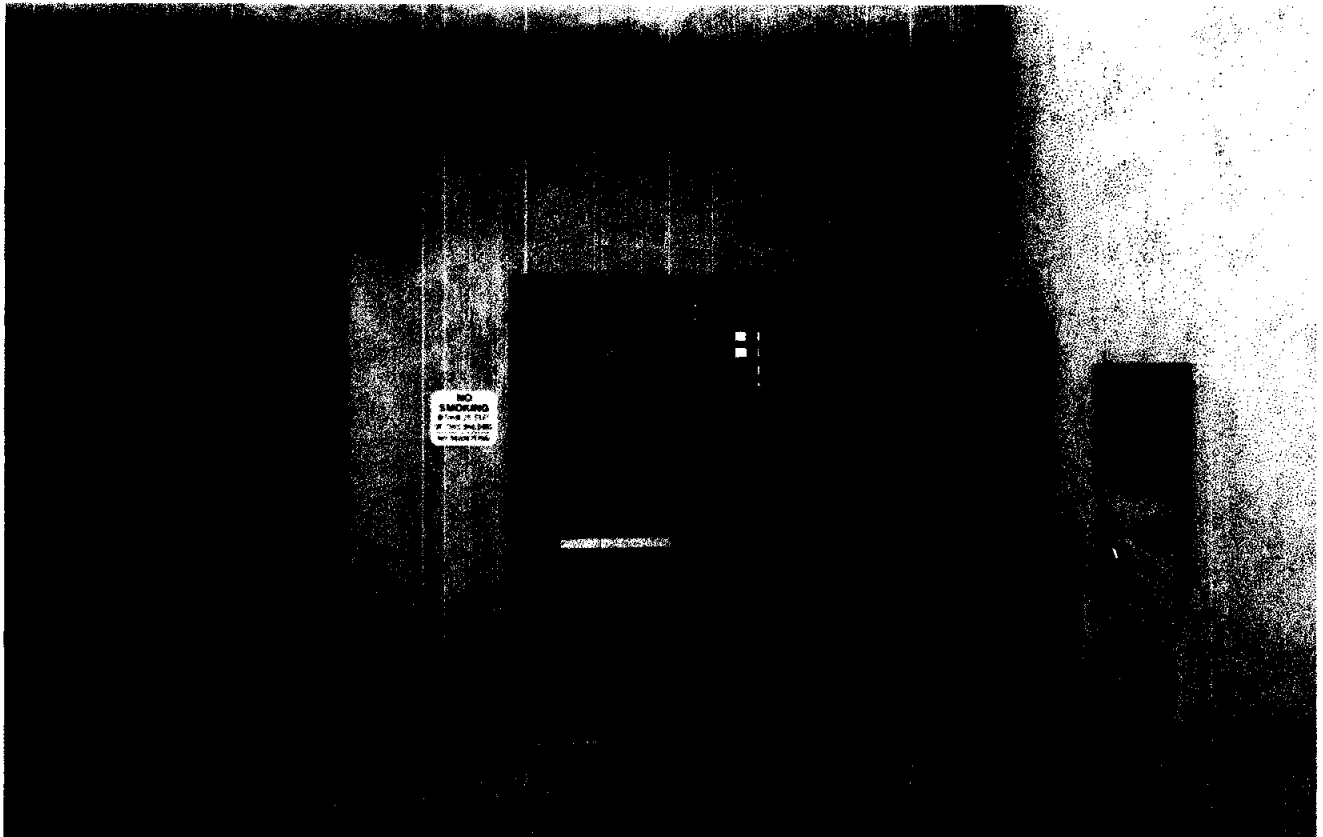
Mountains

Thunderbird

Santa Fe Airport

**Tower Railing Design Elements**

Frank Nichols Design



Santa Fe Airport

**Main Entrance**

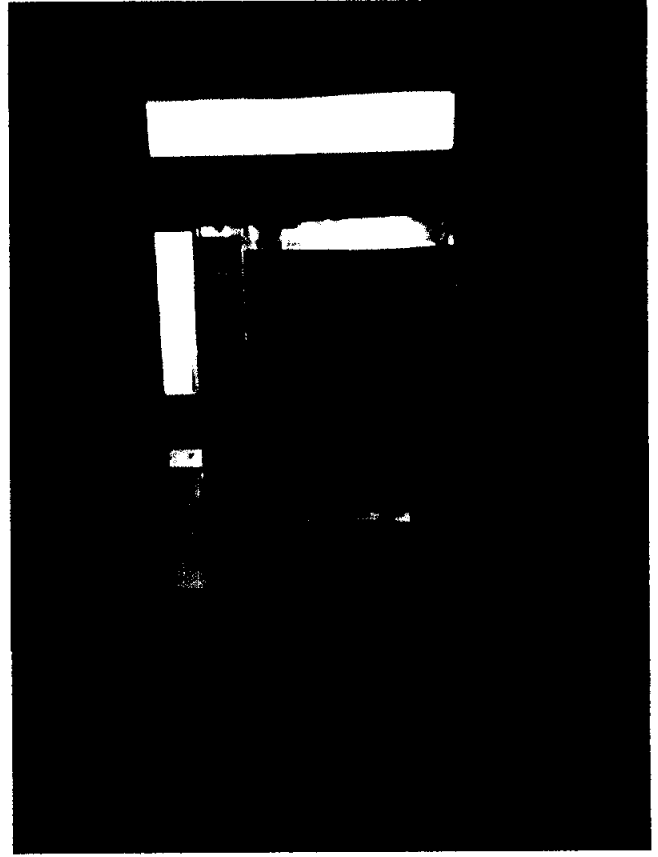
Frank Nichols Design



Santa Fe Airport

**Interior View**

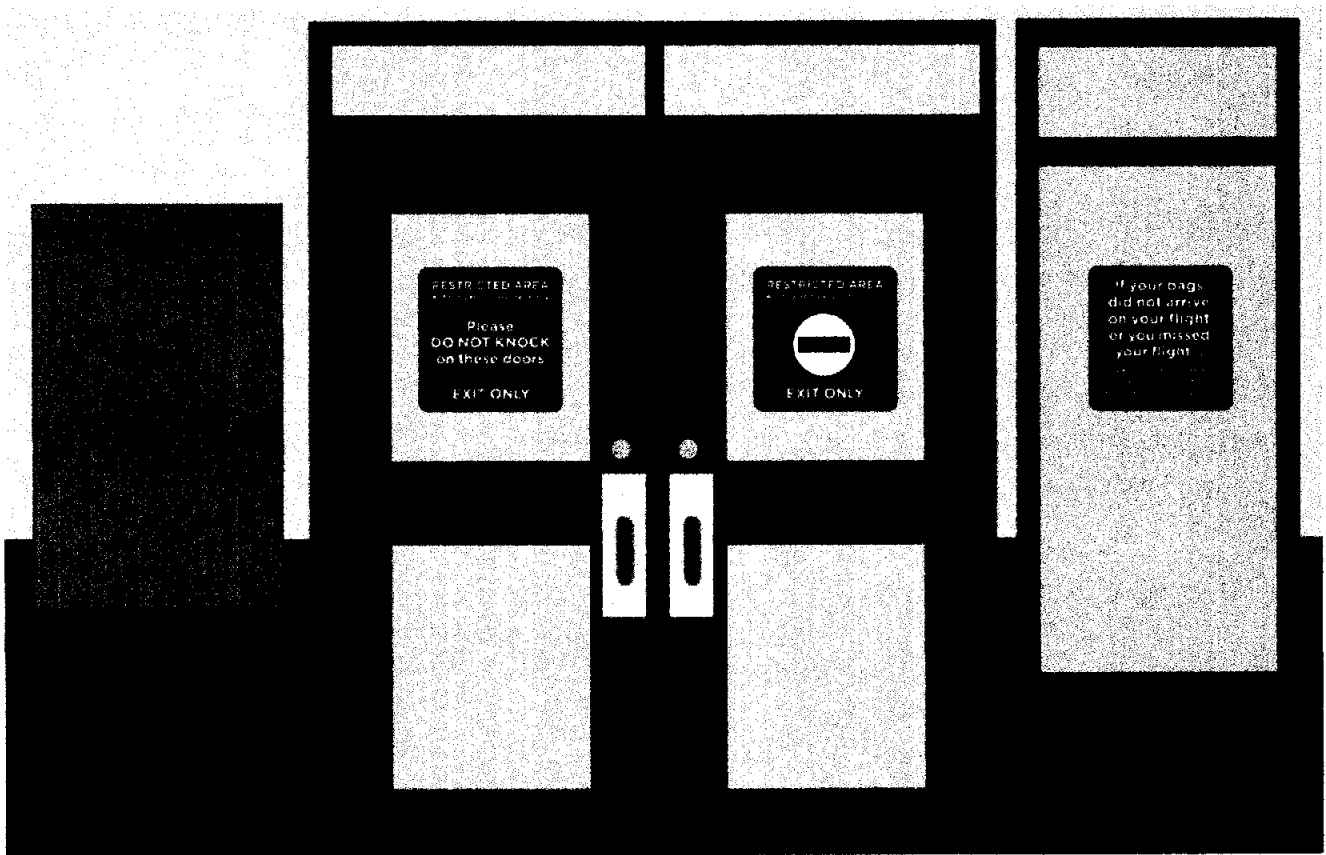
Frank Nichols Design



Santa Fe Airport

**Signs on Arrival Doors**

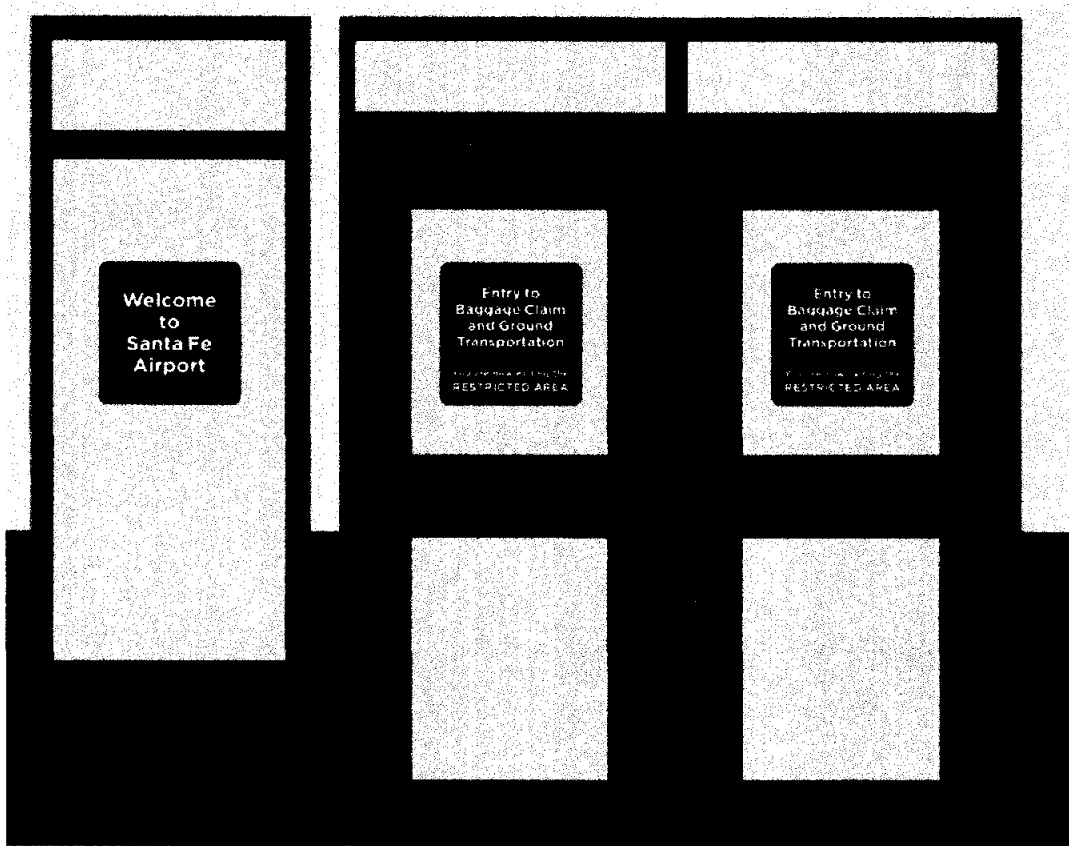
Frank Nichols Design



Santa Fe Airport

**Proposed Arrival Door Signs**

Frank Nichols Design

