



Agenda

CITY CLERK'S OFFICE

DATE 11-28-12 TIME 10:38 am

SERVED BY Lois Amador

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**AIRPORT ADVISORY BOARD
MEETING
SANTA FE MUNICIPAL AIRPORT
TERMINAL BUILDING
121 AVIATION DRIVE
THURSDAY, DECEMBER 6, 2012
4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF NOVEMBER 1, 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. ITEMS FROM THE FLOOR
7. ITEMS FROM THE BOARD
8. ITEMS TO BE DISCUSSED AT THE JANUARY 3, 2013 AIRPORT ADVISORY BOARD MEETING – (AIRPORT MANAGER ON LEAVE.)
9. 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

December 6, 2012

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CALL TO ORDER		1
ROLL CALL	Quorum	1
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APPROVAL OF MINUTES		
November 1, 2012	Approved [as amended]	2
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		
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MINUTES OF THE
CITY OF SANTA FE
AIRPORT ADVISORY BOARD MEETING

December 6, 2012

CALL TO ORDER

A regular meeting of the City of Santa Fe Airport Advisory Board was called to order by Carolyn Cook, 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:

Carolyn Cook, Chair
Richard Allison, Vice Chair
Elizabeth Hunke
Mark Miller
Bill Sauter
William Schmitt
Bob Talarczyk

MEMBERS ABSENT:

None

OTHERS PRESENT:

Lois Amador, Human Resources Administrator
Bob Wood, Control Tower Manager
Jim Montman, Aviation Division Director
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Upon a motion by Mr. Allison, second by Mr. Talarczyk, members voted unanimously to approve the agenda as published.

APPROVAL OF NOVEMBER 1, 2012 MINUTES:

The following changes were made to the Minutes of the November 1, 2012 meeting:

Page 1, Molzen and Corbin was changed to read: "*Molzen Corbin*"

Page 4, 3rd paragraph from the bottom was changed to read: "*Mr. Freier noted that the Master Plan for the Airport was based on pre 911-data.*"

Upon a motion by Mr. Talarczyk, second by Mr. Allison members voted unanimously to approve the Minutes of November 1, 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 December 6, 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 said Lois Amador is doing a great job and 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 gate sign and the main entry sign will be reconstructed. The Eagle Scout display has been refurbished.

Ms. Amador also ensures that the leaseholders have the required insurance.

Mr. Montman noted that all the furniture in the terminal is being refinished and the control tower roof has been completed. He mentioned that the tower now has an intercom.

Mr. Montman explained that the Airport is looking into getting a video surveillance camera.

Mr. Montman reported that the Great Lakes Lease agreement was approved and needs to be signed by the CEO of Great Lakes, notarized and returned back. He said Great Lakes are up and running and they had a smooth start. The ribbon cutting for Great Lakes is scheduled for December 13th from 12:00 p.m. to 2:00 p.m. The Board Members were invited to attend.

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 and painting have been done.

Mr. Montman reported that the TSA Lease is still being worked on but they should come to an agreement soon.

Mr. Montman gave an update on the grants in progress noting that everything is on track on all of the grants for the Airport.

Mr. Montman said the Wildlife Hazard Assessment report is almost ready for the final review. He mentioned that there was a bird strike on a Great Lakes aircraft since the last meeting and all the appropriate reports were done.

Mr. Montman reported that there was some movement on the Tower Lease Agreement.

Mr. Montman said they had a problem with the radar system recently because the rotary joint failed. The Airport was having problems with getting the FAA to fix it, so they contacted Senator Bingaman's office for their assistance, they got involved and the FAA eventually fixed it. The radar system is now commissioned and certified.

Mr. Montman noted that he has to make a few more changes to the Airport Certification Manual and this is a huge job.

He said the Tristate Careflight plan is moving ahead and they have been provided a draft lease agreement.

Mr. Montman said the new sweeper was delivered. He noted that it has twice the capability than the one they have now and staff will have formal training on it next week.

