



Agenda

DATE 7/6/15 TIME 3:22pm

SERVED BY Jon Butthuis

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**AIRPORT ADVISORY BOARD MEETING
THURSDAY, JULY 9, 2015
4:00 PM – 6:00 PM
SANTA FE MUNICIPAL AIRPORT
AIRPORT GRILL (TERMINAL BUILDING)**

CALL TO ORDER
ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MEETING MINUTES: JUNE 11, 2015

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

PRESENTATIONS

1. MATTERS FROM THE AIRLINE STATION MANAGER – DEYANIRA “DEE” CERDA (*ENVOY*)
2. AIRFIELD PROJECTS UPDATE – KENT FREIER (*MOLZENCORBIN*)

ACTION ITEM

1. APPROVAL OF SIGNAGE DESIGN PLAN – PARKING LOT AREA
2. APPROVAL OF AIRFIELD ACCESS CONTROL PLAN – PROTOCOLS AND IMPLEMENTATION SCHEDULE

DISCUSSION ITEMS

1. PARKING POLICIES, PROTOCOLS, AND PRACTICES
2. SECURITY STAFFING UPDATE – POLICE DEPARTMENT & BLACKSTONE SECURITY
3. PROPERTY APPRAISALS – BUILDING 3002, POLICE DEPARTMENT FACILITIES, ATC TOWER
4. OPERATING AND LEASE AGREEMENT NEGOTIATIONS – AMERICAN, UNITED, ELITE AIRLINES
5. REVIEW OF AVIATION DIVISION FY2015 FINANCIAL STANDING – ACCOUNTS RECEIVABLES
6. AIRPORT MASTERPLAN – AUGUST 6TH MEETING SCHEDULE

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, July 9, 2015**

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**MINUTES OF THE
MEETING OF THE
AIRPORT ADVISORY BOARD
Thursday, July 9, 2015**

1. CALL TO ORDER

A regular meeting of the Airport Advisory Board, was called to order on Thursday, July 9, 2015, at approximately 4:00 p.m., by Stephen C. Ross, Chair, in the Airport Grill, Santa Fe Municipal Airport, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Stephen C. Ross, Chair
Simon Brackley
Chris Ortega
Ron Krohn
Mark Miller
[Vacancy]

MEMBERS EXCUSED:

Troy Padilla

OTHERS ATTENDING:

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

There was a quorum of the membership in attendance.

A copy of the Sign-In Sheet for the Airport Advisory Board meeting of July 9, 2015, is incorporated herewith to these minutes as Exhibit "1."

AUDIENCE:

Larry Branstetter
Steven Bunch, Skyland Aircraft
Deyanira "Dee" Cerda, Envoy Air
Ken DeLapp, Landmark Aviation
Bobbie Ferrell, Senator Udall's office
John Ferguson, Avis
Kent Freier, Molzen Corbin
Mark Greenbury, Roadrunner Shuttle
Larry Haight, Sierra Aviation, LLC
Frank Hoback
Chris McCord, Santa Fe Police Department
Jeffery P. Miller, Landmark Aviation
Steve Rael
Jim Robins, N21VF/N87VF
David Roe
John Spain, Aviation Association of Santa Fe
Michael Szczepanski, NMSA
Lois Taylor
Bob Wood, Airport Controller

3. APPROVAL OF THE AGENDA

Chair Ross asked to move Items #1 and #2 under Action Items to Discussion Items, noting Mr. Bulthuis said these aren't quite ready for action, and we just got materials via email, so no one has had a chance to look at that.

MOTION: Ron Krohn moved, seconded by Simon Brackley, to approve the Agenda, as amended.

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

4. APPROVAL OF MINUTES – JUNE 11, 2015

The following correction was made to the minutes:

Pages 10, 15 and 17, change "Mr. Miller" to "Mr. Krohn."

MOTION: Chris Ortega moved, seconded by Ron Krohn, to approve the minutes of the meeting of June 11, 2015, as amended.

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

5. PUBLIC COMMENT

Jim Robins said most of the people here tonight are concerned about the item on the agenda, Security Staffing Update.

Chair Ross said that has been moved to discussion items, and we are not taking action on that tonight.

Mr. Robins said there is lot of confusion about what is and is not happening at the Airport. He said he doesn't want any armed uniformed Police on this airfield ever. He said there are ways to handle security at this airport that do not involved armed, uniformed personal, whether it is the Police Department or private security. He said he has spoken with airport employees who don't want to be named, and they have some ideas for you to think about. They want to get rid of the key pads, and reduce the number of entry points operated by key cards. He said fifteen gates are overkill for the size of the Airport. He said there is no issue with the driving course followed by a personalized entry card.

Mr. Robins continued, saying better air carrier markings for air carrier operations are an issue. There are FAA written recommendations for how to improve the markings out here. He said other issues include the protection of air carrier operations on this side of the fence, painted stop signs and better painted markings. He said it takes four seconds for the gate to close, and you have to wait for the gate to close. He said the police are on duty at the terminal from 6:00 a.m. to 10:30 p.m., which is okay, but he doesn't want any armed uniformed police or security present on the air field ever. He said, "It is offensive, repugnant and makes us look like idiots." He said we aren't idiots.

Mr. Robbins continued, saying he said he is sick of the anecdotes about theft of this, and fuel this and fuel that, commenting he knows of only one *bona fide* case of fuel theft, and they called 911, and the Police came and made a report. He reiterated that we don't need armed uniformed people going up and down our general aviation ramp. It's overkill, it's offensive, it's repugnant, and please do not do it. It makes us look like a third world or worse.

Chair Ross said we will hear this item again next month.

John Ferguson said he wants to talk about parking. He has managed Avis here at the Airport for the last three years. And lately there is a company that is parking their cars in Avis parking spaces. He said they are violating our space. He said Avis bid as a contractor on the space and got the space. Those who are parking there did not. He said they are taking business away from us and others. He said yesterday two planes came in at the same time, and he got one person, Hertz got one person, and Enterprise got two car loads. He said this is money coming out of their pocket. He said it is getting worse and to the point where we have to do something about this. He said if they are allowed to park there and do paper work right there it will continue. He said their ads say they are at the Airport and they are not.

Frank Hoback said he wants to talk about the Airport renovation and remodeling. He said this is just a stop-gap measure, and is just moving the mess around 180 degrees. He said maybe you should think about waiting a bit, put the money back in the bank and do a meaningful expansion renovation of this Airport. He said the marketing is terrible. He said air traffic in Santa Fe is never going to be the same, and unless we do something with some foresight we will end up with another disaster.

Chair Ross said the City Council has directed that the Airport renovations be discussed at the next Public Works Committee here at the Airport, on Monday, July 27, 2015, at 5:00 p.m.

Mr. Bulthuis said it will be a formal public hearing to gather more public comment. He invited anyone who would like to attend and speak, and to please come and participate.

Lois Taylor said she wants to echo what Mr. Hoback said. She said she is very glad to see that we are going to have more public input on reorganizing the airport. She said it is a charming place. She said as a tourist when she first came here she was thinking she was in the middle of Casablanca. She said it is a lovely Airport and needs to be preserved.

6. PRESENTATIONS

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

Ms. Cerda said she tallied the passenger totals from January to June, noting we started with 7,000 and ended with 15,000 in June 2015, with a total of revenue from passengers of \$68,390. She said the last day for Los Angeles operations is September 7, 2015, but in late September we get another flight to Denver. They will be operating 3 Dallas flight rounds a day and 3 rounds to Denver. She said she is happy to answer any questions.

2. AIRFIELD PROJECTS UPDATE (KENT FREIER MOLZEN-CORBIN)

A copy of Santa Fe Airport AIP Update, dated July 9, 2015, is incorporated herewith to these minutes as Exhibit "2."

Mr. Freier presented information, commenting he is making this presentation at the request of Mr. Padilla. Please see Exhibit "2" for specifics of this presentation.

Mr. Ortega asked if we are on schedule with the north ramp.

Mr. Freier said probably not because our schedule was interrupted last year. He said he is working with the FAA.

Mr. Ortega asked if the east apron is on the list.

Mr. Freier said yes, it is Item #10.

Mr. Ortega asked if that will be a higher priority.

Mr. Freier said no *[the rest of his response is inaudible]*.

7. ACTION ITEMS

1. APPROVAL OF SIGNAGE DESIGN DESIGN PLAN – PARKING LOT AREA

This item was moved to Discussion Items.

2. APPROVAL OF AIRFIELD ACCESS CONTROL PLAN – PROTOCOLS AND IMPLEMENTATION SCHEDULE

This item was moved to Discussion Items.

8. DISCUSSION ITEMS

1. APPROVAL OF DESIGN PLAN - PARKING LOT AREA

A copy of Santa Fe Airport Parking Signage, Santa Fe Airport, Frank Nichols Design, is incorporated herewith to these minutes as Exhibit "3."

Mr. Bulthuis said Board members should have received a packet with proposals for redesigning and replacing signs [Exhibit "3."]. He said he has some concerns about the specifications and if they meet the engineers requirements, and it relates to some extent to enforcement. He said the tandardization may not be what we need it to be. He said we need to take a second look and make sure we can support this signage in the future. We are trying to have a little friendlier approach in terms of arrival to the airport. We want more welcoming signage that is a little softer around the edges. He said he would like to work with our traffic engineering group, make revisions and then put this on the agenda for approval next month.

2. APPROVAL OF AIRFIELD ACCESS PLAN - PROTOCOLS AND IMPLEMENTATION SCHEDULE.

A copy of Santa Fe Airport Airfield Access Control Subcommittee Recommendations, AAB meeting on July 9, 2015, is incorporated herewith to these minutes as Exhibit "4."

