



Agenda DATE 5/31/13 TIME 1:29 p

PREPARED BY Anita Medina

APPROVED BY [Signature]

**AIRPORT ADVISORY BOARD MEETING
SANTA FE MUNICIPAL AIRPORT
TERMINAL BUILDING
121 AVIATION DRIVE
THURSDAY, JUNE 6, 2013
4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MAY 2, 2013 MINUTES
5. OLD/CONTINUING BUSINESS
 - a. ADMINISTRATIVE ASSISTANT POSITION
 - b. AIRPORT TOWER CLOSURE UPDATE
 - c. FUEL PRICES
 - d. WILDLIFE HAZARD ASSESSMENT
 - e. CONSTRUCTION/MAINTENANCE & GRANTS
 - i. RWY 10/28 MRL
 - ii. GRANTS 34, 35, 36, 37
 - iii. AIRFIELD STRIPING
 - iv. STATE ODO (OVERALL DEVELOPMENT OBJECTIVE)
 - f. .CONTRACTS & LEASING
 - i. STATUS OF AIRPORT TRAFFIC CONTROL TOWER LEASE
 - ii. MOLZEN-CORBIN RENEWAL
 - iii. TRI-STATE
 - iv. DEVELOPMENT REQUESTS
6. AIRPORT ACTIVITY & FINANCIALS
 - a. AIRCRAFT OPERATIONS
 - b. ENPLANEMENTS/DEPLANEMENTS
 - c. AIRLINE ACITIVITY & SCHEDULES
 - d. FINANCIALS
 - e. NOISE COMPLAINTS
 - f. COMMUNITY & USER CONTACTS
7. NEW BUSINESS
 - a. TERMINAL CUSTODIAL
 - b. CANDIDATES FOR VACANT AAB POSITION
 - c. AIRPORT MASTER PLAN UPDATE RESOLUTION
 - d. DISCUSSION
 - i. AIRPORT MINIMUM STANDARDS
 - ii. AIRPORT RULES & REGULATIONS
 - iii. AIRPORT RATES & FEES SCHEDULE
8. ITEMS FROM THE FLOOR

9. **ITEMS FROM THE BOARD**

10. **ITEMS TO BE DISCUSSED AT THE JULY 3, 2013 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 Summary of Minutes
Airport Advisory Board
June 6, 2013**

<u>INDEX</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
Cover Page		0
Call to Order/Roll Call	Call to order by the Chair, at 4:00 pm, a quorum was declared by roll call.	1
Approval of Agenda	<i>Mr. Sauter moved to approve the agenda as presented, second by Mr. Allison, motion carried by unanimous voice vote.</i>	1
Approval of: May 2, 2013 Corrections: Page 5 – eo chair – correction: code-share Flights are running full. Page 6: Ken Kent United Report Page 6: figures listed do not require a (\$)	<i>Ms. Hunke moved to approve the minutes as amended, second by Mr. Miller, motion carried by unanimous voice vote.</i>	1-2
OLD/CONTINUING BUSINESS a. Administrative Assistant Position b. Airport Tower Closure Update c. Fuel Prices (<i>graph of prices included in minute format</i>) d. Wildlife Hazard Assessment e. Construction/ Maintenance & Grants i. RWY 10/28 MRL ii. Grants 34, 35, 36 and 37 iii. Airfield Striping iv. State ODO (Overall Development Objective) f. Contracts & Leasing i. Status of Airport Traffic Control Tower Lease ii. Molzen-Corbin Renewal iii. Tri-State iv. Development Requests	<i>Informational, no formal action taken.</i>	2-7
AIRPORT ACTIVITY & FINANCIALS a. Aircraft Operations b. Enplanements/Deplanements c. Airline Activity & Schedules d. Financials e. Noise Complaints f. Community & User Contacts	<i>Financials included in packet No formal action taken.</i>	7-10