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 noted that there was a homeless individual living in an abandoned vehicle but the vehicle has been towed away.

Mr. Montman mentioned that they need to make a change to the Airport Security Program because the Airport has adjusted the size of the secured area to include Great Lakes in it. He has talked with TSA about this and they are fine with it.

Mr. Montman said he contacted Kent Freier about the Passenger Facility Charge (PFC) but he did not provide him the data/handouts. He asked Ms. Amador to follow up with him and add this as an agenda item for the next meeting.

Mr. Montman said he received great feedback from the Mayor regarding the meeting that Chair Cook and Mr. Allison had with him about his replacement when he

retires. As a result of the meeting, the City is now talking about hiring someone who has knowledge about airports and has AAA background/credentials.

Mr. Montman said there is a 3-minute film being done about the Airport that will air on the public access channel (Channel 28). Interviews with passengers and Mr. Montman have been conducted for the film. This will be aired on December 12th at 10:30 a.m. on Channel 28, which is a Comcast channel.

At the prior Board meeting, Mr. Allison talked about the lack of a remote communication outlet at the Airport. Mr. Montman said the Airport has had one all along and it does work.

Mr. Montman reported on operations noting that there were 612 more operations, when compared to this month in the prior year. However, the total-to-date operations have decreased by 3,184, when compared to the prior year.

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

Mr. Montman gave an update on American Eagle's enplanement/deplanements noting that this is the third historical year, in terms of enplanements and deplanements that the Airport has ever had.

ITEMS FROM THE FLOOR

Mr. Wood noted that there is some aerial surveying presently going on.

Mr. Wood said there has been some movement with regards to back up weather equipment at the Airport. Mr. Montman noted that the back-up weather equipment has been funded and is coming.

Mr. Wood reported that the Control Tower is installing some panic buttons to alert the Fire Department in the event of an emergency. This will save several minutes in response time.

ITEMS FROM THE BOARD

Mr. Allison asked if the City sold the Skymaster Aircraft.

Mr. Montman said no; however the City will hold an auction in April and the Skymaster Aircraft will be included.

ITEMS TO BE DISCUSSED AT THE JANUARY 3, 2013 AIRPORT ADVISORY BOARD MEETING

- 1) Passenger Flight Charge (PFC)
- 2) Report on County Code

ADJOURNMENT

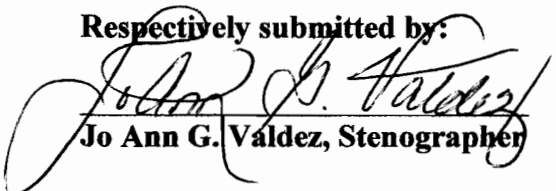
The next meeting of the Board will be held on January 3, 2013.

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

Approved by:

Carolyn Cook, Chair

Respectively submitted by:



Jo Ann G. Valdez, Stenographer

2011 SANTA FE MUNICIPAL AIRPORT OPERATIONS

	ITINERANT				LOCAL			COMBINED OPERATIONS	SAME MONTH LAST YR	
MONTH	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 -11
Mar -11	421	465	74	960	4484	596	5080	6040	-91	Mar -11
Apr -11	420	523	47	990	3368	207	3575	4565	-958	Apr -11
May -11	530	556	69	1155	4387	181	4568	5723	-629	May -11
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 -11
Sept -11	495	673	55	1223	3998	286	4284	5507	-2124	Sept -11
Oct -11	486	642	87	1215	4633	208	4841	6056	-467	Oct -11
Nov -11	411	466	30	907	3942	251	4193	5100	-961	Nov -11
Dec -11	390	443	44	877	2481	159	2640	3517	-2076	Dec -11
TOTALS	5679	6736	708	13123	50053	3836	53889	67012		
TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR, TO DATE								-8414		