Mr. Bulthuis said this is the big one. He said they have had one meeting with the subcommittee, which was attended by a whole host of people. He said they specifically discussed the Part 139 Inspector who came out last year and said there were too many access points. He said we need to update our equipment and the code for the gates, commenting we need better control generally.

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

Mr. Robins asked are they will be voting on this tonight.

Chair Ross said no, we will do that next month.

Mr. Robins said if you go to a gate card that is personalized you don't need police.

Mr. Bulthuis said this is where we need to be ultimately. And they are looking to consolidate access points, not in a huge way, but a reasoned way, and then investing in those access points to build technology so we can be where we need to be.

Mr. Robins said the technology is available.

Mr. Bulthuis said he knows the technology is there, but he doesn't know if we have the budget for that, commenting there may not be sufficient funds for this ultimate solution in one fell swoop.

Mr. Robins said, "If an interim step is an ID badge and the Police Department is involved good luck doing that."

Mr. Haight asked for a list of the subcommittee members, so he can talk to them.

Mr. Bulthuis said he will get one to him.

Mr. Ortega said we have heard bits and pieces about this, and there is confusion about all the items that must be implemented and what are good ideas, and asked the finding that is driving this.

Mr. Bulthuis said it was not a finding, so they aren't under a 90 day gun, but it is something they have to deal with. He reiterated that we were given a year to work on these things and we have to show progress when the inspector comes next year.

Mr. Ortega asked if the security presence is separate.

Mr. Bulthuis said yes, the airfield security and terminal security. He said in the past we contracted for private security through a bidding process, and the performance was not where it needed to be. He said ultimately, the company who won that bid could not sustain the service. He said they weren't making any money, and we had concerns as well. He said they withdrew as of July 1, 2015. He said they had discussions with the Police Department earlier in the year about their facilities on the Airport. He said one of the suggestions from those discussions was that the Police Department provide security. He said there is no formal agreement, but the City Manager set up the system we are implementing now as a test to see if it works. It provides a better presence and a more professional law enforcement presence for commercial activity. He said there are two issues, the Field and the Terminal, noting there are new standards and requirements that were not in place before.

Mr. Bulthuis introduced Sgt. Chris McCord, Santa Fe Police Department who is assigned to the airport as the Police liaison.

Sgt. McCord said he walked the Airport and met a lot of nice people. He said he has been here for two weeks and there have been challenges, noting that he had to escort someone off the field who shouldn't have been there who wanted to take pictures of airplanes.

Sgt. McCord said there were complaints the first day from tourists, such as why speeding wasn't addressed, noting 3 out of 5 cars were running over the speed limit, one of which was an Airport employee. He said he clocked a fuel truck at 83 miles an hour, and they can't stop quickly. He said he instructed immediate enforcement on speeding and they will be doing random speeding checks. He said the speed limit in the parking lot is 35 mph, and we need to look at that. He said the speed limit is way too high, and it should tier down prior to coming through the gate to the Airport where it should be 5 mph. He said they have issued 16 citations and a lot of warnings. He said people were shocked that we are enforcing the speed limit. He said he prefers educating the public to let them know the right way to do things, rather than having to take enforcement action.

Sgt. McCord said regarding the terminal side, this week alone they have generated seven police reports, including items stolen from the parking lot, vehicle damage, one car crash, a suspicious package in the terminal that had to be documented and 3 suspicious persons entered the terminal and had no business here. He said one of them was very unruly, intoxicated and was escorted off the property. He said at the last minute, he decided to leave, so they didn't have to arrest him.

Sgt. McCord said they support the TSA function. He said they encountered several passengers in the last two weeks they have come very close to having to arrest. These are the kinds of things they are encountering. He said one person had a hand grenade which wasn't active, but it was a huge thing. He said people need to leave grenades at home, commenting if grenades are making it to the airport that has a huge impact. He said they have had two such incidents in the past two weeks.

Mr. Robins said the grenades were inert.

Sgt. McCord said that is true, so they did not have to evacuate the airport, noting if they had been on the ground, they would have left them there and called the bomb squad. Sgt. McCord passed around photographs of the contraband they have found on passengers in the past two weeks. He said people were reluctant to give these items up, but if they don't comply, they won't be flying. He said some people are even hostile. He said there have been issues of overcrowding, and there have been arguments in the waiting area where they had to separate people. He said they give everybody the opportunity to do the right thing, to take the item to their car, but most

people don't want to do that. They really want to keep the knife, reiterating sometimes they get very hostile. He said this isn't going away and these issues will be here from now on. He said, "We are doing the best that we can with that stuff, and I think we're making a lot of difference."

Sgt. McCord said hopefully, the complaints about speeding traffic on Aviation Drive will taper off. He asked people to let the Police know if they see anything amiss. He said we are here at the airport to support you. He said he was an aircraft firefighter for 7 years and knows and understands many of the regulations.

Sgt. McCord said you won't see the Police get into a vehicle pursuit on the ramp. He said much of what they do, such as random checks, comes from TSA, commenting that they do random checks from the end of this building all the way down. He said they may have to take additional security measures as well, because of things such as gates being left open. He said they have met all the flight crews and know them well. He said anyone other than the flight crew will be checked. He noted he found a hole in the fence, and that coyotes and dogs were running around inside of the fence south of the National Guard. He has requested that the fence be repaired.

Mr. Robins asked if you are patrolling all of the perimeter.

Sgt. McCord said yes. They check locks and fences, commenting they have found people who shouldn't be here during graveyard hours. He said there are people out here drag-racing. He said it is a challenging situation, and we don't know where those people are, especially during the nighttime, and there is no way for law enforcement to make sure someone can or cannot be here, which is their frustration. Sgt. McCord said he doesn't want anybody at the Airport after hours. He said there should be no random people, and there is no way to identify that. A lot of people know the gate code, noting if one person tells another, they tell another and so forth. He talked about various situations he's experienced, and said they are trying their best to protect your way of life. He said the misconception is that we are taking over, but that is not the case, we are here to help you.

Jeff Miller said they invited TSA out today to look at the gate traffic. *[inaudible here]*

Sgt. McCord said he thinks every time he bolts a gate he thinks he is reading a novel, because there are a lot of signs on the gates with a lot of wording.

Mr. Miller said in other airports each request is in on a separate sign.

Chair Ross said we are going to stop here. We are going to count this as the security staffing update as well.

3. PARKING POLICIES, PROTOCOLS AND PRACTICES.

Mr. Bulthuis said we are not ready to do this today.

4. SECURITY STAFFING UPDATE – POLICE DEPARTMENT & BLACKSTONE SECURITY.

This item was covered under Item 2 above.

5. PROPERTY APPRAISALS – BUILDING 3002, POLICE DEPARTMENT FACILITIES, ATC TOWER

Mr. Bulthuis said we are working on the leases. We need a tower lease and an appraisal on that, as well as a legal contract. He said Building 3002 also needs to be appraised. He said the lease with the Jet Center is for temporary use. He said the Police installation needs to be appraised to get market value. He said having the Police Department on sight gives us the ability to access grant sources that are available if law enforcement is on site. He said we might be able to access funding that we have not been able to access previously.

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

Mr. Bulthuis said this is an on-going effort. He said our contracted consultant is working on rates and fees. He said Elite's CEO is going to meet with the Mayor. He said Elite's corporate offices are in Portland, Maine, and they also have an office in Florida. He said Elite's representative came out and met with the station manager and the FBOs but that is it so far.

Mr. Robins said American Airlines is no longer doing the flight from here to Los Angeles, and asked if Elite could possibly take over that service.

Mr. Bulthuis said they are looking at that.

**7. REVIEW OF AVIATION DIVISION FY 2015 FINANCIAL STANDING –
ACCOUNTS RECEIVABLES**

A copy of *Historical Data on Airport Revenues 07/09/2015* is incorporated herewith to these minutes as Exhibit "5."

Mr. Bulthuis said the report is considerably better, noting the credit goes to Bobbi Mossman, although her boss is "calling her back home" now. He said Ms. Mossman got the books straightened out and sent out all the invoices. She caught up with the tie-down accounts and is letting people know their current status. He said she has been working throughout the negotiations and her work is helping our books look better. He said the next big one is lease agreements, noting we are very close to our budgeted amount.

Mr. Bulthuis provided copies of Exhibit "5," to the members of the Board.

8. AIRPORT MASTER PLAN – AUGUST 6TH MEETING SCHEDULE

Chair Ross said the question is should we have our regular meeting that same day after this meeting.

Mr. Ortega said he is okay with that.

Mr. Frier said that meeting usually starts at 1:30 p.m.

Mr. Bulthuis said that is up to the Board and the public.

Chair Ross said he is a little concerned about the Access Control Plan.

Mr. Bulthuis said this Board typically meets at 4:00 p.m., and perhaps we could slide that meeting up to 3:00 p.m.

Chair Ross said can we do that.

Mr. Brackely asked if there is going to be another meeting with the Governing Body.

Chair Ross said yes, at the July 27, 2015 Public Works Committee meeting.

Chair Ross said lets try 3:00 p.m. for our meeting.

9. MATTERS FROM MEMBERS OF THE AIRPORT ADVISORY BOARD

Mr. Krohn said said Mr. Bulthuis is doing an exemplary job filling in as Airport Manager. He asked the status of the search for a full time manager.

Mr. Bulthuis said the position was posted again. It is open until July 31, 2015. The City Manager has asked for the selection committee to look at the pool of candidates. He said we can extend the search if we don't have good candidates. |

Mr. Brackley said he is concerned about the letter in the paper regarding proposed changes in the Airport terminal building. He said there has been substantial opportunity for the community to comment. He said we aren't proposing to make significant changes to the outside of the building, noting we are changing only the front door area. He said people need to understand that this building is inadequate in every way. He said the idea that this building can stay the same and meet modern needs is simply not true and not feasible. He said to say that the public has not had their say is ridiculous.