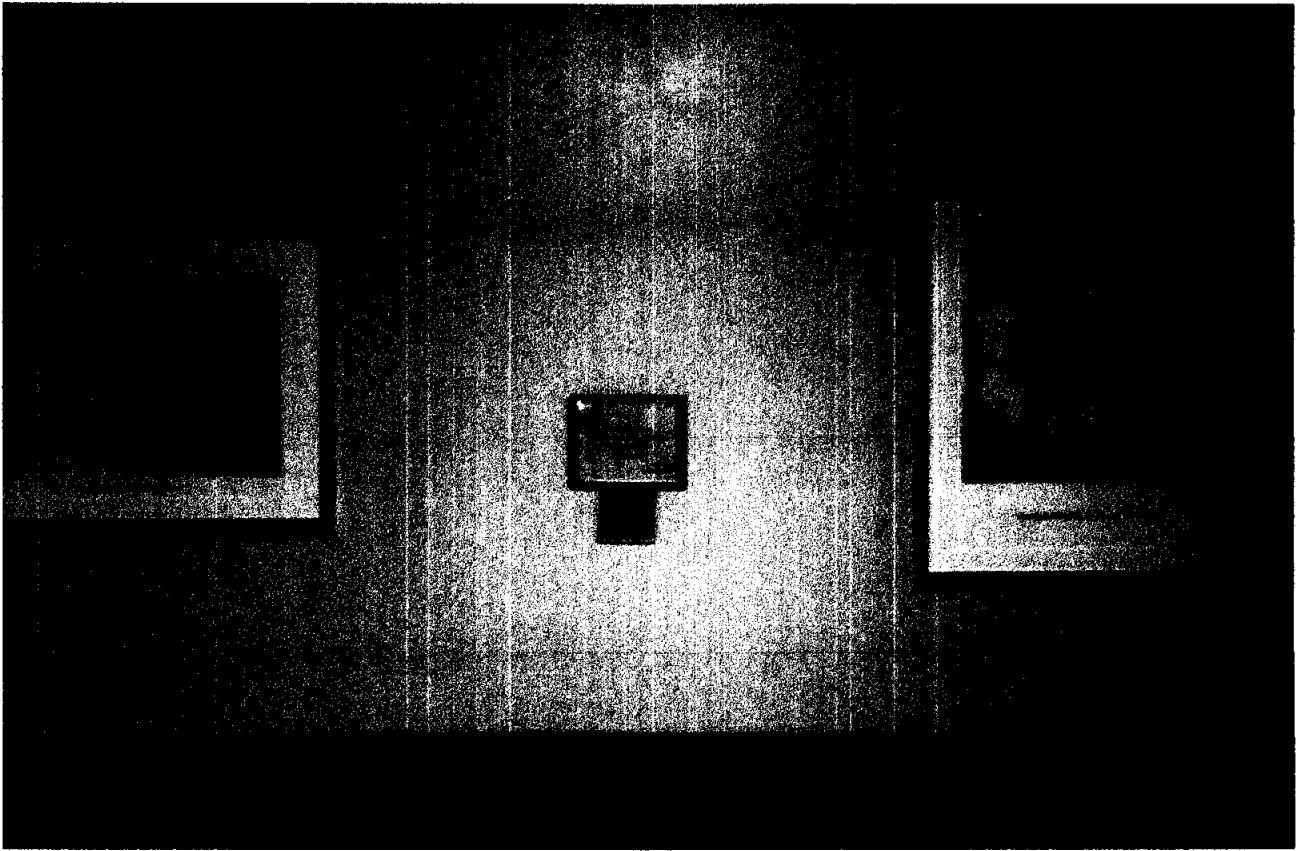


Santa Fe Airport

**Proposed Arrival Door Signs**

Frank Nichols Design





Santa Fe Airport

**Existing Baggage Claim Sign**

Frank Nichols Design



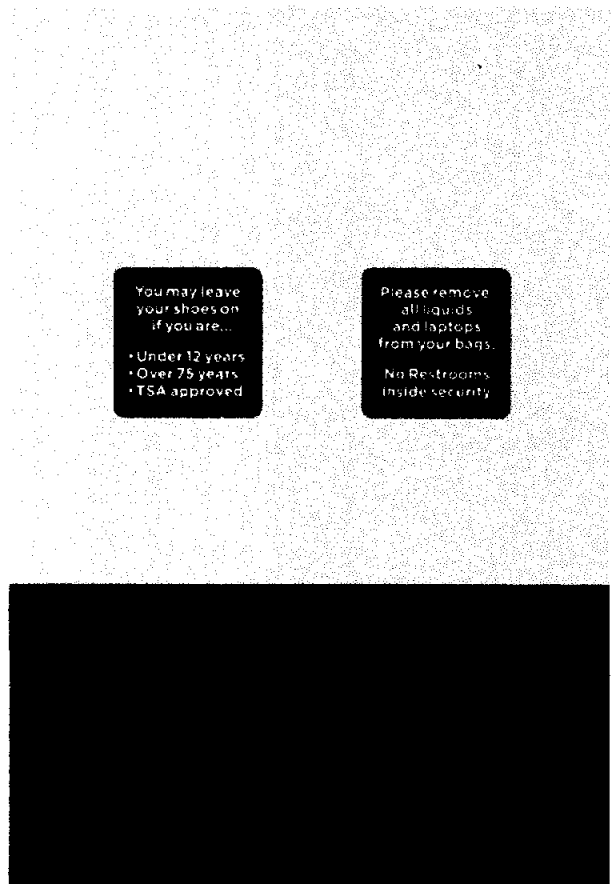
Santa Fe Airport

**Proposed Baggage Claim Sign**

Frank Nichols Design

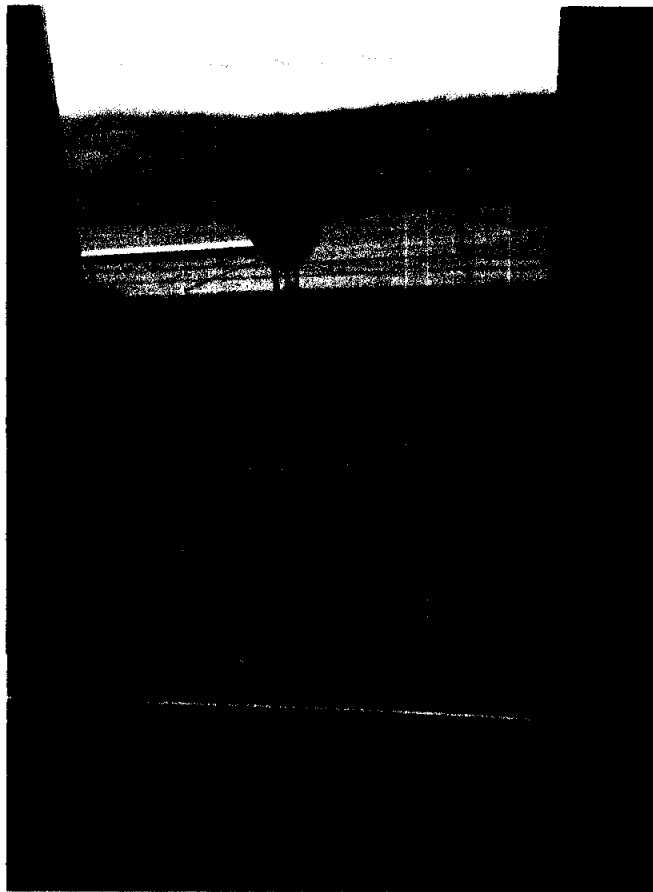


Santa Fe Airport



TSA Signage

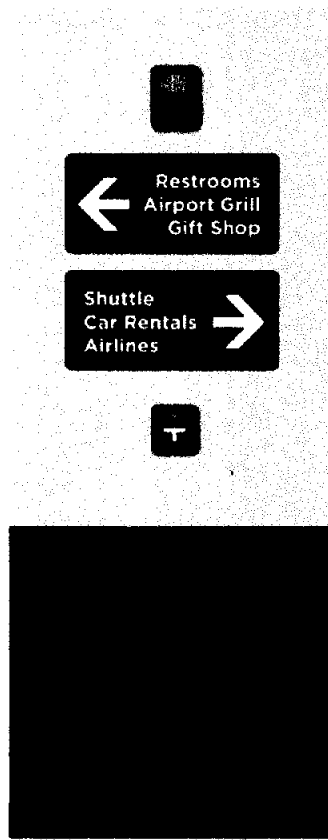
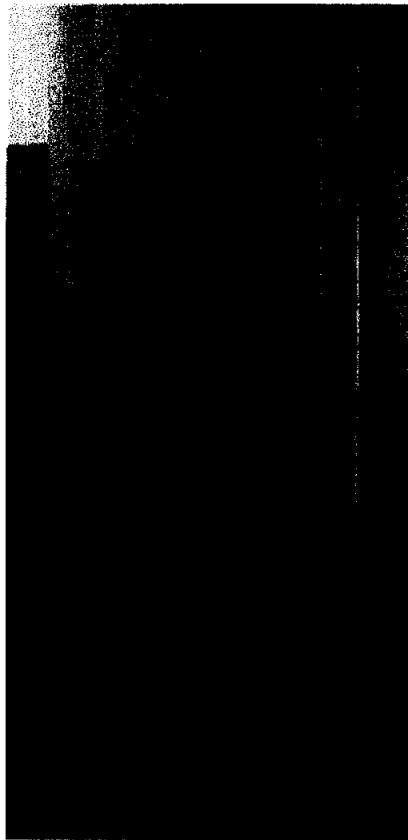
Frank Nichols Design