2012 SANTA FE MUNICIPAL AIRPORT OPERATIONS

	ITINERANT				LOCAL			OPERATIONS	LAST YR	
MONTH	Air Taxi	Gen. Avia	Military	Total Itinerant	Civil	Military	Total Local	TOTAL	DIFFERENCE	MONTH
Jan -12	389	465	85	939	3893	400	4293	5232	-566	Jan -12
Feb -12	371	389	111	871	3259	252	3511	4382	-157	Feb -12
Mar -12	414	427	92	933	3882	292	4174	5107	-933	Mar -12
Apr -12	426	387	58	871	3371	187	3558	4429	-136	Apr -12
May -12	503	469	66	1038	4222	252	4474	5512	-211	May -12
Jun -12	489	507	54	1050	4527	323	4850	5900	-557	Jun -12
Jul -12	692	653	65	1410	4328	337	4665	6075	-1075	Jul -12
Aug -12	627	751	56	1434	4660	482	5142	6576	16	Aug -12
Sept -12	548	563	65	1176	4015	365	4380	5556	49	Sept -12
Oct -12	461	626	69	1156	4248	426	4674	5830	-226	Oct -12
Nov -12	435	455	67	957	4243	512	4755	5712	612	Nov -12
Dec -12							0	0	0	Dec -12
TOTALS	5355	5692	788	11835	44648	3828	48476	60311		
TOTAL OPERATIONS DIFFERENCE FROM LAST YEAR, TO DATE								-3184		

ID	Area of Complaint	Date	Time	Nature	Street	Disposition/	Day of Week
		of incident	of Incident	of Complaint		Call back	
599		07/07/11	PM	noise	Camino Placitas	07/11/2011	Thursday
600	Agua Fria	07/10/11	PM	noise	Willow Way	07/11/2011	Sunday
601	las campanas	07/10/11	PM	noise	Holly hock cir	07/11/2001	Sunday
602	south sf	07/12/11	AM	noise	synargia ranch rd	07/11/2011	Sunday
603	las campanas	07/13/11	PM	noise	Holly hock cir	07/14/2011	Wednesday
604	mutt nelson	07/22/11	AM	noise	Camino de Viento	07/25/2001	Monday
605	Alameda	08/01/11	AM	noise	Camino Vista Verde	08/01/2011	Monday
606	CR 62	08/22/11	AM	noise	Vereda Corta	08/22/2011	Monday
607	eldorado	08/27/11	noon	noise/low	Mago	08/29/2011	Saturday
608	la cienega	09/01/11	AM	noise	La mesita del rey	09/01/2011	Thursday
609	la cienega	09/30/11	PM	noise	caminito vigil	09/30/2011	Friday
610	NONE OCT 2011						
611	Tierra Contenta	11/18/11	PM	noise	Jaguar Dr	11/28/2011	Friday
612	NONE DEC-2011						
613	NONE JAN-FEB						
614	El Dorado	03/03/12	PM	noise	ElDorado	03/03/2012	Saturday
615	Tierra Contenta	05/11/12	AM	noise	Camino Rojo	05/14/2012	Friday
616	Bellamah	05/23/12	AM	noise	Clark Rd	05/23/2012	Wednesday
617	El Dorado	05/28/12	AM	noise	Herrada Rd	05/29/2012	Monday
618	Cienega	06/27/12	AM	noise	calle corto	07/02/2012	Wednesday
619	Agua Fria village	06/27/12	PM	noise	Agua Fria Village	07/02/2012	Wednesday
620	la cienega	07/06/12	AM	noise	los pinos	07/06/2012	Friday
621	pacheco st	07/07/12	AM	noise	1345 pacheco	07/09/2012	Saturday
622	la cienega	07/09/12	AM	noise	?	07/09/2012	Monday
623	la cienega	07/30/12	AM	noise	la mesita de rey	07/30/2012	Monday
624	downtown	08/07/12	AM	noise		8/07/2012	Tuesday
625	la cienega	08/19/12	AM	noise	calle debra	8/20/2012	Sunday
626	cerrillos rd	08/21/12	PM	noise	Quapaw	8/21/2012	Tuesday
627	NONE SEPT 2012						
628	la cienega	10/15/12	PM	noise and low flying	Camino Rojo and Valentine Way	10/16/2012	Tuesday
629	la cienega	11/07/12	PM	Osprey plane making too much noise	Winding Ridge Loop	11/07/2012	Wednesday

