



Agenda

DATE 6/5/18 TIME 5:30
SERVED BY Tuesday Brzycki
RECEIVED BY dlw

**AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT
121 AVIATION DRIVE
BUILDING 3002B
June 12, 2018 – 4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - a. Feb. 8, 2018 – Regular Session
5. NEW BUSINESS
 - a. Welcome and Introduction of New Board Members and Staff (Councilor Harris)
 - b. Airport Funding – State of NM Grants (Nick Schiavo)
 - i. Runway 10-28 and Runway 15-33 Design Grant - \$60k
 - ii. Runway 10-28 and Runway 15-33 Rehabilitation Grant - \$1M
 - iii. Parking Lot Renovation DFA Grant - \$1.5M
 - iv. AOPA Fly In
6. OLD BUSINESS
 - a. Runway 2-20 Construction Update (Mark Baca)
 - b. Taxiway Delta Phase I Construction Update (Mark Baca)
 - c. Airport Terminal Update – (Mark Baca)
 - d. Master Plan Status (Mark Baca)
7. PUBLIC INVITED TO BE HEARD
8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS
9. NEXT MEETING: **July 12, 2018**
10. 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.

**SUMMARY OF ACTION
AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT, BUILDING 3002 B
121 AVIATION DRIVE
TUESDAY, JUNE 12, 2018, 4:00 PM**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1-2
APPROVAL OF MINUTES FEBRUARY 8, 2018	APPROVED	2
<u>NEW BUSINESS</u>		
WELCOME AND INTRODUCTION OF NEW BOARD MEMBERS AND STAFF	INFORMATION/DISCUSSION	2
<u>AIRPORT FUNDING - STATE OF NM GRANTS</u>		
RUNWAY 10-28 AND RUNWAY 15-33 DESIGN GRANT	INFORMATION/DISCUSSION	2
RUNWAY 10-28 AND RUNWAY 15-33 REHABILITATION GRANT	INFORMATION/DISCUSSION	3
PARKING LOT RENOVATION DFA GRANT	INFORMATION/DISCUSSION	3-4
AOPA FLY IN	INFORMATION/DISCUSSION	4-5
<u>OLD BUSINESS</u>		
RUNWAY 2-20 CONSTRUCTION UPDATE	INFORMATION/DISCUSSION	5-6

TAXIWAY DELTA PHASE 1 CONSTRUCTION UPDATE	INFORMATION/DISCUSSION	6-7
AIRPORT TERMINAL UPDATE	INFORMATION/DISCUSSION	7-9
MASTER PLAN STATUS	INFORMATION/DISCUSSION	9-10
PUBLIC INVITED TO BE HEARD	INFORMATION/DISCUSSION	10
REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS	INFORMATION/DISCUSSION	10-12
NEXT MEETING	JULY 12, 2018	12
ADJOURN	ADJOURNED	12

**AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
TUESDAY, JUNE 12, 2018, 4:00 PM**

1. CALL TO ORDER

The meeting of the Airport Advisory Board was called to order at 4:00 pm by Councilor Michael Harris, Chair, on Tuesday, June 12, 2018, at the Santa Fe Regional Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

3. ROLL CALL

MEMBERS PRESENT

Councilor Michael Harris, Chair
Kevin Eagan, Telephonically
John Elling
Rosemary Thompson

MEMBERS ABSENT

Bud Hamilton, Excused
Chris Ortega, Excused
James Robins, Excused

OTHERS PRESENT

Nick Schiavo, Interim Airport Manager
Mark Baca, Airport Operations Manager
Kent Feier, Molzen Corbin
Joe Gamez, Signature Flight Support
Marc Coan, member of the public
Zachary Torma, Molzen Corbin
James Brogan, Enterprise Rent-A-Car
Dave Staples, Local Pilot
Tuesday Brzyley, Airport Staff
Michael Szczepanski, Local Pilot
Jane Lucero, NMDOT - Aviation
Steve Merlan, Aviation Association of Santa Fe
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

Mr. Schiavo said the AOPA Fly In should be item 6D under new business.

MOTION A motion was made by Mr. Eagan, seconded by Mr. Elling, to approve the agenda as amended.

VOTE The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES
FEBRUARY 8, 2018**

MOTION A motion was made by Mr. Elling, seconded by Ms. Thompson, to approve the minutes as presented.

VOTE The motion passed unanimously by voice vote.

