



Agenda

DATE 2/26/15 TIME 1:07pm
BY Jon Bulthuis
Alcraig Harting

AIRPORT ADVISORY BOARD MEETING

THURSDAY, MARCH 5, 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: FEBRUARY 5, 2015

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

PRESENTATIONS

1. MATTERS FROM THE AIRLINE STATION MANAGER – DEYANIRA “DEE” CERDA
2. CIVIL AIR PATROL MISSION BASE FACILITY PROPOSAL – GLEN NICOLET AND ALAN ECKERT

ACTION ITEM

1. RECOMMEND APPROVAL OF FY2016 OPERATING BUDGET REQUEST – AVIATION DIVISION

DISCUSSION ITEMS

1. PROPOSED AIRPORT PARKING AND AIRCRAFT TIE-DOWN PERMIT PROCESS UPDATE – NOEL PINTO
2. AIRPORT TERMINAL EXPANSION PROJECT – REVISED PROJECT SCHEDULE AND ACTIVITY
3. JET CENTER AT SANTA FE – FINAL LEASE, DEVELOPMENT PLAN, AND SCHEDULE
4. REVIEW OF AVIATION DIVISION FY2015 FINANCIAL STANDING – ACCOUNTS RECEIVABLES
5. FAA PART 139 INSPECTION – CLOSE OUT LETTER

MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

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

ADJOURN

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

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AIRPORT ADVISORY BOARD
Thursday, March 5, 2015

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**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, March 5, 2015**

1. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, March 5, 2015, at approximately 4:00 p.m., by Chris Ortega, Vice-Chair, in Building 3002, Santa Fe Municipal Airport, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Chris Ortega, Vice-Chair
Simon Brackley
Carolyn Cook
Ron Krohn
Troy Padilla
Mark Miller

MEMBERS EXCUSED:

Stephen C. Ross, Chair

OTHERS ATTENDING:

John Bulthuis, Transportation Department Director
Mark Baca, City Maintenance
Elizabeth Martin for Melessia Helberg, Stenographer

There was a quorum of the membership in attendance.

AUDIENCE:

Mark Baca, City Maintenance
Lt. Alan Eckert, CAP
Ken DeLapp, Landmark Aviation
Kent Freier, Molzen-Corbin
Mary MacDonald, City of Santa Fe
Frank Nichols, Frank Nichols Design
Captain Glen Nicolet
Noel Pinto, Parking Division Director
John Spain, Aviation Association of Santa Fe
Bob Wood, Santa Fe Tower Manager

A copy of the sign-in sheet for the meeting of March 5, 2015, is incorporated herewith to these minutes as Exhibit "1."

3. APPROVAL OF THE AGENDA

MOTION: Troy Padilla moved, seconded by Simon Brackley, to approve the Agenda, as presented.

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

4. APPROVAL OF MINUTES – FEBRUARY 5, 2015

Mr. Bulthuis apologized that the minutes weren't picked up from the City Clerk's office to be included in the packet.

Approval of the minutes is postponed to the next meeting of the Committee on April 2, 2015.

5. PUBLIC COMMENT

John Spain, Aviation Association of Santa Fe, said the Civil Air Patrol made a presentation at its December meeting, and the Aviation Association wholeheartedly supports their efforts to upgrade the facilities. He said its mission is important to this Airport and community of Santa Fe.

6. PRESENTATIONS

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

Deyanira "Dee" Cerda was not in attendance so there were no matters from the Airline Station Manager.

2. CIVIL AIR PATROL MISSION BASE FACILITY PROPOSAL (GLEN NICOLET AND ALAN ECKERT)

A copy of a power point presentation, *Civil Air Patrol Mission Base Facility*, is incorporated herewith to these minutes as Exhibit "2."

A copy of a brochure *Santa Fe Civil Air Patrol Mission Base Facility Project*, is incorporated herewith to these minutes as Exhibit "3."

Captain Glen Nicolet, Santa Fe Squadron Commander, presented information in this matter via power point. Please see Exhibit "2," for specifics of this presentation.

Vice-Chair Ortega thanked Captain Nicolet for the presentation.

The Board commented and asked questions as follows:

- Mr. Brackley asked Captain Nicolet what he would like from this Board..

Captain Nicolet said, "We would like your support and backing as we move forward with this."

- Mr. Brackley asked if the funding they are requesting would come from the State Capitol Outlay and not from the City.

Captain Nicolet said, "Yes. But if there is extra money from the City and it is available, and the State Capitol Outlay wasn't enough to complete the project, we would have a bridge for the difference. We're not going to turn anything away, but the main thing we're looking at is from State Capitol outlay.

- Vice-Chair Ortega asked if the squadron has been to the State Legislature, for someone to support this request.

Captain Nicolet said that is the next step for the 2016 budget.

- Vice-Chair Ortega asked if this coming only from the Santa Fe Squadron, or is it being pursued by the Wing.

Captain Nicolet said, "We have the backing of the Wing, but this is coming from the Santa Fe Squadron. I can't do anything without Wing approval, because we're part of that whole organization. Alamogordo did a similar thing. They were able to obtain modular buildings from the Army, and they put them on a foundation. They've done it different ways. The ideal way is to do it the way Farmington did. Taos received very limited funding, but they were only looking to build a an insulated hangar, no bathrooms, no meeting rooms. It's just an aluminum hangar with a door on it."

- Vice-Chair Ortega asked him if he has visited with the Airport Manager's Office or with Jon Bulthuis.

Captain Nicolet said they have been in touch indirectly, and we need to get them on board and use their backing as much as possible. He said he would like to meet with Mr. Bulthuis at his convenience.

Ms. Cook asked if he has met with the master plan group.

Captain Nicolet said yes, they met with Kent Freier, and this is step two.

Kent Freier, Molzen-Corbin, said one of the issues was who was going to be carrying the ball on capital outlay. He said they don't contract for architecture and engineering, and the City would carry the ball on that request. He said if it is successful, then those funds will be administered by the City. He said next year, the capital outlay will be for the terminal building and this request could be competing with that project. However, he said the Legislature may consider this separately.

Mr. Bulthuis explained the way the process works at the City, in terms of funding requests by the City to the Legislature, like we did last year with the terminal building. He said a project like this is endorsed by an advisory group such as this Board, with a more formal request. He said today is getting to know you and getting a general idea of what you are wanting to do. He said we will have a much more specific ask that will come back to this body, and there will be a full blown discussion on that. He said, hopefully we will get more

clear answers in terms of do you have a way to get funds outside of the City. He said the City usually gets about \$1 million per year from the Legislature, and there is a very long list of requests, called the ICIP. The State mandates that projects have to be on that list to be considered for a legislative appropriation. He said the first step you need to take is to get that project on the list.

Mr. Bulthuis continued saying, step 2, if the City is leading this ask, it needs to be prioritized from the ICIP list to the City's short list in terms of what they want to ask from the Legislature. He said last year the terminal was the number one priority, and there has been some expression by the Council that Phase 2 of that project be the number one ask for next year. He said that doesn't mean we can't move this project forward and get it on the ICIP list. He reiterated that it is a very long list. He said if the two projects can be separated and not competing with other City requests, the likelihood is it will be a lot better.

Mr. Bulthuis continued, saying "I don't want to give any undue hope to the proponent related to the ask and how quickly we can move it through. I agree with what Kent said. How can you be opposed to it when they see the facility they are in, but they are competing against a really long list of other City priorities. Some of them have been on this list for literally decades. So that is the process we're facing. I'll continue to work with the proponents and get the details of their proposal back to you [this Board] for final consideration and an action item to move it forward, requesting that the City Council include it on the ICIP list. That makes it an eligible project."

