



Agenda

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AIRPORT ADVISORY BOARD MEETING

THURSDAY, MAY 14, 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: APRIL 2, 2015

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

PRESENTATIONS

1. MATTERS FROM THE AIRLINE STATION MANAGER – DEYANIRA “DEE” CERDA
2. MATTERS FROM AIR TRAFFIC CONTROL TOWER MANAGER – BOB WOOD
3. PRESENTATION OF PHASE I TERMINAL RENOVATION PROJECT SCHEMATIC – JOHN PATE
(THIS ITEM MAY INCLUDE “WALK THROUGH” OF EXISTING TERMINAL DURING PRESENTATION)

ACTION ITEM

1. APPROVAL OF DESIGN SCHEMATIC – TERMINAL RENOVATION & EXPANSION PROJECT: PHASE I

DISCUSSION ITEMS

1. AIRPORT PARKING “PAY AND DISPLAY” PROJECT STATUS UPDATE
2. JET CENTER AT SANTA FE – LICENSE AGREEMENT & PROJECT DEVELOPMENT UPDATE
3. REVIEW OF AVIATION DIVISION FY2015 FINANCIAL STANDING – ACCOUNTS RECEIVABLES
4. AIRFIELD ACCESS PROCEDURES, PROTOCOLS, AND FACILITY UPGRADE NEEDS
5. SECURITY CONTRACT AND STAFFING REQUIREMENTS – MEMORANDUM OF AGREEMENT
6. OPERATING AND LEASE AGREEMENT NEGOTIATIONS – AMERICAN AND UNITED AIRLINES

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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Thursday, May 14, 2015**

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**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, May 14, 2015**

1. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, May 14, 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
Troy Padilla
Mark Miller

MEMBERS EXCUSED:

Ron Krohn

OTHERS ATTENDING:

John Bulthuis, Transportation Department Director
Elizabeth Martin for Melessia Helberg, Stenographer

There was a quorum of the membership in attendance.

AUDIENCE:

William Aneshensel, Aviation Association of Santa Fe
Cliff Chetwin, Kestrel Aviation
Ken DeLapp, Landmark Aviation
Kent Freier, Molzen Corbin
Larry Haight, Sierra Aviation
Mary MacDonald, City Project Manager
Steve Merlan, Santa Fe Aviation
Frank Nichols, Frank Nichols Designs
Captain Glen Nicolet, Civil Air Patrol
John Pate, Molzen Corbin
Michael Szczepanski, New Mexico Sport Aviation

A copy of the sign-in sheet for the meeting of May 14, 2015, is incorporated herewith to these minutes as Exhibit "1."

3. APPROVAL OF THE AGENDA

Chair Ross said regarding item #1 under Presentations, he received a text from Ms. Cerda that she is unable to attend this evening, so there will be no report.

Chair Ross said Item #2 under Presentations, Mr. Wood also is absent, so there will be no report, so there are two items to be removed from the Agenda.

MOTION: Mark Miller moved, seconded by Chris Ortega, to approve the Agenda, as amended.

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

4. APPROVAL OF MINUTES – APRIL 2, 2015

MOTION: Simon Brackley moved, seconded by Troy Padilla, to approve the minutes of the meeting of April 2, 2015, as presented.

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

5. PUBLIC COMMENT

A copy of an email dated May 14, 2015, from Ronald Tarrson to Jon Bulthuis, and Mr. Bulthuis's response to Ronald Tarrson, from John Bulthuis, regarding including Mr. Tarrson's comments in the record at the Airport Advisory Board Meeting, is incorporated herewith to these minutes as Exhibit "2."

A flyer *Santa Fe Civil Air Patrol – Mission Base Facility Project*, entered for the record by Captain Nicolet, is incorporated herewith to these minutes as Exhibit "3."

Kent Frier, Molzen-Corbin, said they have been in contact with NMDOT regarding the diverging diamond interchange, and they are educating the public about how to navigate it, commenting it is new to New Mexico. He has a brochure explaining how the interchange works, noting there will be kiosks at the outlet mall and other places where these brochures will be placed for the public.

Mr. Ortega asked if their website has a simulation on it.

Mr. Frier said yes it does.

Mr. Aneshensel, President of the Aviation Association of Santa Fe, read an email into the record from Ron Tarrson, a member of the Association, urging him to include a buildout of the patio area into the initial construction phase. Please see Exhibit "1" for the text of the emails.

Mr. Aneshensel said they have asked for comments from the Association, noting they have received a lot of different opinions. He said a number of people have suggested using the patio area. There is also concern about parking the aircraft. He said he taxied in a week ago and there were two large airliners parked, extending four feet out on to the taxiway. He said this causes concern with people getting off the planes and with the inflow and outflow of passengers. He said having two larger aircraft parked side by side might encroach onto the taxiway, and they have to park one behind the other, or be nosed in, but that requires a tug and a trained operator which we do not have.

Captain Glen Nicolet, Santa Fe Civil Air Patrol, said, "I want to remind you that we are still working on space and will continue to update you." Captain Nicolet handed out a flyer regarding the Santa Fe Civil Air Patrol [Exhibit "3"].

Chair Ross asked Captain Nicolet if has talked with Jon Bulthuis about this.

Captain Nicolet said they have, and they are trying to get the old building inspected, noting there are several health issues with the building, of which Mr. Bulthuis is aware.

6. PRESENTATIONS

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

This item was removed from the agenda.

2. MATTERS FROM THE AIR TRAFFIC CONTROL TOWER MANAGER (BOB WOOD)

This item was removed from the agenda.

3. PRESENTATION OF PHASE I TERMINAL RENOVATION PROJECT SCHEMATIC – JOHN PAGE (MAY INCLUDE WALK-THROUGH OF EXISTING TERMINAL DURING PRESENTATION)

A copy of *Site Improvements – Airport Terminal Improvements 2015 CIP Project #611(B)*, dated May 2015, is incorporated herewith to these minutes as Exhibit "4."

A copy of the *Airport Gate Management Plan*, prepared by Molzen-Corbin, is incorporated herewith to these minutes as Exhibit "5."

A copy of the *Project Schedule – Santa Fe Municipal Airport Terminal Improvements*, prepared by Molzen-Corbin, is incorporated herewith to these minutes as Exhibit "6."

Mr. Frier said you all have a handout showing the proposed site improvements. He said John Pate, Chief Architect will present information on the changes.

Mr. Pate said the walk through of the terminal is optional based on what you would like to do, and I am opening to do that walk-through.

Mr. Pate said the last graphics you saw regarding the improvements have been updated, and presented information referring to an enlarged version of Exhibit "4."

Mr. Pate said they have met one-on-one with the car rental people, the shuttle service, Airport staff, City staff, and Dee Cerda, Maggie and Lisa with TSA, as well as with Lisa with the grill. He said they went over all their issues, and based on those discussion, we updated the last plan, which is what he has here today. Mr. Pate said there is a very limited budget for this initial phase in to resolve the immediate problems. He said this is not the master plan, noting this plan is to resolve immediate problems.