<p>NEW BUSINESS</p> <ul style="list-style-type: none"> a. Terminal Custodial b. Candidates for Vacant AAB Position c. Airport Master Plan Update Resolution d. Discussion <ul style="list-style-type: none"> i. Airport Minimum Standards ii. Airport Rules and Regulations iii. Airport Rates and Fees Schedule 	<p><i>Resumes were provided to the Board for review. The Board will provide Ms. Jesson with recommendations for action at the next meeting.</i></p> <p><i>Discussion Item Action:</i> <i>Mr. Allison moved to give Francey direction related to 7(d) i. Airport Minimum Standards, ii. Airport Rules and Regulations and iii. Airport Rates and Fees Schedule – that she start investigating how we can improve the standards, regulations and fee schedules to be more in conformance with the current airport standards in the country and the vehicle to do that will be the creation of a stakeholder committee, second by Ms. Hunke, motion carried by unanimous voice vote.</i></p> <p>It was recommended that 2 board members be a part of the stakeholders committee.</p> <p><i>Amendment: Stakeholders and 2 board members.</i></p> <p><i>Motion carried with the acceptance of the Amendment.</i></p> <p>John Elling: What is happening to the lease applications? Are they on hold until we get the standards?</p> <p>Ms. Jesson: I understand that the direction I got from the Board is to proceed.</p>	<p>10-17</p>
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	<i>Ms. Hunke moved that her recommendation is that any lease agreements that are underway in development be continued and that new lease agreements should be looked at carefully before launching, second by Mr. Talarczyk, motion carried by unanimous voice vote.</i>	
ITEMS FROM THE FLOOR	<i>Informational</i>	17
ITEMS FROM THE BOARD	<i>Informational</i>	17
ITEMS TO BE DISCUSSED AT THE JULY, 2013 AIRPORT ADVISORY BOARD MEETING	<i>Meeting will be held one week later at a new location.</i>	17
ADJOURN	<i>There being no further business to come before the Airport Advisory Board, the meeting was adjourned at 6:20 pm.</i>	17

MINUTES

AIRPORT ADVISORY BOARD Santa Fe Municipal Airport, Terminal Building Thursday, June 6, 2013 4:00 pm – 6:25 pm

1. 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.

2. 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
Bill Sauter
Bob Talarczyk
Mark Miller

OTHERS PRESENT:

Frances (Francey) Jesson, Airport Manager
Anita Medina, Airport Administrative Assistant
Jon Bulhuis, Transit Director
Bob Wood, Air Traffic Manager
Kent Freier, Engineer, Molzen Corbin
William Aneshensel, President, Aviation Association of Santa Fe
Chris Ortega, Applicant for Airport Board position
Marc Coan, Pilot and Flight Instructor
John Elling, Owner of one of the Hangers
Anna Serrano for Fran Lucero, Stenographer

3. APPROVAL OF AGENDA

Mr. Sauter moved to approve the agenda as presented, second by Mr. Allison, motion carried by unanimous voice vote.

4. APPROVAL OF MINUTES – MAY 2, 2013

Corrections:

Page 5 – eo-chair – Correction: code-share

Page 7, #10: Flights are running full.

Page 5 & 6: ~~Ken~~ Kent

United Report

Page 6: Enplanement figures listed do not require a (\$)

Ms. Hunke moved to approve the minutes as amended, second by Mr. Miller, motion carried by unanimous voice vote.

5. OLD/CONTINUING BUSINESS

Ms. Jesson opened by saying that the month has been extremely wild and busy. She reiterated that she welcomes any recommendations or comments from the Board regarding the meeting agenda structure. She will continue to gather and structure the information that she is presented with. The Board re-enforced that an apology was not necessary.

a. Administrative Assistant Position

The Administrative Assistant position has been approved by the City Manager, Anita will fill the full time position and she has been incredibly helpful. Anita will be attending all Board meetings as she assists Ms. Jesson and will be happy to assist the Board with any requests. Mr. Allison asked if this is the same position as was held by Angie. Ms. Jesson said, yes it is the same. Ms. Jesson informed the Board that the budget did not allow for any change of title or salary upgrade. Ms. Jessop said that in re-evaluating the staffing needs she is supportive of having an Administrative Assistant at this time and Anita has been extremely helpful and knowledgeable.

