



# Agenda

**AIRPORT ADVISORY BOARD MEETING  
SANTA FE REGIONAL AIRPORT  
121 AVIATION DRIVE  
BUILDING 3002B  
February 14, 2019 – 4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - a. January 10, 2019 – Regular Session
5. OLD BUSINESS
  - a. Report from Minimum Standards Committee (Chris Ortega, Committee Member)
6. NEW BUSINESS
  - a. Northern New Mexico Air Alliance update (Stuart Kirk, NNMAA)
  - b. Security rules and regulations (Mark Baca, Airport Manager, [mdbaca@santafenm.gov](mailto:mdbaca@santafenm.gov), 955-2901) (David Silver, Emergency Manager, [dmsilver@santafenm.gov](mailto:dmsilver@santafenm.gov), 955-6537)
  - c. Task order review (Kent Freier, Molzen-Corbin)
7. PUBLIC INVITED TO BE HEARD
8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS
9. NEXT MEETING: **March 14, 2019**
10. ADJOURN

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**DATE: February 4, 2019**

**TIME: 10:24 AM**

**SUMMARY OF ACTION  
AIRPORT ADVISORY BOARD MEETING  
SANTA FE REGIONAL AIRPORT  
121 AVIATION DRIVE, BUILDING 3002B  
THURSDAY, FEBRUARY 14, 2019, 4:00 PM**

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**AIRPORT ADVISORY BOARD MEETING  
SANTA FE REGIONAL AIRPORT  
121 AVIATION DRIVE, BUILDING 3002B  
Thursday, February 14, 2019, 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 Thursday, February 14, 2019, at the Santa Fe Regional Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

**3. ROLL CALL**

**MEMBERS PRESENT**

Councilor Michael Harris, Chair  
Chris Ortega, Vice-Chair  
Kevin Egan  
John Elling [telephonically]  
Bud Hamilton  
Rosemary Thompson

**MEMBERS ABSENT**

James Robins [excused]

**OTHERS PRESENT**

Mark Baca, Airport Manager  
John Dickerson, Airport Operations Manager  
Kent Freier, Mozel-Corbin  
James Brogan, Enterprise Rent-A-Car  
Stuart Kirk, Fly Santa Fe  
Regina Wheeler, Public Works Director  
John Dickinson, Operations Manager  
Tuesday Brzyley, Airport Staff  
Dawn Garcia, Airport Staff  
Carl Boaz for Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

Ms. Thompson asked to add HB 229 for discussion. It is to create a special economic district.

Chair Harris said we can deal with it under item #8.

**MOTION** A motion was made by Mr. Egan, seconded by Mr. Ortega, to approve the agenda as presented.

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

#### **4. APPROVAL OF MINUTES January 10, 2019**

**MOTION:** A motion was made by Mr. Hamilton, seconded by Mr. Egan, to approve the minutes of July 12, 2018 as presented.

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

#### **5. OLD BUSINESS**

##### **A. Report from Minimum Standards Committee (Mr. Ortega, Committee Member)**

Mr. Ortega said at the last meeting we reported to be close to a final draft and if we wanted Molzen Corbin to review the document. Mr. Egan moved to have the document reviewed by Molzen Corbin and they offered to do that free of charge. Everyone has worked hard on this. We did research from different airports and did six drafts of the document. The most recent one we have is the sixth draft. We are ready to have other offices review the draft and also Molzen Corbin. He received an email that the Risk Management Director is ready to review Appendix A. We will sit down with her and talk about the insurance. That is the only caveat. Otherwise the draft is ready. This was all done with the participation of Mr. Baca.

Chair Harris said thank you to Mr. Elling and Mike Szczepanski was also involved. Mike Prinz, assistant City Attorney, was also involved. So we have the sixth draft. It is just a matter at this point of wordsmithing and how definitions get woven into the document. He is prepared to take the documents to City Attorney Erin McSherry's office and give them to Mike Prinz for review. His hope is to have a compiled document in a months time. From there, it will come to the Board for discussion and eventual approval. He is just being prudent with Molzen.