5. NEW BUSINESS

A. Welcome and introduction of new board members and staff

Chair Harris said the Airport Advisory Board hit the pause button for 3 months. We now have full Board as appointed by the Mayor and the Governing Body. As you know there has been a change to the make up of the Airport Advisory Board where a member of the Governing Body is now assigned. He wants to make sure everyone has the contact sheet for the members of the Board. He asked Tuesday to please send that out to all the members. We have a meeting calendar that is set for the year and is the 2nd Thursday of the month. Tuesday please send out the meeting dates as well. We still have Interim Manager, Nick Schiavo, with us. He knows interviews are being conducted now and over the next few days. He doesn't know the Mayor's timing for that individual or when they will start. Hopefully in July, but that remains to be seen. That is the last piece of the puzzle. He wants to acknowledge the work Nick has done at the Water Division and as Interim Airport Manager. Mr Baca has done yeoman's work to keep the Airport going.

Everyone introduced themselves.

B. Airport funding - state of NM grants

Mr. Schiavo said thank you to Jane and the State of New Mexico for the first 2 grants he will talk about.

I. Runway 10-28 and runway 15-33 design grant - \$60K

Mr. Schiavo said this grant is for the design. The consultant has been selected to do the design work.

II. Runway 10-28 and runway 15-33 rehabilitation Grant - \$1 mill

Mr. Schiavo said this grant is for the rehab of the 2 runways. 15-33 will get crack seal and fog seal. 10-28 will get mill and overlay for a portion of it and crack and fog seal for the other half.

III. Parking lot renovation DFA grant - \$1.5 mill

Mr. Schiavo said this funding is from the last Legislative Session. Typically we see funding by October after the session. This is for design and construction.

Chair Harris said Moltzen Corbin is the consultant of record. What is the timing.

Mr. Freier said we have done survey. By the end of June the documents will be ready. The intent is for Mountain States to do the work while they are on sight. We have the State pricing agreement for the runway work except for the surface seal. It is an August time frame.

Chair Harris said we have worked through a lot of 3rd party agreements. Are we restricted to the State price agreements. If we can find another 3rd party entity can we use them.

Mr. Freier said if there is another mechanism for doing that with the approval of the Governing Body certainly we can do that. If we can go through the CES process that is fine too.

Chair Harris said we are shorthanded in purchasing, but maybe we can check real quick. Kent if you could supply the specifications of what you are looking for we can research that.

Chair Harris said we are doing the crack seal in June.

Mr. Elling asked is the rehab grant for the 2 runways enough to get 10-28 back in service.

Mr. Schiavo said yes.

Mr. Schiavo said we have started negotiations with Mountain States. They are willing to do the work. Just have to get the agreement and get it through the Governing Body for approval. That work will be done during the day.

Chair Harris said by sometime in 2018 we will have all 3 runways improved.

Mr. Schiavo said that is the goal.

Chair Harris said the parking lot renovation, talk a bit more about that.

Mr. Schiavo said staff has written a draft RFP and it is at purchasing now. We are hoping it goes through in the next few weeks. Once we have that and the paperwork on the grant from the State he will be able to run that through the Governing Body for approval. There is sufficient money for getting the work done. The challenges are with ADA and terrain and the convience system. There will be quite a bit of up front work so the design works smoothly. Also the entrance from 599 and how that would fit if it does ultimately happen.

Ms. Thompson said you are talking about the new terminal entrance. How is that going.

Mr. Schiavo said there is nothing new to report right now.

Chair Harris said it is high on his list to make this Airport what it needs to be. It needs a new front door. As soon as he has something concrete he will report it.

C. AOPA fly in

Mr. Gamez said every industry has an advocacy group. The AOPA is a nonprofit organization that represents general aviation pilots all over the country. They focus on education, safety and the growth of general aviation. In 2014 rather than having their convention converge on one City they restructured the way they did their membership conventions. They do this 4 times a year now all over the county. This year the first one is in Montana. Santa Fe is next on September 13th and 14th, then Illinois and then Alabama. The way the conference arrived in Santa Fe was that the former Chair of this Board had attended one of these fly ins. He put out the idea that Santa Fe might be interested. Colorado backed out last August so the leadership came here and staged a meeting with the former City Manger and Councilors Lindell and Ives. Seeds got planted for this event. Shortly after that the Airport Manager departed. Then there was a change of City leadership that put everything in a holding pattern. After the Mayor was elected Councilor Harris gave his time to put this back together. A kick off meeting in May was entirely supported by the Mayor. It was officially blessed on the 14th of May. One of the big components is volunteers. They have hundreds of volunteers and there is a spot on the website if people want to volunteer. He is looking forward to a great event.