Mr. Pate said there is not enough space in the secure area to address all that needs to be done. He said they discussed having an arrivals gate in the short term. Mr. Pate handed out copies of the proposed Airport Gate Management Plan [Exhibit "6"]. Mr. Pate explained the people movement and baggage movement have been addressed with this plan. He said this is concept #1. It brings arriving passengers into the area in front of the rental car desk. He said they may add airlock or vestibule outside the doors as well. This will allow arriving passengers direct access to rental cars, their baggage and the parking lot. They also are thinking of a covered outdoor area to protect the shuttle drop offs.

Mr. Pate said at the north office where TSA is located, we are addressing baggage check, noting every bag goes through screening. They plan to revise the conveyor system, so ticket agents will be able to send bags out to the inspection area, and another conveyer will take the bags outside for staff to load on the planes. He said they also would like to enclose the area, which will depend on the availability of funds.

Steve Merlan, Santa Fe Aviation said if arriving passengers are going around to the south end they will be exposed to the elements.

Mr. Pate said that is correct, but that is true for passengers now.

Ms. Cook said then the outgoing baggage will be crossing over the arriving people who are coming in, and asked if that is correct.

Mr. Pate said that is correct, but it doesn't all have to happen at the same time.

Mr. Padilla said in looking at the size differential between the current gate and the proposed gate, the new gate is larger.

Mr. Pate said that is correct, it is larger but not by a lot. He said the advantage is not the size of the gate, but that it does not conflict with passengers. He said their primary goal is to avoid congestion at the front door to the terminal.

Mr. Padilla asked if there will be doors closing off the baggage area.

Mr. Pate said yes, and you will be encouraged to take the exit just to your right.

Mr. Pate said the other aspect to the plan is to clear up the area where the queue is for security purposes. He said, hopefully, you will not be held back when your plane arrives. He said they are opening-up the security queue area where the baggage claim is now. He said new TSA equipment is larger than what they have now, and they have been given a private space as well if someone needs private screening.

Mr. Brackley asked if TSA has looked at and approved this plan.

Mr. Pate said yes. He said they are very flexible and are doing their best to work with us. He said we are trying to limit demolition but it will be necessary to jackhammer some floors.

Ms. Cook asked what is the proposed square footage of Area 21, compared with what we have now.

Mr. Pate said he doesn't have that information with him, noting currently below Area 20 is a part of Area 21, and it has been taken out of Area 21. The vending machines are now in a private tent, so Area 21 is the same size as previously.

Mr. Pate said once you are in the gate area you will see it takes the bulk of the restaurant dining room and opens it up to the gate. He said they are proposing to use the existing door and provide a wall around it, so the door going out is Gate #2 to the runway. The kitchen employees will require clearance to move in and out of the secure area as needed. They will be serving food in Area 24 and in the existing snack bar area, which gives them a bit more space for café tables. Public restrooms will be provided in the secure area. The ones there now will remain but will be renovated for the foyer area. In discussions with the City, "everyone" said the patio was valuable to them and part of the culture, and "We are working with that."

Chair Ross asked if the patio will be accessible to anyone under the proposed plan.

Mr. Pate said it will be available anyone who has been screened through security.

Mr. Padilla asked if it will be a smoking area.

Mr. Pate said no, because it is too close to the building.

Chair Ross asked Mr. Pate to talk about how the restaurant is going to work.

Mr. Pate said there will be a restaurant and a snack bar. The eating area will be unsecured. When you are in Gate #1 or Gate #2 areas, you can order a meal, noting the food service personnel will have to be secure and pre-screened.

Cliff Chetwin, Kestrel Aviation, said then you are saying that only non-ticketed passengers will have counter service.

Mr. Pate said yes, if they don't have a gate pass.

Mr. Chetwin said if they are not ticketed, they cannot get a gate pass. If they are a tenant of the Airport, they will only be able to get counter service.

Mr. Pate said it is the same food and there will be café tables where they can sit.

Mr. Chetwin asked what is the proposal to direct people to the front of building after they exit the south door of the building.

Mr. Pate said that will take some wayfinding signage. He said, "This is not a perfect solution. I think a lot of people will go through the lobby. However, this will minimize the queue area in the lobby."

Mr. Frier said hopefully they will use the vestibule door to the left and the door to the right.

Mr. Pate said they should look up and see signs that will show them the way, noting way finding is definitely necessary.

Mr. Pate said if funds are available, the lobby will be extended into the portico at the front to alleviate some crowding at the ticket counter and in the lobby. He said their biggest goal was to eliminate congestion in the lobby. It is clear to them that there is major confusion when coming out on the apron to plane and to deplane.

Ms. Cook said asked where will arriving passengers walk to get to the shuttle.

Mr. Pate said through the lobby or the new vestibule.

Mr. Padilla said it seems like most of the space being redesigned is internal and coming from the restaurant. He said you indicated you visited with the restaurant people and they are okay with this.

Mr. Bulthuis said they are okay with the plan that has been prepared. He said there has been discussion about whether their business model will remain in the Airport. He said they did not ask for any new equipment, noting they offered all kinds of things, and they said they were good with the plan. He said they are looking forward to having service on both sides of the terminal. He said it will be nice to have a sidewalk café feeling.

Mr. Pate said they are happy with TSA moving, because they will regain some table space.

Chair Ross asked how big is the yellow area for the restaurant.

Mr. Pate said he doesn't have that information with him.

Mr. Padilla asked how many people will fit in the restaurant.

Mr. Pate said it has been reduced by the size of restrooms, and it is maybe 160 square feet. He said there is also some non-table seating in the gate area.

Mr. Padilla said the Pilot's Association meets there on a daily basis, and asked if that can continue.

Mr. Miller said it looks like it is an area of 16 feet by 24 feet.

Chair Ross said that is correct.

Mr. Pate said the existing part of the restaurant is 16 feet by 24 feet, and café tables are being added .

Chair Ross said it looks like the proposal puts the restaurant with no loss of space, except to the public who is used to using it.

Mr. Pate said if TSA will not issue gate passes, then the answer is yes.

Mr. Bulthuis said TSA has not said they will not issue gate passes, and he thinks it is very possible that they will.

Mr. Padilla asked if the restaurant is okay with the proposed space.

Mr. Pate said yes, commenting that they are excited with this plan.

Chair Ross asked Mr. Pate, at the conclusion of his presentation of this proposal, if he can tell us how this proposal integrates with future plans for the Airport.

Mr. Brackley asked Mr. Pate if he has a sense of how much of the restaurant business is passenger and how much is non-passenger.

Mr. Pate said, "I don't have a sense of that. Lisa said it is going to be a very enlightened future for them. This proposal does not interrupt their service for private planes, which is very important to them, and it gave them an area outside of the secure area."