Mr. Egan said his idea was that Molzen Corbin has a lot of experience so rather than offload this to the Governing Body he thinks it would be best to have our Airport engineers review it.

Chair Harris said he doesn't disagree, but does the Board to have an opportunity to review and comment.

Mr. Elling said we have incorporated Mr. Ortega's comments into the document. He read the document which oscillated between general and specific statements. He thought that was odd because we have been specific on some parts. He tried to revise it to more general statements. A lot of it is in the sixth draft and he is happy about that.

Chair Harris said it was primarily based on comments from you and Mike Szczepanski. Let's get it to the City Attorney's office for clean up. Is that agreeable.

Mr. Elling said yes.

Mr. Baca said he had nothing else to add. He spoke with Barb on Monday and she was in the process of moving back to City Hall so she could not set up a meeting until she gets settled in her new office. She understands that making insurance affordable to private aircraft owners is important.

## **6. NEW BUSINESS**

### **A. Northern New Mexico Air Alliance Update (Mr. Kirk, NNMAA)**

Mr. Kirk said the preliminary data from our study will be viewed positively by the airlines. An interesting thing is we received several hundred responses from hotels and a good percentage of almost all who were flying other places flew into Albuquerque. Almost all of them said if they had known they could fly in here they would have. We really need to do more with booking companies like Orbitz and Priceline. They advise people to fly into Albuquerque to get to Taos.

Chair Harris asked would you try to do that with them.

Mr. Kirk said yes. We were successful in getting them to answer that the nearest airport is not Albuquerque but Taos. We are going through that with central booking. We are not the majority of their revenue so it has to be folks like us to do it.

Chair Harris said the PSA is settled now. It went on for a year.

Mr. Kirk said yes and the invoice has been submitted.

Chair Harris asked has reimbursable costs been settled out.

Mr. Baca said yes. They have it running now.

Mr. Kirk asked Mr. Baca about the grant.

Mr. Baca said they need a little more clarification on the scope and we can sit down and iron that out

Chair Harris asked when will the initial stages of the study be in.

Mr. Kirk said in next couple of weeks. We are showing activity at the Airport is healthy and growing. The last part is about sustainability of air service. We are working on that and it will be boiled into a presentation. You can also be part of meeting with them about profitable destinations and which ones we want to go after.

Chair Harris said you really only want to contract with the first two. He knows getting the money to the airlines has been a problem, but with the survey, Los Alamos County and Taos should also be able to participate.

Mr. Egan asked what is the short term objective. Is it to bring in more cities.

Mr. Kirk said more non-stop destinations.

Mr. Egan asked will there be subsidies.

Mr. Kirk said no.

Mr. Egan said we need to work on infrastructure and it looks like expansion is years away.

Ms. Wheeler said it will take a couple of years to finish construction.

Chair Harris said southern California as a destination is what people are hoping for, especially with increased film business.

Mr. Kirk said it is expected that those issues will come up.

Chair Harris said we need to make a rational case for those connections.

Mr. Egan asked where are we with the Legislature on capital improvements.

Chair Harris and Mr. Kirk had not heard.

Chair Harris said we have strong advocates because of the regional nature of it.

Mr. Hamilton asked assuming we get the funding, what is the process for what we are going to do.

Mr. Kirk said he is introducing that at our Board meeting tomorrow. We have a lot of work to do locally. We spent a lot of money promoting to people from Phoenix,

Dallas and Denver to come here, but we have issues to bring to our Board.

Chair Harris said we need to deal with next steps.

Mr. Baca said we will touch on that.

Ms. Thompson said in addition, the Santa Fe Chamber of Commerce put a survey on their website. The Santa Fe Board of Realtors also put it out to all realtors. Hopefully it will bring good response.

Mr. Kirk said yes. For each entity, we tailored it a bit.