b. Airport Tower Closure Update

Chair Cook reported on getting a meeting with Representative Ben Ray Lujan. The Commerce, Science and Education Committee are the one that takes care of the Sequester Bill for the FAA and it is in committee. Chair Cook spoke to Senator Udall's secretary, Sabrina in Washington, DC and she said that it is in committee, the first formal draft will be ready sometime this month and then it will be ready for mark ups. There are 28 people on the Committee, 14(R) and 14(D). Senator Udall is the only one from New Mexico on that committee. The Chair asked, "What can we do?" Send letters. The Sequester has made a lot of people unhappy, more than just the airport. There is a lot of pressure and they may keep the changes made. We should contact all the towers in New Mexico to write letters to their Congressman. Senator Pierce is in support.

Bob Wood added that the people in the Tower have been urged to sign the same letter and to send to their Congressman. His understanding of the process is that the vote will come up on the two bills, the House and the Senate possibly in mid-June. They are funded through the end of the fiscal year, September 30th, beyond that they are not funded. The decision on these two bills in Committee will determine if they are funded. Each year letters are

sent to the Senate and to the House (reference letter that has been sent to the Board). It is important to get more letters in the hands of our Congressman in DC.

Chair Cook shared a letter from Representative Lujan showing that he is in favor of the Bill definitely denouncing Sequester, copy of letter in support of contract towers.

c. Fuel Prices

Average Price Summary was submitted to the Board for review.

5/25/13	Airport	Contact Person	Full Service	Self Service
SF AIR CENTER	SAF	KEN	\$6.48	\$6.09
CUTTER 505-245-3604	ABQ	ADAM	\$7.41	
GREAT SOUTHWEST 575-347-2054	ROW	HEATHER	\$6.59	
ATLANTIC ABQ 505-842-4990	ABQ	CHERYL	\$7.41	
BODE AVIATION 505-352-0292	AEG	ASHLEY	\$6.69	\$6.44

Ms. Jesson shared the above information in response to the Board's request on fuel prices. Above are the airports that Santa Fe uses on a weekly basis. The Chair asked if a suggestion could be given to add a couple. Ms. Jesson, in reviewing the lease that went before the city council said that they would keep their self-serve prices comparable or less than comparable airports. The question is; how do we define what a comparable airport is? Ms. Jesson said that she will bring suggestions back to Troy and report to the Board on what they consider comparable.

Mr. Allison asked Ms. Jesson if she was an NLPA member, she is not.

Bob Wood: There is a lot of dissention about the service fee, there are a lot of people who have aircraft on this field and fill at other fields due to the fuel prices and the service fee.

Mr. Allison asked for further explanation of this statement.

Mr. Wood said Gulf Stream, you drop off someone, and they want a very high service fee.

Mr. Allison said bio fuel?

Chair: Can you get what those service fees are?

Mr. Allison asked that Ms. Jesson follow up and get this information and report back to the board.

Mr. Talarczyk: Does that happen with Cutter?

Ms. Jesson: That is not uncommon; a lot of Jet Centers will do that. If you buy fuel they will waive some fees if you don't buy fuel they have a transient fee.

Mr. Allison: Not \$400?

Ms. Jesson: We don't set the fee; they have to give us 75% of the fee. Later in the agenda discussion would be held regarding Minimum standards.

The Chair asked Ms. Jesson to find a new location to meet for the next meeting and moving forward due to the loud noise and busy traffic in the restaurant.

d. Wildlife Hazard Assessment

Was completed and approved by the FAA. The FAA is requiring the Airport to develop a Wildlife Hazard Management Plan. Ms. Jesson said she has a copy of the assessment plan electronically and but it is too big to be sent by e-mail to the Board. Anita will put it on a disc and send to the Board.

Mr. Allison: What was the cost for the Assessment?