Mr. Frier said the furniture in the restaurant could be changed to allow seating of more people. He said right now the booths have limited seating and take up a lot of space.

Mr. Pate said they propose getting rid of the booths and using square food tops, because they can get those closer together and serve more people.

Chair Ross asked about the audio system.

Mr. Pate said that needs to be upgraded as does the lighting and signage.

Ms. Cook asked the rationale for keeping the patio as is, commenting we are spending a lot of money and not enlarging the facility, and she believes it could be used for people who want to have a place to sit and eat.

Mr. Pate said the thinking was that the patio is sacred. He said the budget is very limited, and there are a few places where we are adding to the building but we are doing it inexpensively. We can only work with the space under the existing roof structure. He said \$860,000 is not much money to work with, and there are major limitations to our ability to expand outside the existing building.

Mr. Ortega said it seems as if we are on the cusp of making the initial immediate improvements, and asked where is the City with the master plan.

Mr. Bulthuis said Mr. Pate will talk a bit about that, and if you look at the second page of the handout it will be clearer [Exhibit "4"]. He said we are trying to do what we can within the existing footprint so we don't have to get into utility requirements and development requirements which are big ticket items.

Mr. Pate said the patio is deceptive, and we can't build out any further.

Mr. Frier said the existing face of the building is already encroaching on the building restriction line, and we can't go any further than existing building lines.

Mr. Cook said the patio is 1,300 sq feet.

Mr. Bulthuis said regarding the patio, the comments he has heard in developing this plan over the past 6 months, is that there is a strong desire to maintain that feature. He said, given the constraints we have, the goals for the project and the budget we have, this the best recommendation. He said we are talking about it and trying to make it better. He said granted the access is a bit limited if you have no gate pass, but they are working with TSA on that. He said we will offer an outside area for passengers before they board the plane. The patio will have upgrades such as better landscaping and a better fence.

Mr. Chetwin asked if you have to go through screening with a gate pass.

Mr. Bulthuis said yes.

Mr. Brackley talked about the appearance of the terminal, commenting that the patio is ugly and can be much improved without radically changing the look of building.

Mr. Pate said we have seen days where several planes were late and there were lots of people out there. He said by fixing the fence, keeping the view of the runway and with new landscaping, we will provide more space out there and it will be more pleasing to look at.

Mr. Pate reviewed the Site Plan, page 2 of Exhibit "4." He said what is being done in this interim phase is totally conducive to the master plan. We don't have the ability to expand to the west and it does not do us any good expand east. He said anything more than this will require a new terminal. He can they can say is that with the proposed TSA area and rest area, and the fact that we will now have two gates, does lend itself to expansion for a concourse. He said we have the ability to expand south.

Mr. Pate said they want to clear the traffic confusion at the front of terminal. The alignment of Jaguar Drive probably allow that to become the new entrance to the Airport. As time moves forward you will want to get car rentals out of the corner, provide space for them, move their maintenance and clean-up facilities off this map. That operation has to move from the south doors.

Chair Ross asked how big are the blue areas.

Mr. Pate said the concourse expansion is as long as entire airport is now.

Mr. Ortega asked if there is any opportunity in the future for public use of an outdoor area instead of the patio.

Mr. Pate said maybe we could replicate the patio, but we not in a place at this time to program that space. The old terminal for a small terminal was a great idea, but as it expands it has some inflexible parts.

Mr. Frier said we thought two-way traffic in front of the terminal would be less confusing.

Mr. Pate said it is possible security and screening could move more north at some point and give the restaurant more space.

Chair Ross asked what would be phase two of this plan.

Mr. Pate said it would be the construction of a concourse, which will require more security and more baggage handling as well, and there may be an opportunity to have the restaurant space restored. He said TSA can move, and they don't mind moving, as long as they get slightly better space every time they move.

Larry Haight, Sierra Aviation, said, regarding the layout of the parking lot, there is a considerable amount of traffic there and out to the other activities.

Mr. Frier said we left the access open to gate #1, and we would still have access to Gate #2, noting Gate #3 isn't in use at this time, and Gate #4 "has been completely gobbled up."

Mr. Haight said he is concerned about gate #1.

Mr. Frier said hopefully it will be marked better.

Mr. Padilla said he thinks some of the traffic may change on gate #1 with handing out badges.

Chair Ross said we are at stopping point, and asked the Board members if they would like a walking tour, or if they have heard enough.

Ms. Cook said she thinks seeing it is different from hearing about it.

Mr. Miller asked if we can we go on a walk, and Mr. Brackley asked if we are going to go through the secure area.

Mr. Frier said we can't get in the restaurant, because it is closed.

Mr. Brackley said then the next step is for the board to approve this proposal.

Chair Ross said we can take a recess and tour the area.

Mr. Pate said it would be illuminating if we could walk into the administration building, commenting that it will be gutted and will be one large space.

Chair Ross asked how many members of the board want to take the tour. The Board decided to continue the meeting without taking the tour.

Frank Nichols, Frank Nichols Design, said his main concern is in regard to outgoing bags, commenting that loading bags while people are deplaning could cause a log jam.

Mr. Pate said he agrees, but it is unavoidable at this airport at this time.

Ms. Cook asked if they did use part of that patio how many feet it could be pushed out.

Mr. Pate said 10 feet, but bear in mind that it is a load bearing wall. He said we can't tear down walls between windows.

Responding to a question from Ms. Cook, Mr. Pate said the bathrooms are 10 feet by 16 feet.

Ms. Cook said asked if building new bathrooms would be more cost efficient, instead of ripping up the floors in the restaurant.

Mr. Pate said you are suggesting to put the bathrooms in the 10 feet.

Ms. Cook said yes, rather than tearing up part of the restaurant.

Mr. Pate said we could do that, but that would be an expansion of the building, and there are no funds currently to do that.

Ms. Cook said she understands remodeling an old building is hard. She said she is just asking if it is possible, noting the sewer is right there.

Mr. Padilla said that is a tie in to the sewer line.

Mr. Frier said it goes to the corner.

Ms. Cook said she was just wondering if it was possible. She asked the line will go to the new bathrooms.

Mr. Pate said we filled up the lower area, and the sewer is there. He said it will be necessary to jackhammer the floor in some areas. He said a pump system could be used, but that would be one more thing that would cost money.

Mr. Pate said they specifically put those restrooms there for accessibility to water and sewer.

Mr. Ortega asked if the schedule is still the same as the one given to us in March [Exhibit "5"].

Mr. Bulthuis said yes it is.

Chair Ross said he doesn't quite understand.

Mr. Bulthuis said we are aware of the schedule and currently are on schedule. He said we are getting ready to go out to bid so we can do construction during a time when our passenger count is the lowest.

Ms. Cerda arrived at the meeting.

Ms. Cerda said, regarding the restaurant, she doesn't know about the current contract. However, she has had to purchase food in town for passengers due to the restaurant being closed. She asked why we should accommodate them when they do not accommodate us.

Mr. Bulthuis said we are in negotiations with that tenant. He said based on this plan, we will advance contract negotiations with the restaurant so we have agreements to move forward and have open hours in the restaurant that match our flight schedules.

Ms. Cerda said there have been times when our 4:00 p.m. flight gets delayed to 7:00 p.m., and the restaurant closes at 3:00 p.m., commenting they never know when the restaurant is going to close.

Mr. Bulthuis said the option for them to close whenever they want will not be in the new contract.

Ms. Cook said that would that mean if they can't make money at the Airport, we might lose the restaurant. She understood that Lisa was the only one to bid on the contract last time.

Mr. Bulthuis said we don't want to force out a successful business, and we are in negotiations right now, but how they serve and the restaurant schedule will be negotiated. He said we need to negotiate some kind of food service – packaged or prepared food. He said the City is not in the business of putting private businesses out of business. He said they will do whatever is necessary to succeed. He said, "My job is to negotiate a contract that works for all parties."

Mr. Cook said she spoke with Lisa, and Lisa said something about having a food cart that you can roll through security, and asked if that is something that would work.

Mr. Bulthuis said yes.

Chair Ross said reminded the Board that we are off topic.

7. ACTION ITEM

1. APPROVAL OF DESIGN SCHEMATIC – TERMINAL RENOVATION & EXPANSION PROJECT: PHASE 1

Chair Ross asked Mr. Bulthuis if he has anything else to add.

Mr. Bulthuis said once the Board makes a decision, if it is an affirmative decision, then the next step will be to present the proposed plan to the Governing Body.

Chair Ross asked when that will be done, and Mr. Bulthuis said he is not sure.

Mr. Brackley asked if that means this has to go through the City Council committees and public hearings.

Mr. Bulthuis said the City Manager will decide that, but typically that is what happens. His guess is that there will be a presentation item at Council.

Mr. Frier said so if we submitted the plan tomorrow it would be 4½ weeks to get approval.

Mr. Brackley said we need to make it clear to the Governing Body that this is an interim fix and not the master plan, and Mr. Bulthuis agreed.

MOTION: Mark Miller moved, seconded by Simon Brackely, to approve the Design Schematic, Terminal Renovation and Expansion Project, Phase I, as presented.

VOTE: The motion was approved on a voice vote, with Simon Brackley, Chris Ortega, Troy Padilla and Mark Miller voting in favor of the motion, no one voting against and Carolyn Cook abstaining.

8. DISCUSSION ITEMS

1. AIRPORT PARKING "PAY AND DISPLAY" PROJECT STATUS UPDATE

Mr. Bulthuis said the information is in the Board packet. He said the new system is coming on line next month, and we are right on schedule as planned.

Mr. Ortega said he was not at the meeting last month for the presentation, and asked if this is what the Board discussed previously, and Mr. Bulthuis said yes.

Mr. Ortega said if free parking for four hours was an informal action.

Mr. Bulthuis said, with regard to that, he recommends that we have a more thorough discussion about parking generally, including staff parking. He said we need to follow up on that part of operation and get a policy on it.

Mr. Ortega said under the previous Airport Manager, local pilots could to park at our tie down space, and it may become of concern if they have to pay for parking.

Mr. Bulthuis said that is exactly the concern. He said the first step is to the get equipment installed to make it easy to comply. The next step is enforcement, and we need to sort out these and other issues to make the new parking program successful.

Chair Ross said he will put that discussion on a future agenda when Mr. Bulthuis is ready to have that discussion.

2. JET CENTER AT SANTA FE – LICENSE AGREEMENT & PROJECT DEVELOPMENT UPDATE

Mr. Bulthuis said this information is in the Board packet. He said he has had quite a few calls about the start-up of the Santa Fe Jet Center, noting its license is in the Board packet. He said the Jet Center is transitioning to this building. The lease has gone through the City committee process and it has been received. He said the City has received payment to pay down the remaining interest on this building, noting the title transfer will happen on June 17, 2015. He said the City then will be working on a lease agreement with the Jet Center while they are constructing their permanent location. They also are working to accommodate others and City offices which will move once the construction in the terminal starts.

3. REVIEW OF AVIATION DIVISION FY 2015 FINANCIAL STANDING – ACCOUNTS RECEIVABLE

Mr. Bulthuis said there is a breakdown in the Board packet, noting the largest receivable is \$700,000 which is due from the airlines. He said all invoices have been sent to the Airlines, but no payment has been received. He said we should be receiving payments in a few weeks.

Mr. Padilla asked if that is a reduced amount.

Mr. Bulthuis said no, it the full billing, which includes amounts due back to 2013. He said the billings sent previously were not correct.

Mr. Ortega asked Mr. Bulthuis if he sees way that the airlines can wiggle out of paying.

Mr. Bulthuis said he had a pretty tough phone call with the airlines about the reason the Airport had not invoiced their airlines, because their books are closed for past years. He said we failed to do perform our obligation. He said, in the end they wanted to do business with us, so we worked everything out, and the airlines committed to come current on the invoices we sent them.

4. AIRFIELD ACCESS PROCEDURES, PROTOCOLS, AND FACILITY UPGRADE NEEDS

Mr. Bulthuis said the RFP in the packet is for information only. He said he thinks it may be exactly what we need to do at the Airport, but we will talk more about it. He said our airfield has a lot of penetration points that the FAA does not like to see. He said, for example, our gates are not modern technology, and these are the kinds of things we know need to be addressed. He wants to do this in a proactive manner, and he was hoping just to get this item on the table at this meeting.

Mr. Bulthuis said he met with some of the airport tenants and the maintenance staff about what this will look like, and the new access control technology with cards that can be managed. He said this is just a heads up this is on the table. He said the time has come for us to address this issue, and he will be talking about this more with the board. He said we need to consolidate some of the access points and install up to date technology.

Chair Ross said we need to talk about transient traffic, and a lot of information is necessary to have that discussion.

Mr. Brackley asked if this is part of a master plan conversation, or if there is more urgency than that.

Mr. Bulthuis said this needs to be taken care of prior to consideration of the master plan.

Mr. Padilla said this needs to be done by the time the master plan is vetted, commenting we need to be ahead of the next inspection.

Chair Ross said this will be on a future agenda.

5. SECURITY CONTRACT AND STAFFING REQUIREMENTS – MEMORANDUM OF AGREEMENT

Mr. Bulthuis said this item has urgency. He did not receive the MOU from the Police Department for inclusion in the packet. The Santa Fe Police Department has agreed to provide security personnel rather than us using paying a private contractor, in exchange for the Police Department being able to use our firing range and storage lot. He said we are in the process of getting an MOU, and he will have the MOU for Board approval at the next meeting.

The Board congratulated Mr. Bulthuis on getting this accomplished.