Mr. Bulthuis said he tried his best at the Council meeting last night to say that. He said there was a desire by the Governing Body to have an additional comment period about the process and to get input on what the plan looks like and what the exterior of the building will look like, noting it will be advertised in the paper.

Sgt. McCord said an idea that came up today from a tourist was to put a comment box in the terminal.

Mr. Frier said Councilor Bushee suggested that we develop comment cards and they are in the process of doing that at this time.

Chair Ross said he agrees 100% that the news article was misleading.

Mr. Krohn said said he agrees that it will take a lot of effort to bring the building to contemporary standards, commenting that the City has given us zero financial help

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

Dee Cerda said she was shocked a year ago to learn that everyone knew the access codes. She said overnight two pieces of her equipment were gone. She said her mechanic took it to Albuquerque and never asked her or told her. She said we have to enforce security on the ramp.

Michael Szczepanski said if there are capital improvement funds available, he believes they should be spent to address real security issues such as a visual scope and access control. He said he worries about an understaffed airport and now we have to find staff to manage it. He would like to see a written policy – who is entitled to be at the airport, who is allowed and who is not, and what are the criteria. He asked about access to the Airport during off hours. He said one of the benefits at this Airport is that it allows pilots to operate in off hours. He said there needs to be general access to the Airport north ramp, with gates you can drive through. He said there are a lot of complicated issues. He said he hopes we take our time and implement this where everyone is notified and gets a chance to be involved. He said our airport community is one of our greatest security assets.

Lois Taylor thanked the Board for its efforts in trying to solve the various problems. She would like to know where to go to get information about what is going on. She said she didn't know about the issues with regard to revamping the airport.

Mr. Bulthuis said that is an issue generally across the City. He said the City has a web page with a listing of the weekly meetings, and a listing of all City boards and commissions, along with the most recent agendas and minutes.

Ms. Taylor said the Board shouldn't despair, commenting that dealing with the public is difficult, and you are bound to run into criticism, and thanked the Board for all its efforts.

Bob Wood said he agreed with Mr. Szczepanski and wishes we would put some thought and money into approach slope indicators that will prevent a crash. He said he also shares his concerns about after hours access, commenting he has run into that himself as a pilot. He said he doesn't have a solution, but it needs to be addressed. He asked, with regard to signage, if there would be an opportunity to change the traffic flow with markings in the parking lot to go to a single loop. He said it would be wise to consider signage "One Way Do Not Enter." Mr. Wood suggested, regarding access cards, that we should have cards that work on a proximity access rather than a reader. He has spoken at length with Mr. Ortega about the Police Department being at the Airport, saying, "I am in favor of it." He said the response from the Police Officers inside the gate area far surpasses what they got from the old provider. He said there is respect for the public. He is glad he is glad they are patrolling the fence. He said there is no non-measured response which he applauds.

Mr. Bulthuis said somebody said that we have a new dance partner at the airport and we are stepping on each others toes a bit. He said coordination is going to happen and the Police presence is really a valuable thing for everyone. He said as we start talking about making these changes we will do them in a methodical way.

Mr. Bulthuis said, with regard to Mr. Szczepanski's comment about ID cards, that is a concern of his as well. He said we are not required to do it. However, requests from our regulatory agency to do more that we are doing is driving it. He said he is working with TSA to define exactly what those requirements are and are not. He said he will sort through all of that and get more detailed information back to the Board.

Jim Robins asked if we can make sure the driving test can be taken on line.

Mr. Bulthuis said we working on that. He said there are ways we can get some components of it done on line, but there may be a requirement for some to be done on site.

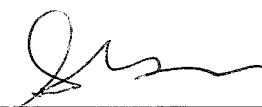
Mr. Ortega showed the Board the document that can be obtained on line.

11. ADJOURNMENT

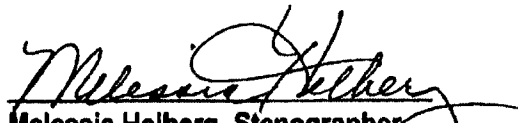
There was no further business to come before the Board

MOTION: Mark Miller moved, seconded by Chris Ortega, to adjourn the meeting.

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



Stephen C. Ross, Chair



Melessia Helberg, Stenographer

SAF AAB
July 9, 2015

AIP Update

AIP 3-35-0037-41-2014; NMDOT AD SAF-15-01

Airport Master Plan

Next meeting, PAC, PIW on August 9, 2015

Have aerials

Have some digital terrain models, but not all.

Terminal Building Renovations

NMDOT AD SAF-15-04

AIP 3-35-0037-40-2014; NMDOT AD SAF-14-01

Taxiway F Extension

Final Engineer's Report

All reimbursements in to FAA and State

FAA Flight check pending

AIP 3-35-0037-39-2014; NMDOT AD SAF-13-03

Runway 2-20 MIRL

Final Engineer's Report

Working on final reimbursements

FAA Flight Check pending

AIP 3-35-0037-38-2014; NMDOT AD SAF-13-01

Runway 10-28 MIRL

We believe that this is now closed and done.

Next:

TW G Design and Construction

TW D Design and Construction

RW 2-20 South end Resurface

RW 10-28 Resurface, X to TW C

E Apron Maintenance

N Apron Maintenance

RW 33 RSA earthwork

State Marking

Maintenance Grants

Exhibit 2"

Capital Improvement Program Report

New Mexico Department of Transportation - Aviation Division

SANTA FE MUNICIPAL

Report Filter - Types: All, Statuses: All

Year	Project Name	Status	FAA	State	Local	Total
All Projects						
1999						
	Reconstruct Runway 15/33	Closed	459,122.00	25,507.00	25,507.00	\$510,136.00
	SubTotal:		\$459,122.00	\$25,507.00	\$25,507.00	\$510,136.00
2000						
	Terminal area improvements including automotive access facilities	Closed	0.00	120,000.00	95,000.00	\$215,000.00
	SubTotal:		\$0.00	\$120,000.00	\$95,000.00	\$215,000.00
2002						
	Paved surface improvements, terminal renovations, and upgrading the security fencing	Closed	1,574,068.00	87,448.00	87,448.00	\$1,748,964.00
	SubTotal:		\$1,574,068.00	\$87,448.00	\$87,448.00	\$1,748,964.00
2004						
	Facility Improvements including Related Studies	Closed	760,500.00	42,250.00	42,250.00	\$845,000.00
	Purchase of snow removal equipment	Closed	139,500.00	7,750.00	7,750.00	\$155,000.00
	Reconstruct Runway 15/33	Closed	2,700,000.00	150,000.00	150,000.00	\$3,000,000.00
	Resurface Runway 2/20	Closed	1,079,116.20	59,591.00	59,950.90	\$1,198,658.10
	SubTotal:		\$4,679,116.20	\$259,591.00	\$259,950.90	\$5,198,658.10
2007						
	ARFF Vehicle	Closed	535,028.00	15,000.00	15,000.00	\$565,028.00
	SAF-07-001 - 15/33 RECON. TAXILANES PHASE II, DESIGN ONLY ARFF BUILDING	Closed	1,736,142.00	45,688.00	45,688.00	\$1,827,518.00
	SubTotal:		\$2,271,170.00	\$60,688.00	\$60,688.00	\$2,392,546.00
2008						
	SAF-07-003 - AVIATION DRIVE SECURITY LIGHTING	Closed	0.00	75,000.00	75,000.00	\$150,000.00
	SAF-08-001 - Terminal Improvements	Closed	0.00	200,000.00	200,000.00	\$400,000.00
	SubTotal:		\$0.00	\$275,000.00	\$275,000.00	\$550,000.00
2009						
	SAF-09-001 - Taxiway F Design	Closed	71,250.00	1,875.00	1,875.00	\$75,000.00
	SAF-09-002 - ARFF Building Construction	Closed	2,575,469.00	65,838.00	62,500.00	\$2,703,807.00