Ms. Jesson: \$110,000. FAA paid 5% of the assessment. There are combinations of things that need to be worked on; there are some areas of erosion under fence lines. There is a lot more mowing than usual, we have 1200 acres and manpower is an issue. We have a lot of trees and brush that can be controlled better. When you are dealing with wildlife on an airport, the first thing you want to do is identify the kind of wildlife you are attracting to your airport and modify why they may be coming to your site. You need to work with a wildlife biologist on the wildlife assessment. It is recommended to not modify a habitat so much that you end up inviting another type of animal that may not be coming now and you attract them inadvertently.

Mr. Allison: Whoever is shooting the prairie dogs or coyotes now, we have not seen any.

Ms. Jesson: The prairie dogs have actually gotten worse and have created holes in the infield.

Ms. Jesson said that she will write the Wildlife Hazard Management Plan and keep the Board informed. She has written about three of these types of plans.

e. Construction/ Maintenance & Grants – Kent Freier

i. RWY 10/28 MIRL

Mr. Freier reported the good news of replacing some equipment and all the lighting systems work on remote from the tower. The one system that does not work remotely from the tower is Runway 10/28 that is the brand new one. They can turn it on to 10%-30%-100% but they can't turn it off. Today, Mr. Freier met with the Electrical Contractor and the Electrical Engineer from his office to try to figure out the problem. The Electrical Contractor will be back tomorrow to work on it some more. System does work; we just need to get it to where it will work remotely. Once that happens we will turn it on at night.

Mr. Allison: Is it a remote switch or is it hard wired?

Mr. Freier: it is hard wired from the vault to a control panel in the tower so at night he can turn whichever circuits he wants on and in the morning when the sun comes up he can turn them off. We also need to get a flight check and I am working with the FAA to see how to get this done. I don't understand a flight check on the MIRL.

Mr. Allison: Are they going to work on when you click three times all the lights in the airport go on or will it be the one the wind is favoring?

Mr. Freier: We have made some remarkable improvements, the controller that was up there was installed in 1993 and it has been replaced. We have also replaced all the communications cable and a power cable from ramp to vault which had 5 cuts, it was not spliced properly. Not it is a clean line all the way to the tower. We are designing runway 220 and for that project the plan is to run fiber optics to replace the 37 conductor which should make whole system better. There is a power cable that goes from the vault to the tower; that is for when the generator comes it sends a signal to the tower. It light up the cab light - Med. Intensity Runway Light (MIRL). There is a high intensity light that is used in Albuquerque, that is only when you have a minimum of 200 ½. They will look lighter, these are LEDs. We have put LEDs down taxiway Alpha, taxiway Charlie and they just approved the runway lights right before this project, which will be the first runway you have with lights, so it will look a lot brighter.

ii. Grants 34, 35, 36 and 37

Mr. Freier reported that they are in the process of closing Grants 34, 35, 36 and 37.

Grant 34 was the design of the taxiway and maintenance. All the bills have been paid, working on final engineers report and the final

reimbursement for FAA. This is a high priority for both Mr. Freier and Ms. Jesson.

Grant 35 – Wild Life Hazard Assessment - Closed

Grant 36 – Taxiway 8 Phase 1 – final change order and reimbursement to FAA.

Grant 37 – Taxiway 8 Phase II – finished up final engineer report and will do final reimbursement.

Grant 38 will be the only one open.

Mr. Talarczyk: It seems that with these LEDs it is maintenance free, with compared longevity.