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

Mr. Bulthuis said he placed the existing contract in the Board packet, for the Board's information. He said these are "the rules of the road as of today." He said they are through the rates and fees study, they will have recommendations and numbers to meet the budget. He said the City still is supporting the airport financially. He said the goal is to get to the place where the fees we charge meet our operating expenses. He said he has begun conversations with both airlines on establishing these agreements, and he will bring those back to this Board.

Mr. Ortega asked if both Leases expire the same day.

Mr. Bulthuis said the City doesn't have a contract with United, which is his first job, and American's agreement expires in mid-June 2015. He said we won't get this done by that time, and will be back and forth for sometime on this. He said the City Manager approved an extension so we can continue those discussions, noting the airline was fine with the extension. He is working on assessing the passenger facility charge, which is a pass-through cost from the airline to the customer. He said, "We need to find the sweet spot where we get enough money and don't drive their business away. I am very pleased with the consultant on this issue."

Chair Ross said this will be a future agenda item.

9. MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

Mr. Brackley said Santa Fe hosted the Governors Conference on Tourism recently and there were 300 representatives from across the country here for the Conference. He said part of the conversation was accessibility with some of it being around the Taos Ski Valley and its investment, noting Taos has limited airport access. The opportunity exists for Santa Fe to partner with, or have a discussion on, how

we can work with Taos, and how to make easier to get in and out of Taos through Santa Fe. Mr. Brackley said he has contact information.

Mr. Ortega asked for an update on hiring an Airport Manager.

Mr. Bulthuis said they are starting from scratch. He said the goal is to do an aggressive recruitment again for 60 days, noting the general terms remain similar, but they tightened up requirements for airport experience. He said the pay rate remains the same.

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

Michael Szczepanski, New Mexico Sport Aviation, said with regard to airport access there are more than two FBOs at this airport. He said this is first he has heard of potential changes. He said, hopefully we can all be included in the future.

Mr. Szczepanski said he also has been pondering the ongoing requests of the Civil Air Patrol. He asked, "How many compromises have to be made due to limited budgets considering they are a dozen weekend volunteers and are looking for \$400,000 for a new building. They have already solved their problem with the help of the National Guard. I would ask more questions about this versus the use of the money and if it could be spent elsewhere."

Ms. Cook said in previous minutes, it was mentioned that we would do signage on I-25 and a letter from the board would help.

Mr. Bulthuis said he has not sent a letter from the board, and is still working with Mr. Nichols to get the final design specifications for interior signs which were approved at the last meeting. He said the next step is signage beyond the terminal on the highway and other wayfinding signage.


Mr. Brackley thanked her for bringing this up, commenting, "I am eager to see it approved."

11. ADJOURNMENT

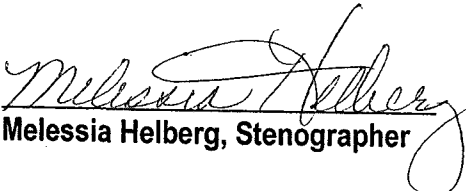
There was no further business to come before the Board.

MOTION: Troy Padilla moved, seconded by Simon Brackley, to adjourn the meeting.

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



Stephen C. Ross, Chair



Melessia Helberg, Stenographer

SAF Airport Advisory Board

Sign-In Sheet

Thursday, May 14, 2015

Name:	Business	Email Address	Phone number
CAPT. Glen Nicolet	CIVIL AIR PATROL	GLEN4@MSN.COM	505 280-1426
STEVE MERLAN	SFAAB	STEVEMERLAN@yahoo.com	505 795 7475
CLIFF CHETWIN	KESTREL AVIATION	KESTRELAIR1@gmail.com	720 320 6264
FRANK NICHOLS	FRANK NICHOLS DESIGN	franknichols@me.com	646-221-0105
KENT FREIER	MOLZEN CORP		
JOHN PATE	()		
Mary MacDonald	City - proj. Mgr.	memacdonald@santafemm.gov	505-955-5934
JOHN PATE	Molzen Corbin	JPATE@MOLZENCORBIN.COM	505 242 5700
MICHAEL SZCZEPANSKI	NM SPORT AVIATION		
WILLIAM ANESHENSEL	AVIATION ASSOCIATION OF SANTA FE	aneshensel@me.com	505, 946, 7573
Ken Delapp	Landmark Aviation	kdelapp@landmarkaviation.com	505-235-6067
LARRY HAIGHT	SIERRA AVIATION LLC	SIERRA@CYBERMOTOR.COM	505 474 0774

Exhibit "1"

BULTHUIS, JON R.

From: BULTHUIS, JON R.
Sent: Thursday, May 14, 2015 1:53 PM
To: Ronald Tarrson
Cc: Steve Ross; John Pate (jpate@molzencorbin.com); Kent Freier; MACDONALD, MARY J.
Subject: RE: Airport Advisory Board Meeting, Thursday May 14, 2015

Ron –

Thank you for the comments which I will make sure are included in the record of the AAB meeting this afternoon.

As you know, the issues of improving the airport environment and addressing passenger comfort have been the focus of current project to renovate the existing terminal - in the short-run - and to plan for future expansion of the terminal going forward. The architect on the project conducted an initial design charrette with airport stakeholders that identified the exact list of issues you note below (efficiency of check-in and baggage collection, gate seating space, restroom convenience, parking and pick-up convenience and food availability), as well as others such as adequately sized area for standard TSA passenger screening, private area for baggage inspection/passenger screening, larger office area/storage for Envoy, improved "front door" access, etc.

More recently, the architect conducted one-on-one meetings with all the terminal building tenants to discuss the schematic plan and how it addresses their immediate needs, as well as identifying longer term goals, with respect to the terminal providing the needed infrastructure for their businesses to succeed. These meetings were very productive and general consensus was reached with all parties involved in terms of the planned renovation doing just that.

We're working to have KSAF join the list of great small airports that people want to travel to and from – simply not tolerate. Your comments, and those I'm sure we'll hear at the AAB meeting this afternoon will help get us to that place. Passenger comfort and convenience is front and center in the process – as well as meeting the needs of our tenants.

Thanks again for your comments.

Jon

P.S. Specifically related to the patio area you describe, the idea being presented is that it not only be maintained but enhanced (new landscaping/shade structure/seating) as an "outdoor extension" to the gate areas. We've had initial discussions about this concept with both TSA and Envoy, both of whom support the concept given proper design of the boundary wall/fence at the AOA. Making something good even better is the idea here - all within the initial project budget. It would be a somewhat unique feature of the airport terminal at the City Different - an outdoor component of the gate area that will continue to allow outdoor dining via the service counter off the kitchen. Extending the footprint of the existing terminal building, however, will bring in additional HVAC and utility costs that are not in this project budget, but will definitely be a part of Phase II . . .

From: Ronald Tarrson [mailto:rtarrson@gmail.com]
Sent: Wednesday, May 13, 2015 8:31 PM
To: BULTHUIS, JON R.; Steve Ross
Subject: Fwd: Airport Advisory Board Meeting, Thursday May 14, 2015

Hi John and Steve:

Municipal Airport is the first and last impression a passenger takes away from their Santa Fe adventure. For tourists and locals, the airport experience can either justify paying the higher prices to fly out of KSAF, or, they will exercise the option of using Albuquerque as the Santa Fe gateway. What a crock that is. More and more I have heard comments like, "I would rather suffer the slings and arrows of outrageous I-25 traffic, than be subjected to the cattle pens of SAF Municipal".

Please, extend the planning to include a buildout of the patio area into the initial construction phase.

I mean, Steve, we don't want to send Guido from Chicago to influence the situation do we?

Cheers for now,
Ron

----- Forwarded message -----

From: **Santa Fe Aviation** <info@santafeaviation.org>

Date: Wed, May 13, 2015 at 3:53 PM

Subject: Airport Advisory Board Meeting, Thursday May 14, 2015

To:

This is a reminder that the Airport Advisory Board meets tomorrow, Thursday, May 14 at 4:00 pm. The public is welcome, and public comments are part of the agenda (five minute time limit per person). Among the items on the agenda will be a discussion of the terminal renovation plans. If you have input, this is your opportunity to participate.

Many of you have expressed opinions about the draft terminal layout retaining the character of the building, and the restaurant facilities during and after renovation. The challenge for all involved is to provide a second secure gate area, including restrooms, for the increasing passenger traffic, providing food service in the secure and public areas, improving traffic flow inside the terminal, planning for the possibility of larger

I'm in Chicago; will miss the AAB meeting tomorrow afternoon, so am offering you my comments in absentia.

I am very concerned about NOT building out on the existing patio area on the West side of the building, adjacent to the existing restaurant (and to the proposed expanded secured gate passenger waiting area). The vacant patio will become an eyesore and a receptacle for garbage and debris...blown in from as far as Alamosa.

As a frequent passenger, I am frustrated over the lack of adequate space in the secure area and do not feel the proposed expansion will resolve this issue. The City *has* the opportunity to resolve the issue by *including* the patio area into the current proposal...I understand the funds are available now...maybe they won't be during the 2nd or later phases.

So here's where I'm coming from. Since the 1960's I have pretty regularly flown into Aspen, CO; Eagle, CO; Yampa Valley Regional Airport (Steamboat Springs, CO). Tourist cities that have a "season" as does SAF. All these airports started out with not much more than a double wide as their terminals. Today, they are gleaming examples of progressive airport terminal expansion. As commercial air traffic increased, the City officials utilized passenger surveys and it became clear that the airport environment and traveler comfort (efficiency of check-in and baggage collection, gate seating space, restroom convenience, parking and pick-up convenience and food availability) had a influence on passenger satisfaction, and their future willingness to use the airport as a gateway. Santa Fe

aircraft, and insuring that the current work compliments future plans...all on a very modest budget.

Don't miss this opportunity to stay informed of the latest developments of this project that impacts all users of our Santa Fe Airport.

This message was sent by the Aviation Assn. of Santa Fe, a nonprofit 501c3 corporation having the address of 121 Aviation Dr., #14, Santa Fe, NM 87507. You received this message because you are on the association's list of individuals who have an interest in the Santa Fe Municipal Airport. We respect your privacy: If you would prefer not to receive further messages from the association, please reply to this message, changing the subject line to the word "REMOVE".

--
NO NM SALES TAX ON PARTS OR LABOR at Aero Services!!!

Personal:

Ron Tarrson

P: 505-992-1334

F: 505-992-1335

C: 773-255-1334

rtarrson@gmail.com

Business:

Santa Fe Aero Services

Santa Fe Municipal Airport

121 Aviation Dr. Bldg 4002

Santa Fe, NM 87507

P. 505-795-7900

F. 505-795-7901

www.santafeaero.com

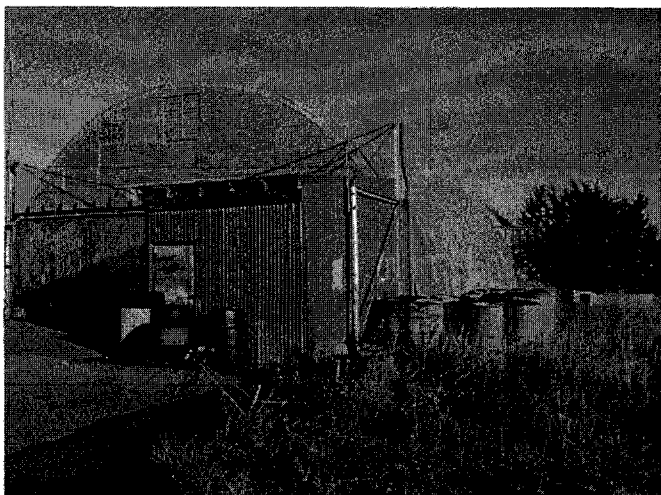
Chicago Stuff:

3930 N. Pine Grove Ave. #3001

Chicago, IL 60613

p. 773-528-1334

f. 773-528-1335



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

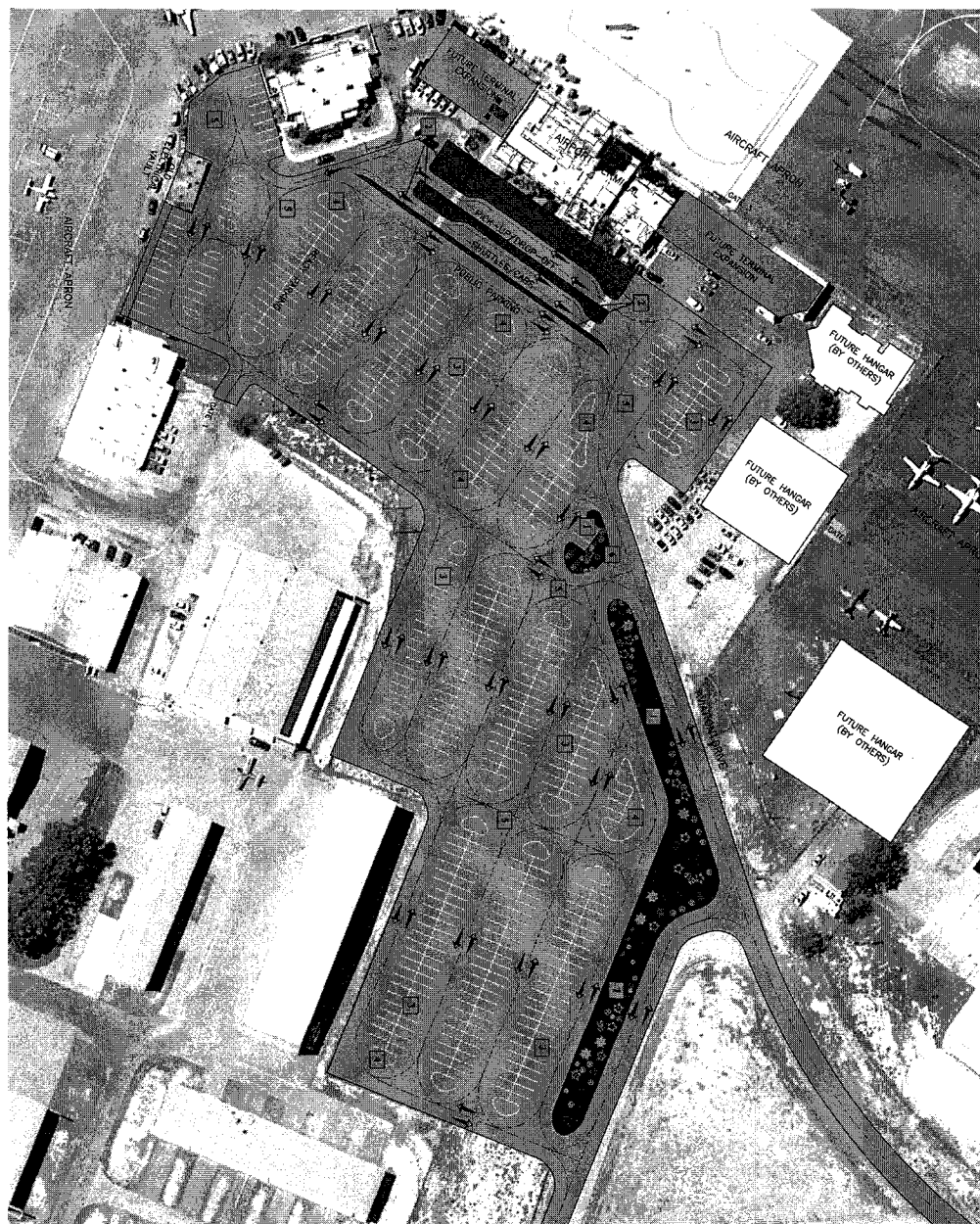
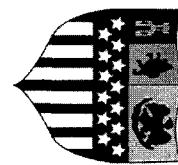
| www.safcap.org

Exhibit "3"

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

www.gocivilairpatrol.com



- ACCEPTED NOTES
- 1 NEW TROPICAL CUBAN AND CUBAN LANDSCAPED ISLAND
 - 2 NEW TROPICAL CUBAN AND CUBAN LANDSCAPED ISLAND
 - 3 NEW TROPICAL CUBAN AND CUBAN LANDSCAPED ISLAND
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Exhibit "4"



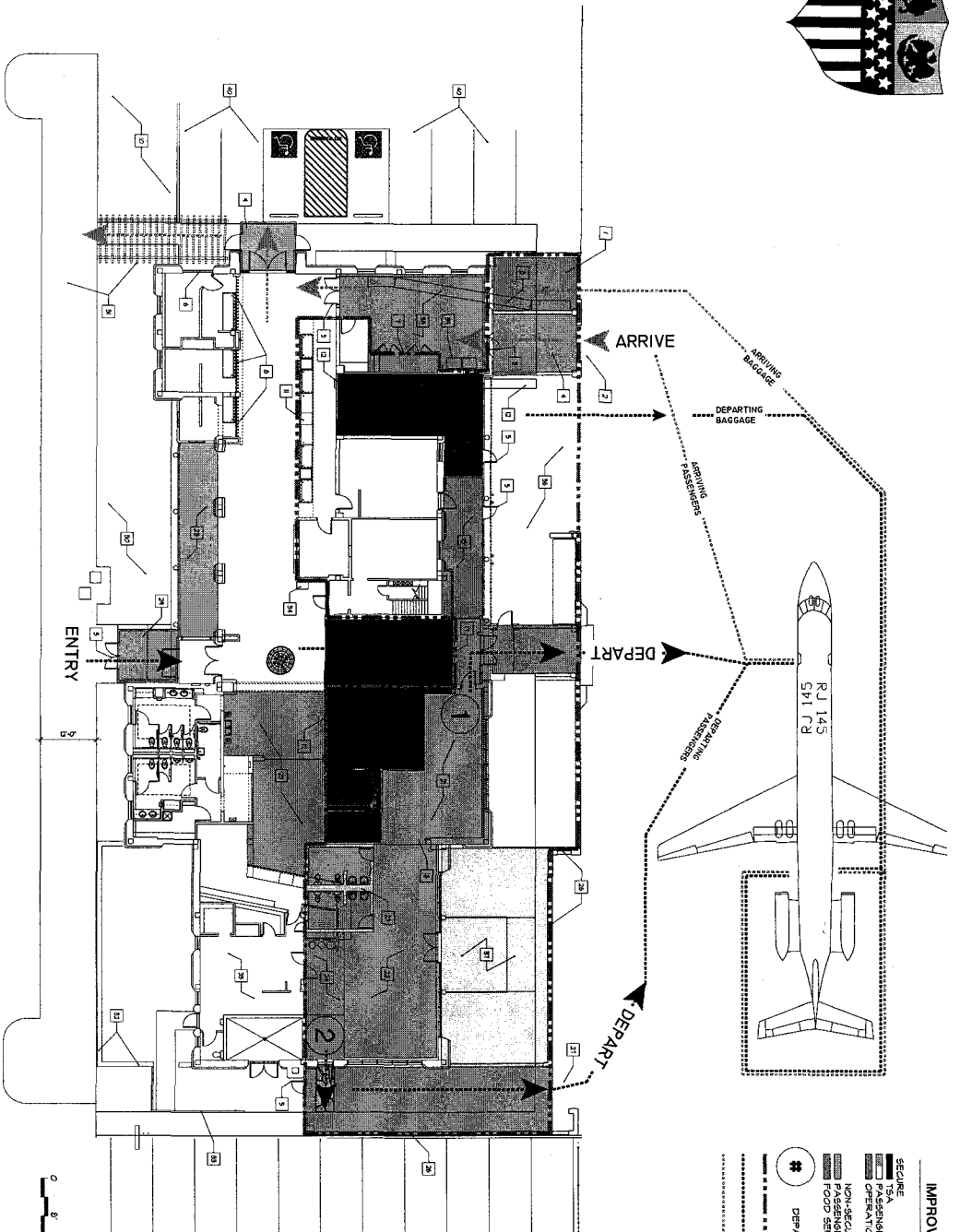
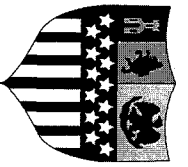
AIRPORT TERMINAL IMPROVEMENTS 2015
CIP Project #611B

MOLZENCORBIN

SITE IMPROVEMENTS

SANTA FE, NEW MEXICO
MAY 2015

*Original is available in the clerk's office.