Santa Fe Airport

**Preboarding Signage**

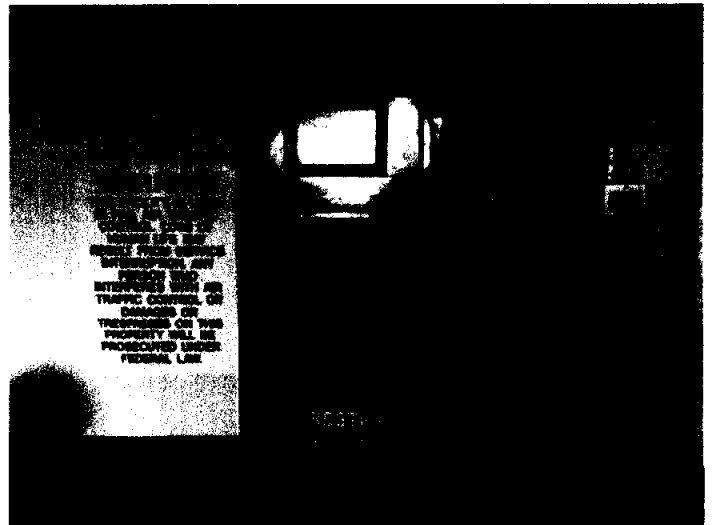
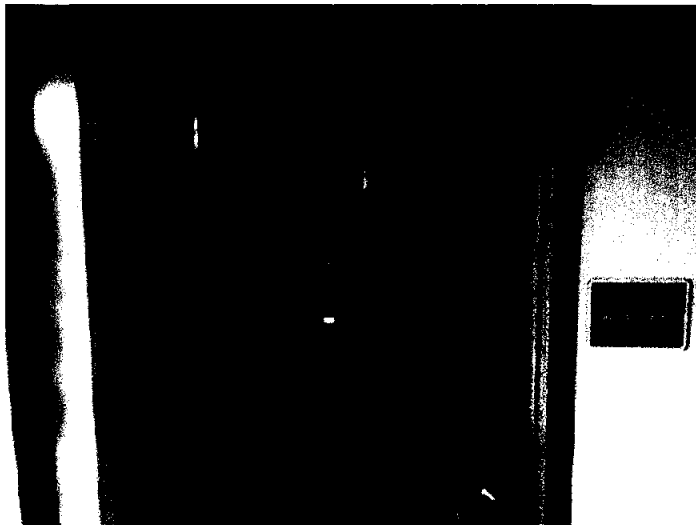
Frank Nichols Design



Santa Fe Airport

**Interior Directional Signs**

Frank Nichols Design



Santa Fe Airport

Existing Office Doors

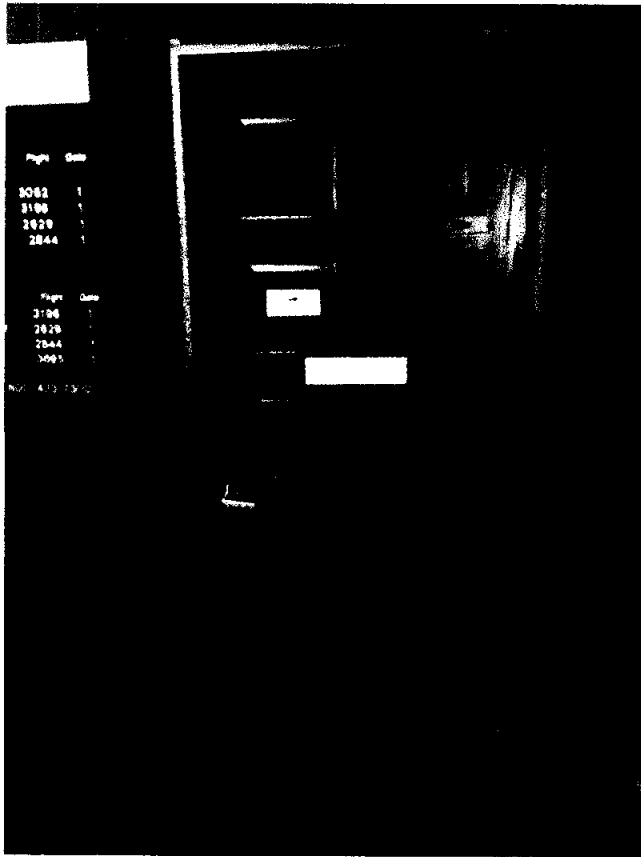
Frank Nichols Design



Santa Fe Airport

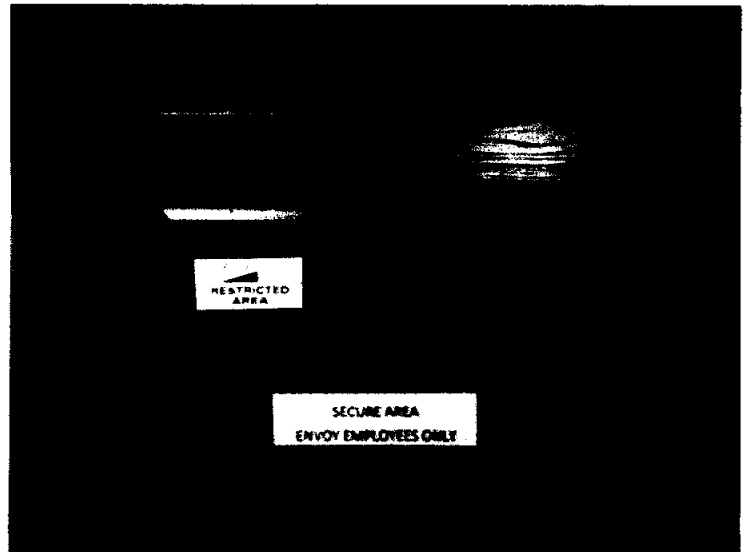
Proposed Office Door Signs

Frank Nichols Design



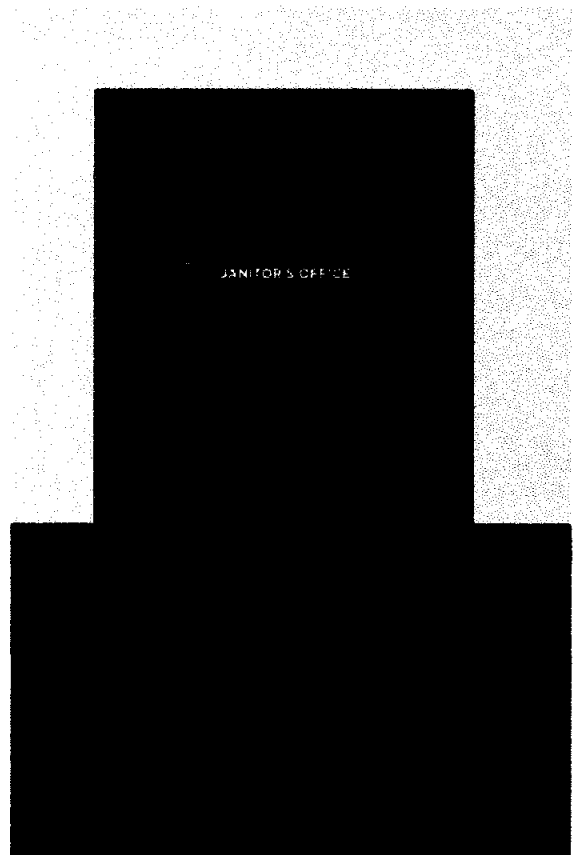
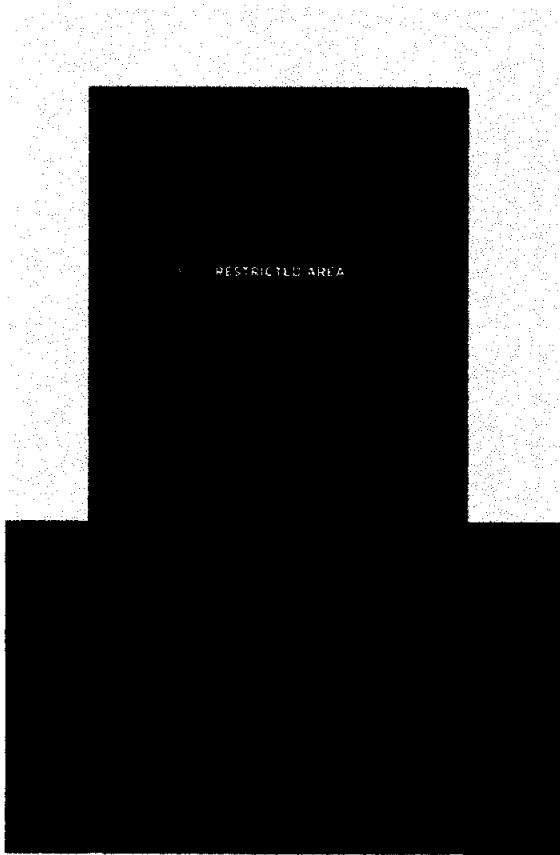
Santa Fe Airport

Existing Secure Door Signs



Frank Nichols Design

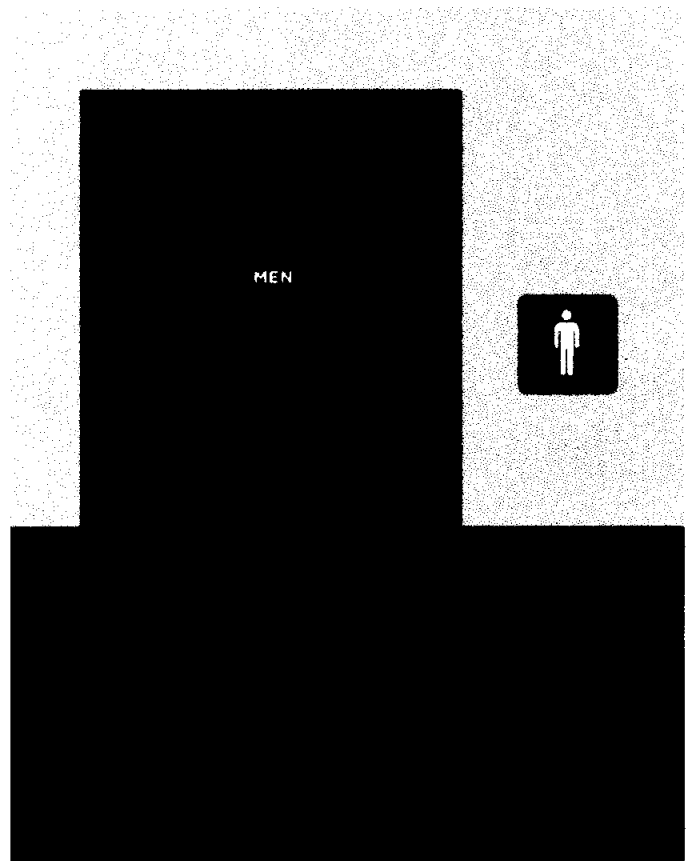
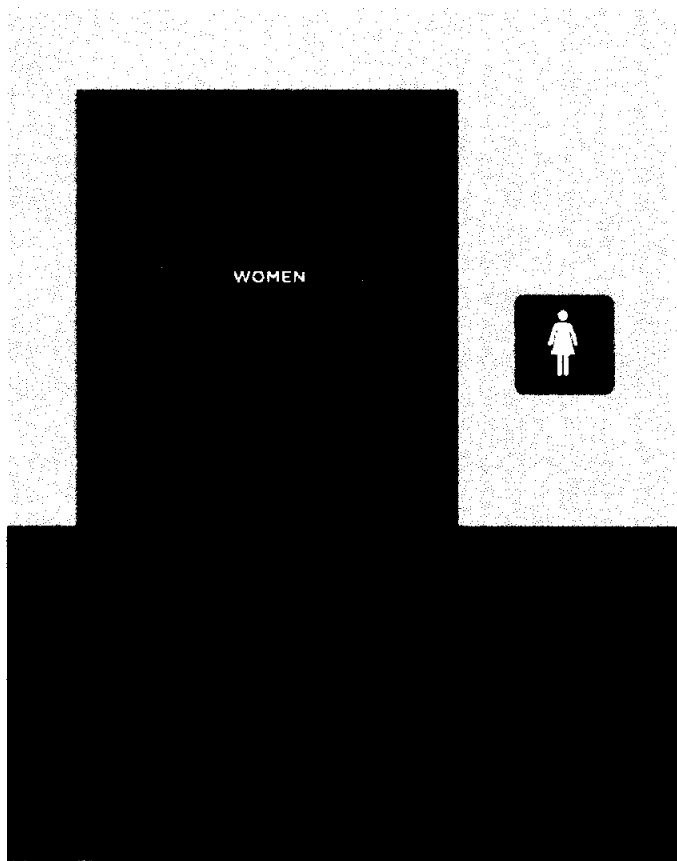