Mr. Bulthuis continued, "And then, again, if this Board wants to advance the ask and ask the Council to elevate it from an eligible project to a priority project, that is yet another step they'll have to take."

- Vice-Chair Ortega said at one time the CAP was affiliated with the State Office of Military Affairs, and as a State agency it can lobby for and receive capital funding and be a fiscal agent and a project manager. He asked Captain Nicolet if he has spoken with them, noting that would put them under a whole different State agency.

Captain Nicolet said they are open to anything and everything, and they will pursue that. He said some things have changed, but they definitely will pursue that aspect.

Vice-Chair Ortega thanked Captain Nicolet for his time and presentation.

Captain Nicolet thanked the Board for its time and consideration.

7. ACTION ITEM

1. RECOMMEND APPROVAL OF FY 2016 OPERATING BUDGET REQUEST – AVIATION DIVISION

Mr. Bulthuis noted the materials regarding this item are in the Board packet.

Mr. Bulthuis said he doesn't have the full budget for approval, but that is going through the process right now. They are working on personnel and other expenditures, and any funds needed to support our capital projects. He said, "None of those things are included in what we're asking your approval of today. This is just the expense side of the operating budget. It shows what was approved in last FY budget, and what we are requesting in the budget for this fiscal year. He said the final column is the difference between this year's budget and last year.. He said it is not a flat budget and we are asking for additional items to be included in the budget. He said the revenue page is not yet complete, noting they used conservative revenue projections.

Mr. Bulthuis noted the budget is roughly \$2.2 million, and it doesn't include the subsidy the Airport receives from the City's General Fund of \$500,000. He said the revenue anticipated is \$1.6 million, plus the transfer-in of \$500,000.

Mr. Bulthuis reviewed the proposed revenues and expenditures. Please see the 2015/2016 Project Revenues and Airport Business Unit 52800, which are in the Board packet, for specifics of this presentation.

The Board commented and asked questions as follows:

Responding to Ms. Cook, Mr. Bulthuis said the \$43,000 is for the current contract continuation of an on-call agreement with the Airport consultant, noting we have been very happy with the work, and said it is advisable to maintain that relationship with the current contractor to do the Rates and Fee Study going forward so we have that level of expertise. The company works with large and small airports and has been very good during the four weeks we've had them under contract. He recommends having funds available for this company on call.

Responding to Ms. Cook, Mr. Bulthuis said he doesn't remember the exact term of the contract, but the scope of work pertains generally to the rates and fees study.

- Ms. Cook said then this is an additional \$25,000 for FY 2016, beyond the \$43,000, and Mr. Bulthuis said yes.

- Mr. Krohn said Mr. Bulthuis is showing projected revenues of \$1.6 million and expenses of \$350,000, and asked him to comment.

Mr. Bulthuis reiterated that what we are showing on the operating budget excludes all staff salaries. He said part of that is due to the way the City does budgeting. They require departments to do the operating side, but we don't have the figures for personnel and equipment. He said Human Resources does the salary portion, and he can bring those back to the Board as soon as the final budget packet is produced by the City.

- Vice-Chair Ortega asked if he can assume those will be close to these numbers in the packet.

Mr. Bulthuis said, "Yes, I think so. I think that's a reasonable assumption."

- Vice-Chair Ortega asked if it includes the \$318,000 salaries for the current year's budget.

Mr. Bulthuis said it includes only the airport staff included in the airport organizational structure and doesn't include the ARP side, which is about \$500,000.

- Mr. Krohn said the Delta is about \$1.3 million.

Mr. Bulthuis said that is correct.

- Vice-Chair Ortega said Mr. Bulthuis explained that the total should be \$2 to \$2.2 million, because the City does a General Fund Transfer.

- Mr. Padilla said it's hard to get a good picture without all of the expenses being included.

Mr. Bulthuis said we can postpone action until you get the full budget figure, and you can take action on the expenditures being recommended in the Budget.

- Vice-Chair Ortega asked when will the first consideration of the budget be done by the Finance Committee.

Mr. Bulthuis said it's weeks out, a month, so we would have a final budget for the next Board meeting.

- Vice-Chair Ortega asked Mr. Bulthuis if he would go to the Finance Committee without a recommendation from this Board.

Mr. Bulthuis said, "I don't think so, it's in that ballpark. Frankly, I don't think this has been done before where the budget has been brought to this Board. I just wanted to give the opportunity for the Board to see our financial picture, what we're asking money for. And the timing of it didn't fit quite right to get the full funding packet before the Board."

- Mr. Padilla said the last time the budget came to us it was not for approval, and it was more for discussion and review. He said we have had some turnover in staff, and asked who generated these numbers and if they are correct.

Mr. Bulthuis said, "Yes. We'll get to that, especially when we look at the current snapshot of this fiscal year. But this is based on my recommendations. I developed the path, based on my discussions with staff in terms of needs that haven't been addressed or need to be addressed. And most of it is just a carry forward from last year, with the exception of the half dozen items we spoke to."

- Mr. Padilla asked Mr. Bulthuis if he is comfortable with these numbers

Mr. Bulthuis said, "Yes. I'm comfortable with these numbers. I think the bigger question is how big is that going to be and how much transfer-in are we going to need meet the expenses, the operating expense side of things. I do also want to work with the City Manager on the staffing issues. That is something we committed to address when we had the FAA review. That's going to be a difficult discussion. I haven't seen this done very successfully through the budget process, so we may bring it up as a need, but not incorporate it during the approval process. Again, if the Delta moves from \$400,000 to \$600,000, and last year it was \$582,000, I would like for it to not go over that \$582,000. I would like to see that come down, if at all possible. I think we have the possibility of making that happen with the adjustments to rates and fees we're going to see. And quite frankly, collecting revenue that's not being collected right now."

- Mr. Padilla said at the last meeting we found out the City had not billed the airlines, and asked if those are shown on the revenue side and if those are current, or if we still evaluating those and it is still an unknown, and Mr. Bulthuis said they are not an unknown, but he will cover that later in the agenda.
- Ms. Cook asked what the FAA recommended for staffing levels.

Mr. Bulthuis said, "It was a soft recommendation and wasn't included in the findings letter. In the close out meeting, and Mark Baca and Kent Freier were participating in that as well, the statement came from the inspector that we are understaffed and that we don't have enough staff to do the work that we need to do to stay in compliance with Part 139. And that that fact needs to be addressed by staff, by the Airport management, and City management prior to his return, whenever that will be, either later this calendar year or early next year. The way forward as I see it, we don't want it to be a finding. We want to be proactive about it. He's already told us that what we have in place right now is not adequate, and he's not going to write us up for it, but to get it fixed so he doesn't have to write us up for it on the next visit."

Mr. Baca said that is correct. He didn't give a number of the people needed, and he can't really recommend the number of staff needed, but he just recommended that something be done from the time he left until he comes back.

- Ms. Cook said it seems to her that this should be part of this Board's recommendation in the budget. The City needs to know this is a serious recommendation they need to consider. She said, "I feel very strongly that we need to have them seriously consider staff, and not only consider it, do it, because this Airport is a \$138 million economic engine and we need to support it."
- Mr. Padilla said in the discussions with the FAA, they did talk about the transition. We have 2 employees who are on the latter part of their job duties here and can retire at almost any time now, so adding an additional person will help to continue the service in the maintenance needs for the airport.
- Ms. Cook said, "As long as this is carried forward to the City Council, the City Manager and the Mayor in a strong way."
- Vice-Chair Ortega asked the pleasure of the Board in this matter.
- Ms. Cook said it is so incomplete, she feels it can't be more than a discussion item.
- Vice-Chair Ortega said we can request that it be put together as a complete package and brought back to next month's meeting.
- Mr. Padilla asked Mr. Bulthuis if this will hurt him in the City budgeting process, commenting we want to make sure we get this submitted and heard.

