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**AIRPORT ADVISORY BOARD MEETING  
SANTA FE MUNICIPAL AIRPORT  
121 AVIATION DRIVE  
BUILDING 3002B  
June 8, 2017 – 4:00PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - a. May 11th, 2017 – Regular Session
5. OLD BUSINESS
  - a. Airport Staffing Update (Cameron Humphres) (Information Only)
  - b. Airport Project Update (Cameron Humphres) (Information Only)
  - c. Jaguar Lane Update (Matt O'Reilly) (Information Only)
6. NEW BUSINESS
  - a. Airport Terminal Site Selection Study Report (Cameron Humphres)
  - b. Airport Board Agenda Items and Open Meeting Requirements (Steve Ross)
7. PUBLIC INVITED TO BE HEARD
8. BOARD AND/OR STAFF COMMENTS AND/OR REQUEST FOR FUTURE AGENDA ITEMS
9. NEXT MEETING: July 13, 2017
10. ADJOURN

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**SUMMARY OF ACTION  
AIRPORT ADVISORY BOARD  
SANTA FE MUNICIPAL AIRPORT  
121 AVIATION DRIVE, BUILDING 3002B  
JUNE 8, 2017, 4:00 PM**

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**15**

**ADJOURN**

**ADJOURNED**

**15**

**AIRPORT ADVISORY BOARD  
SANTA FE MUNICIPAL AIRPORT  
121 AVIATION DRIVE, BUILDING 3002B  
JUNE 8, 2017, 4:00 PM**

**1. CALL TO ORDER**

The meeting of the Airport Advisory Board was called to order by Stephen Ross, Chair, at 4:00 pm, on Thursday, June 8, 2017, at the Santa Fe Municipal Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Stephen Ross, Chair  
Simon Brackley  
Bud Hamilton  
Mike Szczepanski  
Troy Padilla  
Eleanor Ortiz

**MEMBERS ABSENT**

Chris Ortega, Excused

**OTHERS PRESENT**

Cameron Humphres, Airport Manager  
Councilor Michael Harris  
Matt O' Reilly, Asset Manager, City of Santa Fe  
Nick Schiavo, Public Works, Interim Director  
Randy Randall, Tourism, City of Santa Fe  
Molly Waller, KSA  
Wayne Lloyd, Lloyd and Associates Architects  
Eric Haskins, Lloyd and Associates Architects  
Abiel Carrillo, KSA  
Jeff Brogan, Enterprise Rent a Car  
Steen Bunch, Skyland Aircraft  
Steve Merlan, AASF  
Mark Baca, Airport  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

Mr. Humphres asked to add an item 6 C, Airport Events.

**MOTION** A motion was made by Mr. Padilla, seconded by Mr. Szczepanski, to approve the agenda as amended.

**VOTE** The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES, MAY 11, 2017**

**MOTION** A motion was made by Mr. Brackley, seconded by Mr. Szczepanski, to approve the minutes as presented.

**VOTE** The motion passed unanimously by voice vote.

**5. OLD BUSINESS**

**A. AIRPORT STAFFING UPDATE**

Mr. Humphres said we have offered, and she has accepted, the position of Airport Administration Manager to Tuesday Briskey. She is an accountant for the Parking Division. She will be at the next meeting. She will be a fantastic addition to our staff. She has City experience and is smart as a whip. She will be on loan to us on Mondays for now. On the 19<sup>th</sup> of June she will start permanently. We are excited to have her on board. Thanks to Mr. Schiavo who worked hard to get the personnel action on the City Manager's desk. He does not see any issues with approval.

Mr. Humphres reported we have two open maintenance positions. We have tendered a conditional offer to Dustin Tunning. He will be coming out here on the 19<sup>th</sup> as well, conditional on the City Manager's approval. He takes care of the entire ice arena right now.

Mr. Schiavo said he just texted the City Manager and they both have been signed.

Mr. Humphres said wonderful, he will bring both to the next meeting.

Mr. Humphres said there is one additional maintenance worker still open and the secretary position. Then we are full on open positions at the Airport.

Mr. Padilla said one of your maintenance guys is going to be on extended leave.

Mr. Humphres said yes, Gene Montoya will be out for 4 to 6 weeks. He is having

surgery. He and Mark will be sharing the on call duties for nights and weekends. We will be short handed until Dustin is trained.