Santa Fe Airport

**Proposed Restroom Signs**

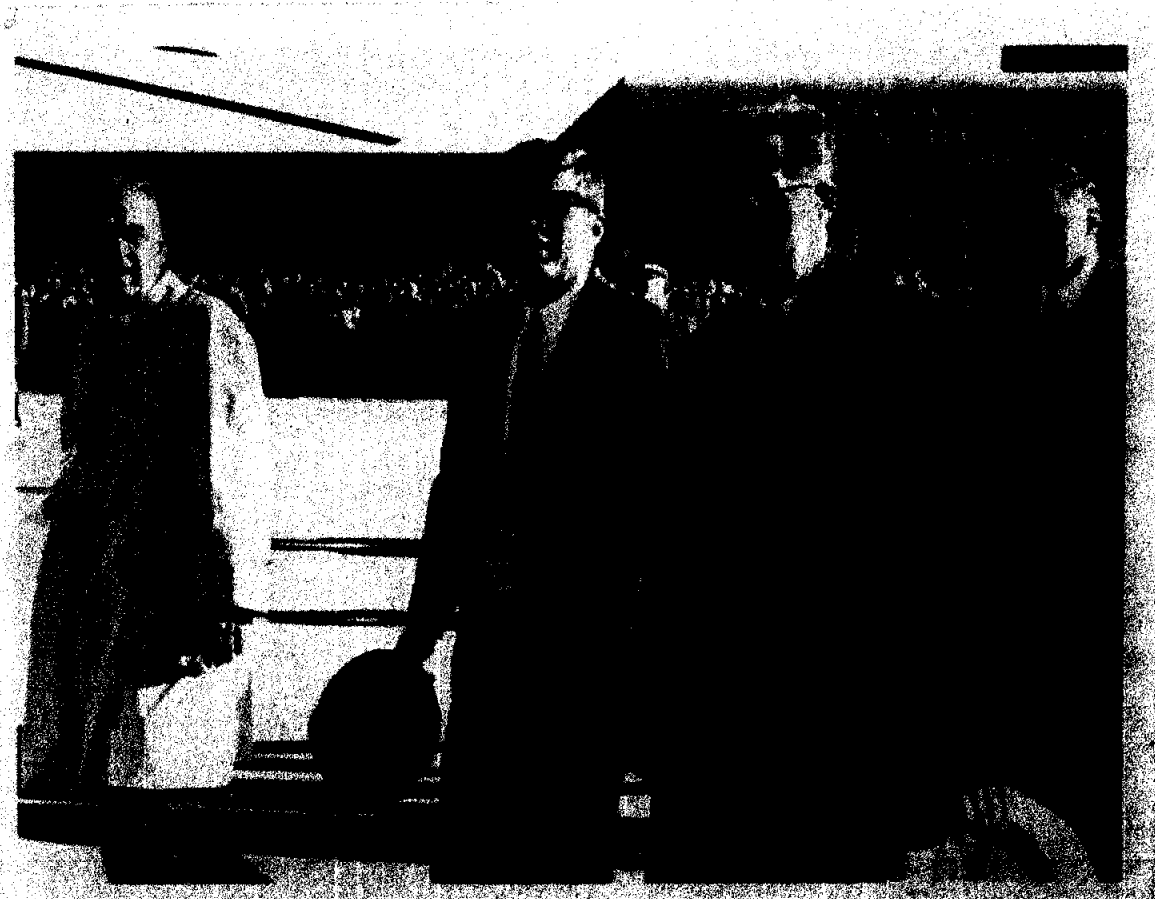
Frank Nichols Design



Santa Fe Airport

**Proposed Door Signs**

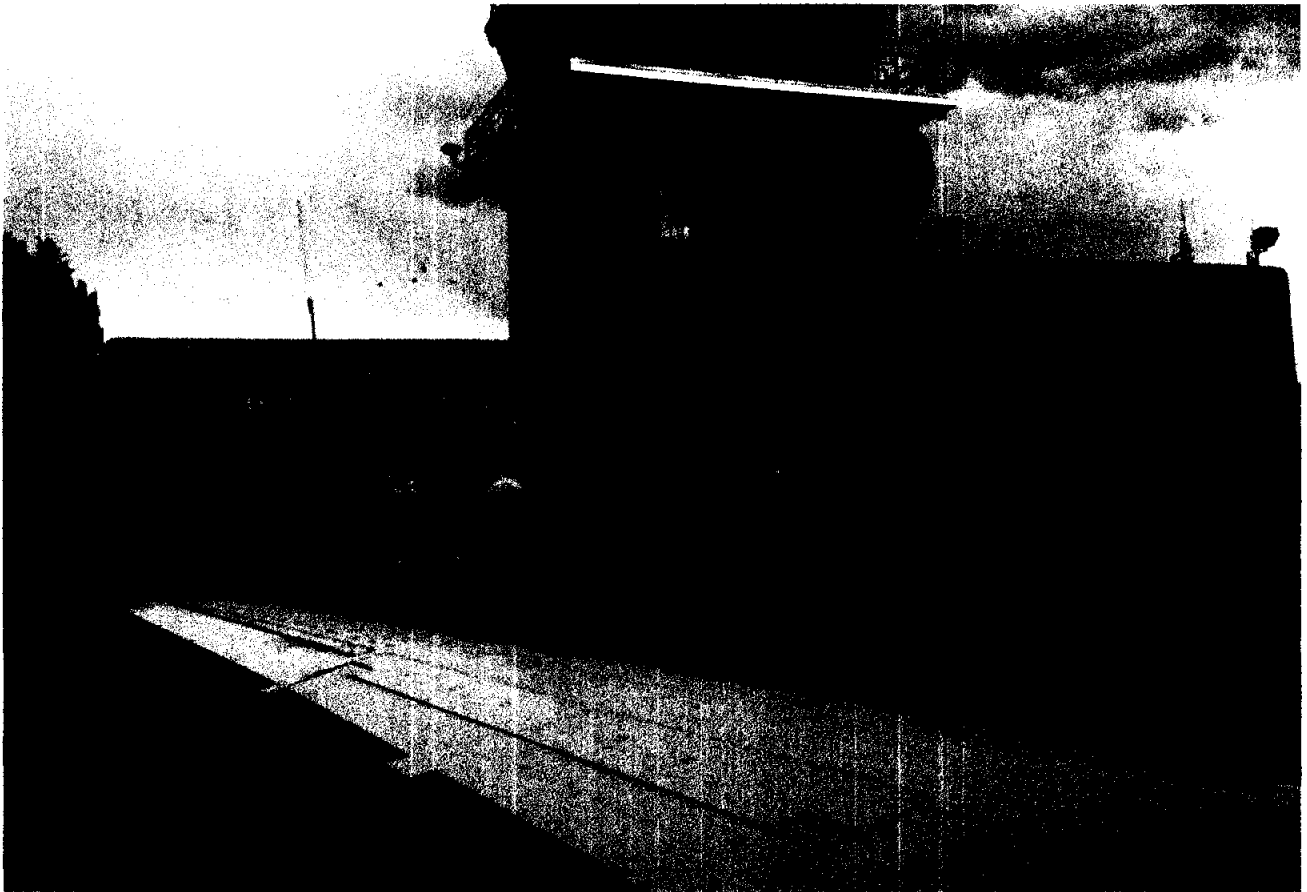
Frank Nichols Design



Santa Fe Airport

**Kennedy Visit**

Frank Nichols Design



Santa Fe Airport

**Existing Ramp Signage**

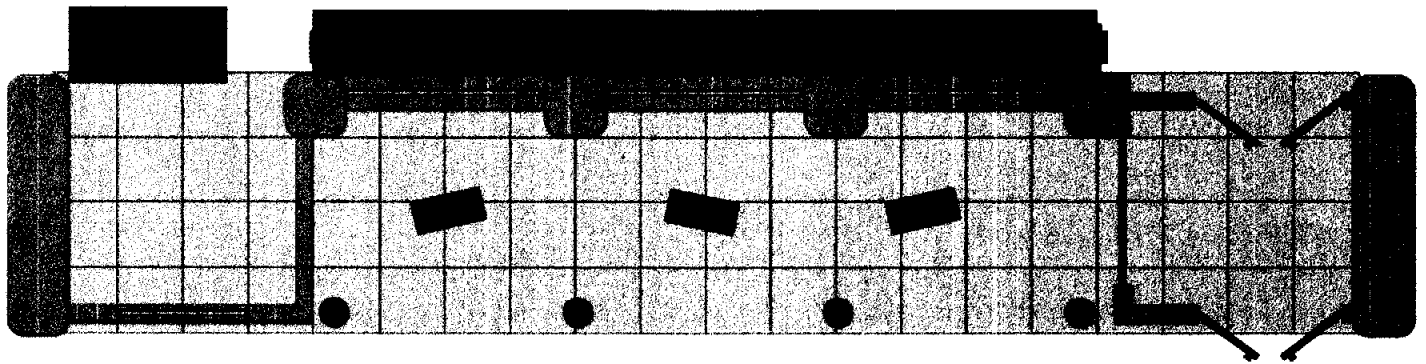
Frank Nichols Design



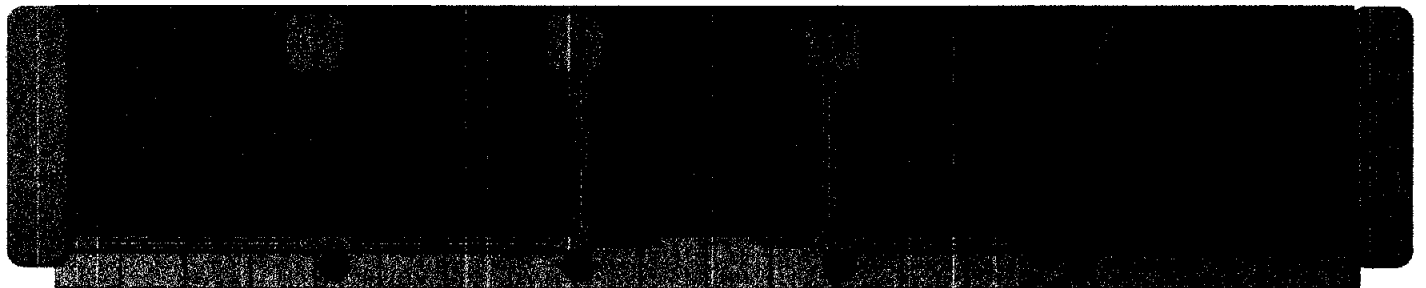
Santa Fe Airport

**Proposed Archway Signage**

Frank Nichols Design



Existing Entry

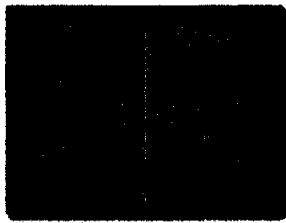