Mr. Freier: Nothing is maintenance free, lights are more expensive and should last longer, 5 to 7 years.

iii. Airfield Striping

A state grant in the amount of \$120,000 was received to do airfield striping; there was no FAA money in it. This has become a necessity over the years because of the Portland 39 Inspections almost always end up with write up on the 220 center line with all the rubber.

iv. State ODO (Overall Development Objective) – Kent Freier

There are two things that we do administratively every year, (*information in packet*). 1) Capital Improvement Program (CIP). This is a list of projects projecting out 10-20 years. We look at the projects we want to do in 2014 and they are pretty accurate, 2015 is not so accurate, 2016, 2017, 2018 and 2019 – we list everything that is coming up and we submit it to FAA every March. The ODO form is completed every May of each year and important particularly for 2014. Now it is serious, what we list on 2014 FAA will build the program from the ODO forms. We have the Airport Master Plan. Taxiway G and Runway 10/28 construction is on that list. (*Tape inaudible*) Runway 1533 Safety area is kind of a maybe, FAA standards changed became wider. We purchase 15 acres at the end of the runway and the Feds are expecting us to move that fence to the new property line. There is a little hill on the north side of that safety hill so we are going to bring it down a bit. The budget indicates a survey, almost ready to finish design and ready to go. It isn't noted as a high priority but we need to indicate it on the list for consideration. The Airport Master plan is scheduled for 2014. It is quite possible that FAA could reach the end of FY and if they had an excess of funding they will sometimes offer it out. We would definitely accept any funding available and start the Master Plan earlier.

Mr. Freier said that they will need to create a design and hire an architect for the restaurant remodel.

Ms. Jesson said that she expects that all approvals would need to go through the City Council.

Mr. Freier said that he had spoken and worked with the City Planner and that FAA would probably not have a lot to say about it. You cannot use FAA funds for construction; they can only be used for common use so we would need to find out what common use is and what private use is. Restaurant would not be eligible.

Ms. Jesson said that she would try to get community input and input from the existing tenants. What do they need and want, some things are obvious, expand and secure. I would like to bring in some stakeholders from the community, this is their airport.

Chair: Thank you Kent.

f. Contracts & Leasing

i. Status of Airport Traffic Control Tower Lease – Francey Jesson

The lease has made it through the Public Works Committee and it is stalled in the City Attorney's office. Waiting from Planning and the city Attorney as to what they would like Ms. Jesson to do. The City Attorney has said that because the value of lease is over \$25,000 it has to go to the city council as an ordinance. City Attorney is interpreting as Land. Ms. Jesson said there is some confusion as to how space in the building could be identified as land, she is awaiting clarification on that.

ii. Molzen-Corbin Renewal – Ms. Francey Jesson

As stated earlier, the Molzen-Corbin Contract has been renewed.

iii. Tri-State

Jim took care of this contract. Medical helicopter hanger. Waiting for training schedules, Ms. Jesson did training with them a week ago.

iv. Development Requests

Update on request to build a hanger on lot 90 and 10 and another request to build small limited service hangers on lot 14. Ms. Jesson has not had any contact with someone from lot 14; she has had some contact with John regarding lot 90 and 10.

6. AIRPORT ACTIVITY & FINANCIALS

a. Aircraft Operations

All terminal operations are up. Operations continue to be steady. We have had 360 operations a day.

b. Enplanements/Deplanements

We are having a difficulty getting United's numbers. American Eagle does not have access to their numbers; Ms. Jesson will contact United directly to get a contact to secure their numbers. American Eagle is up from May the previous year. Anita: April numbers were received and will be brought forth next meeting, Great Lakes is down, can't explain why as they are still doing the Denver / Phoenix. Ms. Jesson would like to report on the Load factors by next month meeting. Load factors are what give you the comparison of what the number is. The number of how many people get on a plane is a great number but it only means something when you can compare it to how many seats were available for sale that month. Ms. Jesson said she will be asking the airlines to provide her, how many seats were for sale and be able to see how full those planes were. You can then make a good comparison with the enplanements/deplanements.

Chair Cook asked; "what good is that going to do us?"

Ms. Jesson said that this is part of a larger picture. One of the other things I want to find out is why people choose to buy a flight from Albuquerque instead of Santa Fe. We want to change the perspective if they are selecting Albuquerque because of lack of availability or cost. Maybe we need more flight options to change the perspective in community. Once we see the load factors we can see how much traffic we are losing to Albuquerque.