Mr. Bulthuis said, "I think that's the only thing you can approve at this point, because it's the only thing you have, and that was beyond my control. As I said, the whole budget packet wasn't complete. I think there is some merit in a motion of approval on the operating budget that has been submitted and getting the blessing on the items we're asking over and above what we received last year. So addressing some of the outstanding capital needs that deferred maintenance on service equipment, consulting contracts. Those things, I think would be helpful to me if the Board said yes, we agree those are good things to be spending the City's money on."

– Vice-Chair Ortega said then that's approving everything on these two pages."

MOTION: Ron Krohn moved, seconded by Simon Brackley, to approve the regular operating expenses as presented.

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

8. DISCUSSION ITEMS

1. PROPOSED AIRPORT PARKING AND AIRCRAFT TIE-DOWN PERMIT PROCESS UPDATE. (NOEL PINTO)

Mr. Bulthuis introduced Noel Pinto, the new Parking Division Director, who comes to us from the San Francisco Bay area. He is excited to have him here on multiple fronts, one of which is to assist us with both the auto parking and the tie-downs that have been under discussion for some months. Mr. Pinto has experience in working with the Oakland Airport, San Francisco Airport, the City of San Francisco, the City of Berkeley and the City of Oakland. He said he has the aviation, parking management experience as well as a breadth of experience in municipal parking. He said he has shared everything with him that has taken place, and the minutes of the meeting where the most substantive discussion took place last fall and the documents. He asked Mr. Pinto to talk about his impression of that and how we can move things forward. He said he and Mr. Pinto had a great conversation about his willingness to participate in making sure we're doing what we can to serve the customers as well as look at the revenues to be sure we're capturing all revenues that are due.

Mr. Pinto said he is thrilled to be here, noting there is a lot of work to be done. He said he has looked at the Airport parking operations and it is very obvious to him that the Airport Parking operation is not the way it should be, and he has plans to bring this Airport where it needs to be.

Mr. Pinto continued, saying he believes a lot of revenue is being lost. He said when there is a voluntary program people want to pay, but sometimes don't have the proper change and/or have other difficulties which prevent them from paying.

Mr. Pinto continued, saying pay machines will be brought in and installed at strategic points within the parking lot – one in short term and one in long term. He is looking at installing directional signage right away. He said we need signage along the road in advance so people know where they want to go to park. He said the machines will be what we have in the City, and this is the beginning of the process of the revenue system. They will pay for the length of time, they get a receipt, with a printed expiration date and time and they leave that on their dashboard before they depart on the flight. That way, when our staff comes into the parking area, they will be able to look at the dashboard and find out who has paid and who has not.

Mr. Pinto continued, saying one of the things he has learned is that you really do not want to be too punitive on the airport passengers, because they do bring in a lot of money, but at the same time, they also have to understand that there are some fees they have to pay. He said for so long this has been a voluntary effort, and we are transitioning them into this concept that they have to pay for parking. He said we can give them courtesy notices advising them they forgot to pay. He said they can give them a notice that looks like a citation which says courtesy notice and requesting them to submit the payment. He said because we have their license plate printed on the notice, the compliance rate goes up because they know we can find them and send them a final notice.

Mr. Pinto continued and said these are things he's considering, noting he has only been here a month, as things we can do rather than what we currently have been doing. He said he believes we can accomplish these goals. With respect to signage, he said it's somewhat expensive. He said his proposal will be part of the master plan, including the paving of the parking lots. His goal is to pave and stripe the lots. He said there also is a deficiency in the location of the disabled parking, and for those in wheelchairs wanting to cross, there is no marked crosswalk from "the parking lot to let people in." He said these are small improvements that don't cost a lot of money and which we can do as soon as possible.

Mr. Pinto concluded his presentation, saying this is all the update he can give the Board currently, which is based on the minutes he read from previous meetings and in discussions with Mr. Bulthuis and staff.

The Committee commented and asked questions as follows:

- Ms. Cook asked if the parking machines can be operated with a credit card.

Mr. Pinto said yes, they will accept credit cards, debit cards as well as coins.

- Mr. Padilla said, "Now that you are the Parking Director and this is Airport Parking, the revenues still get credited to the Airport, revenues generated here at the Airport, or do they go into the parking fund."

Mr. Pinto said we will have some costs for personnel and equipment, and will amortize them over some period of time, but they do have to recover those costs. He said they will deduct a small percentage for expenses and the rest will go to the Airport. He anticipates that the revenue will increase because of the change in collection methodology and more than likely it will be more than what you get now.

- Mr. Padilla asked if those fees will be determined by the current rates and fees study, or if it is some number that will cover the actual costs.

Mr. Bulthuis said it will be something that the rates and fees study takes a look at – what we're charging and what is charged at similar airports. He said the movement will be as Mr. Pinto described. We want to make it easy for people to pay – make the process of paying for parking less painful. He said getting it done will be painful for people right now. He said getting the equipment out there which is credit card ready is the first step. He said the second step is slowly bringing in enforcement, because we've never done that, and we aren't going to litter the parking lot with tickets. He said we will first give people the opportunity to learn that we are now paying attention through a reasonable, measured process.

Mr. Bulthuis continued saying, in terms of the MOA, they need to cover their costs and that has to come out of the revenues. He said they will bring the MOA to this Board before it is finalized. He said the money-making will stay at the Airport and be serviced by Parking, much like companies do at other airports. There is a desire to keep those dollars at the City rather than contracting the work.

- Ms. Cook asked what is the time line, and where will the funds come from initially.

Mr. Pinto said they will do their best to fund the initial costs from the Parking budget, and he thinks we can accomplish this within the next few months, if not sooner, but not more than 6 months.

- Ms. Cook said that would be just for the parking machines.

Mr. Pinto said, "Yes and some slight improvement in signage." He said you also need signage 1/4 mile before getting to the Airport. He said the Traffic Engineer will be involved in that process so it is in compliance.

- Vice-Chair Ortega asked if there will be longer term costs to implement some of this, and if that will be done by the Parking Division – what is the budget process for 2016.

Mr. Bulthuis said no request has been submitted for additional staff, and it is possible we may need to do that. However, Mr. Pinto will take a comprehensive look at that and finding resources.

- Vice-Chair Ortega asked about the equipment and machinery.

Mr. Bulthuis said we have to buy that, and the maintenance will be part of the MOA, and we want Parking to be responsible for maintenance. He reiterated that those details will be in the MOA which will be brought forward to this Board for approval. There is also a possibility that the Airport could fund the capital requirement to buy those machines, but they're still sorting all of that out.

- Vice-Chair Ortega said this Board is interested in hearing Mr. Pinto's ideas regarding aircraft tie downs and parking permits or licenses.

Mr. Pinto said he and Mr. Bulthuis had a brief conversation about that, and his initial reaction was that he knows nothing about aircraft parking. He said once he understood the concept, the Parking Division can establish that process for permitting. He said he believes the consultant will help us develop what those fees should be. He said you have different size aircraft and you need to come up with a plan that has multiple tiered permits. He said once the rates and permits are established, he can contribute what that should look like, noting they are definitely set up to do that.

Mr. Bulthuis said Mr. Pinto brought to his attention that the City does not have the ability to accept on-line payments for permits, but the City is working on that. He said he thought that already existed, but it doesn't. He said the City at large is working on a comprehensive eBusiness solution for payment on line.

- Ms. Cook asked about insurance, and asked if the person who signs, guarantees they have sufficient insurance on their aircraft.

Mr. Pinto said part of the application process would be the owner has to submit all required documentation for the aircraft, otherwise you don't want to issue them a permit. He clarified he is speaking only of aircraft in this regard.

- Ms. Cook said we have had a problem in the past here at the Airport with derelict aircraft. She asked what you do when an aircraft is sitting on the tarmac, visible to everyone, and it's been there for 1½ years. She said this needs to be addressed, noting it took 1-2 years for the City attorney to get rid of a derelict aircraft, and she would like for Mr. Pinto to look into that.

Mr. Pinto said once the new Airport Manager is hired, he will work with that person who will be knowledgeable about getting rid of derelict or abandoned aircraft.

- Mr. Padilla said they had a call last week from someone looking for that airplane that has been here for years. He said the Airport finally took it over to dispose of it.
- Mr. Brackley said he would urge coordination of signage between parking signage, direction signage, shuttle, and FBO, so we don't invest money in signage that changes a few months later. He said an overall signage/direction conversation needs to take place.

Mr. Pinto said, "Absolutely."

- Mr. Padilla said there is a lot of work being done at the new entrance to the Airport, so as we are talking signage, maybe some of the signs could have dual usage.

Mr. Pinto reiterated that Parking will not install any signage until it is brought back to this Board for its consideration and approval.

2. AIRPORT TERMINAL EXPANSION PROJECT – REVISED PROJECT SCHEDULE AND ACTIVITY

Mr. Bulthuis noted the Revised Project Schedule is in the packet.

Kent Freier, Molzen-Corbin said, working with Mary MacDonald, they developed a new schedule for the improvement. He said we had talked about doing a master plan, but they can't do that because they don't have that time available. He said the first phase of the Master Plan will be done concurrently with the first phase of design, which probably will be better.

Mr. Freier reviewed the Revised Project Schedule, which he said is realistic and will keep us on track with all of the grants. Please see this document for specifics of this presentation.

Mary MacDonald one of the goals in developing the schedule is that Mr. Bulthuis wanted to start construction before the end of 2015 – late November or early December.

Mr. Freier said then we're working with 3 things: Design Phase one, the Master Plan and the Airport Master Plan. He said they want to moved to 75 passenger aircraft .

The Board commented and asked questions as follows:

- Mr. Brackley said he mentioned break out sessions with airlines, etc. He asked if there will be one for frequent flyers to have input.

Mr. Freier said there isn't anything presently for passengers, but there probably will be opportunities, especially with the Master Plan.

- Mr. Brackley said he was thinking more about hotels, and people who are frequent users.

Ms. McDonald said they did have the design charrette, but passengers were not involved. *[inaudible because of noise overlay]*. She said phase one is all about critical needs, how to expedite taking care of them. She said involving the public at this point would drag out the process at this critical stage, but said she can see that happening for future issues.

- Mr. Brackley said he appreciates what Ms. MacDonald is saying, but we have a lot of people in this community who travel a lot and have good ideas.

Mr. Freier said he will consider it.

Mr. Bulthuis said he is willing to do that, and said he and Mr. Freier would discuss what forum would be the best for that.

- Mr. Padilla said the projected completion for the project is May 2016. And asked if we can start another phase in June 2016. He said there will be another ask to the State for money and we're going to try to go to Phase 2, and asked if we definitely can try to get in Phase 2, and make sure we do include input from the traveling public.

Mr. Freier said, "We will be starting all over on Phase 1, and definitely we'll consider that. I'm trying to figure out how to make sure I capture that so it comes up on my calendar a year from now. But I'm sure one of you will remind me of that."

Mr. Bulthuis said, "Just a couple comments I would like to make about the schedule. One is that we're targeting getting a shovel in the ground before the end of the year, and that lines up with the Legislative Session. We want to show them that we're spending the money they've already given us. That those contracts have already been let. It's not done, we don't have the ribbon cutting yet, but in terms of what we have in the bank *[inaudible]*."

That's important for me before I go back and ask for more money. Another reason we targeted that.... well at Christmas we don't want to be tearing up the terminal building, we want to get through the whole holiday season.... but right after that, things just drop. At the least traffic time of year, that's when I really want to do the push to inconvenience as few people as possible, while we're going through the whole construction process."

Responding to Vice-Chair Ortega, "Mr. Bulthuis said we don't want to mess around with the holiday travel periods, but there are components of the project, and we'll talk about that under the next item, that could get started during those holiday times to get that shuttle in the ground before we get into the main terminal area, because there are going to be passenger disruptions, there's no doubt about it. Construction is painful, and we'll do whatever we can to minimize that, but it's not going to be pleasant while we're going through that. So we want it to be during the time when there's the least traffic through the terminal."

- Mr. Padilla said, "Historically, the airlines do drop several flights after Christmas, so you're down to 3-4 flights, rather than 7-8. I agree with John."

Mr. Bulthuis said this is a pretty aggressive schedule, but believes we can meet it, and think's it's important that we do meet this schedule.

Ms. MacDonald said there is discussion where the Airport Manager's office and staff potentially would move over to "this" building, noting that would not disrupt the holiday traffic, so we could start with that.

- Ms. Cook said she is still wondering about the rental car section of the terminal.

Mr. Freier said they will come back to this Board and make other presentations as this progresses.

- Ms. Cook said, "The baggage and people are all going to be out 'here.' And someone had mentioned that you might move the rental car area some place else. Where, possibly, would you think about doing that."

Mr. Freier reiterated, "That's why we're meeting with all of them individually to talk about what are the options. If you stay, here's what is bad, it will be crowded. If we move you, where can we move you and make you whole and happy, and it's sufficient and it's a good operation. Those are the decisions we have to work through at the time."

- Ms. Cook said there are also the passengers who have to go someplace to get an auto rental. She thinks the passengers should have input – the people who might be using the rental cars, rather than the rental car people.

Mr. Freier said we will talk about how we can get that done. He said leaving terminal to get a rental car isn't unusual, but we would have to have a way to get them there. He said these are things that have to be worked out. He said, "I promise you that we're not going to force them to a bad place where they don't like it and it's going to hurt the passenger experience."

- Ms. Cook asked when that discussion will be taking place.

Mr. Frier said he is here every month, so they will provide updates as they progress.

3. JET CENTER AT SANTA FE – FINAL LEASE, DEVELOPMENT PLAN AND SCHEDULE

Mr. Bulthuis said the packet that was presented at the City Council meeting is in the Board packet, with the amendments that were being negotiated, even into the final hours prior to the Council meeting. He said the full final lease has been approved and it's in the packet. He said the Development Plan and schedule are in the packet. He said the layout of the location of where the improvements are going to be constructed is an exhibit as a part of the lease. He said the purpose of including this information in the packet is to keep the board appraised. He said several of the Board members were involved in walking this through every step of the way, others weren't, so he wanted to make sure that everyone is on the same page related to "where the ball landed" at the end of the process.

4 REVIEW OF AVIATION DIVISION FY 2015 FINANCIAL STANDING – ACCOUNTS RECEIVABLE

A copy of *FY 2014/2015 Airport Financial Standing – 02/04/15 Budget Report*, is incorporated herewith to these minutes as Exhibit "4."