Proposed Entry

Santa Fe Airport

**Entry Portal**

Frank Nichols Design

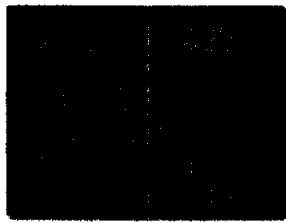


Santa Fe Airport

**Schematic Presentation**

Frank Nichols Design

Envisioning a new



Santa Fe Airport

**Schematic Presentation**

Frank Nichols Design

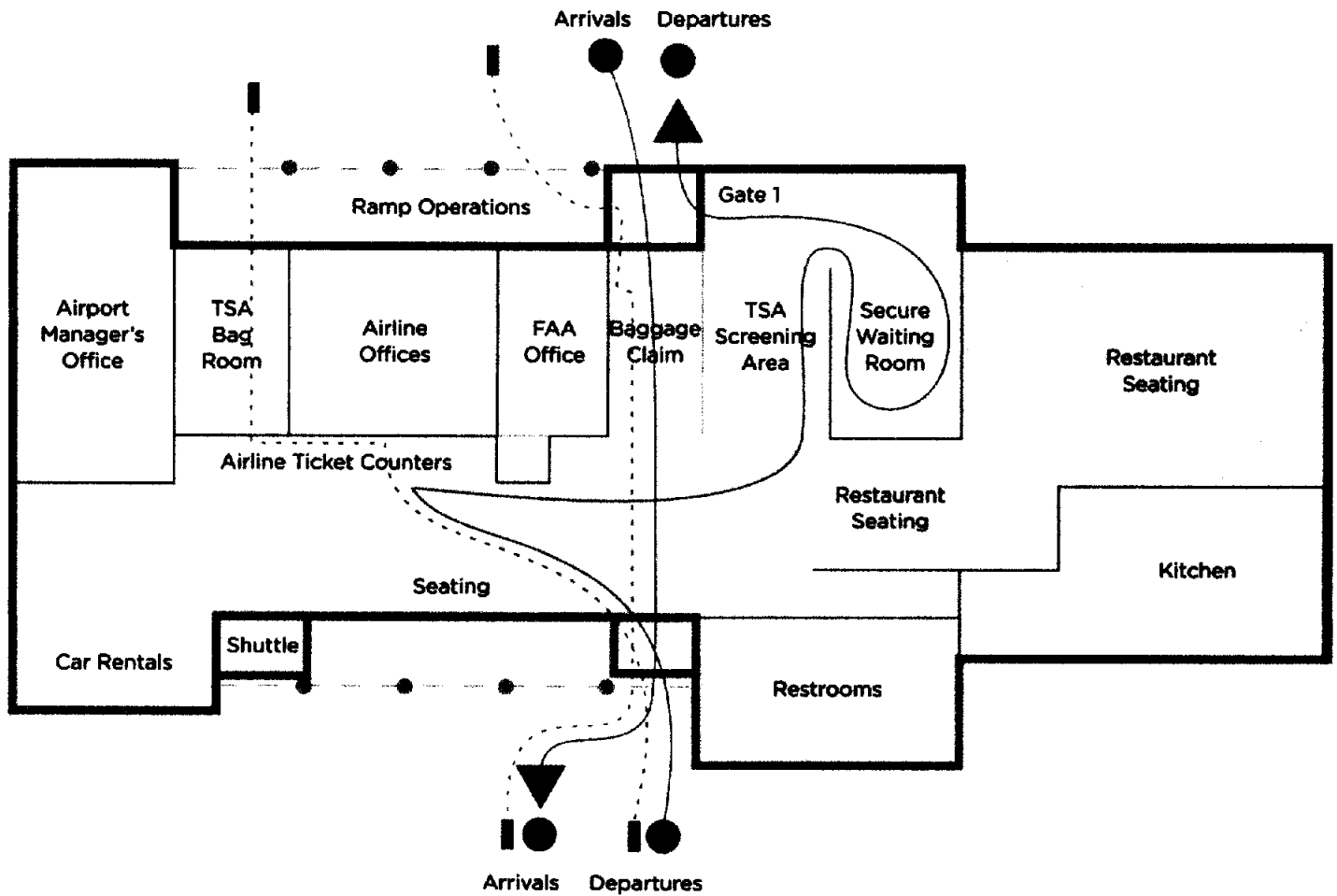


# Envisioning a new Santa Fe Airport

Santa Fe Airport

**Schematic Presentation**

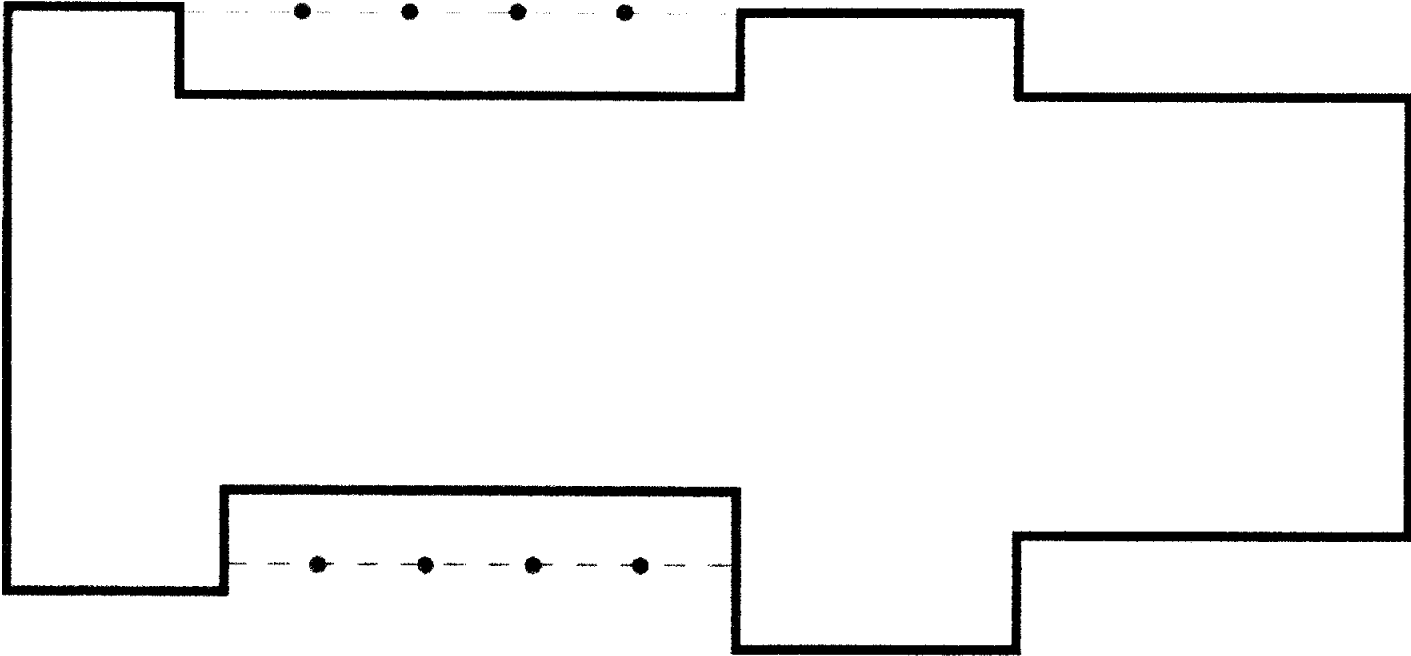
Frank Nichols Design



Santa Fe Airport

Existing Plan

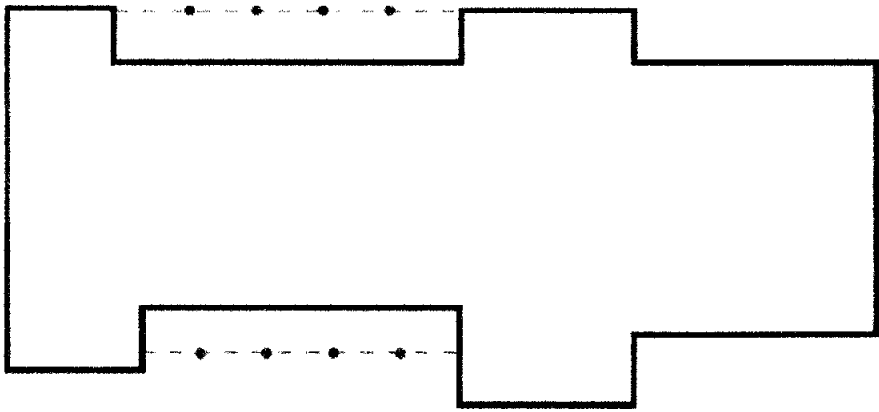