The Chair said it is important to educate the public more on availabilities from flying out of Santa Fe.

Mr. Allison said he flew out of Albuquerque because he could not find a flight out of Santa Fe. If you go through Expedia it shows very few seats available.

Mr. Miller: Load factors are less during the week.

Ms. Jesson: This information will allow me to have conversations with the community. We should have this conversation with the airlines. If we can work together to get this word out we will grow our business. There are a lot of people who attend conferences at the Santa Fe Convention Center who did not know they could fly out of Santa Fe. It will be important to see the load factors based on destination. It is important to always have these numbers to know if we need to add another airline to fill void. My job is to find additional airlines to fill voids and introduce them in to the market.

The Chair stated that we have known for a long time that people do not know what our airport facilitates. The Chair appreciates Ms. Jesson's plan to move forward.

c. Airline Activity & Schedules

Unfortunately, was unable to get as much airline information for this meeting. She will continue to work on getting these schedules for next meeting.

d. Financials – (packet – spreadsheet)

Added information is expenses and revenue against budget. When I look at money for the airport, I look at how those numbers are reflected against the budget, there needs to be an explanation if we exceed budget. We would like to show how we are doing against budget. If you look at what is remaining to spend it is basically above or below. Bottom line we are at \$64,000 under the budget of revenue we were to take in before the end of the FY. Ms. Jesson said that one of two things, 1) we over estimated what we took in or 2) our turnover rate which concerns me is that the revenue is there but we may not be collecting. Ms. Jesson said she did not have the answer for the Board today as to why the revenue is below budget. Hopefully by next meeting she can provide more information. We need to have a good mechanism to collect revenue. Ms. Jesson talked about the expenses listed on the spreadsheet. It looks like we are \$90,000 above projected expenses. What is not on the spreadsheet are the salaries we pay for the 6 fire fighters at the fire station. We are actually at about \$127,000 in the hole which means that is \$127,000 that will be transferred from the general fund from the city. We would like to be self-sustaining if at all possible but we need to find ways to match our revenue with our expenses somehow, somehow so the city does not have to subsidize us.

Mr. Allison: Questions on spread sheet, when you look at cost type on the revenue; you have several items that are the same. Until the spreadsheet is accurate it should not be put out.

Ms. Jesson: This is the way the system brings them out. Sub totals and totals will need to be cleaned up for next month's report.

Ms. Jesson: Anita and I have met with the Financial Analyst to try to simplify how our budget prints out with the city Data Base. Staff will work on how the report looks in the future.

Mr. Allison and Bob Talarczyck– We have never seen this report before, we would like for next month's report to be cleaned up; we do need to see it.

e. Noise Complaints

Working on a concern from last night on low flying aircraft in the South Capitol area. (10:00 am – 10:30 an – 6/5/13 – complaint) There was a helicopter that took off after the tower was closed. It isn't the airports

responsibility but she is looking into it to provide him as much information as possible. This man said he would be calling the City Manager.

f. Community & User Contacts

Ms. Jesson said that this is a new area she would like to introduce, not only to track complaints from customers, but to more so provide feedback for the Board. There was a concern about service in the terminal – water in second hole. We have talked to the restaurant to increase stock in vending machines, not a lot of concession space. A woman's bag was damaged through American Airlines. Ms. Jesson went in to American Airlines and they are working with the customer direct.

7. NEW BUSINESS

a. Terminal Custodial

We have a full time custodian who works Monday thru Friday, 8-5 pm. We have a woman that comes out for 4 hours each day on the weekends. Great that we have those 4 hours but we are open all day and we need the 8 hours on the weekend. We are going to hire a temporary-part time custodian who we will share with Transit.

b. Candidates for Vacant AAB Position

Interviewed 3 candidates, one woman would not be able to attend many of the meetings so she backed out.

Enclosed are:

Chris A. Ortega, P.E. (resume attached for Board review)

Ronald C. Krohn, (letter of interest to serve on the Board)

Mr. Allison: Chris is a Pilot. Chair is a Pilot, Ron Krohn is a Pilot. Both Candidates are excellent candidates for the Board. We don't want to rubber stamp board because we are all pilots.