AMERICAN EAGLE
ENPLANEMENTS/DEPLANEMENTS

2009

<u>MONTH</u>	<u>ENPLANE</u>	<u>DEPLANE</u>	<u>TOTAL</u>
JAN	0	0	0
FEB	0	0	0
MARCH	0	0	0
APRIL	0	0	0
MAY	0	0	0
JUNE	689	769	1458
JULY	1231	1283	2514
AUGUST	1312	1257	2569
SEPT	1159	1131	2290
OCT	1144	1118	2262
NOV	1571	1577	3148
DEC	<u>2646</u>	<u>2766</u>	<u>5412</u>
TOTALS	9752	9901	19653

2010

<u>MONTH</u>	<u>ENPLANE</u>	<u>DEPLANE</u>	<u>TOTAL</u>
JAN	2488	2146	4634
FEB	2500	2465	4965
MARCH	3724	3972	7696
APRIL	3688	3492	7180
MAY	4051	4216	8267
JUNE	4584	4958	9542
JULY	4581	4903	9484
AUGUST	4425	4504	8929
SEPT	3346	3444	6790
OCT	3695	3554	7249
NOV	3322	3235	6557
DEC	<u>2937</u>	<u>3030</u>	<u>5967</u>
TOTALS	43341	43919	87260

AMERICAN EAGLE
ENPLANEMENTS/DEPLANEMENTS

2011

<u>MONTH</u>	<u>ENPLANE</u>	<u>DEPLANE</u>	<u>TOTAL</u>
JAN	2608	2399	5007
FEB	2528	2392	4920
MARCH	3107	3096	6203
APRIL	3428	3533	6961
MAY	4028	3957	7985
JUNE	4468	4764	9232
JULY	5527	5962	11489
AUGUST	5080	5146	10226
SEPT	3112	3200	6312
OCT	3844	3544	7388
NOV	2970	2859	5829
DEC	<u>2456</u>	<u>2758</u>	<u>5214</u>
TOTALS	43156	43610	86766

2012

<u>MONTH</u>	<u>ENPLANE</u>	<u>DEPLANE</u>	<u>TOTAL</u>
JAN	2704	2431	5135
FEB	2466	2372	4838
MARCH	2955	3033	5988
APRIL	3595	3716	7311
MAY	4530	4427	8957
JUNE	4726	5262	9988
JULY	5404	5946	11350
AUGUST	5303	5419	10722
SEPT	4413	4374	8787
OCT	4814	4745	9559
NOV	2958	2844	5802
DEC	<u>0</u>	<u>0</u>	<u>0</u>
TOTALS	43868	44569	88437