Frank Nichols Design



Santa Fe Airport

**Existing Plan Outline**

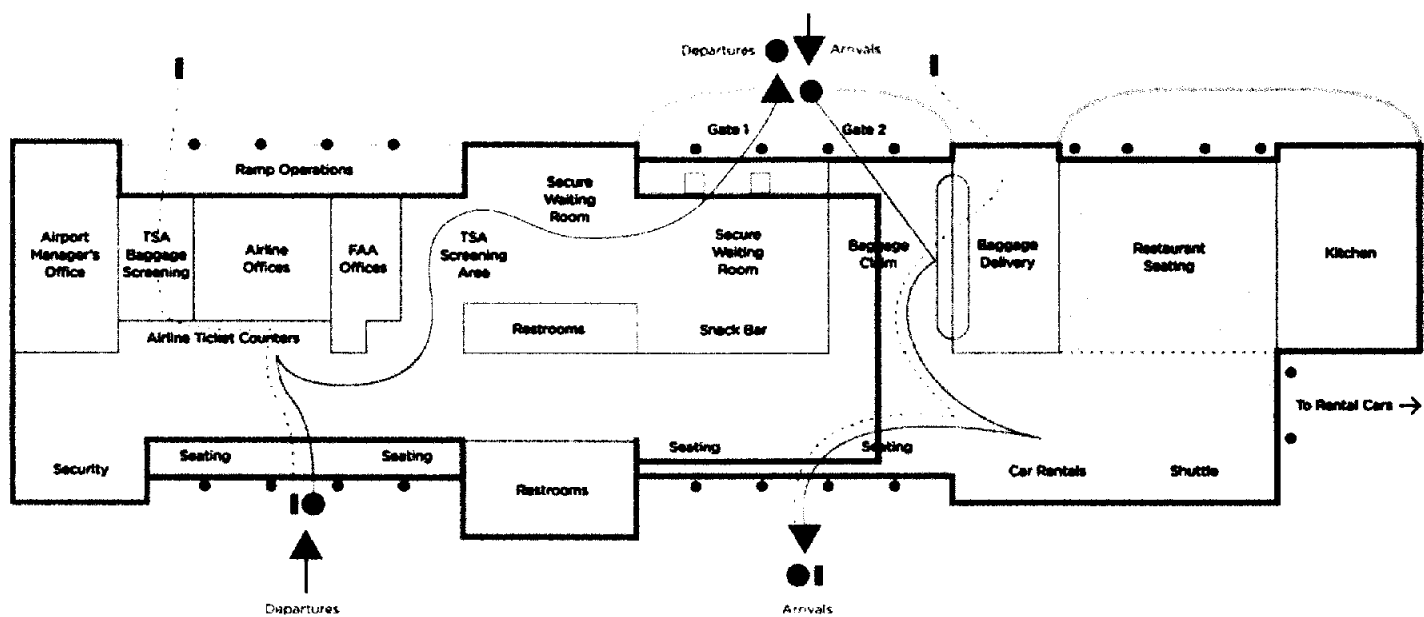
Frank Nichols Design



Santa Fe Airport

Existing Plan Outline

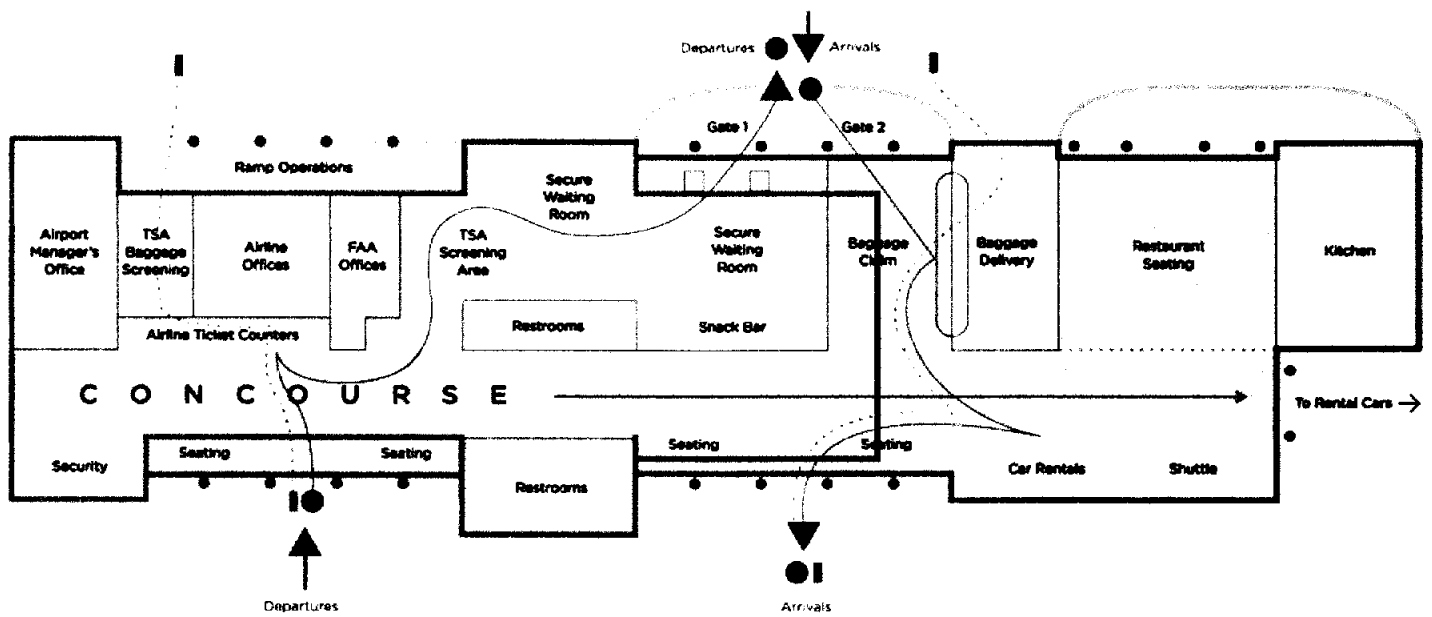
Frank Nichols Design



Santa Fe Airport

Proposed Plan

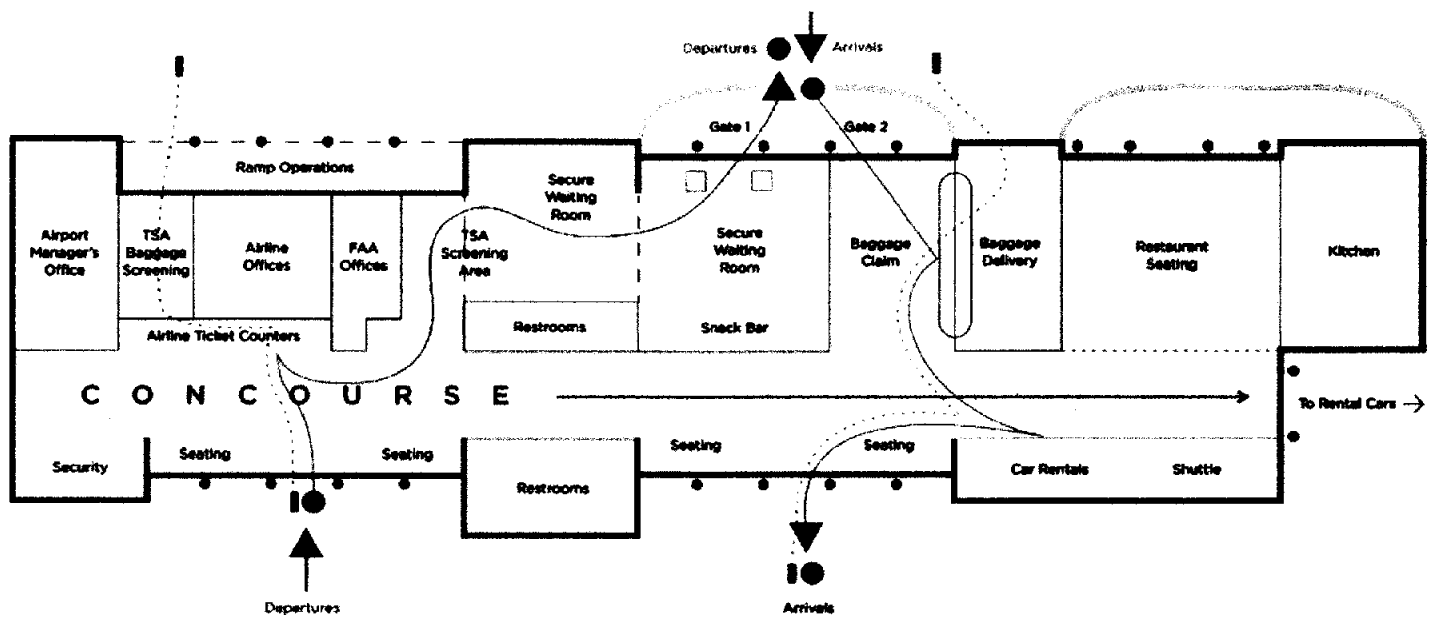
Frank Nichols Design



Santa Fe Airport

Proposed Plan

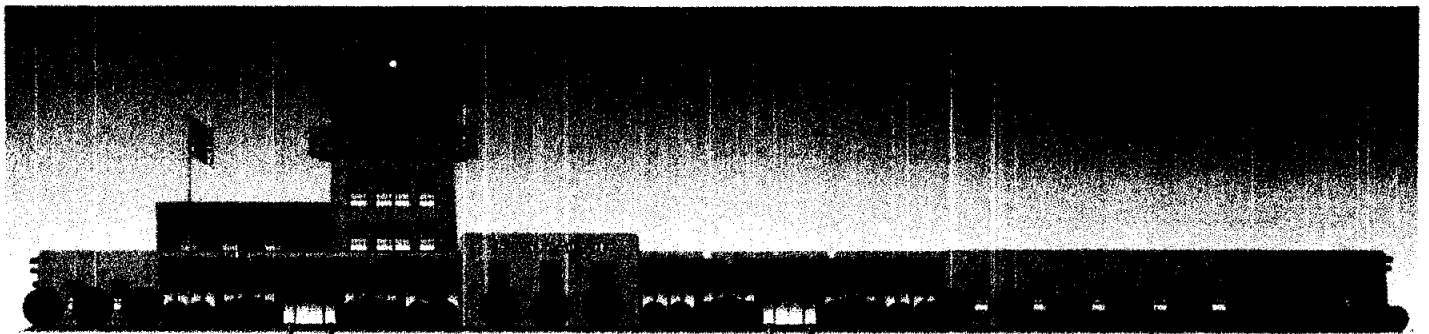
Frank Nichols Design



Santa Fe Airport

Proposed Plan

Frank Nichols Design



Departures

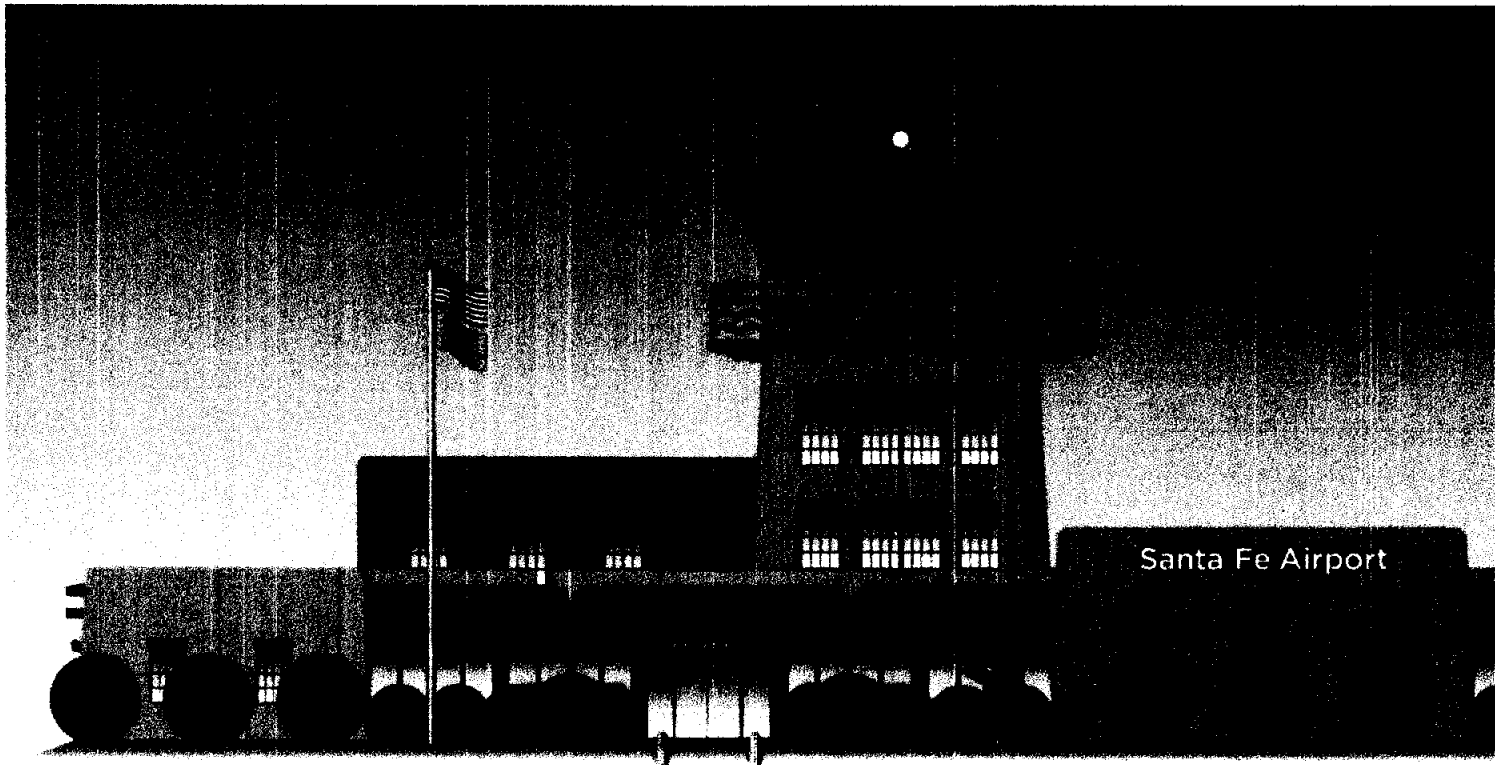
Arrivals