Mr. Bulthuis said there is a 3-page summary Budget Report which was requested by the Board to get a snapshot of the status of where things are in this fiscal year, based on the news he reported about the receivables from the Airline.

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

Mr. Bulthuis noted on the first page that the Current Accounting will show payments received to date for each of the anticipated revenues, and under the Remaining Balance would be fees remaining to be paid. He said obviously there is work to do there, noting Items 5 through 10 under Revenues Airfield, relate to the Airline contract, and since those invoices haven't been generated and issued, those receivables haven't been received as well. They are tied to the landing fees, but they are part of the contract with the Airlines.

Mr. Bulthuis continued, "At the last meeting, we were working on the invoices, and I discovered that even the invoices that had been being issued did not match the terms of the contract. So we have an agreement with the airlines about what they have agreed to pay us for operating here, and we have the invoice that the City developed to hold them accountable for their agreement. And there were things in the contract that were not in historical invoices. So there is money there being left on the table. So we're working on that with the Airlines, bringing them into compliance with the agreement that we have, but they're [inaudible] discussions, so it's not happening overnight. It's something that I'm working as diligently as I can on. The change in staffing in the Airport front office, I think I made mention of that in the delivery of the email, so it's pretty much me now covering the front office. We are having staff from other parts of the City assist with making sure customers are taken care of, and I'm certain they're going to support me in the work I'm doing to get us current in our accounting, but it's a process. The intent of this is just to get all of our cards on the table, and this is where things are today. We are going to focus on those items that aren't current first and then continue to work on the overall financial status."

Ms. Cook asked if Terminal Concessions include the revenues from the restaurant.

Mr. Bulthuis said this is correct.

Ms. Cook asked if this for a year, because the year ends May 31st.

Mr. Bulthuis said it ends June 30th.

Ms. Cook said then we're 4 months to the end of the year and there is still \$37,000 in outstanding bills not paid.

Mr. Bulthuis said those are the receivables he was describing.

Ms. Cook asked what is Terminal Rents Other.

Mr. Bulthuis said it is the Tower Lease, from the FAA, and they are current as you can see, noting we have more revenue than was budgeted.

Mr. Padilla said, "Jon, I appreciate all that you do, especially now coming to the Airport the way you did. But I do have questions or even more concerns with the Airlines." He said it sounds like the Airport dropped the ball on billing these things, and now we're going to the Airlines to collect \$300,000 plus.

Mr. Bulthuis said that's this fiscal year, but there are receivables from last year as well.

Mr. Padilla said we're hitting them with a big invoice, commenting they should have known it was coming, whether they prepared for it or not, he doesn't know. He said he would think Mr. Bulthuis would be handling those with "kid gloves." He asked, "What is the temperature of the airlines right now, and do we have concerns that this could turn them off to Santa Fe."

Mr. Bulthuis said, "I don't get that sense at all in talking with the representatives that I have had discussions with. I think they understand they are in the situation that they are in. I think there's liability on both parts, frankly, certainly on the City, but I also think there's liability on the airlines' part. I think there is definitely a desire to work a new contract that makes it clear that the onus is on the airline to pay, based on their operations, whether or not the City invoices them. So all those things are things we're talking about. We are offering them, I don't want to say concessions, but offering them things that maybe we wouldn't have offered them in the early renegotiations, such as support equipment. And we have that application that you've approved for a new de-icer and a new lab cart and that kind of equipment that they won't have to pay for if the City does. So I think they were anticipating having to front those monies under the new contract, and we're now saying we're going to carry that. We're still going to have them be responsible for maintenance, but we're going to pay the up-front costs. So that is the kind of give and the ask has gone down, so they're in a good position. Still, you know, once you close your books, it's tough to go back over a year and make payments for things that occurred that long ago. So those are, like you say, tough conversations. But I don't get any indication that they're not willing to work with us."

Vice-Chair Ortega asked if there is point in time we might cross where we would not be able to seek those payments.

Mr. Bulthuis said, "They have not made a statement like that. We're delivering invoices now, so we're not the one holding up the ability to settle up and get even. I don't think there's any legal reason that would prevent us from asking for full payment for things that have not been invoiced. I think for things, like I mentioned, where we didn't invoice them for things they agreed to pay us, that's going to be tougher. I think the City may just move to walk on some of this. And I don't know at this point, how much we're talking about there, but there is some. Again, there is a

focus for me to just get it right, to make sure our invoices reflect everything in our Lease Agreement for the first time, and then we'll get back in the process going forward, and then work on getting the receivables."

5. FAA PART 139 INSPECTION – CLOSE OUT LETTER

Mr. Bulthuis said there is a copy of the letter and the email in the packet, noting it came in the mail today. He said the letter from the FAA is dated February 16, 2015. He said this is the formal closeout letter which talks about the conditional closeout and waiting for the work Landmark was required to do, and that's been done. He said he hasn't had a chance to photograph it and sent it to FAA, but that certainly will close out that issue.

9. MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

The Board commented and asked questions as follows:

- Mr. Brackley said, regarding signage. He said now that he is on the Board he is paying more attention to the Airport and how people might find it, particularly on I-25 where the only signage to the airport is "a simile of an airplane literally about this size," which in his view is very inadequate to point the public to this facility and to inform people of the fact that we have an excellent airport in Santa Fe. Or as they drive by on I-25 or as they drive to Albuquerque in a snowstorm, we'd like to let them know they could be flying out of here and supporting the local economy. I would like to get this group, or I don't know if this is Jon's job, to investigate what it would take to work with the DOT to upgrade the signage from the north and from I-25 to get to the Santa Fe airport. I think it would benefit everybody out here to be easier to find and clearer for the traveling public."
- Vice-Chair Ortega said he thinks Mr. Bulthuis should visit with the Traffic Engineer and Rick Devine, and Miguel Gabaldon, District 5 Engineer.
- Mr. Padilla asked if there is something this board can help you with.
- Vice-Chair Ortega said we need to send a letter of support for our request.

Mr. Bulthuis said he can draft the letter and the Board can look at it and we can sign it at the next meeting. He said he can start right now in setting up the meetings with the DOT.

- Mr. Brackley said it would be great to have that ready to come on board, just as the master plan was being approved, noting these are all long term process.
- Vice-Chair Ortega agreed that this is not a quick process
- Ms. Cook said she and another Board member worked on this 5 years ago when the signs first went up, and they met with the State. She said Mr. Bulthuis has a lot on his agenda, and she would be willing to do the legwork on this. She said the DOT told them they didn't have the money for huge signs, and she told them to put a sign that points this way.
- Ms. Cook continued, "It's a hard nut to crack, and they don't see that this airport is that important I guess, so if we can help you, let us know. And we worked on it for years, but we'll keep working as far as I'm concerned."

Mr. Bulthuis said, "I think it's important enough that even if DOT..... and we'll ask them to pay for it first, absolutely, it's kind of their signage program and they've paid for it in other places so we'll make that ask, but if we get the response back that they don't have money, we may include that in our capital plan for place placement of a sign in the highway right of way. I think it's that important. It's up to you if you want to give that direction. We do have our contractor on board that's working toward giving us a signage plan, so this will be part of that."

Frank Nichols said the sign that has the Airport exit off 1-25 is the sign to Bandelier. He said, "So unless you know that Bandelier is a certain way, why would you take that exit."

Mr. Bulthuis said the City has a fairly strong relationship with the staff at the DOT, so starting there makes the most sense, and getting support letters and follow-up from the Advisory Board would be what he would recommend.