- IMPROVEMENTS LEGEND**
- SECURE
 - TSA
 - PASSENGER AREAS
 - OPERATIONS AREAS
 - NON-SECURE AREAS
 - ARRIVALS
 - DEPARTURES
 - ARRIVAL GATES
 - DEPARTURE GATES
 - SECURE BOUNDARY
 - ARRIVALS
- KEYED NOTES**
1. ARRIVAL COURTYARD FOR BAGGAGE
 2. RELOCATE GATE FOR ARRIVING PASSENGERS
 3. RECONFIGURE AND LOWER BAGGAGE CONVEYOR
 4. ARRIVAL CONVEYOR FOR CARRY-ON BAGGAGE RETRIEVAL
 5. NEW DOOR
 6. REMOVE DOOR
 7. UNCLAIMED BAGGAGE LOCKERS
 8. MAINTAIN RENTAL CAR ORGANIZATION
 9. SHUTTLE
 10. RELOCATE RENTAL CAR MAINTENANCE AND WASH AREA
 11. RECLAIM AREA OF SERVICE CENTER WITH AN ADDITIONAL SCALE
 12. CONVEYOR FOR CHECKED BAGGAGE SCREENING
 13. WORK SURFACE FOR BAGGAGE SCREENING
 14. ADDITIONAL TSA OFFICE SPACE
 15. ADDITIONAL AIRLINES OFFICE SPACE
 16. DEDICATED QUEUE AREA FOR TSA CHECKPOINT
 17. ADDED WALL
 18. REMOVE WALLS/BALLOONS
 19. ENLARGE TSA CHECKPOINT
 20. TSA ENCLOSED SCREENING AREAS
 21. RECONFIGURE AND ENLARGE DEPARTURE GATE AREA
 22. ADDITIONAL SECURE HOLDING SPACE
 23. SECURE SIDE RESTROOMS
 24. SECURE FOOD SERVICE
 25. NON-SECURE FOOD SERVICE
 26. IMPROVE COURT-YARD WALLS
 27. DEPARTURE GATE
 28. ENCLOSE PORTICO FOR LOBBY
 29. EXTEND VESTIBULE
 30. TRIM LANDSCAPING
 31. RECONFIGURE PROPRIT & PICK-UP, CONSIDER SHARPEN PROTECTION
 32. SCREEN SERVICE COURTYARD
 33. SCREEN UTILITIES
 34. ATM
 35. IMPROVE GREASE TRAPS
 36. MAINTAIN EQUIPMENT CLEARANCES
 37. PATIO IMPROVEMENTS
 38. ARRIVALS BAGGAGE CLAIM
 39. RELOCATED VENDING MACHINES
 40. READY CAR PARKING (SHORT TERM)

TERMINAL BUILDING IMPROVEMENTS

AIRPORT TERMINAL IMPROVEMENTS 2015
CIP Project #611B

MOLZENGORBIN

SANTA FE, NEW MEXICO
MAY 2015

March 3, 2015

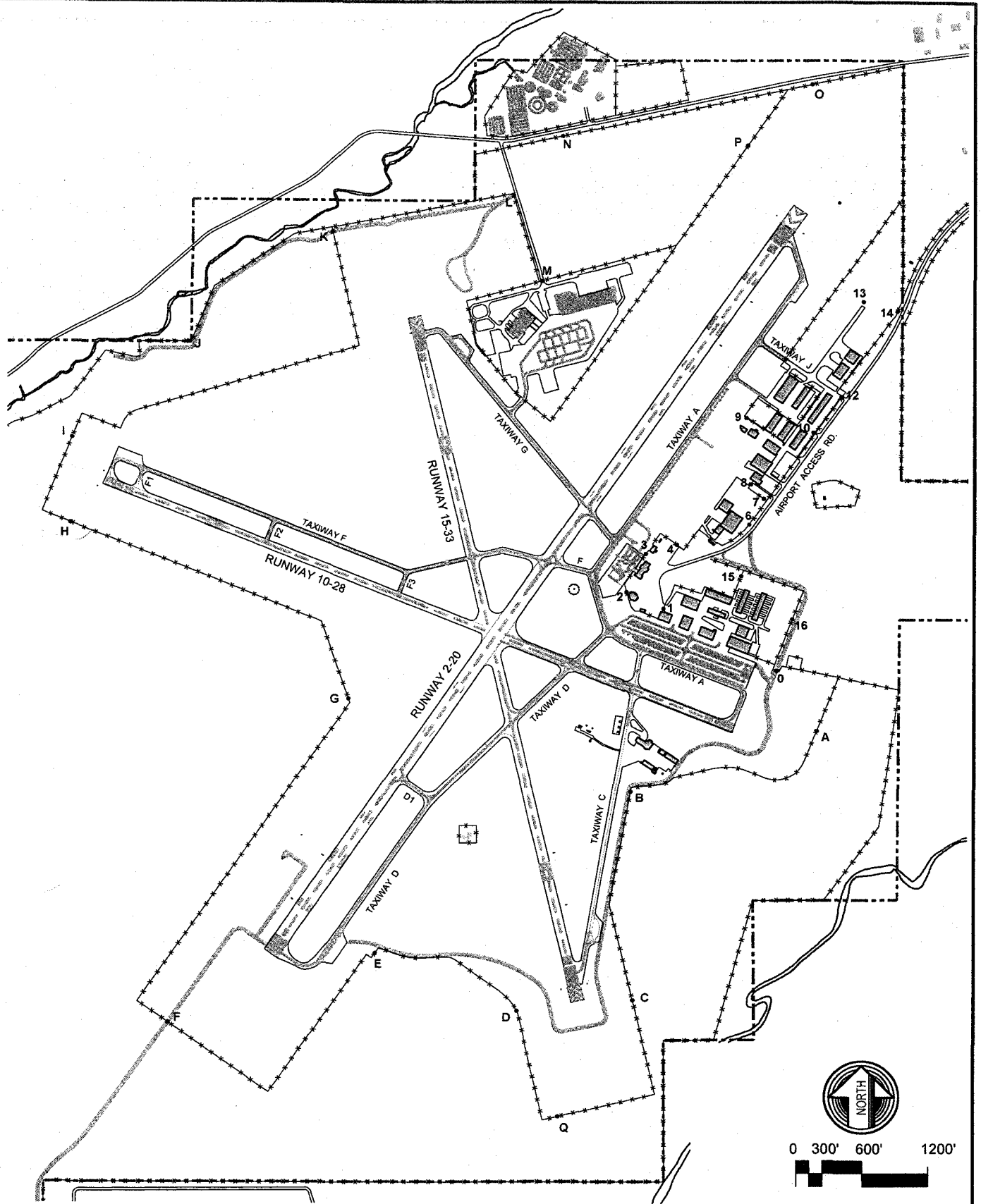
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**Santa Fe Municipal Airport
Terminal Improvements
Schedule
3/4/2015**

*original is available in the clerks office.

LAST MODIFIED: Mar 18, 2015 - 7:34am BY USER: dshlizer
DWG LOCATION: I:\SANTA FE\AIP\ACM FIGURES
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Santa Fe Municipal Airport (SAF) - Santa Fe, New Mexico

MOLZENCORBIN

Airport Gate Management Plan

Exhibit "6"