The Chair said that nothing says that they can't be pilots. Mark is a non-pilot. The Chair appreciates the excellent candidates that have been brought forth to the Board.

Board to review the resumes and send feedback to Francey this week.

Maximum number on the Board: 7

c. Airport Master Plan Update Resolution

Resolution was passed by the City Council; Councilor Wurzbarger was the sponsor to get the work started on the Airport Master Plan. Hopefully we will get some late FY funding if not we will start as soon as our funding is in place. Current master plan is so out of date.

Mr. Allison: Every time we hire a new airport manager we have a new master plan.

d. Discussion

Ms. Jesson said she wanted to discuss with the board the minimum standards and lot lease and development on the airport.

- i. Airport Minimum Standards**
- ii. Airport Rules and Regulations**
- iii. Airport Rates and Fees Schedule**

Ms. Jesson said that she felt a discussion with the Board regarding the above group of documents, which go hand-in-hand with the Airport Master Plan are of great importance. Now that we have the Resolution to get that updated we are ahead of the game.

There are a set of documents that airports call the guiding documents. The Airport Master Plan is obviously is a great big one; minimum standards, rules and regulation and he rates and fee schedules are also part of the guiding documents. They are the play book, they are what guides how the airport operates and makes sure the airport stays in compliance with its federal obligations and what they plan for the future.

The minimum standards are not required by the FAA. They are strongly recommended and encouraged by the FAA. Because this airport accepted federal grant money to do improvements on the airport, there is a series of grant assurances that we had to agree to. Two of those grant assurances deal with economic non-discrimination and non-exclusive rights. The economic non-discrimination is a very important one. Basically what that requires the airport to do is to insure that all businesses that operate on the airport can operate fairly and that there is no undue discrimination. It sets a level playing field. This is part of our previous conversation such as fuel prices, rates and fees. The fact that we only have one FBO on the field, it doesn't mean that we have an exclusive use because if another FBO wanted to come out on the field, if we have the room we need to allow them to come on the field. That creates competition and then the two of them compete. That being said, if I were to put another FBO on the field the grant assurance that requires me to have non-discriminatory economic practices is such that I have to charge them the same rate and fees that I charge the existing one.

Ms. Jesson offered an example of a conversation held with the car rental agency representatives on airport premise at this time.

The Airport Minimum standards at this airport have not been updated since 1986 and they were enacted by resolution. They are not taking in to account a great many commercial operations that are operating on this field. We have all of these commercial operations but they are not in the minimum standards. The only thing that is in the minimum standards is basically what the FBO does and the FBO is not even defined in the minimum standards. As we decide to continue to develop the airport and hangers and put FBO's, if we are not developing minimum standards to start with we run the risk of having economic discrimination. If that happens the FAA could sue us. We don't have hanger developers in the minimum standards; we don't have hanger developers at all.

Mr. Allison: I thought we had all of that?

Ms. Jesson said that Jim had made an attempt to update the 1986 minimum standards but he never got them finished. So we don't have defined commercial hanger developers.

The only way that the airport can deny aeronautical use is if they can show for some reason that it is not safe. A perfect example of that is that some airports can show that it would be unsafe. FAA has the last word to decide what is safe and unsafe.

The minimum standards are designed to make sure that the airport remains economically viable and that all of the businesses and commercial operators and people who want to have an opportunity to make money at the airport have the ability to do this so it sets a level playing field.

As we update the master plan it is going to start identifying areas to be developed for commercial operators and non-commercial operators. Once that happens, in conjunction with that happening we have to start defining what these commercial and non-commercial operators are or we will not be able to show the FAA that we have that level economic playing field and economic non-discrimination.

What John's concern is, and it is completely understandable is; John wants to build a Hanger and he wants to build it for his own use. We don't even have standards for non-commercial hanger builders. Ms. Jesson would very much like to work with John, he is very reasonable, but I don't have a standard that says or assures that the next guy will meet the same standards that I made John meet.