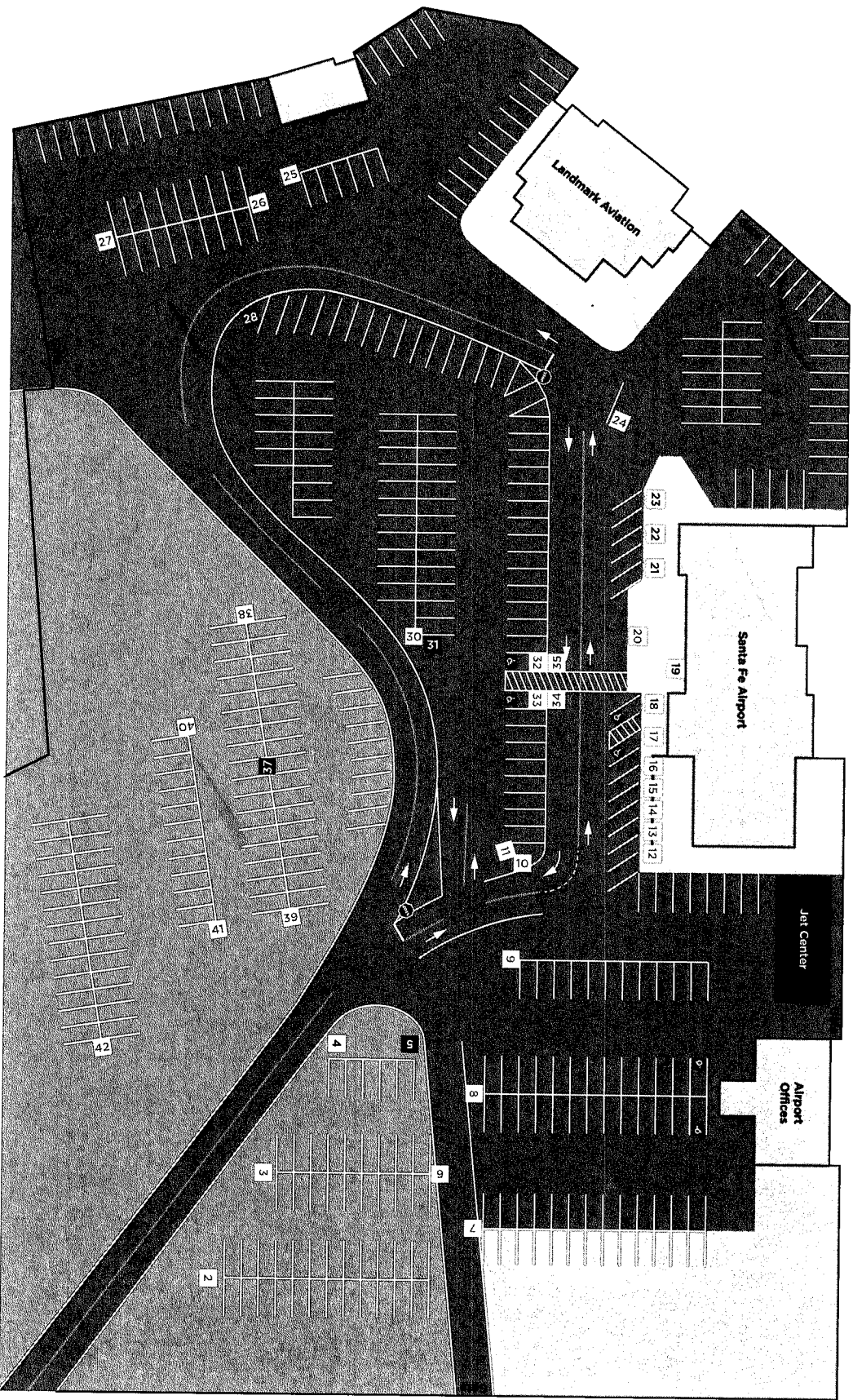
Year	Project Name	Status	FAA	State	Local	Total
SubTotal:			\$2,646,719.00	\$67,713.00	\$64,375.00	\$2,778,807.00
2010						
	SAF-10-001 Radar	Closed	2,000,000.00	1,200,000.00	800,000.00	\$4,000,000.00
	SAF-10-002 - Taxiway F Construction	Closed	1,575,000.00	15,000.00	12,500.00	\$1,602,500.00
	SAF-10-003 - East Apron Reconstruction	Closed	2,755,000.00	72,500.00	72,500.00	\$2,900,000.00
	SAF-10-004 - Runway 2/20 re-Striping	Closed	0.00	101,600.00	25,400.00	\$127,000.00
SubTotal:			\$6,330,000.00	\$1,389,100.00	\$910,400.00	\$8,629,500.00
2011						
	SAF-11-001 - Wildlife Hazard Assessment	Closed	150,000.00	3,947.00	3,947.00	\$157,894.00
	SAF-11-002 - Taxiway A - Design Only and Taxiway C Reconstruction	Closed	300,000.00	11,842.00	7,895.00	\$319,737.00
	SAF-11-03 - Taxiway H EA & 10-28 MIRL Design & Mower	Closed	0.00	313,500.00	16,500.00	\$330,000.00
	SAF-11-04 - RWY 2-20 SURFACE SEAL AND MARKING	Closed	0.00	191,900.00	10,100.00	\$202,000.00
SubTotal:			\$450,000.00	\$521,189.00	\$38,442.00	\$1,009,631.00
2012						
	SAF-12-01 - Taxiway A and C Reconstruction	Closed	2,701,187.00	71,084.00	71,084.00	\$2,843,355.00
	SAF-12-02 - MAINTENANCE ITEMS	Closed	0.00	15,000.00	1,667.00	\$16,667.00
	SAF-12-03 - Acquire Sweeper, Taxiway H Design Only, Closed Taxiway A Reconstruction Phase 2	Closed	3,268,950.00	181,609.00	181,609.00	\$3,632,168.00
SubTotal:			\$5,970,137.00	\$267,693.00	\$254,360.00	\$6,492,190.00
2013						
	SAF-13-01 RW 10-28 MIRL Construction	Closed	562,919.00	26,264.00	26,264.00	\$615,447.00
	SAF-13-02 1Maintenance Grants	Closed	0.00	10,000.00	1,111.00	\$11,111.00
	SAF-13-03 MIRL 02-20 Runway construction	Closed	762,910.00	26,000.00	26,000.00	\$814,910.00
	SAF-13-04 Airfiled pavement marking	Funded - State AVI	0.00	150,000.00	16,667.00	\$166,667.00
SubTotal:			\$1,325,829.00	\$212,264.00	\$70,042.00	\$1,608,135.00
2014						
	SAF-14-01 Taxiway F Construction	Funded	1,557,511.00	51,917.00	51,917.00	\$1,661,345.00
SubTotal:			\$1,557,511.00	\$51,917.00	\$51,917.00	\$1,661,345.00
2015						
	1 Taxiway C Reconstruction	CIP	1,875,000.00	62,500.00	62,500.00	\$2,000,000.00
	2 RW 2-20 Reconstruction Design	CIP	360,000.00	20,000.00	20,000.00	\$400,000.00
	3 E. Apron Crack & Surf Seal	CIP	180,000.00	10,000.00	10,000.00	\$200,000.00
	SAF-15-01 AIRPORT MASTER PLAN; AIR SERVICE STUDY; RATES AND FEES STUDY' DBE & ACDBE	Funded	462,157.00	15,405.00	15,405.00	\$492,967.00

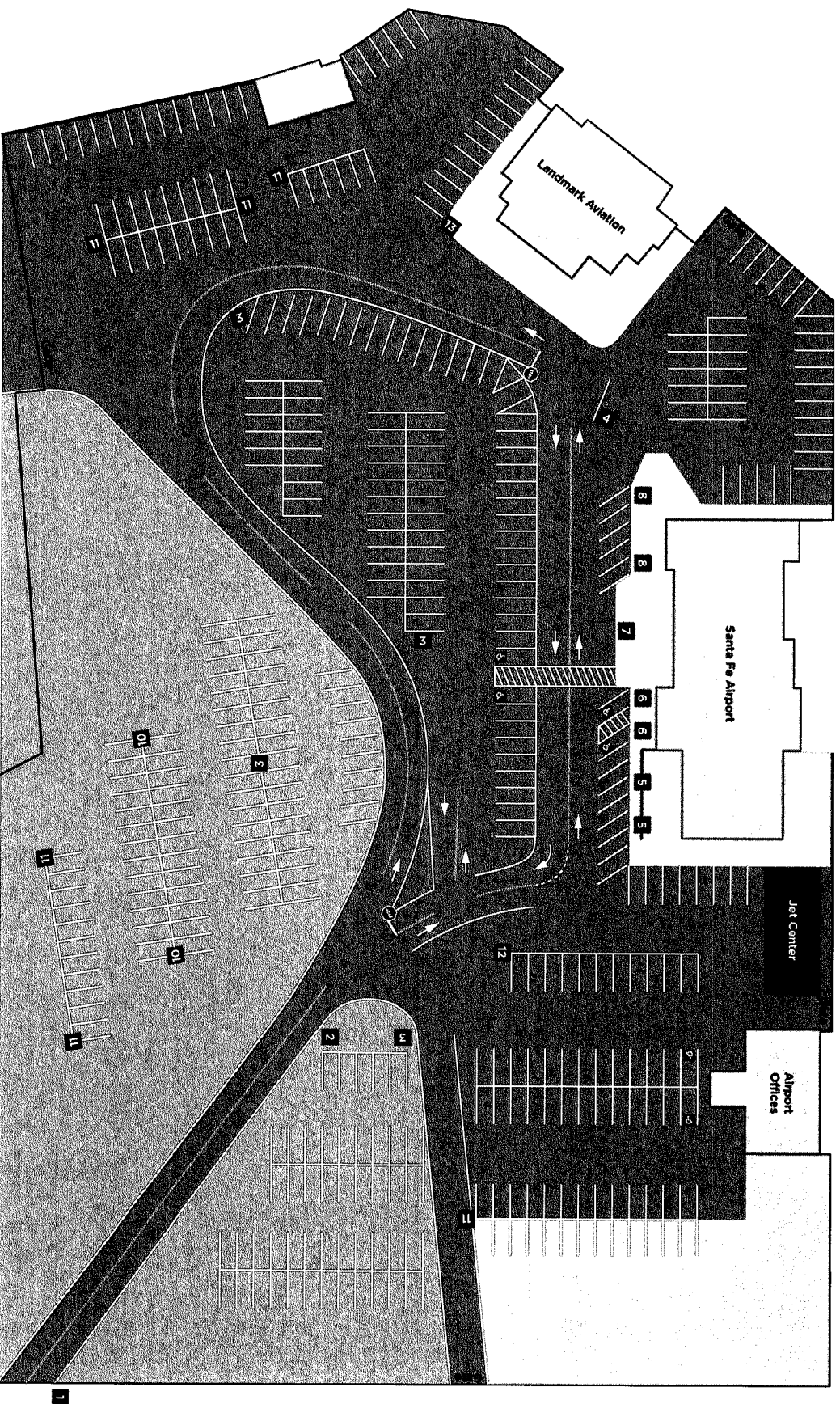
Year	Project Name	Status	FAA	State	Local	Total
	SAF-15-02 Airport Maintenance Grant	Funded - State AVI	0.00	10,000.00	1,111.00	\$11,111.00
	SAF-15-03 AIR SERVICE STUDY	Funded - State AVI	0.00	56,926.00	6,326.00	\$63,252.00
	SAF-15-04 AIRPORT TERMINAL EXPANSION	Funded	0.00	200,000.00	22,222.00	\$222,222.00
SubTotal:			\$2,877,157.00	\$374,831.00	\$137,564.00	\$3,389,552.00
2016						
	1 Reconstruct Runway 2-20	CIP	7,200,000.00	400,000.00	400,000.00	\$8,000,000.00
	2 TW D Rehab	CIP	750,000.00	25,000.00	25,000.00	\$800,000.00
	3 RW 10-28 Rehab	CIP	421,875.00	14,062.50	14,062.50	\$450,000.00
	4 Terminal Parking Lot Design	CIP	0.00	37,500.00	37,500.00	\$75,000.00
	5 Car Rental Offices and Car Wash Facility	CIP	0.00	100,000.00	100,000.00	\$200,000.00
	6 North Apron Reconstruction	CIP	750,000.00	25,000.00	25,000.00	\$800,000.00
	7 New Maintenance Bldg Design	CIP	67,500.00	3,750.00	3,750.00	\$75,000.00
	8 Anti-Icing Equipment	CIP	360,000.00	20,000.00	20,000.00	\$400,000.00
	9 eALP	CIP	90,000.00	5,000.00	5,000.00	\$100,000.00
	99 Airport Maintenance Grant	CIP	0.00	10,000.00	1,000.00	\$11,000.00
SubTotal:			\$9,639,375.00	\$640,312.50	\$631,312.50	\$10,911,000.00
2017						
	1 New Maintenance Bldg Construction	CIP	450,000.00	25,000.00	25,000.00	\$500,000.00
	2 Terminal Parking Lot Construction	CIP	0.00	375,000.00	375,000.00	\$750,000.00
	3 East Access Road	CIP	693,000.00	38,500.00	38,500.00	\$770,000.00
	99 Airport Maintenance Grant	CIP	0.00	1,111.20	10,000.80	\$11,112.00
SubTotal:			\$1,143,000.00	\$439,611.20	\$448,500.80	\$2,031,112.00
2018						
	1 TW D Relocate/Reconstruct	CIP	0.00	0.00	0.00	\$0.00
	2 BLM Land Acquisition	CIP	90,000.00	5,000.00	5,000.00	\$100,000.00
	99 Airport Maintenance Grant	CIP	0.00	1,111.20	10,000.80	\$11,112.00
SubTotal:			\$90,000.00	\$6,111.20	\$15,000.80	\$111,112.00
2019						
	Parallel Taxiway Construction, 15-33, C, G	CIP	4,000,000.00	222,222.00	222,222.00	\$4,444,444.00
SubTotal:			\$4,000,000.00	\$222,222.00	\$222,222.00	\$4,444,444.00
2020						
	5 Installation of REIL on Runway 02	CIP	27,000.00	1,500.00	1,500.00	\$30,000.00
SubTotal:			\$27,000.00	\$1,500.00	\$1,500.00	\$30,000.00
All Projects			\$45,040,204.20	\$5,022,697.90	\$3,649,230.00	\$53,712,132.10