Santa Fe Airport

**Proposed East Elevation**

Frank Nichols Design





Departures

Santa Fe Airport

**Proposed East Elevation**

Frank Nichols Design

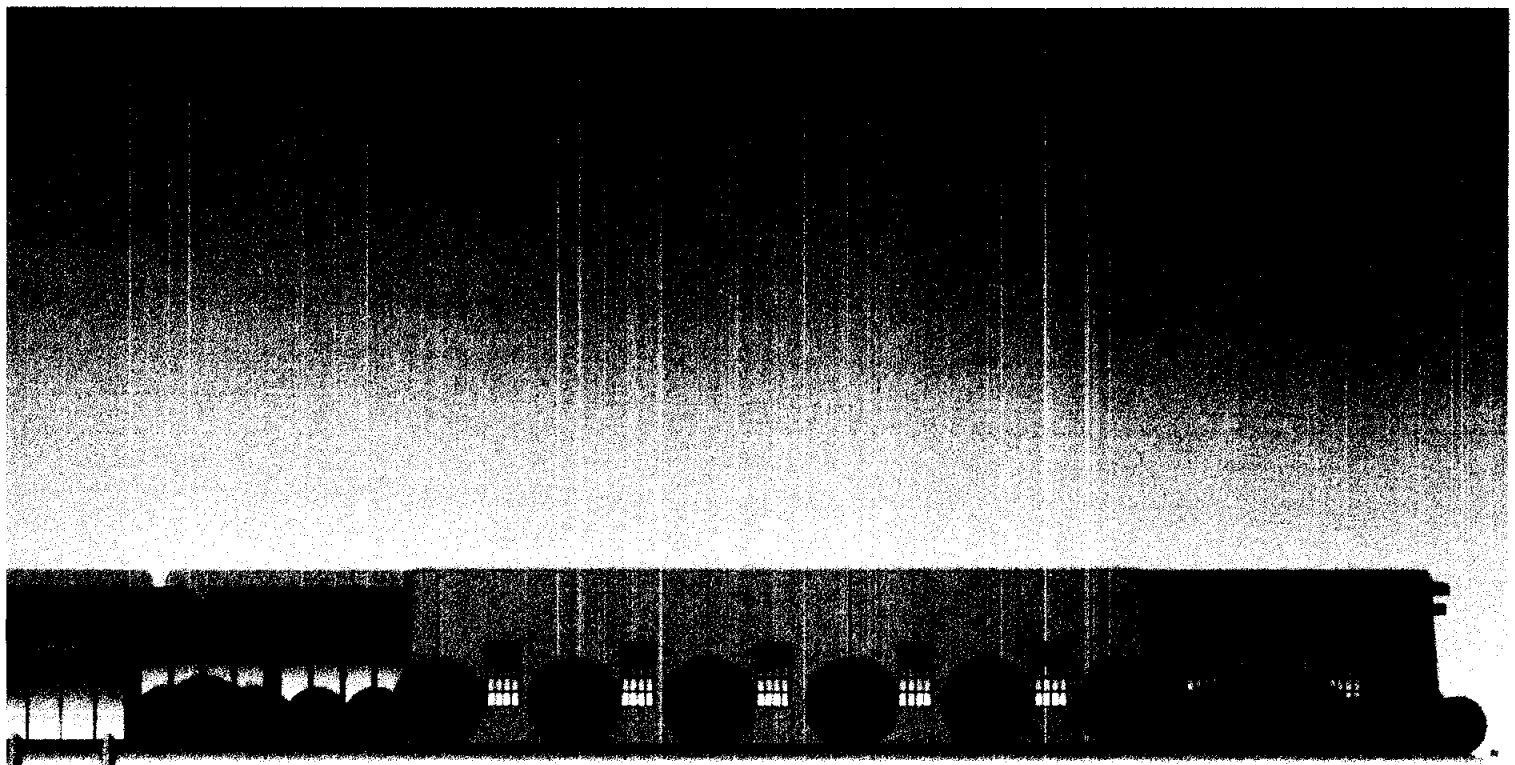


Arrivals

Santa Fe Airport

**Proposed East Elevation**

Frank Nichols Design

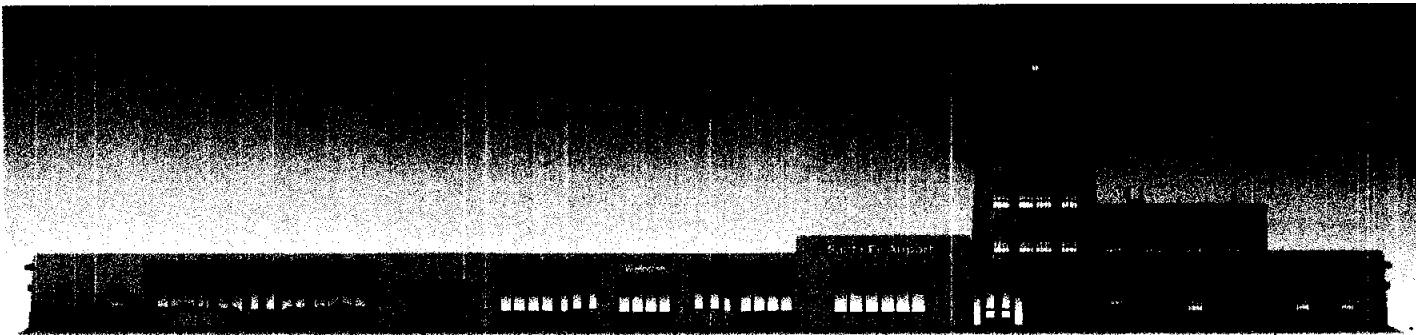


Arrivals

Santa Fe Airport

**Proposed East Elevation**

Frank Nichols Design

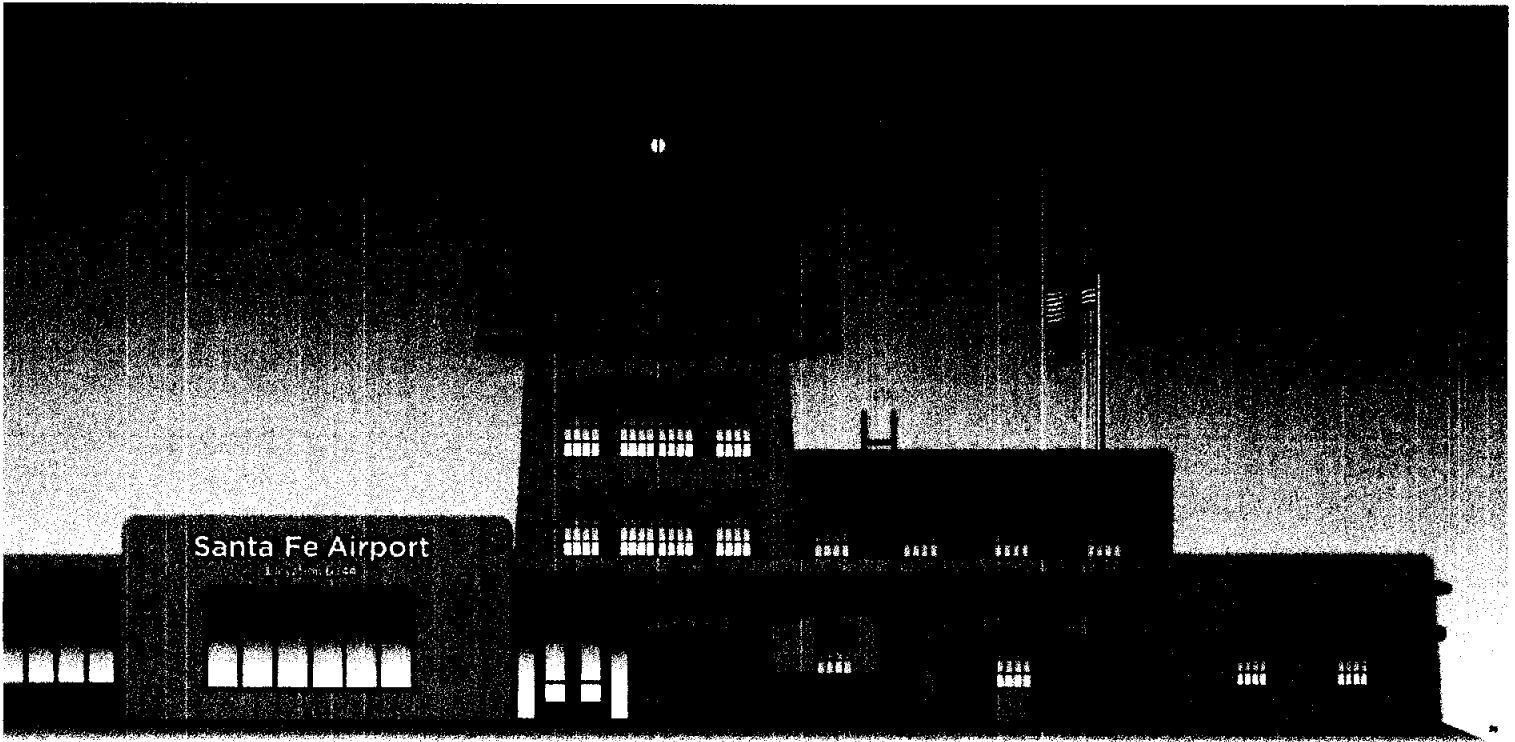


Restaurant      Baggage Delivery      Gate 2 Arrivals      "Welcome" Arch      Gate 1 Departures      Ramp Operations