Chair Ross said the hires are really good news. He appreciates it.

## **B. AIRPORT PROJECT UPDATE**

Mr. Humphres said we have the design of 2-20 over 90% complete. We are ready to go to bid as soon as we hear back from the FAA. They told him they do have the money to complete that project. \$4.7 million. Taxiway Delta reconstruction design is 90% complete. The FAA confirmed they have the money for that as well. \$2 million. We expect that work to be complete in September. That is phase 1. Phase 2 will be next year. \$5 million has been confirmed by FAA for Taxiway Delta.

Mr. Humphres continued the survey and drainage plan are 50% complete. We anticipate those will be done by the end of Summer. We will now have a Master Drainage Plan and all the leases on line. The Terminal site selection study will be talked about later in the meeting. We have completed that.

Mr. Szczepanski asked will Delta 1 remain open when Taxiway Delta is under construction.

Mr. Humphres said Delta 1 will probably remain open. We will probably not have enough money to reconstruct Delta 1. It is a connector. We will use D1 for taxi back operations. The plan is that we will not get into D1. If we do, it will be after we do that last end of Taxiway Delta.

Mr. Padilla asked with runway and taxiway construction coming forward how do we sit with the State and City with matching funds.

Mr. Humphres said the State is in good sted. He has a guarantee that they will match Federal dollars for projects like that. The Aviation Trust Fund is in decent shape. In terms of the City contribution they issued a bond for matching funds and there is money left in that account so we have money for both of those projects for their portion.

Mr. Hamilton asked for the little piece of D1, should we be asking for funding. How important is it.

Mr. Humphres said it is a timing issue. By the end of the fiscal year it will be done.

Mr. Padilla said the portion of Delta 1 going to the ramp, for the future we have spent a lot of time doing Airport show and tell. There is a lot of cracking on that taxiway.

If we wait another year and a half to get it fully aligned what kind of funding do we have to do repairs until then. Do we have the potential of still closing Delta.

Mr. Humphres said that is an important question and point. FAA says they will partner up with communities for infrastructure needs. Part of our obligation to get that grant money is doing regular maintenance on that pavement. One of the problems we have is that we have so many infrastructure needs because we have not had the money flowing that we have no pavement maintenance program to take care of our needs. Our pavements are coming apart because of it. This section that we are not going to reconstruct is in bad shape. We did patch repairs and it is failing. But with this project on 2-20 and Delta we are going to do some spot repairs along with that project to get us to the Fall. We need to develop a continual source of funds in the amount of \$500,000 a year till we get caught up for regular maintenance. After that we will need \$250,000 a year to do ongoing maintenance.

Mr. Hamilton asked is that a state obligation.

Mr. Humphres said no, it is a City obligation. The State comes out and does an annual evaluation of all our pavements. They help us put together a regular maintenance program. The long term solution is a long term funding source.

Mr. Humphres said Taxiway Charlie and Gulf need repairs and the ramp is in bad shape. Over the next 5 years we have these items and others in our Capital Outlay Plan.

### **C. JAGUAR LANE UPDATE**

Mr. O'Reilly gave an overview of the issue. There is some property owned by the Richard Cook family that is being developed. As part of the Annexation Agreement the developer was required to do an interchange and a road from the interchange to the Airport. That was specific in the Annexation Agreement annexing that land into the City of Santa Fe. The current agreement does not specify when the road has to be built. We are trying to find a way to accelerate the construction of that road. Our strategy was get that stretch of road added to the Impact Fee Capital Improvement Plan. That makes construction of those improvements eligible for impact fees. It also makes the developer eligible to receive impact fee credits if he builds that roadway. On May 31<sup>st</sup>, the City of Santa Fe adopted a Resolution to put that roadway on that plan. We are in negotiations with the developer to enter into an impact fee program to give him credits if he builds that road sooner than later. We want it built in the next 14 months. We are going back and forth with the developer. We are at a point where we could potentially have an agreement with the developer at any time but have not finished negotiations yet.

Mr. Hamilton asked are we impacted by the decision on the terminal as to where

the road comes in.

Mr. Humphres said no.

Mr. O'Reilly showed on a map where the road is designed to come in from the interchange. The developer has prepared engineering for that road and is 95% complete. It still has to be approved by the City. The issue is if the developer feels that the impact fee credits we are offering him are sufficient for him to build it now. We are doing all we can to convince him of that. \$1.7 million is the projected cost. It may be a bit more. There is quite a bit of earth work that has to be done.

Chair Ross asked will this serve their private development as well.

Mr. O'Reilly said yes. About one third of the way in there will be a roundabout to serve their development to the south and the future Airport Industrial Park development.

Mr. Hamilton asked does the \$1.7 million include any landscaping.

Mr. O'Reilly said yes, that is one of the things we are negotiating about. Normally City street contractors are required to put landscaping. Due to the roundabout there is a nice place to put a monument sign directing people to the Airport.

Mr. Hamilton said or a nice piece of sculpture.

Mr. O'Reilly said he doubts the developer will pay for that.

Mr. Hamilton said we can get that donated. We can work on that.

Mr. O'Reilly said we are working through the details.

Mr. Padilla asked if they are obligated to build it if we found financing and got it built would they still be obligated to pay that \$1.7 million. Is that an option.

Mr. O'Reilly said no. If the City builds the road that is not part of the agreement we have with them. Our agreement says they are to design and build it. If we did that it would relieve them of any obligation.

Mr. Humphres said he wants to commend Mr. O'Reilly for all that he is doing. Impact fee credits are not a simple matter. He sat down with Mr. O'Reilly when he first came. He took the ball and ran. He has the support of the Council which is amazing. It is a credit to him. We are in good hands with Mr. O'Reilly.

Mr. O'Reilly said thank you. The developer has learned more about the Airport than he knew at the beginning. Their property is 300 acres. This is a decades long



investment. The same developer is developing Tierra Contenta on the other side. Mr. Humphres has explained to them a lot about the Airport Master Plan and that opened their eyes to the possibilities out here. Development follows roads. We are hoping they see that.

Ms. Ortiz said thank you Mr. O'Reilly. The road from the overpass west, who would be using that road besides the Airport.

Mr. O'Reilly said the thought is that it would potentially become the major and primary access point to the Airport. Aviation Drive would become a service route then. The other use is the roundabout that goes off to future development north of the road and to the south to serve all 300 acres of the development property, a commercial business park. There is potential for a hotel and business/commercial. It will not be residential.

Ms. Ortiz said what about on the other side of the overpass that connects to Jaguar Drive.

Mr. O'Reilly said they will have that side of the development finished by the end of June or by the end of Summer.

Ms. Ortiz asked that would not be a short cut for big trucks.

Mr. O'Reilly said once complete you could drive from the Airport all the way to Jaguar Road. Most of Jaguar Drive goes through Tierra Contenta which is residential until Cerrillos.

Mr. Brackley said that is a narrow 2 lane road and will not be used for commercial vehicles. The developer is actively searching for businesses to put there.

Councilor Harris said he would like to add, in reference to the Resolution, it passed unanimously. That is an indication that the Governing Body as a whole is very aware of the importance of this connection. It will receive continued attention until we can make it happen.

Mr. Padilla asked if that road opens up the current Aviation Road we have now opens possibilities. Can you share some.

Mr. Humphres said our Master Plan talks about if we have this access there is a possibility of relocating the back road which would possibly open up areas for airport services. The prime recommendation is to develop the area into a business park. We would be running roads back into that area.

Chair Ross said that is interesting.

Mr. Hamilton asked the roadway coming in, do we have any control of the esthetics of that road coming in. It would be the roadway coming into the Airport.

Mr. O'Reilly said yes the City owns the land on the North side of that road. It could be an Airport industrial park or business park. It could have landscaping standards. We could make land available for hospitality industries. On the South the developer has a development plan already. There will be a network of roads through the land. They are restricted to the City's point standards. Buildings would be restricted in height and have landscaping requirements. They would have to follow the City Land Development Code. We have more control on the North side and slightly less on the South side.

Chair Ross asked where would the rental car facility go.

Mr. Humphres said the point of sale counter will be in the terminal building. The wash, detail and fueling facility will be in the outlying area. We show on the Master Plan in that area where we looking at airport services.

Chair Ross said it is not a place where customers go.

Mr. Humphres said no, they will be in the terminal. From a passenger perspective it is not optimal to go to a remote site to get your car. For the rental car bus they have to pay for the bus to the facility. We can work on keeping the rental car facility close.

Mr. Ortiz asked with respect to proposed development, the City Council has not approved the final plan on that.

Mr. O'Reilly said for the land to the South they have approved the annexation and the rezoning. The Planning Commission has approved the development plan for that property. To the North there is no adopted plan for that at this time. He is assuming that when this road gets built we will work with the Airport Manager and you all to plan that.

Chair Ross said we appreciate these periodic updates. Let us know if something happens. Thank you.

## **6. NEW BUSINESS**

### **A. AIRPORT TERMINAL SITE SELECTION STUDY REPORT**

Mr. Humphres said we are going to have a presentation on the recommendations from the study. He went over the process that has been followed to get the Airport to

this point. KSA aggressively worked to answer our questions. Molly Waller will do the presentation. This has been a group effort. The presentation is in your packet.

Ms. Waller reviewed the presentation for Option A, expanding the terminal, which is in the packet.

Questions from the Board were as follows:

Mr. Hamilton asked this does not include an assumption that we will crate an LAX flight.

Ms. Waller said that is the wild card right now. This does assume the addition of additional inplanements.

Mr. Humphres said we are at the Master Plan planned forecast levels that were not forecast to happen until 2020. Next year, based on where we are now, we will be at 2025 numbers. The fleet mix has changed more rapidly than we thought. This a conservative estimate.

Chair Ross asked how much of that is related to the change to 70 seat planes.

Mr. Humphres said three fourths of our flights are now 70 set jets as opposed to 50 seat. That was not projected to happen until 2020. United wants to bring 70 seat jets here as well but they don't have them yet.

Mr. Padilla said not only is it a bigger plane but a more comfortable plane and it has first class. It brings a plane to Santa Fe that follows the crowd. It is also newer. They have brought Santa Fe to a different level.

Ms. Waller said they are also more reliable.

Mr. Wood, Tower Manager, said when aircraft push back they do not push back into the taxiway.

Mr. Humphres said you don't know this yet, but the boundary line is not in the correct location. We have to repaint that line and then we cannot push back without encroaching on the taxiways. We just learned that.

Mr. Szczepanski said the runway references 228. Is that a concern.

Ms. Waller said until that runway is decommissioned and closed we have to consider that line.

Mr. Hamilton asked what is the square footage of the expansion.

Ms. Waller said 60,000 square feet.

Ms. Ortiz asked is the parking lot paved.

Ms. Waller said yes. That is in all the estimates.

Mr. Brackley asked are there 4 gates.

Ms. Waller said yes.

Chair Ross asked there are no jetways.

Ms. Waller said no, they are expensive and hard to maintain.

Mr. Padilla asked if the terminal needs to expand as you expand you are taking down access to other hangers and you start taking away more infrastructure from Signature.

Ms. Waller said yes, having your general service close to your FBOs is problematic.

Chair Ross asked would there still be general aviation on the Eastern part of the field.

Ms. Waller said yes, repositioning Signature would have to be tackled during the design phase.

Ms. Waller reviewed Option B, building a new terminal.

Questions from the Board were as follows:

Mr. Padilla asked how big is this.

Ms. Waller said 60,000 square feet.

Mr. Brackley said he understands we have to upgrade the ramp for additional weight. Does the estimate include that.

Ms. Waller said yes. These are high level costs and there is almost \$1 million for the existing terminal and parking lot. There are no administrative offices or TSA offices in the new terminal. Your administrative functions and TSA functions will occur in the old terminal building. Actually the new terminal building is 47,000 square feet since those functions will be in the old terminal.

Mr. Hamilton said the concession area looks small.

Ms. Waller said this is a generic shape. We will look at those things in the design phase.

Mr. Brackley said the old terminal does have historical significance.

Ms. Waller said yes it does and it has your tower.

Mr. Haskins said by separating this and having only unsecured uses it gives us the opportunity to go back to what the terminal was historically.

Mr. Brackley said this could be a restaurant in the future.

Ms. Waller said that is something to look at.

Mr. Hamilton asked on the Option B what is the approximate distance between the new terminal and the old. Is it walkable.