Year	Project Name	Status	FAA	State	Local	Total
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Santa Fe Airport Parking Signage

Exhibit "3"





SAF.PS-1

Dimensions

36"H x 36"W

3" Radiused corners

Material

1/8" aluminum

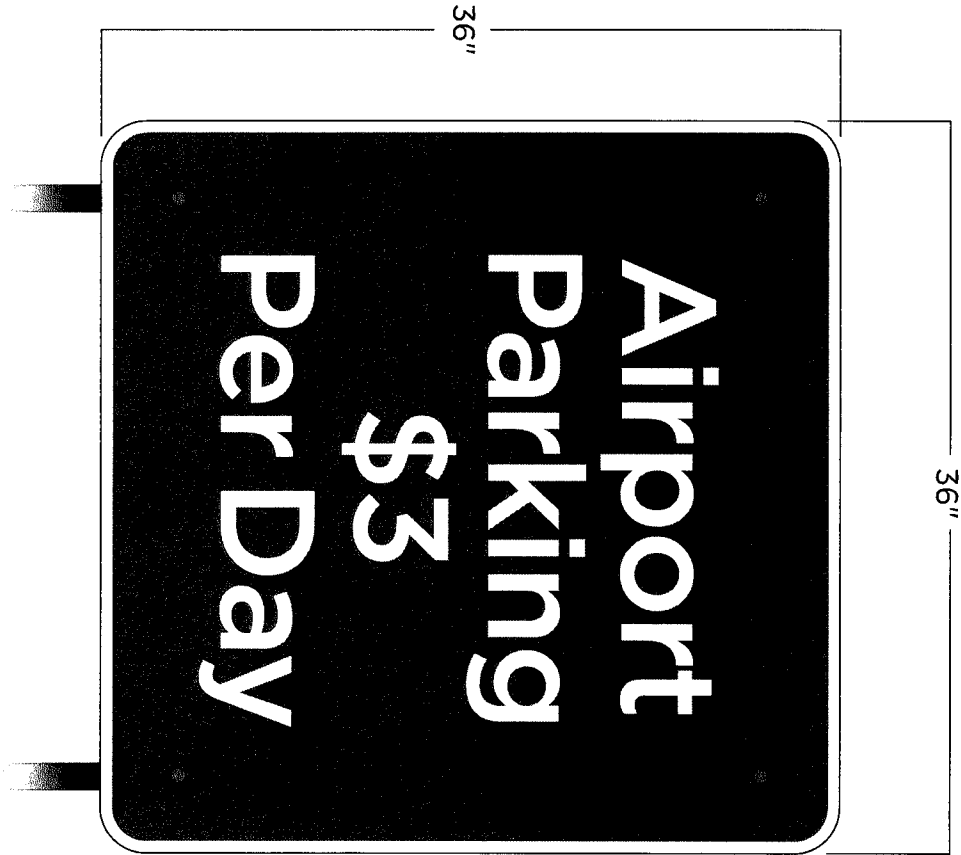
Colors

BLUE background

WHITE type

Mounting

Bolted to pole



SAF.PS-2

Dimensions

48"H x 48"W

3" Radiused corners

Material

1/8" aluminum

Colors

BLUE background

WHITE type

Mounting

Bolted to poles



Santa Fe Airport

Welcome Sign

SAF.PS-2

SAF.PS-3

Dimensions

30"H x 30"W

Material

1/8" aluminum

Colors

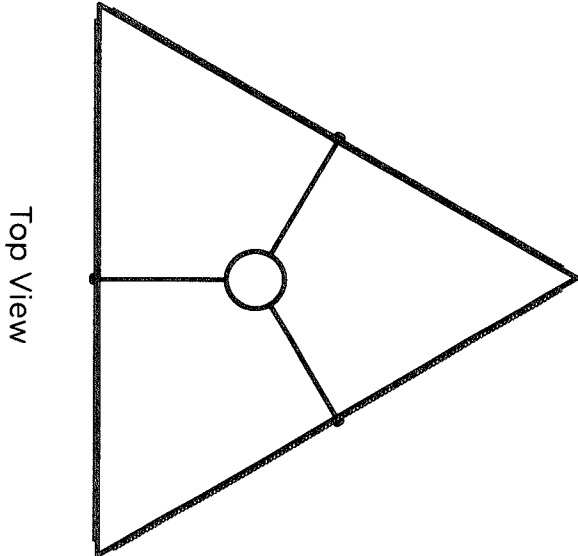
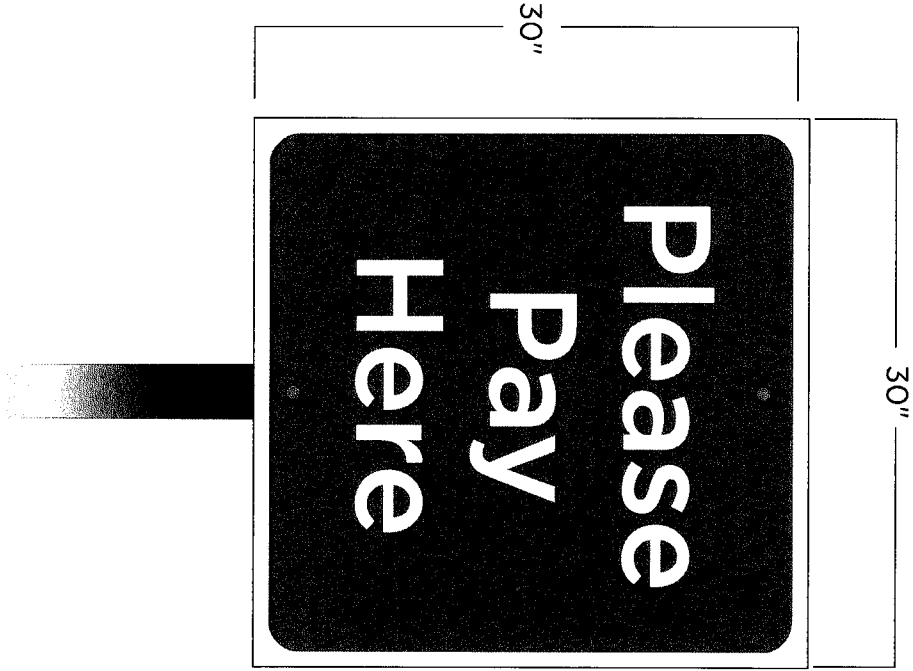
BLUE background

