City of Santa Fe



Agenda DATE/O

CITY CLERK'S OFFICE

DATE 10 18-12 TIME 23/pm

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RECLIVED BY JANGLE 1

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.

INDEX OF MINUTES

AIRPORT ADVISORY BOARD

November 1, 2012

ITEM	ACTION	PAGE(S)
CALL TO ORDER		1
ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved	1
APPROVAL OF MINUTES		
September 6, 2012	Approved [as amended]	2
AIRPORT REVIEW AND ASSOC AIRPORT ACTIVITY REV		
ATC TRAFFIC OPERATION	ONS/COUNTS REPORT	
AIRPORT NOISE COMPLA	AINTS REPORT	
AIRLINE ENPLANEMENT	C/DEPLANEMENT REPORT	
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APPROVAL OF 2013 AAB MEET	ING DATES	
	Approved	4
CONTINUED AIRPORT MASTER	R PLAN UPDATE DISCUSSION	AND
RECOMMENDATIONS, REVIEW	MASTER PLAN CHAPTER 6	
	Discussion	4
ITEMS FROM THE FLOOR	None	5
ITEMS FROM THE BOARD		5
ITEMS TO BE DISCUSSED AT TI	HE DECEMBER 6, 2012 AIRPO	RT ADVISORY
BOARD MEETING	,	5
ADJOURNMENT		5

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.

<u>ITEMS TO BE DISCUSSED AT THE DECEMBER 6, 2012 AIRPORT ADVISORY BOARD MEETING</u>

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

ADJOURNMENT

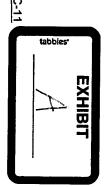
The next meeting of the Board will be held on December 6, 2012.

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.

Approve	~J.	
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Richard	Allison, V	lice Chair

Respectively submitted by:

Jo Ann G Valdez, Stenographe



REVENUE ACCOUNT	Þ.	APR-11	≤	MAY-11	JUN-11	<u>-</u> -	J.	JUL-11	Š	AUG-11	SET	SEPT-11	00	OCT-11	NO N	NOV-11	DEC	DEC-11
Airport Land Rent	с я	10,721.76	↔	21.76	⇔	6,721.76			↔	21.76	↔	1.76	↔	\$ 6,721.76	↔	\$ 9,196.91		
Airport Tiedown Fees	€9	2,599.75	↔	371.50	↔	4,200.75	↔	1,545.00	↔	5,684.75	↔	4,696.00	↔	5,229.00	↔	4,520.25 \$ 1,960.00	↔	1,960.00
Airport Landing Fee	co	9,834.71	↔	26,210.45	₩	14,853.26	↔	15,248.76	₩	19,406.19	↔	17,136.34	↔	10,272.54	↔	\$ 11,938.55		
Airport Parking Fees	()	5,440.00	↔	5,079.00	↔	5,752.00	↔	5,772.00	₩	4,791.00	↔	4,524.00	↔	3,714.00	↔	4,920.87 \$ 3,636.00	↔	3,636.00
Airport Fuel Flowage Fees	s	11,572.29	↔	10,473.89	↔	13,021.54			↔	16,398.90	↔	14,795.19	↔	12,384.12	↔	14,104.58		
Airport GRT Sales	↔	4,572.29	↔	2,316.37	↔	2,313.65	↔	6,115.15	↔	5,229.05	₩	2,868.03	↔	4,069.83	49	2,106.49	↔	3,327.42
Airport Car Rental Fees	↔	14,248.08	↔	6,069.10	₩	16,635.85 \$		20,490.06	↔	35,307.93	↔	16,863.28	↔	39,739.50	↔	7,946.39	↔	7,946.39 \$ 17,513.42
Airport Misc. Revenue			↔	10.00					↔	15.00			↔	5.00	↔	ī		
Airport Gate Fees	()	1,299.00	↔	3,369.00	↔	2,075.00	↔	2,288.00	↔	2,835.50	↔	2,583.00	↔	1,581.50	4	1,949.50		
Airport Terminal Rent (Airline)	↔	1,013.34	↔	2,026.69	₩	1,013.34	↔	1,013.34	↔	1,013.34	↔	1,013.34	\$	1,013.34	↔	1,764.89		
Airport Terminal Rent	↔	1,080.94	S	1,387.56	↔	8,999.48	↔	8,616.05	↔	1,210.04	↔	9,334.10	s	879.67	↔	756.57	↔	756.57
Fire Protection Fee	↔	3,278.24	₩	8,736.82	↔	4,951.09	↔	5,082.92	↔	6,468.73	↔	5,712.11	↔	3,424.18	↔	3,979.52		
Airline Security Fee	↔	1,474.98	↔	3,876.55	↔	2,231.38	↔	2,269.20	↔	2,874.32	↔	2,552.85	↔	1,512.80 \$	↔	1,758.63		
Airline Equipment Fee	↔	3,220.00	€9	6,075.00	↔	2,495.00	↔	2,900.00	↔	3,005.00	€9	3,050.00 \$	↔	1,850.00 \$ 2,195.00	↔	2,195.00		
Sales of Fixed Assets																		
Interest	,		•		•		•		•		•		7	227	7		7	37 403 44
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SANTA FE MUNICIPAL AIRPORT MONTHLY FINANCE REPORT