Chair Harris said the kick off was very well attended. AOPA was well represented with 5 or more staff people. They seemed to be a very well organized group. They are going to use a formula that is working. They were clear about the need for volunteers. On our end they have asked for support financially. Tourism Santa Fe will provide some. Who is the main point of contact.

Mr. Gamez said it is not him at this point. It is still to be determined.

Mr. Baca said he is the point of contact.

Chair Harris said at the next meeting there will be a bit more detailed presentation by Mark about where we stand with the event. He has all the information on the requirements. What frustrations are you experiencing Mark. What does the City need to do for support. Are you talking to Chris Eeds.

Mr. Gamez said we are. This Airport will turn into an event campus for this. 6,000 attendees and 500 airplanes will be out here.

Chair Harris said we need to talk about this every month. If we need to talk give him a call and he will do what he can. There is a lot of work to do. Santa Fe does events well. We will see how we do in July for the National Governors Conference. He think we will be able to pull off both events.

Mr. Gamez said he wants thank Nick, Mark and Tuesday in pulling this off and keeping the Airport going in the absence of an airport manager. The sign coming into the airport is beautiful.

Chair Harris said it is a great start.

Mr. Thompson asked is there any connection we can advertise this with. Maybe put it on the National Business Aircraft Association website.

Mr. Gamez said that is a great idea.

Chair Harris asked do you have the power point presentation.

Mr. Gamez said yes he has it on paper and digital.

Chair Harris said very good. It lays out the event and how they are supporting it.

Mr. Gamez said he will send it out to anyone who wants to see it.

6. OLD BUSINESS

A. Runway 2-20 construction update.

Mr. Baca said from June 19th through the 21st there will be a complete Airport closure at night after the last flight until the morning. They will be working on the midfield intersection, milling and paving at night and doing the temporary stripping. They hopefully will be able to do it in 2 nights. We reserved 3 nights to be sure. It will be

closed from 6:30 pm to 6:00 am. We will be open to helicopter operations at all times.

Mr. Baca said another big change is that it will continue to state 2-20. We are not going to change the designation at this time. The request did not get processed through the FAA in a proper manner. We may look at this again.

Mr. Eagan asked who was the engineer on that.

Chair Harris said KSA.

Mr. Eagan asked is Kauffman doing any work out there.

Mr. Baca said the Master Plan only.

Chair Harris asked who is in attendance at the weekly progress meetings.

Mr. Baca said an independent inspector for KSA, an engineer - Dan Keely, the engineer from Albuquerque is going to start coming up, the Mountain States Superintendent on the job and the Mountain States Project Manager. We meet every Monday at 10:00 am here at the Airport if you would like to come in.

Chair Harris said so the team is solid. The project is off to a good start. No stumbles to speak of.

Mr. Baca said yes. The Plant will be delivered on the 16th and they will do their test paving strip on the 18th. They will get the test results on the mixture and we can start paving on the 19th in the evening.

Chair Harris asked are we still creating the service road with the millings.

Mr. Baca said yes. When we did the milling on Taxiway Delta they were looking for a place to stockpile it so he had them build the rest of the access road.

B. Taxiway Delta phase 1 construction update

Mr. Baca said this started on May 28th. They think they will be able to do it quicker than the 30 day turnaround. They had a bit of an issue with the base, but they got it worked out. The lime base that was used previously is a hard base and broke the teeth on the miller. It was failing because of a different design of aircraft.

Chair Harris asked what about the vault.

Mr. Baca said Taxiway Delta and Gulf are direct bury lights and wires. They were put in in 1992. We have failed points throughout that we fixed over the years. We

wanted to go to conduit system so that we could block out sections and repair sections. We are trying to update it.

Chair Harris said when it comes to Public Works he is wondering if in anticipating the lighting upgrade do we need to provide conduit under the runways in order to service that.

Mr. Baca said yes. We have 2 new duct banks for that. In this phase the conduit system was not considered due to a decision by the previous management. In phase 2 it will be considered.

Chair Harris said he is a construction man and was to be able to think ahead for replacing lighting. He wants to ensure we can get across clean.

Mr. Baca said we will be able to with the 2 new duct banks.

Mr. Elling said since we are also doing 2-20 is there a reason to put conduit under that runway.

Mr. Baca said that has already been done.