WHITE type

Mounting

3 panel sign

bracketed to pole



SAF.PS-4

Dimensions

30"H x 30"W

3" Radiused corners

Material

1/8" aluminum

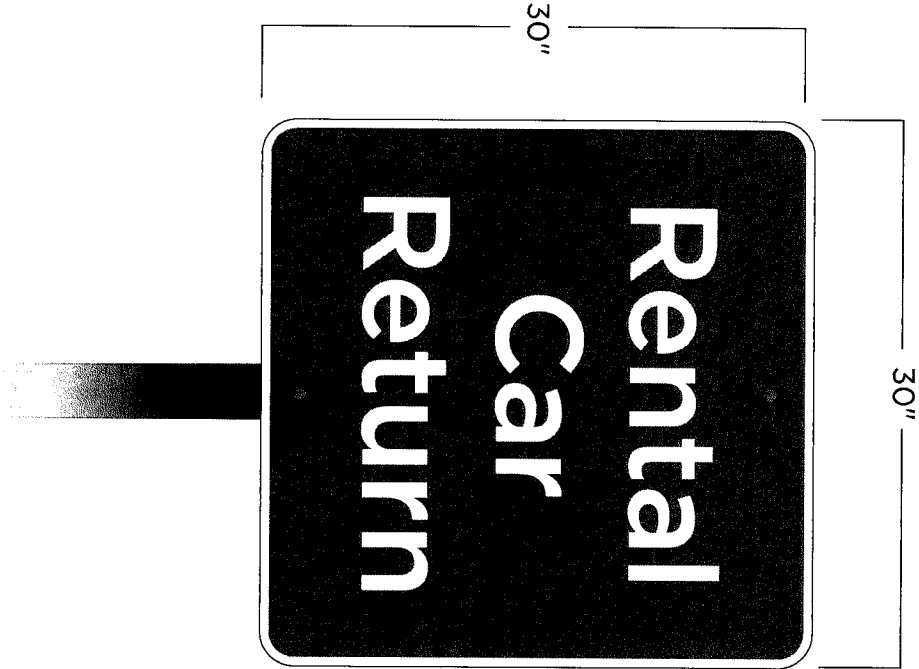
Colors

BLUE background

WHITE type

Mounting

Bolted to pole



SAF.PS-5

Dimensions

12"H x 12"W

1.5" Radiused corners

Material

1/8" aluminum

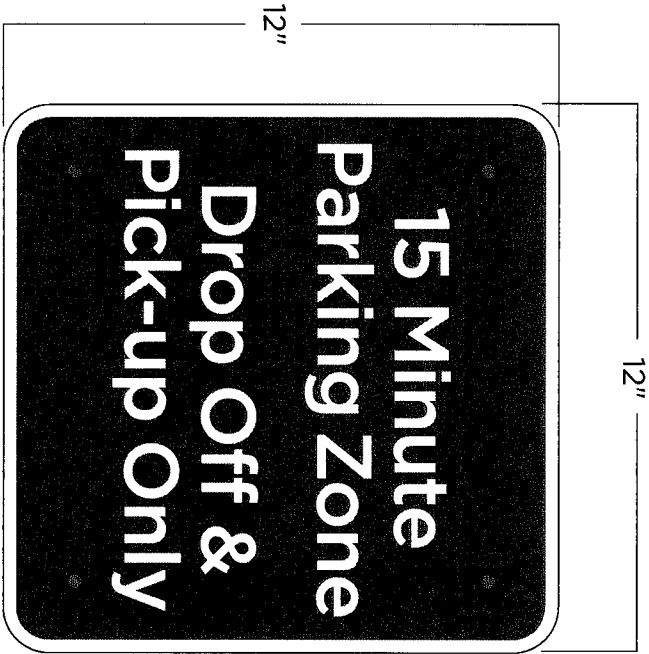
Colors

BLUE background

WHITE type

Mounting

Anchor bolted to wall
or bolted to pole



Santa Fe Airport

15 Minute Parking Zone Sign

SAF.PS-5

SAF.PS-6

Dimensions

12"H x 12"W

1.5" Radiused corners

Material

1/8" aluminum

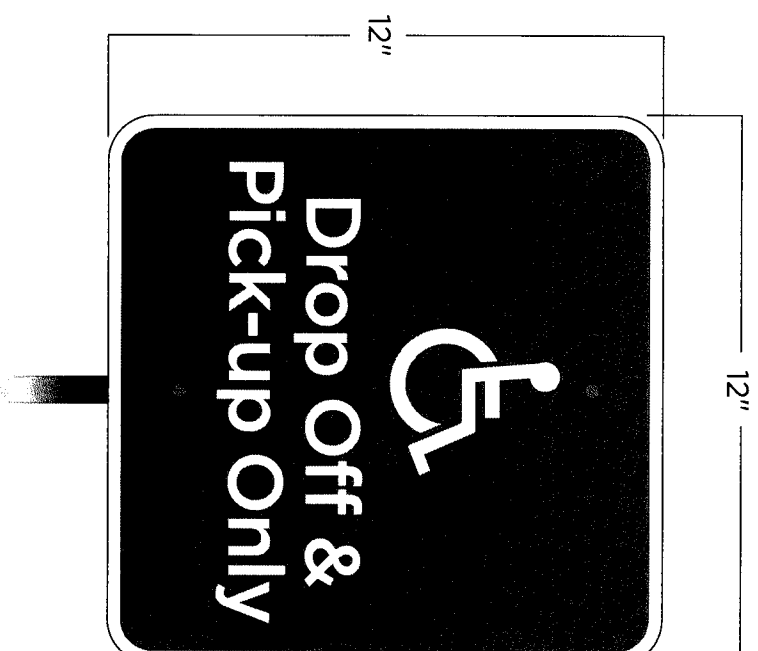
Colors

BLUE background

WHITE type

Mounting

Anchor bolted to wall
or bolted to pole



SAF.PS-7

Dimensions

12"H x 12"W

3" Radiused corners

Material

1/8" aluminum

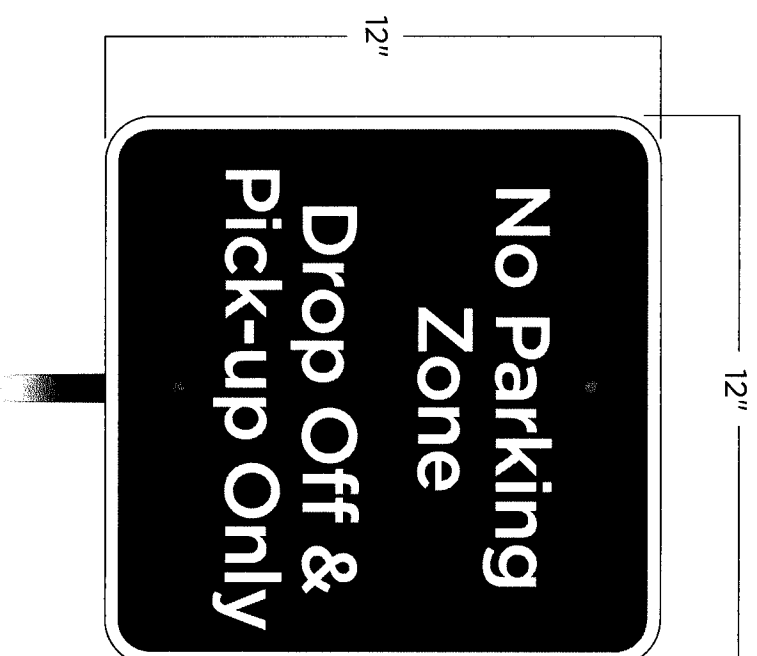
Colors

RED background

WHITE type

Mounting

Bolted to pole



SAF.PS-8

Dimensions

12"H x 12"W

1.5" Radiused corners

Material

1/8" aluminum

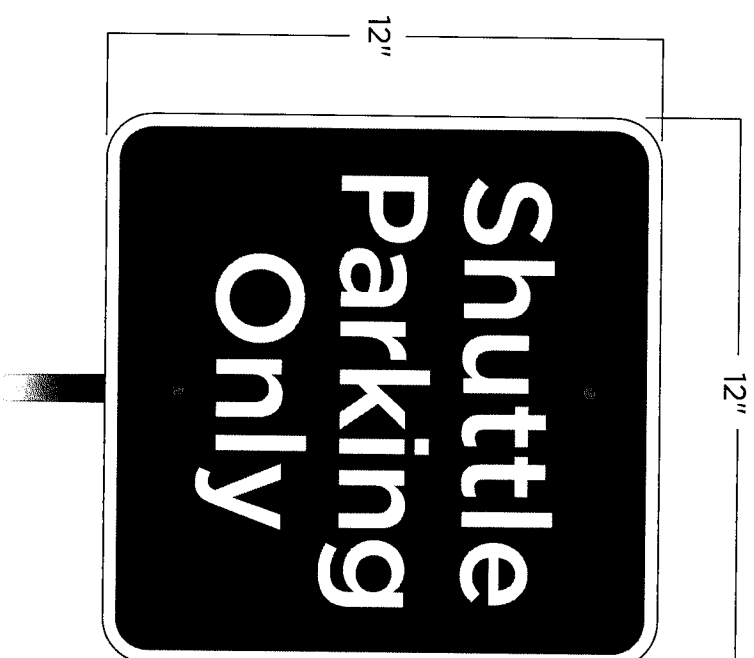
Colors

RED background

WHITE type

Mounting

Bolted to pole



SAF.PS-9

Dimensions

12"H x 12"W

1.5" Radiused corners

Material

1/8" aluminum

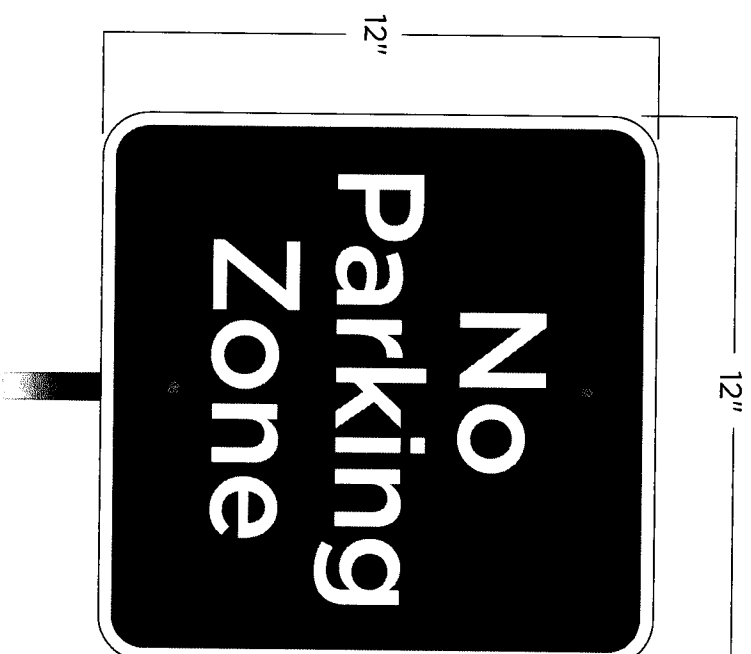
Colors

RED background

WHITE type

Mounting

Bolted to pole



Santa Fe Airport

No Parking Zone Sign

SAF.PS-9

SAF.PS-10

Dimensions

30"H x 30"W

3" Radiused corners

Material

1/8" aluminum

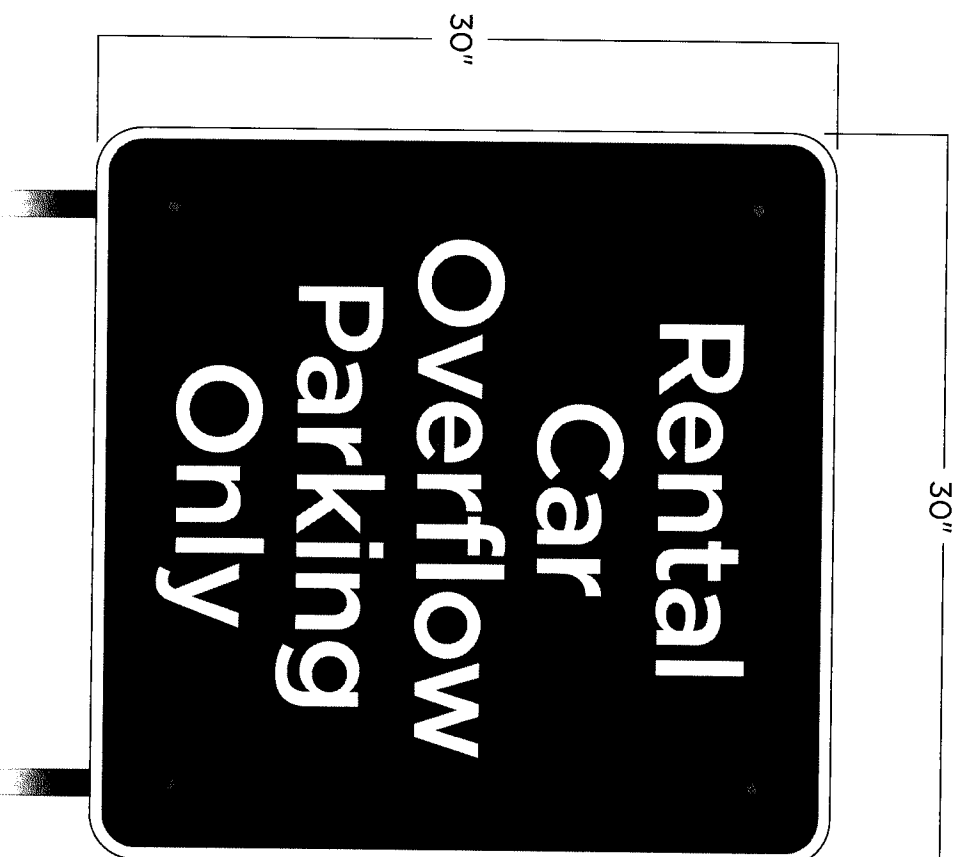
Colors

RED background

WHITE type

Mounting

Bolted to poles



Santa Fe Airport

Rental Car Parking Sign

SAF.PS-10

SAF.PS-11

Dimensions

30"H x 30"W

3" Radiused corners

Material

1/8" aluminum

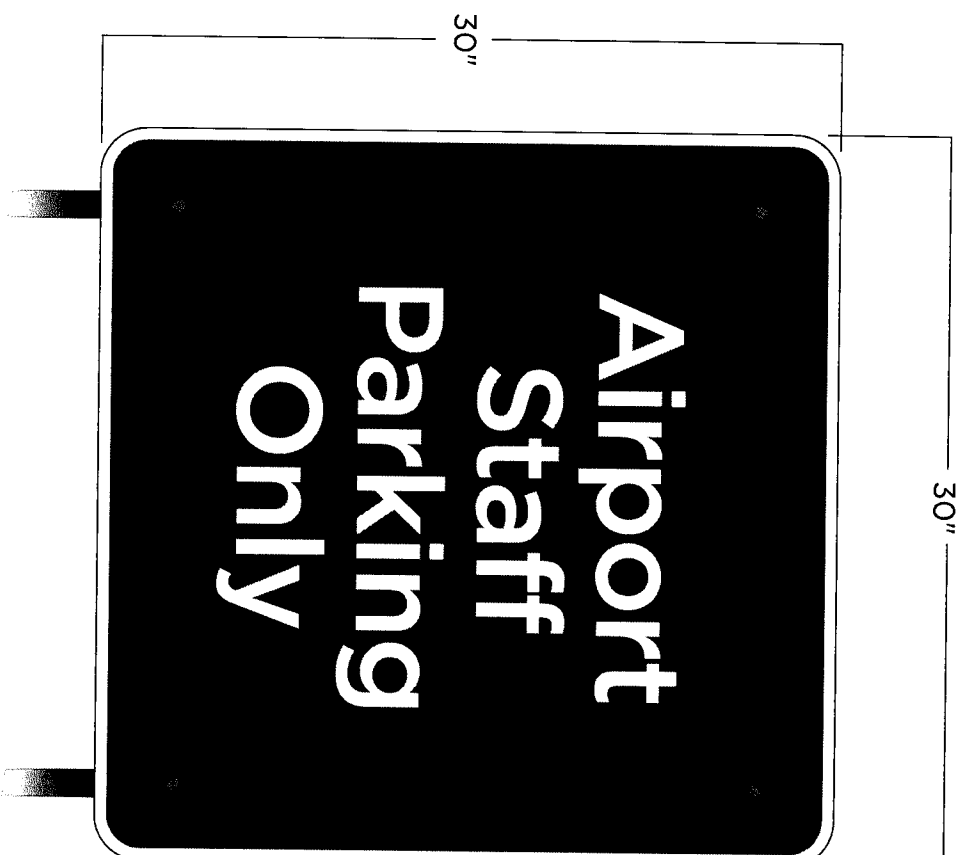
Colors

RED background

WHITE type

Mounting

Bolted to poles



Santa Fe Airport

Airport Staff Parking Sign

SAF.PS-11

SAF.PS-12

Dimensions

30"H x 30"W
3" Radiused corners

Material

1/8" aluminum

Colors

RED background
WHITE type

Mounting

Bolted to poles



Santa Fe Airport

Jet Center Parking Sign

SAF.PS-12

SAF.PS-13

Dimensions

30"H x 30"W

3" Radiused corners

Material

1/8" aluminum

Colors

RED background

WHITE type

Mounting

Bolted to poles

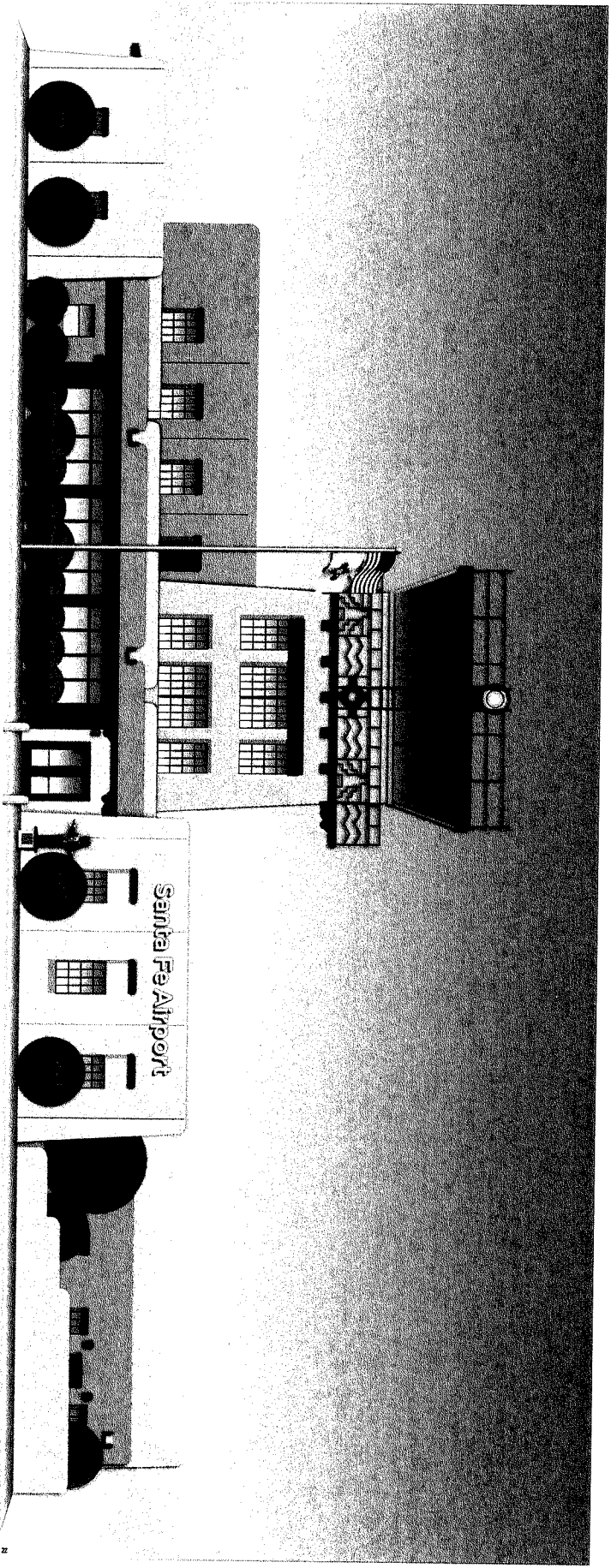


Santa Fe Airport

Landmark Parking Sign

SAF.PS-13

Santa Fe Airport Exterior Signage



Santa Fe Airport

Primary Exterior Sign

SAF.ES-1

***Santa Fe Airport
Airfield Access Control –
Subcommittee Recommendations – AAB Meeting on July 9th***

Goals and Objectives

- Meet security requirements and work toward implementing “best practices” in consultation with TSA and Santa Fe Police Department (PD)
- Measured approach to implementing change – while meeting mandated security requirements
- Clear communication with affected stakeholders about changes to protocols
- Maintain environment that supports needs of diverse users and stakeholders

Recommended Action Plan

- Offer “Driving School” to ensure annual requirements are met: *Sept. – Dec.*
- Publish notice at gate access points regarding “Driving School” requirement and date on which gate access codes will be changed: *January 1st, 2016*
- Issue ID to individuals that complete the “Driving School” requirement to document access credentials: *ASAP*
- Work with PD to develop “trespass” warning/citation protocols that will enable officers to remove individuals found to be on the airport illegally: *Sept. – Dec.*
- Designate FBO gates where access to AOA is controlled by FBO staff: *ASAP*
- Work with delivery companies in transitioning to delivery to customers outside the AOA: *Sept. – Dec.*