**B. Security Rules and Regulations (Mr. Baca, Airport Manager, [mdbaca@santafenm.gov](mailto:mdbaca@santafenm.gov), 955-2901) (David Silver, Emergency Manager, [dmsilver@santafemnm.gov](mailto:dmsilver@santafemnm.gov), 955-6537)**

Mr. Baca said he just got a call from David Silver that he is unable to attend. He does have copies of the Rules and Regulations of the ASP - Airport Security Program. They are also on line.

Mr. Elling asked about ASP.

Mr. Baca explained it and said TSA is reviewing it.

Mr. Elling asked where did the document come from.

Mr. Baca said he and David Silver put it together. It is regarding how the airport is going to adhere to the TSA regulations. The Rules and Regulations for Security and little snippets of the ASP are on line to share with users to let them know what they can and cannot do. Now that we have submitted a revision to ASP, we will review the rules and regulations, especially what you and others have concerns with, and will show the Board what they are and how we can do it.

Mr. Baca said we took out the security sensitive information from our program.

Mr. Elling said so the document was created, but the rules and regulations did not originate at the Santa Fe Airport. So where did they come from.

Mr. Baca said they are snippets of ASP and you are right that some of them are not applicable to the Santa Fe Airport. Several people felt we needed to do something different with them.

Mr. Elling said if these came from ASP and reference areas that are not from

Santa Fe will they work.

Mr. Baca said these came from Mr. Humphres, David Silver and the Airport Security Person - Mr. Ortega.

Mr. Elling repeated his question.

Mr. Baca said the previous Airport Manager's knowledge was of other airports and he was thinking of previous airports where he had worked. That is when he and David Silver decided to revise it.

Chair Harris said Mr. Baca has handed out hard copies dated October 2018 which have been updated from the June 2018 version. It is not completed and we need to let them complete it. These are abstracted from the ASP. He doesn't know how much leeway we have, but we need a discussion with the City Attorney.

Mr. Baca agreed. The revisions in October are on the back pages with fee schedules and violations points listed.

Mr. Elling said if you are going to require people to follow the rules they need to be very clear. Especially if you are going to tell people they will be fined. These are strange requirements and tie people's livelihood to those who have a badge. I really don't like the process that people must look on line for this.

Mr. Baca said we reached out to the authorized signatory, Mike Szczepanski, and let him know that they are on line. So we did our due diligence and let those at the Airport know who they allow into the Airport. I'm sorry they didn't inform you and in the future we might need to do something different. There are lots of things in need of revision and that is what we are doing.

Mr. Elling said keep in mind it is a volunteer position so enforcement is different. We need to broadcast that to everyone who has a badge.

Chair Harris asked where do we stand in wrapping it up.

Mr. Baca said we hope in 30 days. It depends on whether we have a shut down or not.

Chair Harris said we must be in compliance with the ASP and we need involvement from the City Attorney in how much latitude we have.

Mr. Elling said we have to comment on how we can live with them. He thinks we need to make sure we have an agreed on, workable set of rules before they get approved and we get locked in to something we cannot live with.



Mr. Baca said we must adhere to Part 15-40. They don't really care what people think. They want their rules adhered to. We heard your concerns and went through the regulations to eliminate things we did not need. A big one was detainment and some ridiculous rules that will be expunged and once it is ready to put on the website, he will bring it to the Board, but we cannot tell TSA how to do their business.

Mr. Elling said so obviously they are in revision and we need to allow public comment on the revised draft. We need to do more of that.

Chair Harris said we will keep this on the agenda for next month and the month after, if needed. We really need David Silver here.

Mr. Elling asked can the draft be circulated before the next meeting

Mr. Baca said yes. He is hesitant to put it out because TSA has not agreed to our revision yet. John Dickinson is Operations Manager and he will be involved heavily and has a multitude of airport security experience. He is a great addition to our team and will bring in good things. Forgive me for not giving a better answer, but I'm working on it.

Mr. Elling said you've heard our concerns and know we don't want to be saddled with TSA concerns we cannot live with.

Mr. Baca said we are cleaning it up to make it relevant to our Airport.