Chair Harris said thank you for clarifying that.

C. Airport terminal update

Mr. Baca said we have been begging TSA for equipment. We do have the body scanner up and running. The project is complete and operational. The baggage scanner was delivered today. Construction is still going on in that room. On July 15th it will be complete. We are hoping the project will be operational on June 21st. We will operate the system while some construction will still be going on. It will expedite the process. Also hopefully by the end of this month we will be able to have the new access control system and the cameras up and running. There is a TSA security requirement to get all the equipment to talk to each other. A proximity card and a finger print will be necessary to get into some areas. We are waiting on the server to get the cameras recording. They can hold up to 30 days of data.

Chair Harris asked who is installing this.

Mr. Baca said HRI. They are under contract to the City.

Chair Harris asked what is the thinking about the baggage claim area.

Mr. Baca said that is a discussion we need to have another day. Hopefully with you spearheading this we will see what the Governing Body wants to do with this

Airport. Piece meal it or what. We need direction from the Governing Body.

Chair Harris said he believes it will happen. The Governing Body has submitted it's operation budget to the State. The next order of business is the capitol improvement program. We are starting to get organized on that now. He has looked at the old documentation. It seems to be a bit off the mark. In terms of the Airport we will start fresh and build upon the work being done out here now. The Mayor is interested in seeing that the Airport be developed appropriately and he wants to expedite it. He will be part of that conversation. We have been trying to improve the customer satisfaction ratings. We have unhappy people. Doing it this way has helped. We are going in the direction.

Ms. Thompson said thank you for all your hard work for all these years. Someone asked her about an article in *The Reporter* about the fact that FAA could fine the Airport \$13,000 a day for not being in compliance.

Mr. Baca said that is not the FAA it is TSA. With going to 70 passenger airplanes we got bumped up to a Category 3 Airport. That requires additional security measures. We have brought those up to date. If we violate that they could fine us. We are in compliance now. Councilor Harris and Nick wrote the Chapter 3 polices we needed and it went to public comment and was accepted. That keeps us in compliance.

Ms. Thompson asked should we write a letter to the editor to explain that.

Chair Harris said Matt Grubs will probably follow up. He wrote that article.

Mr. Elling asked are the cameras just in the screening area.

Mr. Baca said they are throughout the Airport at every access point. They are on the top of the tower, in the parking lot, baggage claim, all the entries and doors and screening and the baggage area. Cameras on every gate are coming. We need additional funding for that and will be asking for it. They have given us a bit of leeway on that.

Mr. Elling said it might be great to put a couple of cameras on the aprons as well so we can see what is going on with the parked airplanes.

Mr. Baca said there are lots of options. It depends on how much money we are able to get.

Chair Harris said he needs the schematic of what you have and in a couple of phases. What is the next priority and put dollar amounts to it. The CIP discussion is really an arm wrestling contest. He will be advocating for the Airport, but he needs the information.

Mr. Elling said it will be better now that we have card access. He had a construction project on the Airport that was subjected to theft.

Mr. Baca said he is excited to get Taxiway Delta done. They will be paving at night and during the day.

Chair Harris said thank you for your work.

D. Master Plan status

Mr. Schiavo said the Master Plan was approved by the Governing Body at end of 2017 and submitted to FAA. It is still being reviewed there. They were concerned about the airfield layout plan. It is good now.

Mr. Frier said we are waiting for the okay on the drawings.

Mr. Baca said we were requesting to go to D3 aircraft. We are 5 operations short of that. She wants to keep us at D2. That is the hang up. It effects our funding and pavement.

Mr. Feier said we had an issue with Kim Harris at FAA. We wanted design group 2 and design group 3 aircraft. The difference is a lot of geometry. If FAA wants to hold us to group 2 they will they make us pay for the additional 50 feet. She did put us at group 2. We talked to her and asked for D3 which she would not do. However, she is not going to make us pay for the extra 50 feet at this time. She is reviewing the drawings again now. She said we can design for group 3 in the future. She said the design will be justified by whatever aircraft they see here at that time. When we hear back from her it will be ready to go to the Mayor and FAA for signature. This is for the entire Airport.

Ms. Lucero said it is going to be months before the review of the rest of it. It is not a fast process. It is something you need to keep up with.

Mr. Schiavo said staff is tracking the numbers. If we did get in 2018 or 2019 the numbers to put us in the other category we can submit a supplement or addendum on to this Master Plan.

Chair Harris asked is our runway 2-20 built to D3 specifications.