Ms. Waller said she did not have the answer on that. She thinks so. Maybe we could incorporate a walking path.

Mr. Humphres said it is less than a quarter of a mile. We wanted to preserve the connection. We have talked about creating a pathway between the 2 points. A nice pathway.

Mr. Padilla said this terminal would be mainly administrative. They would have to access the new terminal, but he does not see many members of the general public going there.

Mr. Hamilton said it depends on if we made it a nice restaurant.

Mr. Humphres said one of the things we hear all the time is that the local pilots want to get together. Having a community room in the old building would be a benefit. If you are waiting for loved ones you can go to the old terminal and sit on a nice patio and have a nice experience.

Ms. Waller said to bring a community to an Airport you need something like that.

Mr. Brackley said he has to leave. What are you asking us to do today. This has been an excellent presentation.

Mr. Humphres said we looking for your acceptance and your recommendations.

Ms. Waller said we are recommending Option B, the new terminal.

Mr. Brackley said he has to leave but if he was here to vote he would vote for Option B. The new terminal.

Mr. Padilla asked is there anything else we can do as a Board to support this.

Mr. Humphres said we need the Board's acceptance of the recommendation. We will present that to Public Works on Monday. He encourages you to attend and show support and to reach out to your Councilors in support of this. He will tell Public Works what you decide. We are looking for acceptance of the report and the recommendation. When we go to the design phase that is where the rubber will meet the road. We will go to the Council to get the money for design.

Ms. Waller said as a Board you can communicate the urgency Mr. Humphres is dealing with out here. That is important. You are the voice for Mr. Humphres and the community.

Ms. Ortiz said we projected construction of the new terminal at \$34 million. That is a savings of over \$1 million.

Chair Ross asked where is the money going to come from for either option.

Mr. Humphres said we have to do the design and get the money for that. The construction is a lot of money. The FAA has said, with consideration given to safety, they will come to the table with some amount of money. They are saying now it will be \$5 million. He feels strongly that the FAA should provide more than that. He would like \$10 million to \$15 million. The rest we have to come up with through the State or City. There are all sorts of funding options. Once you enter the design phase, the critical pathway is determining how to pay for it. Parallel to the design will be the financial plan.

Mr. Hamilton asked what is the timetable.

Mr. Humphres said we anticipate 18 to 24 months for the design. That depends on where you build. It will be about a 2 year build time for the new terminal so 4 to 5 years is the best case.

Mr. Padilla asked are loans available. Is that an option.

Mr. Humphres said we can do bonding. We can do a combination of fund sources. We could do public private partnerships. We have to look at all of those.

Chair Ross asked do we have bonding capacity.

Councilor Harris said we have it.

**MOTION** A motion was made by Ms. Ortiz, seconded by Mr. Hamilton, to support and accept Option B.

**VOTE** The motion passed unanimously by voice vote.

Ms. Ortiz said if you look at the forecasting and the time it will take to do this we are already in trouble.

Chair Ross said we have been in trouble for a long time.

Mr. Hamilton asked would you clarify what the time of the meeting on Monday.

Mr. Humphres said the Public Works Committee in on Monday at 5:00 pm in the Council chambers.

Mr. Padilla asked can everyone come.

Chair Ross said it will be beneficial to have representation, however, we cannot have a quorum of the Board there.

Mr. Hamilton, Ms. Ortiz and Mr. Padilla will go along with the Chair.

## **B. AIRPORT BOARD AGENDA ITEMS AND OPEN MEETING REQUIREMENTS**

Chair Ross said he thinks what should happen is when you want an agenda item call him or write him and he will make sure it gets on. The Chair can put on agenda items with the majority of members in agreement.

Mr. Humphres said the agenda has to be ready by noon on the Wednesday prior to the meeting.

Chair Ross said we need to identify items a week and a half before the meeting. Contact him or Mr. Humphres.

Chair Ross said we should not be talking about things at the last minute when they are not on the agenda. The Airport is getting more and more focus. We need to make sure we doing the right thing.