- Mr. Brackley said this is outside the scope of this Board, but what about some welcome to Santa Fe signage as well, noting we could do that at the same time.
- Mr. Bulthuis said Councilor Maestas is very supportive of that, and is bringing forth a budget request to fund those kinds of welcome signs, gateway kinds of signs..
- Mr. Brackley said he has a couple of sponsors secured as well.
- Mr. Bulthuis said that might assist us. He said can we can broach that with the DOT, saying the City is interested in doing that to get that on their agenda..

- Ms. Cook asked for an update on the Airport Manager.
- Mr. Bulthuis said we have a block of time on Monday to begin the interview process, and he will keep the Board posted.
- Ms. Cook said the State puts out an economic report on airports and their economic importance to the State, and asked for an update on that.

Mr. Bulthuis said their consultant reached out to us for some data, so the project isn't inactive and they're working on it. He asked Mr. Freier if he could give an update on that.

Mr. Freier said the State Aviation Division put out a contract for a statewide system, which is being done by Coffman and Molzen-Corbin. He said they have had one series of PAC committees, and there will be another one during the Aviation Conference in Ruidoso in April. He said right now they are doing an inventory sheet and he is in the process of updating the asset value of each airport from the 2005 values by today's values and by whatever other improvements we made. And they put out a 7 page document on Santa Fe, saying this Airport is worth \$85 million, with an economic engine of \$130 million. He said they are still looking at the employment and salary data, so they are still gathering that information, commenting that will be another 18 months in the making.

- Ms. Cook asked if we still want an ATM machine here at the Airport.
- Mr. Bulthuis said he hasn't been involved in anything like that, but he can check on. He said his guess is the previous Airport Manager was working on it in conjunction with the City's bank, but he isn't certain about that.
- Ms. Cook said it would be a great addition to the Airport, and we would pick up some fees as well.
- Mr. Padilla said previously we had gotten an update on some projects, present and future.
- Vice-Chair Ortega said it would be good to have an update on that at the next meeting.

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

There was no public comment.

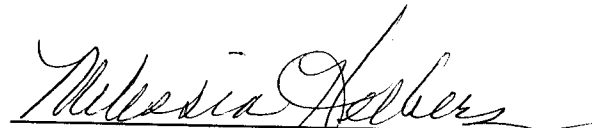
11. ADJOURNMENT

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 6:15 p.m.



Stephen C. Ross, Chair

Melessia Helberg, Stenographer

Airport Advisory Board Sign-In Sheet 05-Mar-15

[illegible]

Epilut "1"



CIVIL AIR PATROL MISSION BASE FACILITY

**C. John Graham, Capt
Santa Fe Composite Squadron
SWR-NM-018**

Exhibit "2"



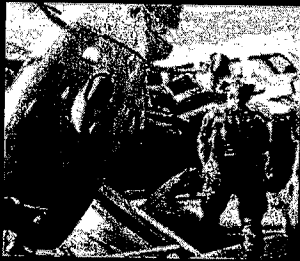
Who We Are



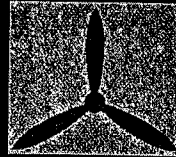
- The national all-volunteer auxiliary of the United States Air Force
- A congressionally chartered nonprofit corporation
- A long-standing presence in Santa Fe, in service to the nation since 1941



What We Do



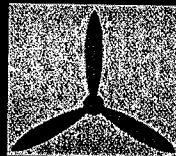
Emergency Services



**SAR/DR
Homeland Security
Counterdrug
Humanitarian Services**



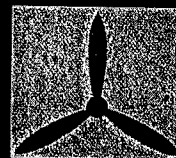
Cadet Programs



**Leadership
Physical Fitness
Activities
School Enrichment Program**



Aerospace Education

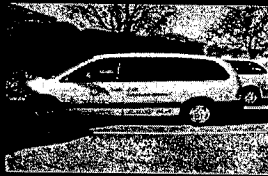


**CAP Members
AE Members
General Public**



CAP Resources

**915
Vehicles**



**8,000
Mobile Radios**

**14,900
Portables**



56,590 Members
34,844 Officers
21,746 Cadets

**2,100 Fixed
Land Radios**

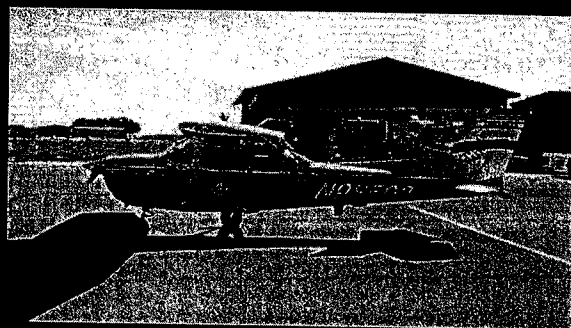
550 Aircraft
+
62 Gliders





The Santa Fe Composite Squadron

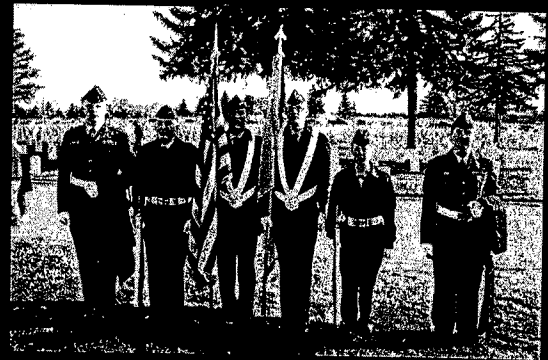
- 28 members and growing
 - 14 seniors
 - 14 cadets
- Cessna 172
- 11-passenger van
- Mission base facility
 - FM and VHF radios
- Active cadet and aerospace education programs





The Santa Fe Composite Squadron

- A regional resource partnering with
 - CAP NM Wing
 - ES and DoD missions
 - Credited with saving 6 firefighter lives during Cerro Grande fire
 - NM National Guard, NM State Police, area SAR organizations
- Community service
 - Wreaths across America
 - Governor's inauguration





