



Agenda

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AIRPORT ADVISORY BOARD MEETING

SANTA FE MUNICIPAL AIRPORT

****AIRPORT FIRE STATION- PLEASE NOTE LOCATION FOR APRIL 2011 MEETING****

121 AVIATION DRIVE

THURSDAY, APRIL 7, 2011

4:00 PM

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MARCH 3, 2011 MINUTES
5. REPORT ON F-111 PAINT PROJECT AND BBQ FUND RAISER- ROBERT TALARCZYK
6. PART 139 INSPECTION RESULTS IF AVAILABLE
7. REQUEST FOR APPROVAL OF LEASE AGREEMENT WITH WHISKEY GOLF, LTD PARTNERSHIP IF AVAILABLE
8. REQUEST FOR APPROVAL OF AMENDMENT #1 TO LEASE AGREEMENT WITH CIELO AZUL DE SANTA FE, LLC IF AVAILABLE
9. FOLLOW UP ON REQUIREMENT FOR MARKING POWER POLES AND LINES ALONG PASEO REAL
10. REQUEST FOR APPROVAL OF STATE GRANT FOR MOWER AND DESIGN PROJECTS
11. AIRPORT REVIEW AND ASSOCIATED REPORTS:
 - AIRPORT ACTIVITY REVIEW
 - ATC TRAFFIC OPERATIONS/COUNTS REPORT
 - AIRPORT NOISE COMPLAINTS REPORT
 - AIRLINE ENPLANEMENT/DEPLANEMENT REPORT
 - MONTHLY AIRPORT REVENUE REPORT
12. ITEMS FROM THE FLOOR
13. ITEMS FROM THE BOARD.
14. ITEMS TO BE DISCUSSED AT THE MAY 5, 2011 AIRPORT ADVISORY BOARD MEETING.
15. FIRE STATION TOUR
16. ADJOURN

***REMINDER; ALL PRESENTATION ITEMS BE LIMITED TO 5 MINUTES**

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

INDEX OF MINUTES

AIRPORT ADVISORY BOARD

April 7, 2011

ITEM	ACTION	PAGE(S)
CALL TO ORDER		1
ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved [as amended]	1-2
APPROVAL OF MINUTES March 3, 2011	Approved [as amended]	2
REPORT ON F-111 PAINT PROJECT AND BBQ FUNDRAISER -ROBERT TALARCZYK		2
PART 139 INSPECTION RESULTS, IF AVAILABLE		3
REQUEST FOR APPROVAL OF LEASE AGREEMENT WITH WHISKEY GOLF, INVESTMENTS L.P, IF AVAILABLE	Approved	3-4
REQUEST FOR APPROVAL OF AMENDMENT #1 TO LEASE AGREEMENT WITH CIELO AZUL DE SANTA FE, LLC, IF POSSIBLE	Postponed	4
FOLLOW UP ON REQUIREMENT FOR MARKING POWER POLES AND LINES ALONG PASEO REAL	Informational	4
REQUEST FOR APPROVAL OF STATE GRANT FOR MOWER AND DESIGN PROJECTS	Approved	4-5
AIRPORT REVIEW: SANTA FE AIRPORT MONTHLY/YEAR TO DATE REPORT AIRPORT ACTIVITY REPORT NOISE COMPLAINTS YEAR TO DATE MONTHLY REVENUE REPORT	Informational	5-6
ITEMS FROM THE FLOOR		6
ITEMS FROM THE BOARD	Motion passed	6
ITEMS TO BE DISCUSSED AT THE MAY 5, 2011 AIRPORT ADVISORY BOARD MEETING	None presented	6
ADJOURNMENT		6-7

MINUTES OF THE
CITY OF SANTA FE
AIRPORT ADVISORY BOARD MEETING
April 7, 2011

CALL TO ORDER

A regular meeting of the City of Santa Fe Airport Advisory Board was called to order by Richard Allison, Vice Chair at 4:00 p.m. on this date at the Santa Fe Municipal Airport Fire Station, Santa Fe, New Mexico.

ROLL CALL

Roll call indicated the presence of a quorum for conducting official business as follows:

MEMBERS PRESENT:

Richard Allison, Vice Chair
Elizabeth Hunke
Bill Sauter
William Schmitt
Philip A. Sweeney
Bob Talarczyk

MEMBERS ABSENT:

Carolyn Cook, Chair, excused

OTHERS PRESENT:

Marc Coan, Aviation Association
Jim Montman, Aviation Division Director
Troy Padilla
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Mr. Montman amended the agenda as follows:

Item 8- Request for Approval of Amendment #1 to Lease Agreement with Cielo Azul de Santa Fe, LLC was postponed until the next meeting.

Item 7-Request for Approval of Lease Agreement with Whiskey Golf, LTD Partnership was changed to read: "Request for Approval of Lease Agreement with Whiskey Golf **Investments, L.P.**"

Upon a motion by Ms. Hunke, second by Mr. Sweeney, members voted unanimously to approve the agenda as amended.

APPROVAL OF MARCH 3, 2011 MINUTES:

The following changes were made to the Minutes of the March 3, 2011 meeting:

Page 4, 10th paragraph, 2nd sentence was changed to read: *“Two biologists were at the Airport last week for two days and did not find anything **unexpected**.”*

Page 4, 11th paragraph, 2nd sentence was changed to read: *“The bid for Taxiway A and C will go out in May.”*

Page 4, last paragraph, 2nd sentence was changed to read: *“The Airport ended the year with 79,849 operations, a difference of 10,140 **plus** operations when compared to the prior year.”*

Page 5, 4th paragraph, 2nd sentence was changed to read: *“He said there has been some interest with regards to extending the wireless network **in the terminal building**.”*

Upon a motion by Mr. Sweeney, second by Mr. Hunke members voted unanimously to approve the Minutes of March 3, 2011 as amended.

REPORT ON F-111 PAINT PROJECT-BBQ FUNDRAISER -ROBERT TALARCZYK

Mr. Talarczyk reported that there have been some delays due to the wind. All the priming is done; all the gears have been painted and the canopy has been painted.

Mr. Montman noted that there was discussion at the prior Board meeting about holding a barbecue fundraiser to pay for the decal for the F-111 aircraft. A tentative date was scheduled for April 15th or April 22nd. However, the arrangements for the food preparation, etc., have not been done.

Mr. Troy Padilla said they agreed to the concept and Angie Gonzales sent out a flier/notification about the event, but this is all that has been done. He mentioned that he wrote a check for the emblem. He said there could also be a ribbon cutting at the barbecue event.

Mr. Coan noted that the Aviation Association will be meeting this Saturday and they can discuss this further.

Following discussion about the fundraiser, there was consensus that the fundraiser would be delayed until May 20th. Richard Allison, Troy Padilla, Bob Talarczyk and Marc Coan will work with Chair Cook to work out the arrangements.

PART 139 INSPECTION RESULTS, IF AVAILABLE

Mr. Montman reported that the FAA inspectors arrived yesterday, reviewed all of the administrative records and this went well. The inspectors also conducted an airfield inspection and this went well too. Overall, the entire inspection went well. Mr. Montman said the debriefing will be tomorrow at 8:30 a.m. but he did not know if they will get a formal write up.

REQUEST FOR APPROVAL OF LEASE AGREEMENT WITH WHISKEY GOLF INVESTMENTS L.P., IF AVAILABLE

[Copies of the proposed Lease Agreement with Whiskey Golf Investments L.P. were distributed in the members' packets. A copy of their proposal is attached. A copy is hereby incorporated to these Minutes as Exhibit "A".]

Whiskey Golf Investments, L.P. is requesting to lease .465 acres more or less of Airport property consisting of two parcels, for the purpose of constructing an aircraft hangar and related office space for private use. Whiskey Golf Investments, L.P. is a corporation which desires to build new facilities for their current and future aircraft. They wish to build one executive style hangar unit on the property along with supporting office space.

The term of the proposed Lease Agreement is twenty years with two ten-year renewal options at a rental rate of sixteen cents per square foot, a rate similar to other recent airport lease agreements. Approving this Lease Agreement will result in revenues for the Airport of \$3,240 per year initially. The Agreement has standard provisions for adjusting the rental rate upwards every three years.

The proposed Lease Agreement commits two Airport Master Plan Executive Hangar designated parcels for Whiskey Golf Investments, L.P. use. One lot will be split in half to provide for future utility easements, and to accommodate the size of the proposed hangar. Vehicular access to the lots will be accommodated via gating and paving of a desired access route by the Lessee. This route will also accommodate access to all other lots north of the leasehold at no cost to the City. All utilities are the responsibility of the Lessee. Lessee will also install a sewer line capable of accommodating all other lots in the immediate area at no cost to the City. The gate, access road and sewer proposed by the Lessee solve previous development problems for all other lots in the immediate area.

Mr. Montman explained that there is a taxiway near the property. The Lessee will be required to build an apron and connect to the taxiway at no cost to the City. This improvement and the gate, access road and sewer line will all become City property once completed by the Lessee.

This property has been appraised at a value of \$32,500. According to Section 3-54-1 NMSA 1978, any lease of municipal property having an appraisal value in excess of \$25,000 must be ratified by ordinance. The proposed ordinance that ratifies the lease agreement as

required by this statute is attached with Exhibit "A".

Mr. Sweeney moved to approve the request for approval of the Lease Agreement between the City of Santa Fe and Whiskey Golf Investments, L.P. for the purpose of constructing a hangar and related office space for private use at the Santa Fe Municipal Airport. Ms. Hunke seconded the motion, which passed unanimously by voice vote.

Mr. Sweeney moved to approve the Ordinance ratifying a Lease Agreement between the City of Santa Fe and Whiskey Golf Investments, L.P. for the purpose of constructing a hangar for private use at the Santa Fe Municipal Airport. Mr. Talarczyk seconded the motion, which passed unanimously by voice vote.

REQUEST FOR APPROVAL OF AMENDMENT #1 TO LEASE AGREEMENT WITH CIELO AZUL DE SANTA FE, LLC, IF POSSIBLE

This agenda item was postponed.