70,355.38 \$ 82,723.69 \$ 85,264.10 \$ 71,340.48 \$ 110,961.51 \$ 91,850.00 \$ 92,397.24 \$ 67,138.15 \$ 27,193.41

MONTHLY TOTAL:

Interest MONTHLY TOTAL:	Sales of Fixed Assets	Airline Equipment Fee	Airline Security Fee	Fire Protection Fee	Airport Terminal Rent	Airport Terr	Airport Gate Fees	Airport Mis	Airport Car	Airport GRT Sales	Airport Fue	Airport Parking Fees	Airport Landing Fee	Airport Tiedown Fees	Airport Land Rent	REVENUE
готац:	ed Assets	pment Fee	urity Fee	tion Fee	ninal Rent	Airport Terminal Rent (Airline)	e Fees	Airport Misc. Revenue	Airport Car Rental Fees	「Sales	Airport Fuel Flowage Fees	king Fees	ding Fee	lown Fees	d Rent	REVENUE ACCOUNT
€9		€9	↔	↔	€9	↔	↔		↔	↔	↔	↔	↔	₩	↔	Ā
168,835.32 \$ 38,317.80 \$ 42,187.59 \$ 93,422.88 \$ 103,918.79		·		,	9,655.97	4,581.15			20,483.82	10,593.54	19,097.92	4,540.00	1	4,364.50	95,518.42	JAN-12
₩		69	↔	€9	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	FEB-12
38,317.80		•		ı	3,657.10	4,513.34			5,742.01	2,541.82	10,140.02	2,967.00	ı	2,034.75	6,721.76	-12
€		€9	↔	↔	()	↔	↔	↔	↔	↔	↔	↔	↔	↔	()	MA
42,187.59		ı	•		2,618.51	1,013.34		5.00	13,419.77	2,658.03	8,389.68	4,032.00		3,329.50	6,721.76	MAR-12
↔		↔	↔	↔	↔	↔	↔	()	↔	↔	↔	↔	↔	↔	↔	APF
93,422.88		6,905.00	3,063.42	6,923.54	1,597.80		1,328.80	50.00	21,928.93	6,402.60	10,475.17	4,587.00	20,770.61	2,668.25	6,721.76	APR-12
\$		↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	MAY-12
03,918.79		,		ı	10,255.44	2,026.68	•	5.00	7,152.04	12,065.09	10,772.55	5,671.00	45,892.98	3,356.25	6,721.76	
€		€9	€	↔	↔	↔	↔		↔	↔	↔	↔	↔	↔	↔	NUL
78,603.01 \$ 144,549.87 \$ 112,355.43 \$ 106,685.55		5,700.00	3,800.91	8,535.98	157.10	1,013.34	3,376.50		8,592.91	3,533.28	11,263.20	6,523.00	15,924.03	3,461.00	6,721.76	1-12
√		↔	€9	€9	↔	↔	↔	↔	69	↔	↔	↔	69	↔	€9	JUL-12
14,549.87			7,701.41	18,436.55	1,961.34	2,972.46	8,127.60	t	31,250.87	2,724.52	13,016.25	4,461.00	39,385.61	3,470.50	\$ 11,041.76	12
♦		↔	↔	↔	€9	↔	€	↔	€9	↔	↔	↔	€9	↔	↔	AUG-12
12,355.43		3,185.00 \$ 2,450.00	2,212.47	6,507.53	7,041.51	1,013.34	2,802.00	60.00	31,213.85 \$ 26,407.13	4,256.14	16,530.74	4,516.00	19,522.59	6,772.50	6,721.76	3-12
- 7 €		€9	↔	€	↔	₩.	↔		₩.	€9	€9	€	€9	€9	€9	SEP
06,685.55		2,450.00	2,212.47	5,087.33	9,862.79	1,013.34	2,252.00		26,407.13	5,946.63	16,978.64	4,711.00	18,163.46	4,879.00	6,721.76	SEPT-12