CAP Saves Taxpayer Dollars

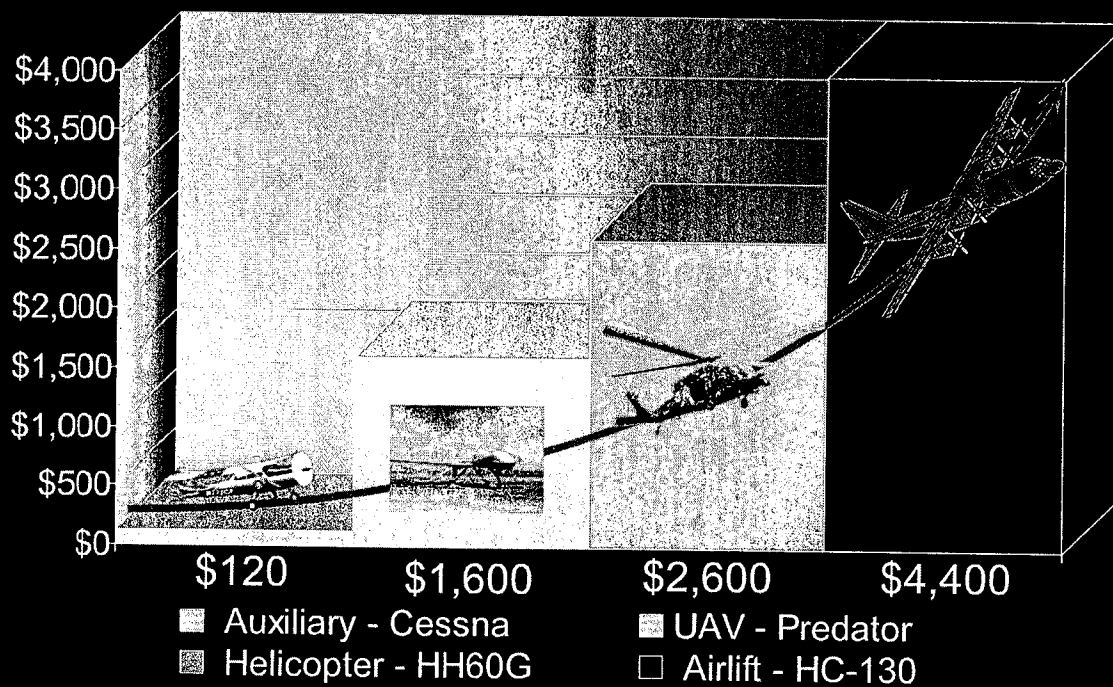


Chart shows average cost per flying hour
CAP normally receives funding from the requesting agency



The Problem

- We are currently based at a WWII-era building
 - Health hazard, leaking roof, marginally functional utilities
 - Unsuitable for cadets
 - Detrimental to recruiting
- Positives:
 - Good location and space layout
 - \$1/year lease from City



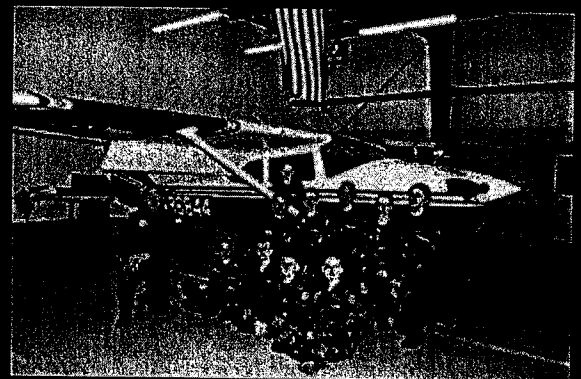


The Solution

- A safe and modern mission base facility for New Mexico's capital city
- Support for the full scope of CAP activities
 - Aircraft hangar
 - Mission planning and briefing, crew rest
 - Air and ground communications
 - Cadet programs
 - Aerospace education
- Meeting space for other SAR organizations



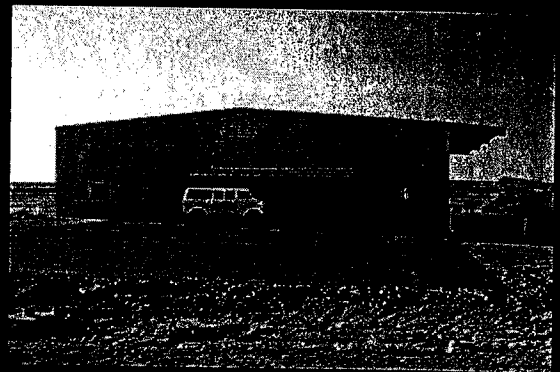
Farmington Mission Base Facility





Funding and Siting

- **Capital outlay needed for design and construction**
 - Cost estimate in work
 - Project management by NM Aviation Department and City
- **A City asset leased to CAP**
 - FAA Order 5190.6b allows "nominal lease rate" for military aeronautical units such as CAP
- **Desired location near north ramp**
 - Coordinated with Airport Master Plan



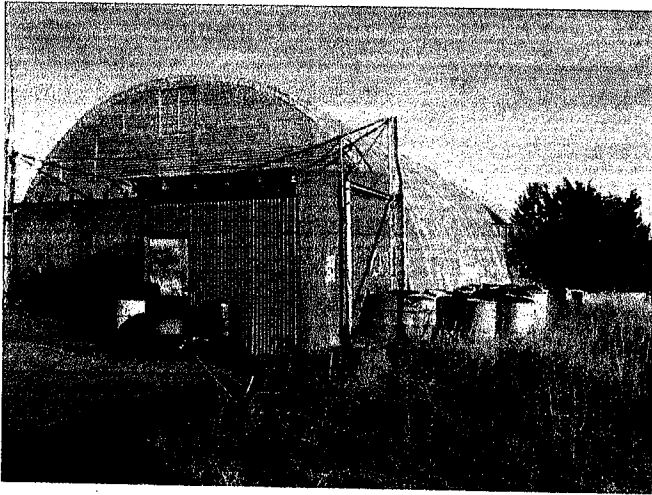
Farmington Mission Base Facility



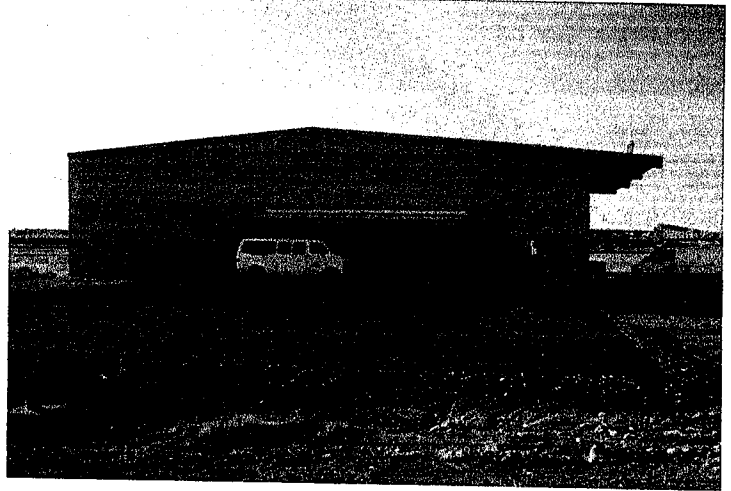


- **SAVING LIVES**
- **SUPPORTING STATE
AND NATIONAL
MISSIONS**
- **ADVANCING EDUCATION**
- **PREPARING FUTURE
LEADERS**





FROM THIS



TO THIS

Santa Fe Civil Air Patrol

Mission Base Facility Project

THE PROBLEM

We are currently based in a WWII-era building far past its useful life and no longer suitable for occupancy

THE SOLUTION

A safe and modern Mission Base Facility for New Mexico's capital city, supporting the full scope of Civil Air Patrol activities

- aircraft hangar
- mission planning and briefing, crew rest
- air and ground communications
- cadet and aerospace education programs

WE NEED YOUR SUPPORT for 2016 capital outlay funding for design and construction of a new facility at the Santa Fe Airport

WHO ARE WE? (OVER)

FOR INFORMATION: 505-280-1426 or 505-690-4212

www.safcap.org

← 11.1.17 1311

WHO WE ARE

- The all-volunteer auxiliary of the US Air Force serving the nation since 1941 with cost-effective
 - *air and ground search and rescue*
 - *disaster response*
 - *youth development*
 - *aerospace and cyberspace education*
- A congressionally chartered non-profit corporation
- Highly qualified aviators, staff, and cadets able to respond to a variety of emergency services needs
- An abiding presence in Santa Fe, partnering with State and Federal agencies and local SAR groups to provide vital services in times of need