MONTHLY FINANCE REPORT

REVENUE ACCOUNT		JAN-12	FEB-12	MAR-12	APR-12	MAY-12	JUN-12	JUL-12	AUG-12	SEPT-12
Airport Land Rent		\$ 95,518.42	\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ 6,721.76	\$ 11,041.76	\$ 6,721.76	\$ 6,721.76
Airport Tiedown Fees		\$ 4,364.50	\$ 2,034.75	\$ 3,329.50	\$ 2,668.25	\$ 3,356.25	\$ 3,461.00	\$ 3,470.50	\$ 6,772.50	\$ 4,879.00
Airport Landing Fee		\$ -	\$ -	\$ -	\$ 20,770.61	\$ 45,892.98	\$ 15,924.03	\$ 39,385.61	\$ 19,522.59	\$ 18,163.46
Airport Parking Fees		\$ 4,540.00	\$ 2,967.00	\$ 4,032.00	\$ 4,587.00	\$ 5,671.00	\$ 6,523.00	\$ 4,461.00	\$ 4,516.00	\$ 4,711.00
Airport Fuel Flowage Fees		\$ 19,097.92	\$ 10,140.02	\$ 8,389.68	\$ 10,475.17	\$ 10,772.55	\$ 11,263.20	\$ 13,016.25	\$ 16,530.74	\$ 16,978.64
Airport GRT Sales		\$ 10,593.54	\$ 2,541.82	\$ 2,658.03	\$ 6,402.60	\$ 12,065.09	\$ 3,533.28	\$ 2,724.52	\$ 4,256.14	\$ 5,946.63
Airport Car Rental Fees		\$ 20,483.82	\$ 5,742.01	\$ 13,419.77	\$ 21,928.93	\$ 7,152.04	\$ 8,592.91	\$ 31,250.87	\$ 31,213.85	\$ 26,407.13
Airport Misc. Revenue			\$ -	\$ 5.00	\$ 50.00	\$ 5.00		\$ -	\$ 60.00	
Airport Gate Fees		\$ -	\$ -	\$ -	\$ 1,328.80	\$ -	\$ 3,376.50	\$ 8,127.60	\$ 2,802.00	\$ 2,252.00
Airport Terminal Rent (Airline)		\$ 4,581.15	\$ 4,513.34	\$ 1,013.34	\$ -	\$ 2,026.68	\$ 1,013.34	\$ 2,972.46	\$ 1,013.34	\$ 1,013.34
Airport Terminal Rent (Concession)		\$ 9,655.97	\$ 3,657.10	\$ 2,618.51	\$ 1,597.80	\$ 10,255.44	\$ 157.10	\$ 1,961.34	\$ 7,041.51	\$ 9,862.79
Fire Protection Fee		\$ -	\$ -	\$ -	\$ 6,923.54	\$ -	\$ 8,535.98	\$ 18,436.55	\$ 6,507.53	\$ 5,087.33
Airline Security Fee		\$ -	\$ -	\$ -	\$ 3,063.42	\$ -	\$ 3,800.91	\$ 7,701.41	\$ 2,212.47	\$ 2,212.47
Airline Equipment Fee		\$ -	\$ -	\$ -	\$ 6,905.00	\$ -	\$ 5,700.00	\$ -	\$ 3,185.00	\$ 2,450.00
Sales of Fixed Assets										
Interest										
MONTHLY TOTAL:		\$ 168,835.32	\$ 38,317.80	\$ 42,187.59	\$ 93,422.88	\$ 103,918.79	\$ 78,603.01	\$ 144,549.87	\$ 112,355.43	\$ 106,685.55
REVENUE ACCOUNT		OCT-12	NOV-12	DEC-12	JAN-13	FEB-13	MAR-13	APRIL-13	MAY-13	
Airport Land Rent		\$ 7,016.06	\$ 6,721.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Airport Tiedown Fees		\$ 5,856.75	\$ 5,096.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Landing Fee		\$ 29,210.45	\$ 15,794.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Airport Parking Fees		\$ 9,269.08	\$ 7,664.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Fuel Flowage Fees		\$ 13,527.05	\$ 12,656.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Airport GRT Sales		\$ 6,217.26	\$ 2,776.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Car Rental Fees		\$ 30,834.96	\$ 10,710.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Misc. Revenue		\$ 46.00	\$ 20.00	\$ -	\$ -	\$ -		\$ -	\$ -	
Airport Gate Fees		\$ 2,454.00	\$ 1,522.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Airport Terminal Rent (Airline)		\$ 1,013.34	\$ 1,013.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Airport Terminal Rent (Concession)		\$ 16,897.53	\$ 15,897.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Protection Fee		\$ 5,264.80	\$ 3,610.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Airline Security Fee		\$ 2,344.84	\$ 2,212.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Airline Equipment Fee		\$ 3,910.00	\$ 3,340.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sales of Fixed Assets										
Interest										
MONTHLY TOTAL:		\$ 133,862.12	\$ 89,038.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -