



Agenda

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**AIRPORT ADVISORY BOARD
MEETING
SANTA FE MUNICIPAL AIRPORT
TERMINAL BUILDING
121 AVIATION DRIVE
THURSDAY, NOVEMBER 1, 2012
4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF SEPTEMBER 6, 2012 MINUTES
5. 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
6. APPROVAL OF 2013 AAB MEETING DATES
7. CONTINUED AIRPORT MASTER PLAN UPDATE DISCUSSION AND RECOMMENDATIONS, REVIEW MASTER PLAN CHAPTER 6.
8. ITEMS FROM THE FLOOR
9. ITEMS FROM THE BOARD.
10. ITEMS TO BE DISCUSSED AT THE DECEMBER 6, 2012 AIRPORT ADVISORY BOARD MEETING.
11. 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.

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AIRPORT ADVISORY BOARD

November 1, 2012

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AIRPORT REVIEW AND ASSOCIATED REPORTS:		
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MINUTES OF THE
CITY OF SANTA FE
AIRPORT ADVISORY BOARD MEETING

November 1, 2012

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 Terminal Building, 121 Aviation Drive, 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
Mark Miller
Bill Sauter
William Schmitt
Bob Talarczyk

MEMBERS ABSENT:

Carolyn Cook, Chair, excused

OTHERS PRESENT:

Lois Amadar, Administrative Assistant
Kent Freier, Molzen and Corbin
Jim Montman, Aviation Division Director
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

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

APPROVAL OF SEPTEMBER 6, 2012 MINUTES:

The following changes were made to the Minutes of the September 6, 2012 meeting:

Page 2, 3rd paragraph from the bottom, last sentence was changed to read: *“They are considering adding service from Santa Fe to Silver City;” (the words “regional jet” were deleted).*

Page 3, 1st paragraph was changed to read: *“Mr. Montman gave an update on the grants in progress noting that the Airport has added a new application to the State Aviation for consumables.”*

Page 3, 10th paragraph was changed to read: *“He said Tri-State is moving along on their lease plan.”*

Page 6, top paragraph, the last word was changed to **“abolished”**

Page 6, 3rd paragraph from the bottom was changed to read: *“He asked if the Civil Air Patrol and pilots could meet at the firefighter trailer.”*

Upon a motion by Mr. Miller, second by Mr. Sauter members voted unanimously to approve the Minutes of September 6, 2012 as amended.

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

Memorandum dated November 1, 2012 to the Airport Advisory Board from Jim Montman; Aviation Division Director was distributed and reviewed.

[A copy is incorporated to these Minutes as Exhibit “A”.]

Mr. Montman noted that Lois Amador has accomplished a lot in her short time at the Airport: The Airport has new disabled parking signs on the ground, new directional signs, and a couple of exterior signs, a new sign will be done at the entrance of the Airport, there is a new clock and she has reviewed files and cleaned out the filing cabinets. The Eagle Scout project has been refurbished as well.

Ms. Amador mentioned that they are also putting a new roof on the control tower because the old roof leaks.

Mr. Montman reported that there is a new requirement for an intercom and this has

been ordered and will be installed tomorrow.

Mr. Montman said there are two filming projects presently going on at the Airport. There is also a 3-minute film being done about the Airport that will air on the public access channel (Channel 28). Interviews with passengers have been conducted for the film. This will be aired on November 29th or December 5th.

Mr. Montman reported that Great Lakes have agreed to the terms on the lease agreement. Great Lakes is starting service from Clovis to Santa Fe to Denver. There will be two flights per day. SKYWEST will also start service on November 15th.

Mr. Montman reported that the Airport continues to get inquiries from United Airlines about starting regional jet service in the spring to Denver.

Mr. Montman said the TSA Lease is still being worked on but they should come to terms soon.

Mr. Montman gave an update on the grants in progress noting that the grant for the 10-28 MIRL construction project is complete and the Notice to Proceed has been issued.

Mr. Montman said there is no update on the Wildlife Hazard Assessment report.

Mr. Montman gave an update on the Taxiway A construction project noting that Phase 1 and Phase 2 of the project are complete. The paving for Phase 3 has just been completed.

Mr. Montman reported that FAA has agreed to put new lighting on Runway 02-20. Mr. Frier said new signage is also associated with this project. The Airport will be down for 4-5 nights to do the lighting work. The mid field lights will also be replaced.

Mr. Montman said he reviewed the Tower Lease Agreement and it is unacceptable. He hopes to work on it this coming week.

Mr. Montman reported that the Airport received the Emergency Response Plan back from the FAA and they have listed many things that they want the Airport to do. He mentioned that the next Part 139 inspection has been moved to February.

Mr. Montman said he still has not heard back on Mr. Allison's inquiry about the Civil Air Patrol meeting at the firefighter trailer.

Mr. Montman reported that Tri-State is moving forward with the lease plan and have requested a lease agreement.

Mr. Montman gave an update on the sweeper noting that the expected delivery date is November 26th.

Mr. Montman reported on operations noting that the total-to-date operations are down by 3,796 when compared to the prior year; and down by 226 when compared to this month in the prior year.

Mr. Montman reported that there was one noise complaint for the month of October.

Mr. Montman gave an update on American Eagle's enplanement/deplanements noting that he did not have new data-the data he has is from the month of August. He reported that there was an increase of 210 enplanements, when compared to the prior year at this time. He said this has been the best year in terms of enplanements and deplanements that the Airport has ever had. He asked Ms. Amador to add another sheet that will show Great Lake's operations.

Mr. Montman reviewed the monthly airport revenue report noting that Ms. Amador is making sure that the rent payments are received on time and that the insurance requirements are met.

APPROVAL OF 2013 AAB MEETING DATES

[Copies of the 2013 Airport Advisory Board Meeting dates were distributed in the Members' packets.]

Mr. Sauter moved to approve the meeting dates for 2013. Mr. Talarczyk seconded the motion. The motion passed unanimously by voice vote.

CONTINUED AIRPORT MASTER PLAN UPDATE DISCUSSION AND RECOMMENDATIONS-REVIEW MASTER PLAN CHAPTER 6

Mr. Montman said he did not think that Chapter 6 of the Airport Master Plan was assigned to anybody.

Mr. Montman explained that the Master Plan for the Airport was developed according to a demand-based schedule.

Mr. Freir noted that the Master Plan for the Airport was done pre-911.

Mr. Montman spoke about the terminal expansion plan.

The Board discussed whether or not the Airport should consider charging a passenger flight charge (PFC). This will be an agenda item for the next meeting.

ITEMS FROM THE FLOOR

There were no items from the floor.

ITEMS FROM THE BOARD

Mr. Allison noted that he and Chair Cook have been invited to the Mayor's office on December 3rd regarding Mr. Montman's replacement (when he retires).

Mr. Allison said the Airport needs a remote communications outlet.

Mr. Freir offered to check on this.

ITEMS TO BE DISCUSSED AT THE DECEMBER 6, 2012 AIRPORT ADVISORY BOARD MEETING

- 1) Passenger Flight Charge (PFC)
- 2) Remote Communications Outlet

ADJOURNMENT

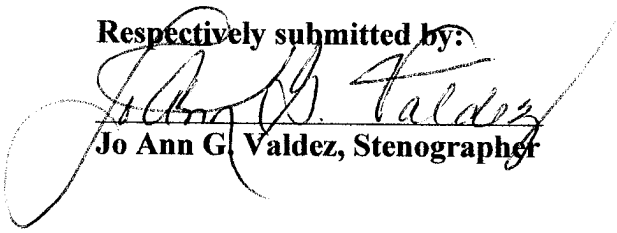
The next meeting of the Board will be held on December 6, 2012.

There being no further business to come before the Board, Mr. Sauter made a motion to adjourn the meeting, second by Mr. Miller, the meeting was adjourned at 5:30 p.m.

Approved by:

Richard Allison, Vice Chair

Respectively submitted by:


Jo Ann G. Valdez, Stenographer