FY 2014/2015 Airport Financial Standing

02/04/15 Budget Report

	Current Budget	Current Accting	Current Encumb	Remaining Balance
REVENUES				
<u>Airfield</u>				
Tie Down Fees	\$ (50,000)	\$ (21,312)	\$ -	\$ (28,688)
Landing Fees	\$ (298,901)	\$ (3,188)	\$ -	\$ (295,713)
Parking Fees	\$ -	\$ (159)	\$ -	\$ 159
Fuel Flowage	\$ (179,000)	\$ (95,730)	\$ -	\$ (83,270)
Car Rental Receipts	\$ -	\$ (487)	\$ -	\$ 487
Gate Fees	\$ (35,565)	\$ -	\$ -	\$ (35,565)
Fire Protection Fee	\$ (181,152)	\$ -	\$ -	\$ (181,152)
Airline Security Fee	\$ (47,516)	\$ -	\$ -	\$ (47,516)
Airlines Equipment Fee	\$ (64,625)	\$ -	\$ -	\$ (64,625)
Land Rentals	\$ (170,000)	\$ (73,881)	\$ -	\$ (96,119)
Airlines	\$ (14,140)	\$ (5,067)	\$ -	\$ (9,073)
NM Dept of Transport.	\$ (10,000)	\$ -	\$ -	\$ (10,000)
Interfund Transfers	\$ (582,646)	\$ (388,431)	\$ -	\$ (194,215)
<u>Airport Terminal</u>				
Car Rental Receipts	\$ (300,000)	\$ (200,025)	\$ -	\$ (99,975)
Fees Based GR	\$ (70,000)	\$ (20,543)	\$ -	\$ (49,457)
Terminal Concessions	\$ (50,500)	\$ (13,464)	\$ -	\$ (37,036)
Terminal Rents Other	\$ (34,560)	\$ (33,906)	\$ -	\$ (654)
Miscellaneous Revenue	\$ -	\$ (436)	\$ -	\$ 436
Interest on Investments	\$ (586)	\$ (938)	\$ -	\$ 352
Interest (Amort of Prem)	\$ -	\$ (45)	\$ -	\$ 45
<u>Airport Landside</u>				
Parking Fees	\$ (127,000)	\$ (86,777)	\$ -	\$ (40,223)
Interest on Investment	\$ -	\$ (195)	\$ -	\$ 195
Interest (Amort of Prem)	\$ -	\$ 9	\$ -	\$ (9)
TOTAL REVENUES	\$ (2,216,191)	\$ (944,575)	\$ -	\$ (1,271,616)
EXPENDITURES				
Salaries	\$ 318,750	\$ 90,248	\$ -	\$ 228,502
Overtime	\$ 25,000	\$ 7,526	\$ -	\$ 17,474
Worked Holiday @1.5	\$ -	\$ 355	\$ -	\$ (355)
On Call Shift	\$ -	\$ 28,694	\$ -	\$ (28,694)
Annual Leave	\$ -	\$ 21,367	\$ -	\$ (21,367)

Exhibit "4"

Personal Day	\$ -	\$ 262	\$ -	\$ (262)
Miscellaneous Leave	\$ -	\$ 667	\$ -	\$ (667)
Comp-time	\$ -	\$ -	\$ -	\$ -
Sick Leave	\$ -	\$ 4,209	\$ -	\$ (4,209)
Incentives	\$ -	\$ 523	\$ -	\$ (523)
FICA	\$ 17,407	\$ 11,119	\$ -	\$ 6,288
Retirement (PERA)	\$ 51,622	\$ 22,631	\$ -	\$ 28,991
Employee Health	\$ 61,761	\$ 27,254	\$ -	\$ 34,507
Retiree Health Care	\$ 5,127	\$ 2,205	\$ -	\$ 2,922
Unemployment Insur.	\$ 1,032	\$ -	\$ -	\$ 1,032
Worker's Comp	\$ 6,538	\$ 4,377	\$ -	\$ 2,161
City Share Dental	\$ 1,304	\$ 1,108	\$ -	\$ 196
Personnel Total	\$ 488,541	\$ 222,545	\$ -	\$ 265,996

Professional Contracts	\$ 7,500	\$ 6,124	\$ 4,693	\$ (3,317)
Service Contracts	\$ 109,358	\$ 47,468	\$ 15,934	\$ 45,956
Gas	\$ 8,500	\$ 4,143	\$ 2,775	\$ 1,582
Water	\$ 7,875	\$ 9,433	\$ -	\$ (1,558)
Electric	\$ 44,100	\$ 17,420	\$ 26,680	\$ -
Communication	\$ 2,205	\$ 353	\$ 1,647	\$ 205
Rep/Maint Bld/Structure	\$ 18,400	\$ 8,272	\$ 3,156	\$ 6,972
Rep/Maint Grounds/Rds	\$ 8,400	\$ 2,086	\$ 1,483	\$ 4,831
Rep/Maint Furn/Fix/Equip	\$ 1,066	\$ 896	\$ 9	\$ 161
Rep/Maint Mac&Equip	\$ 8,135	\$ 6,119	\$ 597	\$ 1,419
Rep/Maint Vehicles	\$ 2,100	\$ 412	\$ -	\$ 1,688
Office Supplies	\$ 1,950	\$ 1,205	\$ -	\$ 745
Operating Supplies	\$ 13,206	\$ 8,398	\$ 1,395	\$ 3,413
Safety Supplies	\$ 975	\$ -	\$ -	\$ 975
Uniform, Clothing, Linen	\$ 2,800	\$ -	\$ 2,345	\$ 455
Books/Subsc/Periodicals	\$ 1,875	\$ -	\$ -	\$ 1,875
Book Acquisition	\$ 44	\$ -	\$ -	\$ 44
Auto Parts	\$ -	\$ 164	\$ -	\$ (164)
Tires	\$ 735	\$ 722	\$ -	\$ 13
Gasoline	\$ 6,000	\$ 1,808	\$ 712	\$ 3,480
Diesel	\$ 4,335	\$ 709	\$ 2,291	\$ 1,335
Gen Liab Dept. Assess	\$ 21,324	\$ 14,216	\$ -	\$ 7,108
Benefits Dept Assess	\$ 2,334	\$ 1,556	\$ -	\$ 778
Gen Liab Third Party	\$ 25,000	\$ 11,781	\$ -	\$ 13,219
Out of State/Per Diem	\$ 400	\$ -	\$ -	\$ 400
In State/Per Diem	\$ 500	\$ -	\$ -	\$ 500
Out of State/Trans	\$ 350	\$ -	\$ -	\$ 350
In State/Trans	\$ 200	\$ -	\$ -	\$ 200
Registration	\$ 1,609	\$ 750	\$ -	\$ 859
Postage/Mail Service	\$ 650	\$ -	\$ -	\$ 650

Employee Training	\$ -	\$ -	\$ -	\$ -
Print/Publish	\$ 1,200	\$ 680	\$ 210	\$ 310
Dues	\$ 1,265	\$ 550	\$ -	\$ 715
Land/Building	\$ 200	\$ -	\$ -	\$ 200
Equipmen/Machinery	\$ 1,664	\$ 80	\$ -	\$ 1,584
Svs of other City Dept	\$ 153,201	\$ 102,134	\$ -	\$ 51,067
Inventory Exempt	\$ 2,100	\$ -	\$ 238	\$ 1,862
Regular Operating Exp	\$ 461,556	\$ 247,479	\$ 64,165	\$ 149,912

Salary Line Items	\$ 488,541	\$ 222,545	\$ -	\$ 265,996
Regular Admin Expe	\$ 461,556	\$ 247,479	\$ 64,165	\$ 149,912
TOTAL EXPENSES	\$ 950,097	\$ 470,024	\$ 64,165	\$ 415,908