Mr. Freier said yes it is. You are good. We just don't want to lose that 50 feet of funding due to a technicality.

Chair Harris said the alignment for Taxiway Delta was an issue. Is it still an issue.

Mr. Schiavo said we have agreed to hit both runways at 90s. The design work needs to be done. We are going out for an RFP on that and hope to submit a design by November. We are following the concept the FAA is comfortable with.

Chair Harris said thank you.

7. PUBLIC INVITED TO BE HEARD

Mr. Coan said thank you all for signing up. He appreciated all the efforts of Council Harris and his energy that he puts behind the Airport. He would like to see if public comment can be moved to the beginning of the meetings.

Mr. Merlan said he is with the Aviation Association of Santa Fe. He wanted to remark that anyone who is interested in volunteering for the Fly In can look up AOPA Fly in Santa Fe and there is a website you can go to if you want to sign up to volunteer for the various tasks they need. Spread that word.

Councilor Harris said thank you Steve and Marc.

Ms. Thompson asked is it on the City or Tourism website.

Mr. Merlan said no. He will get contact AOPA and see if we can link to their website for the City and Tourism.

Mr. Elling asked shouldn't the AOPA representative for the Airport be coordinating this whole thing.

Chair Harris said thank you Steve for all your work.

8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

Chair Harris asked Tuesday when the Ordinance is completed and signed from the City Clerk would you also distribute that to the Board members. He want to make sure people can see the final document. It is our marching orders.

Chair Harris said much of what was done with that Ordinance was to satisfy an update from TSA. The Airport security program has gotten started. He would like to get this document circulated to all Board members. It is the Rules and Regulations for the Airport.

Mr. Baca said we asked that the entities at the Airport inform their card holders about the security.

Chair Harris said he wants to make sure all Board members have this for the next meeting. He wants this on the agenda for the next meeting and we will have David Silver here at the next meeting to talk about this. He wants to have an open discussion about what drove these specific regulations and to make sure this is standard language. As we get into it, David will talk about the security program. There is some information that does not get disclosed. He wants the Board to have a good understanding of what this is and what steps are being anticipated. He did not know we still have work to do on the cameras. The badging system is working pretty well. The stop and wait for the gate to close is still an issue. He wants to spend a fair amount of time on the security program next month. He appreciates all the work that has been done on this.

Mr. Baca said he and David will get together with Mr. Elling for a meeting on his questions.

Chair Harris said there were some good amendments to the Ordinance done by the the Governing Body.

Chair Harris said he knows full well the importance of the minimum standards. We are waiting for a new Manger. On the land side he came to understand the land side is specific to, in large part, determining what comes out of the Airport environment for the people working here. Tenants, business people, staff and everyone who has involvement with how the land side should work, including passengers. The Airport Advisory Board recommends policies to the Governing Body. Clearly our charge is to advise and recommend to the Governing Body. The Board, along with other participants, will work on the rules and regulations. When it is time they will go through the committee process. Then to the Governing Body. They have to pass one full Council Committee before going to the Governing Body. He does not expect a problem. He wanted to speak briefly to the work that is to come. We need to wait until we have an Airport Manager settled in so they can lead the discussions.

Ms. Thompson introduced herself.

Chair Harris said thank you. She is the neighborhood representative on the Board as well. Thank you for joining us.

Mr. Elling said the minimum standards are a great mountain to climb. He would love to go back and look at some of the flights we lost to see if we can get some more commercial flights to come out here.

Chair Harris said we should invite Stuart Kirk to hear those discussions.

Chair Harris said we need to continue to have construction updates. He is always mindful of how it works for the public to be here. Everyone here has a connection to the Airport. We want to make sure we have a pretty good understanding

of how the public is responding. It would be good to know how people feel about things. Improving the passenger experience is high on his list. Anything you can let us know about that is of concern is important.

Ms. Thompson said at our HOA we did move the public part to the beginning if someone did not want to sit through the entire meeting. She thinks that is a good suggestion.

Mr. Elling said he is fine with it either way.

Chair Harris said lets try it out. It is not an unreasonable suggestion.

Mr. Elling said having public comment at both ends is actually a good idea.

Chair Harris said that is fine with him. Public Comments are typically limited to 2 minutes.

**9. NEXT MEETING
JULY 12, 2018**

10. ADJOURN

There being no further business before the Board the meeting adjourned at 5:35 pm.



Councilor Michael Harris, Chair



Elizabeth Martin, Stenographer