- Gate technology upgrade installation at four key gate locations in FY 2016: *Jan. – June 2016*

Issues Requiring Further Discussion

- Ensure after-hour exit protocols are defined and clearly identified for transient GA traffic
- Develop vehicle ID protocol for non-commercial vehicles

Exhibit "4"

Santa Fe Municipal Airport
Security Team Meeting
July 1, 2015

This was the first security team meeting for security improvements at the airport.

Attendees:

Kent Freier, Molzen Corbin
Jon Bulthuis, City of Santa Fe
Geno Montoya, City of Santa Fe
Sgt. Chris McCann, City of Santa FE PD
Jen Estvanko, TSA
TSA AFSD
John Marchman, Jet Center
Jeff Miller, Landmark
Ken DeLapp, Landmark
Bill Aneshensel, SF Aviation Association
John Spain, SF Aviation Association
Chris Ortega, SAF AAB
Troy Padilla, SAF AAB

Items Discussed

Meeting is for two basic purposes, first to try and determine at what definitive time will the airport be required to move to the next level of security which might be quite costly, and second, what small steps can we make now, in order to improve things regarding security at the airport. Goal to have measured approach to implementing change while meeting mandated security requirements. Look toward reducing the number of access points and improving gate technology in the longer term – and changing access protocols and gate codes and in the shorter term – in consultation with stakeholders and AAB.

Fence controls access to the AOA. There are numbered gates and lettered gates. Number gates have the same combination, lettered gates all have the same combination, but different than the numbered gates. Some numbered gates are automatic, some are manual. Letter gates are normally for emergency only, all are manual.

TSA explained that we are CAT IV airport and that security issues need to be addressed. Airlines are responsible for keeping people away from aircraft on ground. Required for all certificated 121 aircraft. No SIDA now. Next level is CAT III which will require badging, background checks, fingerprints, etc., every two years. Will require significant financial commitment for airport. Albuquerque is CAT I, CAT X is the highest. TSA to let us know, in the simplest terms possible, when SAF will have to move up to CAT III, is it by aircraft weight, # passengers on aircraft, # flights, # enplanements or what.

Key initial step is establishing practice of changing gate codes and monitoring distribution of codes to authorized individuals. Same code has existing since early 90's which is akin to not having codes at all. There will be resistance as it is a change in practice, but work to minimize instances where users try and access, and won't be able to. A date should be set to change the code, signs placed at gate with phone numbers to call for new code number. All existing cards will be rendered useless. But it needs to happen be done. Other GA airports change code yearly.

A driving school is currently offered by the airport staff and required for everyone to attend per Part 139 certificate. This is a good opportunity to issue new gate codes, and ensure all those who are required to take participate in driving school do so. Driving permits will be issued to document compliance with requirement.

SFPD will now have a presence in the AOA. Patrols will check individuals to try and determine their business at airport, will enforce speed limits on air and land side, and will challenge those who do not appear to have business on the airport. Trespass notice process discussed to enable officers to remove individuals found to be on airport illegally.