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		ITINERANT	•			LOCAL		OPERATIONS	LAST YR	
HTNOM	Air Taxi	Gen. Avia	Military	Total Itinerant	Civil	Military	Total Local	TOTAL	DIFFERENCE	MONTH
Jan -11	347	490	68	905	4325	568	4893	5798	740	Jan -11
Feb -11	349	416	91	856	3170	513	3683	4539	-897	Feb -1
Mar -11	421	465	74	960	4484	596	5080	6040	-91	Mar -1
Apr -11	420	523	47	990	3368	207	3575	4565	-958	Apr -1
May -11	530	556	69	1155	4387	181	4568	5723	-629	May -1
Jun -11	513	659	49	1221	4912	324	5236	6457	-356	Jun -11
Jul -11	666	711	22	1399	5568	183	5751	7150	35	Jul -11
Aug -11	651	692	72	1415	4785	360	5145	6560	-630	Aug -1
Sept -11	495	673	55	1223	3998	286	4284	5507	-2124	Sept -1
Oct -11	486	642	87	1215	4633	208	4841	6056	-467	Oct -1:
Nov -11	411	466	30	907	3942	251	4193	5100	-961	Nov -1
Dec -11	390	443	44	877	2481	159	2640	3517	-2076	Dec -11
TOTALS	5679	6736	708	13123	50053	3836	53889	67012		
		TOTAL OPI	ERATION	TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR, TO DATE	FROM L	AST YEAR	. TO DATE	-8414		

		-3796	TO DATE	AST YEAR,	FROM L	TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR, TO DATE	ERATIONS	TOTAL OP		
		54599	43721	3316	40405	10878	721	5237	4920	TOTALS
Dec -12	0	0	0							Dec -12
Nov -12	0	0	0							Nov -12
Oct -12	-226	5830	4674	426	4248	1156	69	626	461	Oct -12
Sept -12	49	5556	4380	365	4015	1176	65	563	548	Sept -12
Aug -12	16	6576	5142	482	4660	1434	56	751	627	Aug -12
Jul -12	-1075	6075	4665	337	4328	1410	65	653	692	Jul -12
Jun -12	-557	5900	4850	323	4527	1050	54	507	489	Jun -12
May -12	-211	5512	4474	252	4222	1038	66	469	503	May -12
Apr -12	-136	4429	3558	187	3371	871	58	387	426	Apr -12
Mar -12	-933	5107	4174	292	3882	933	92	427	414	Mar -12
Feb -12	-157	4382	3511	252	3259	871	<u> </u>	389	371	Feb -12
Jan -12	-566	5232	4293	400	3893	939	85	465	389	Jan -12
MONTH	DIFFERENCE	TOTAL	Total Local	Military	Civil	Total Itinerant	Military	Gen. Avia	Air Taxi	MONTH
	LAST YR	OPERATIONS		LOCAL				ITINERANT		
				TIONS	PERA	2012 SANTA FE MUNICIPAL AIRPORT OPERATIONS	CIPAL	FE MUNI	ANTA	<u>2012 S</u>
] } ;			j)
		-8414	, TO DATE	AST YEAR,	FROM L	TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR,	ERATION	TOTAL OP		
		67012	53889	3836	50053	13123	708	6736	5679	TOTALS
Dec -11	-2076	3517	2640	159	2481	877	44	443	390	Dec -11
Nov -11	-961	5100	4193	251	3942	907	30	466	411	Nov -11
Oct -11	-467	6056	4841	208	4633	1215	87	642	486	Oct -11
Sept -11	-2124	5507	4284	286	3998	1223	55	673	495	Sept -11
Aug -11	-630	6560	5145	360	4785	1415	72	692	651	Aug -11
Jul -11	35	7150	5751	183	5568	1399	22	711	666	Jul -11
Jun -11	-356	6457	5236	324	4912	1221	49	659	513	Jun -11
May -11	-629	5723	4568	181	4387	1155	69	556	530	May -11