Santa Fe Airport

Proposed West Elevation

Frank Nichols Design



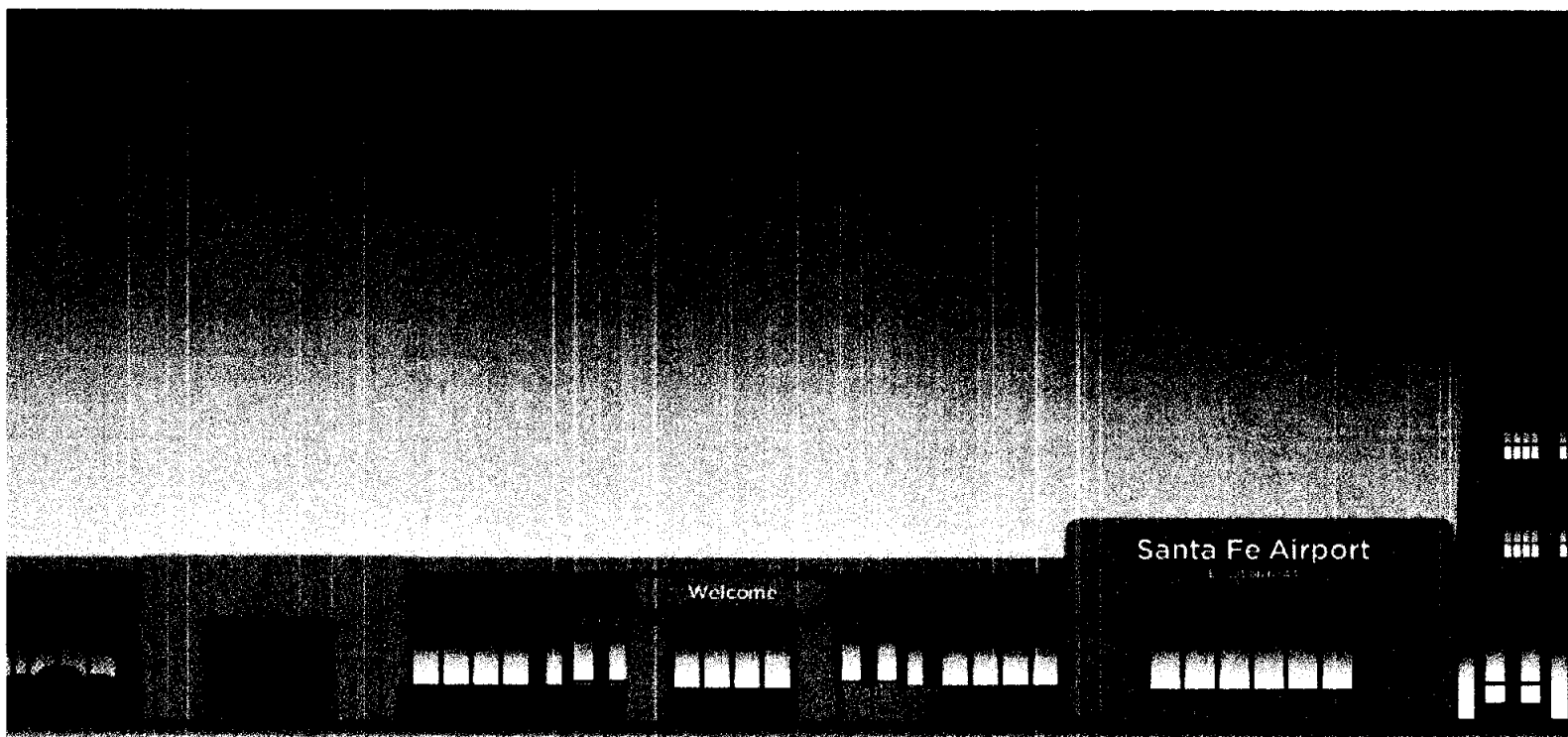
te 1  
atures

Ramp  
Operations

Santa Fe Airport

**Proposed West Elevation**

Frank Nichols Design



Baggage  
Delivery

Gate 2  
Arrivals

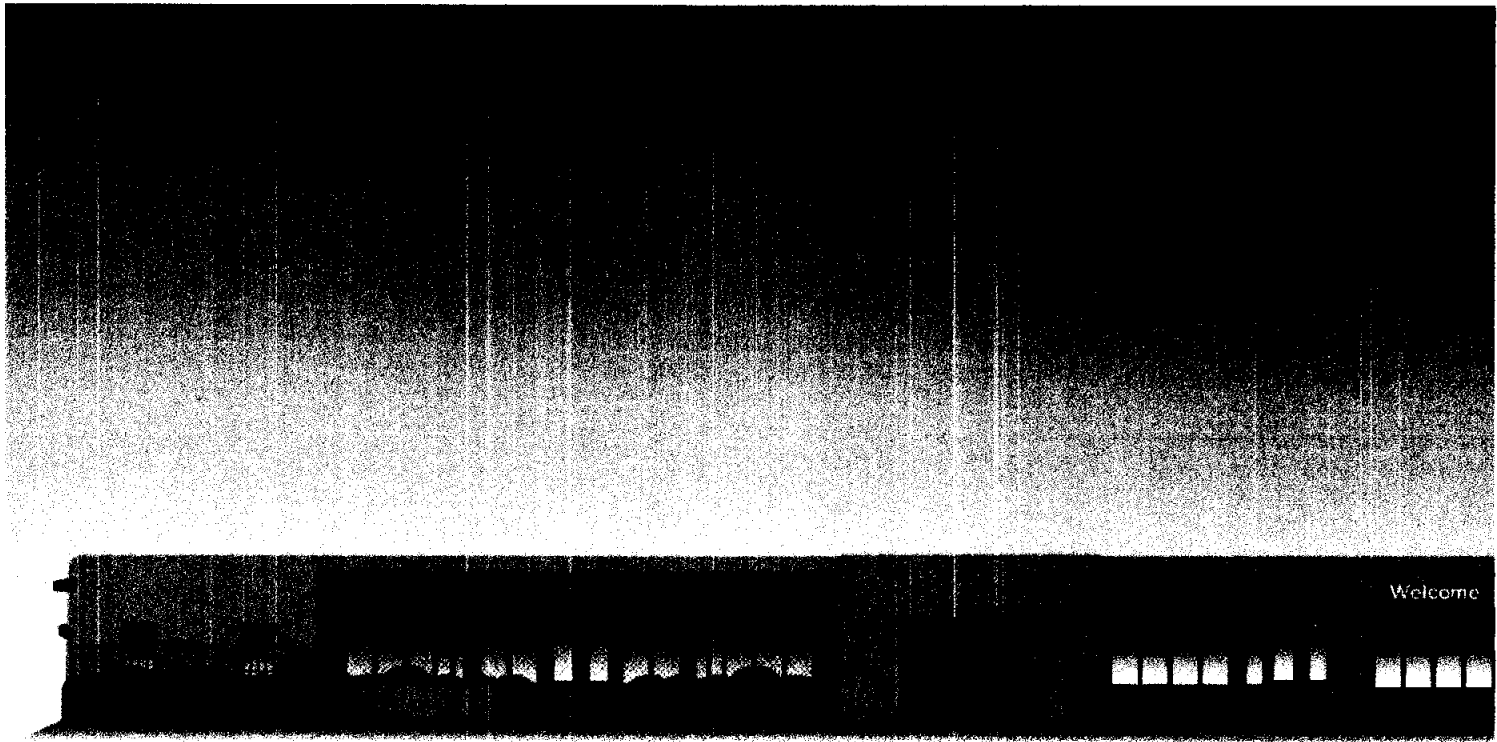
"Welcome"  
Arch

Gate 1  
Departures

Santa Fe Airport

**Proposed West Elevation**

Frank Nichols Design



Restaurant

Baggage  
Delivery

Gate 2  
Arrivals

"Welcome  
Arch

Santa Fe Airport

**Proposed West Elevation**

Frank Nichols Design

SANTA FE MUNICIPAL AIRPORT  
AIRPORT MASTER PLAN  
"DRAFT" MASTER PLAN ADVIORY COMMITTEE (MPAC)

1. City of Santa Fe Airport Manager
2. City of Santa Fe City Manager's Office  
Brian Snyder  
City of Santa Fe  
P.O. Box 909  
Santa Fe, NM 87504-0909
3. City of Santa Fe Transportation Department  
Jon Bulthuis  
City of Santa Fe  
P.O. Box 909  
Santa Fe, NM 87504-0909
4. City of Santa Fe Land Use/Planning Department  
Matt O'Reilly  
Asset Development Director  
City of Santa Fe  
P.O. Box 909  
Santa Fe, NM 87504-0909  
  
Lisa Martinez  
City of Santa Fe Land Use Department  
City of Santa Fe  
P.O. Box 909  
Santa Fe, NM 87504-0909
5. Santa Fe City Council
6. Santa Fe Municipal Airport Advisory Board  
Steve Ross, Chair  
Airport Advisory Board  
City of Santa Fe  
P.O. Box 909  
Santa Fe, NM 87504-0909
7. Federal Aviation Administration  
Andrew Tamanaha, PE  
DOT/FAA  
ASW-640  
2601 Meacham Road  
Fort Worth, Texas 76137

*Exhibit "6"*



8. NMDOT-Aviation Division  
Jane Lucero  
Aviation Division  
NMDOT  
P.O. Box 9830  
Albuquerque, NM 87119-9830
9. Santa Fe Municipal Airport ATCT  
Bob Wood  
Air Traffic Manager  
SAF ATCT  
121 Aviation Dr. Suite 7  
Santa Fe, NM 87507-8497
10. New Mexico Army National Guard
11. Santa Fe Chamber of Commerce  
Simon Brackley  
Santa Fe Chamber of Commerce  
1644 Saint Michaels Drive  
Santa Fe, NM 87505
12. Airport Tenant (FBO)  
Troy Padilla  
Landmark Aviation  
121 Aviation Dr., Bldg 3005  
Santa Fe, NM 87507
13. Local Citizen  
Jim Trujillo  
1901 Morris Place  
Santa Fe, NM 87505
14. Aircraft Owners and Pilots Association  
William Aneshensel  
President Aviation Association of Santa Fe  
121 Aviation Drive #14  
Santa Fe, NM 87507
15. National Business Aviation Association
16. New Mexico Pilots Association  
Cathy Myers  
New Mexico Pilots Association  
P.O. Box 94512  
Albuquerque, NM 87199

17. American Airlines

Deyanira Cerda (Dee)  
General Manager SAF  
ENVOY AIR  
121 Aviation Drive  
Santa Fe, NM 87507

18. United Airlines

19. Santa Fe County

Robert Griego  
Growth Management Department  
Santa Fe County  
102 Grant Avenue  
Santa Fe, NM 87501

David Griscom  
Economic Development Manager  
Santa Fe County  
102 Grant Avenue  
Santa Fe, NM 87501

20. State Land Department

Jason Lithgow  
State Land Office  
P.O. Box 1148  
310 Old Santa Fe Trail  
Santa Fe, NM 87504-1148