Logos on vehicle are required, for all commercial purposes on airport, such as contractors, delivery, utility meter readers. Not certain how to handle pilots gaining access.

Delivery vehicles should remain at gate, and tenants should be required to go to gate and pick up packages.

Exit for strangers is an issue. If a pilot lands and has no vehicle, they cannot get out. Gate 4 has a button that allows this and they can walk through the FBO, but if late at night, FBO's aren't open and a stranger won't know about gate 4 button.

Assign gates to FBO. This was a suggestion so that FBO can better assist with access or no access to gates nearest them.

Same code for all gates? This is question and should be considered. No central access system right now, so each gate has to be individually adjusted and it can only allow one code number.

Gates 1, 4, 9 and 0 are the most used gates. City to consider purchase and install of four better controllers, to perhaps allow for multiple codes, perhaps with digital access records.

In conclusion, TSA will advise on when SAF will be looking at CAT III standards. Access codes and badging is the biggest issue and City will look at options for better driving school attendance, perhaps police city license for display when challenged and infrastructure improvements at the four primary gates. Some automatic gates may be replaced with manuals, if so deemed.

Historial Data on Airport Revenues

07/09/2015

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015 first 8 mo	Year End June 29, 2015	Budgeted Amount 2014/2015
REVENUES							
<u>Airfield</u>							
Tie Down Fees	\$ 49,542	\$ 45,696	\$ 49,516	\$ 46,477	\$ 21,312	\$31,971	\$50,000
Landing Fees	\$ 153,521	\$ 144,651	\$ 222,306	\$ 145,765	\$ 3,188	\$341,244	\$298,901
Parking Fees	\$ 49,805	\$ 58,415	\$ 97,968	\$ -	\$ -	-\$159	\$0
Fuel Flowage	\$ 160,033	\$ 143,361	\$ 151,122	\$ 172,160	\$ -	\$187,823	\$179,000
Car Rental Receipts	\$ 222,407	\$ 226,478	\$ 178,384	\$ -	\$ -	-\$487	\$0
Gate Fees	\$ 21,804	\$ 13,993	\$ 25,536	\$ 18,932	\$ -	\$27,716	\$35,565
Fire Protection Fee	\$ 51,174	\$ 36,147	\$ 62,047	\$ 45,898	\$ -	\$57,314	\$181,152
Airline Security Fee	\$ 22,900	\$ 16,074	\$ 41,242	\$ 25,570	\$ -	\$39,102	\$47,516
Airlines Equipment Fee	\$ 19,601	\$ 24,294	\$ 38,351	\$ 22,530	\$ -	\$0	\$64,625
Land Rentals	\$ 149,037	\$ 165,211	\$ 172,036	\$ 139,129	\$ 73,881	\$238,543	\$170,000
Airlines	\$ 11,746	\$ 16,939	\$ 50,304	\$ 21,908	\$ 5,067	\$11,849	\$14,140
<u>Airport Terminal</u>							
Car Rental Receipts	\$ -	\$ -	\$ -	\$ 209,773	\$ 200,325	\$301,373	\$300,000
Fees Based GR	\$ 68,160	\$ 64,030	\$ 45,798	\$ 20,589	\$ 20,543	\$23,906	\$70,000
Terminal Concessions	\$ 49,375	\$ 63,759	\$ 33,058	\$ 5,028	\$ 13,464	\$33,590	\$50,500
Terminal Rents Other	\$ -	\$ -	\$ -	\$ 1,895	\$ 33,906	\$87,055	\$34,560
Miscellaneous Revenue	\$ 75	\$ 80	\$ 151	\$ 2,784	\$ 436	\$1,252	\$0
Interest on Investments	\$ 3,214	\$ 332	\$ -	\$ 1,302	\$ 938	\$1,329	\$0
Interest (Amort of Prem)	\$ (1,879)	\$ (53)	\$ -	\$ (201)	\$ (45)	(\$61)	\$0
<u>Airport Landside</u>							
Parking Fees	\$ -	\$ -	\$ -	\$ 64,362	\$ 86,777	\$157,253	\$127,000
Interest on Investment	\$ -	\$ -	\$ -	\$ 179	\$ 195	\$283	\$0
Interest (Amort of Prem)	\$ -	\$ -	\$ -	\$ (24)	\$ 9	\$13	\$0
TOTAL REVENUES	\$ 1,030,515	\$ 1,019,407	\$ 1,167,819	\$ 944,056	\$ 459,996	\$1,540,909	\$1,622,959

Exhibit "5"