## **C. AIRPORT EVENTS**

Mr. Humphres said the Chamber is having their annual awards program out here. They are expecting 450 people. On the 24<sup>th</sup> there is a fundraiser to support the Northern New Mexico Air Alliance. It is called Come Fly With Us. It will be hosted in the Jet Center hanger. Artists from Meow Wolf are going to decorate. We will have local bands and food trucks. It will be the old era of Come Fly With Us theme. Tickets are \$30.00 each. He encourages everyone to attend and support the alliance. You can buy a table as well. It will be on a Saturday, 6:00 pm to 9:00pm. This is the same day that 60 airplanes will be on the field. They will be coming in the day before. It is the 99 event.

Mr. Humphres said our tarmac area is the end of their race.

Mr. Padilla said some will be coming in on Wednesday, some on Thursday and most on Friday. They will be leaving on Sunday and Monday.

## **7. PUBLIC COMMENTS**

Mr. Wood said going back to the location of the new terminal, is there any consideration to site lines given because we cannot see the area where those aircraft will be parked from the terminal in this plan.

Chair Ross asked what is in the way.

Mr. Wood said the other hangers. We can see the roof of the big hanger and the other hanger but not the ramp area until an aircraft gets out on the taxiway. That is a concern.

Mr. Humphres said we will look at that when we get into the design.

Mr. Wood said the State Police area will also be blocking our site line.

Mr. Humphres said that is an important consideration.

Mr. Wood asked in the cost figures is there a portion to relocate those hangers that are going to be moved.

Ms. Waller said that is not included in either alternative.

Mr. Wood asked but they will be moved.

Mr. Humphres said that is up to Signature. In discussions with them there are a couple of hangers they would like to demolish and a couple they want to retain. No decisions have been made yet. That will be part of our discussions with Signature.



Mr. Wood said it seems to him that when you talk about a restaurant remaining in the old terminal most clientele are traveling people and TSA people. He would think the restaurant would be better off in the new terminal building.

Mr. Hamilton said if we can do it right, it is an important piece of the equation for customer service and comfort.

**8. BOARD AND/OR STAFF COMMENTS AND/OR REQUEST FOR FUTURE AGENDA ITEMS**

Mr. Szczepanski asked are there limitations on what we bring up here.

Chair Ross said this is for comments and/or ideas or topics to put on the next agenda.

Mr. Szczepanski said as an update on last months item about the median he has reached out to Keep Santa Fe Beautiful and filed the paperwork to adopt the median. They are working on it. He put a pot with flowers out there which was stolen. He is trying.

Mr. Szczepanski said we talked previously about peoples unawareness of the Airport. He ran some math and our runway is 2,500 meters long. He has seen other communities do a 5 K race on their runways. It take about an hour. The Airport would have to be closed during that time.

Mr. Padilla said they do that in Scottsdale. It is a huge event.

Mr. Szczepanski said it is a novel ideal. He does not know what is involved.

Mr. Humphres said that is a cool idea.

Mr. Szczepanski said the north ramp has gone from bad to worse.

Mr. Padilla said Mark is going to do that tomorrow.

Mr. Szczepanski asked what do they do with airplanes.

Mr. Padilla said we are moving them for the 99 event. The Jet Center is going to be putting in Weed B Gon for the cracks.

Mr. Szczepanski showed 2 videos from 3 weeks ago showing occurrences of encroachment on the roads that are inappropriate.

Mr. Humphres said the City is working on getting away from this property. Councilor Harris mentioned to him that they have taken that up as an item.

Chair Ross said an Airport run, the North ramp vegetation and impressions of the airport will be on agenda.

Mr. Hamilton said he would like to get a better understanding of what is the marketing plan for the Airport.

Mr. Humphres said we can do that.

Mr. Hamilton said he would also like to get a better understanding of the training of our personnel here. The Airline people.

Mr. Humphres said he will add that to the agenda. Please put any issues around that in writing to him.

Mr. Humphres said we had courtesy issues with TSA over the weekend. He has concrete input from passengers. He will put this on the agenda and ask station managers to be here.

**9. NEXT MEETING, JULY 13, 2017**

**10. ADJOURN**

**MOTION** A motion was made by Mr. Padilla, seconded by Ms. Ortiz, to adjourn the meeting.

**VOTE** The motion passed unanimously by voice vote.

There being no further items before the agenda the meeting adjourned at 6:00 pm.

*Chris A. Ortiz*  
for Stephen Ross, Chair

*Elizabeth Martin*  
Elizabeth Martin, Stenographer