#### **C. Task Order Review (Kent Freier, Molzen-Corbin)**

Mr. Freier said today we updated a spread sheet that shows the task numbers as well. He reviewed the spread sheet which was included in the meeting packet.

Chair Harris asked is 2018 - 1 completed.

Ms. Brzyley said it is approved. The rest are future or pending.

The spread sheet information was discussed.

Mr. Frier said this is our tool to keep track of what we have. We can also provide the scope.

Mr. Ortega asked about runway 1028.

Mr. Baca said we are out of luck. We lost 1028 runway and it will either have to be local or State funding. There will be no federal funding. It needs lighting.

Mr. Freier said we don't have money to build the electrical vault now, but it could

be part of the Master Plan.

Mr. Ortega said the airlines want it.

Mr. Freier said we are asking the State for a lot of things and don't want to go to the well too often.

Chair Harris said if we have an obsolete system the FAA doesn't want to support, we need a different approach.

Mr. Dickinson said they only want to fund two runways and we must select an approach system to use.

Chair Harris said let's develop a strategy on how to handle it. An electrical vault is where to start.

Mr. Freier said it is on the CIP. A dual pappy system is about \$105,000.

Mr. Hamilton asked where are we on the parking lot.

Mr. Freier said we are doing the topographical survey now. Construction will start probably 12 months from now.

Mr. Baca said the hardest part is the phasing. Cars are out there when we are trying to construct.

Mr. Hamilton said we keep talking about it, but nothing is done.

Mr. Baca said we did get funding in October and have to have the task numbers approved.

## **7. PUBLIC INVITED TO BE HEARD**

None.

## **8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS**

Ms. Thompson asked to put on the agenda next month a discussion about HB 229. It is about the creation of an Economic Development District.

Chair Harris said understanding where we are with the leases should be on our agenda.

Mr. Baca said he reached out to Gary Dosson who has surveyed the Airport over the years and trying to get a price on plotting the leased areas.

Chair Harris said he met with Shannon Jones and as far as utilities go, they are in process for removing the 27 acres with payments over five years. He is not resistant to it at all and FAA said we could dispose of it.

Mr. Baca said we have a new ADO. He started communications with her to keep the ball rolling.

Chair Harris said he will check with the City Attorney's Office.

Chair Harris asked where are we on the Strategic Plan.

Ms. Wheeler said she met with Matt Brown in January. The people who said they wanted to be involved were Mr. Hamilton, Mr. Egan and Mr. Elling. Matt Brown agreed to lead the work. Mr. Kirk will be involved as well and we will get as much participation as possible.

Ms. Thompson said she wants to be reappointed. Mr. Hamilton and Mr. Ortega's terms are also expiring this month and all three want to continue. They will be on Council agenda on February 27th.

Chair Harris said we are making real progress. He welcomed John Dickinson as new Airport Operations Manager. You have already demonstrated a high level of knowledge.

Mr. Hamilton asked the extension of Jaguar, who owns that.

Chair Harris said he was in a meeting with the Mayor and Ms. Wheeler, Katherine Fishman and broker, Jeremy Gonzales. Right now, people are hanging their hat on some money coming out for it. He talked with Senator Wirth about it. He sees the need. The extension is on City property. The Cook Organization is not the owner of that property and that makes it easier at the Legislature, but we won't know anything in the next 30 days.

Mr. Hamilton asked that it be on the next agenda.

Mr. Baca said part of his wish list is lease reviews with Enterprise and parking lot design.

Mr. Elling said we need the City Attorney to help us with adversarial processes.

Mr. Baca said he plans to request a meeting with Mike Prinz to talk about wastewater and these ideas.

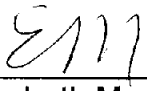
Mr. Elling said he suspects it will take months to do.

**9. NEXT MEETING: March 14, 2019**

**10. ADJOURNMENT**

There being no further business before the Board the meeting adjourned at 5:40 pm.

  
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Councilor Michael Harris, Chair

  
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Elizabeth Martin, Stenographer