FOLLOW UP ON REQUIREMENT FOR MARKING POWER POLES AND LINES ALONG PASEO REAL

Mr. Montman reported that discussion is ongoing regarding marking the power poles and lines along Paseo Real and PNM is willing to pursue this.

REQUEST FOR APPROVAL OF STATE GRANT FOR MOWER AND DESIGN PROJECTS

[Copies of a memo to the Public Works Committee from Jim Montman dated March 11, 2011 were distributed in the members' packets. A copy is hereby incorporated to these Minutes as Exhibit "B".]

The Santa Fe Municipal Airport has been notified that they are eligible for \$313,500 in State Grant aid for funding a desperately needed mower to be utilized in areas adjacent to the runways and taxiways. This grant would also fund design of Runway 10-28 MRL. Runway 10-28 is the only runway on the airfield that is not equipped with any type of lighting, making it unusable at night. The grant also funds an EA for the proposed new Taxiway H. Taxiway H would serve a portion of Runway 10-28 that currently has no adjacent parallel taxiway. This causes unnecessary delays and safety issues because aircraft have to stop and turn around on the runway rather than being able to exit to a taxiway. Both of the latter projects would be eligible for follow-on Federal Grants, therefore this State Grant also leverages additional grant funds for the Airport. In order to use this funding, a combined application and State Grant Agreement need to be completed.

The State Grant will require city matching funds of only \$16,500. This is an outstanding opportunity as State grants normally are a 50-50% match, whereas this grant is 95-5%. The Finance Department Director has indicated that matching funds are available

for this grant.

Mr. Montman noted that this has gone before the Finance Committee, the Public Works Committee and will go before City Council next week.

Mr. Montman requested approval of a combined application and final agreement for a State Grant in the amount of \$313,500 for the purpose of purchasing a new mower, funding design of Runway 10-28 Medium Intensity Runway Lighting (MIRL), and funding an Environmental Assessment (EA) for the proposed new Taxiway H project.

Mr. Sweeney moved to approve a combined application and final agreement for a State Grant in the amount of \$313,500 for the purpose of purchasing a new mower, funding design of Runway 10-28 Medium Intensity Runway Lighting (MIRL), and funding an Environmental Assessment (EA) for the proposed new Taxiway H project. Mr. Talarczyk seconded the motion, which passed unanimously by voice vote.

AIRPORT REVIEW BY THE DIRECTOR

Memorandum dated March 29, 2011 to the Airport Advisory Board from Jim Montman; Aviation Division Director was distributed and reviewed.

[A copy is incorporated to these Minutes as Exhibit "C".]

Mr. Montman reported that American Eagle has started the seasonal fourth flight to Dallas, Fort Worth this week and will go to five flights on July 2nd through August 22nd.

Mr. Montman reported that the radar project is two weeks behind construction; however, they should make the commission date on time.

Mr. Montman gave an update on the grants in progress noting that they are getting ready to surface seal Runway 10-28. The grant is already here and the Airport will be receiving \$200,000 from the State shortly.

Mr. Montman said that the Emergency Exercise Planning exercise is on track to happen on May 19th.

He noted that the Wildlife Hazard Assessment is on track.

Ms. Hunke asked when the Wildlife Hazard Assessment will be completed.

Mr. Montman said it should be completed soon and they should have a report next year around this time of year (April).

Mr. Montman reported on operations noting that the total operations are up by 2473, when compared to the prior year.

Mr. Montman reported that there were three noise complaints in March.

Mr. Montman reported that the enplanements year-to-date for American Eagle are down approximately 500 when compared to this time in the prior year. This is due to the fact that they went to seasonal - from four flights to three flights.

Mr. Montman concluded his report noting that the Airport is estimating that they will have a balanced budget for this year.

ITEMS FROM THE FLOOR

Mr. Coan noted that there is a new aircraft rental on field and does not require a medical certificate.

In response, Mr. Montman said he was unaware of this; no one has talked to him about this and therefore he has no authority to operate at the Airport. Mr. Coan will tell him to contact Mr. Montman.

Mr. Coan said that the Aviation Association has authorized him to spend \$350 to purchase a camera (a webcam). This will allow people to check on weather via the Internet and to see what planes are on the taxiways.

ITEMS FROM THE BOARD

Mr. Allison said that he is unable to make the meeting with Adrian on Monday regarding an abandonment procedure for aircraft that are left at the Airport. Mr. Montman said he would meet with him.

ITEMS TO BE DISCUSSED AT THE MAY 5, 2011 AIRPORT ADVISORY BOARD MEETING

None presented.

ADJOURNMENT

A tour of the Fire Station was conducted immediately following the meeting.

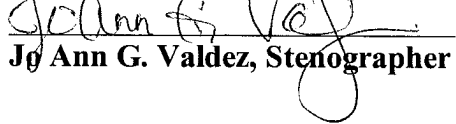
The next meeting of the Board will be held on May 5, 2011.

There being no further business to come before the Board, Mr. Sauter made a motion to adjourn the meeting, second by Mr. Sweeney, the meeting was adjourned at 5:45 p.m.

Approved by:

Richard Allison, Vice Chair

Respectively submitted by:


Jo Ann G. Valdez, Stenographer