Chair Cook: How were all these other hangers built without any standards?

Mr. Allison: First we say we have the 1986 standards and we have been operating with this and now we say that we cannot change the standards. How does that work?

Ms. Jesson: I can't speak to what has happened in the past, I can only say that my concern is that we are growing without those guiding documents in place. My concern is that someday the FAA is going to come and they will want to see how we are complying on non-discrimination. Without minimum standards it is difficult for me to say that. The minimum standard sets the policy and sets the rules.

Minimum standards are unique to each airport. There is no template that says Santa Fe Airport. They don't work that way and the FAA certainly does not recommend that they work that way. Minimum standards are endorsed by AOPA and the National Grant Association. Everyone says you have to set the standards that work for your airport. You have to look at what is going on currently and decide what the standards that work for your airport are.

Mr. Allison: We have been operating under a standard that was written in 1986 and we have never been told that was not adequate. My concern is that I am not sure how we would prevent somebody from not building a hanger when this is the standard we were going by. That is not to say we can't change the standard now but I would have trouble telling somebody that you cannot build a hanger when we have let 10 to 15 other people build hangers. I don't think we have the legal means of setting those rules.

Ms. Jesson: That is why I brought it to the Board, I wanted the Boards input. I don't want to be saying no but I need to have some starting point on how we develop these things. We have no rules and regulations, we have out dated minimum standards, the rates and fees schedule has not been updated since 2002.

Chair: Have you been involved in other airports that have done the minimum standards?

Ms. Jesson: Most every other airport that I have worked at already had the minimum standards.

(Name of speaker) I was on a committee for over a year in Oregon who developed minimum standards for their airport. It is a big deal; it is a big public process. A couple of board members, the business community and then they have meetings. AOPA has samples or models

of standards that you can build on. You don't have to start from scratch; you have to start modifying the model to your particular situation.

Ms. Jesson: I would not undertake this in a vacuum. I would meet with Stakeholders at the table. I want to be clear, I am not suggesting that I want to start denying people the opportunity to build, I just did not want to start approving anything until I talked to the Board and the Board advises me how they want me to proceed. All I can do is tell you what my thoughts and opinions are as a person who has managed airports for 23 years and what the implications are of minimum standards that haven't been updated since 1986 and how the FAA looks at them. I will do whatever the Board wants me to do but we need to be cautious and cognizant.

Chair: Where would you suggest we start to improve the standards?

Ms. Jesson: What generally happens is that when an airport develops minimum standards from the ground up which is essentially what we are doing, there is a way to grandfather in existing operations.

John Elling: My concern is everyone will be at the table.

Ms. Jesson: I just want to make something clear, I understand your position but there is more to it than what you are thinking. If I grandfather in some clauses and it doesn't mean I am going to grandfather all clauses and everybody is going to be at the table. Everybody is going to have an opportunity to say, "I can comply with that now, I can't comply with that yet," so it is not cookie cutter. It is not cut and dry. I need you to understand that you indicated to me when we first spoke that you wanted to sell part of your hanger. That is a commercial hanger developer. You need to understand that when you built both hangers you did not intend to sell them. If you decided to sell them, the minimum standards would have set the protocol for that. I am perfectly willing to work with you but if you say that you are not going to sell that part of your hangers, then I need to trust that you are not going to sell it. Otherwise I have no standards in place and anybody can do whatever they want.

John Elling: I am not arguing over the standards, my concern is that everybody is going to either be stopped (inaudible).

Ms. Jesson: Trust me, this not something that I haven't gone back and forth in my mind about. On one hand I have 11 _____, the airport needs to generate revenue but on the other hand I have a Master Plan that is out of date so I don't even know where we should be building, we haven't looked in to the future in 11 years. I have had 4 individuals in the past

month that came to me because they wanted their hangers. If we proceed to quickly we are going to put the cart before the horse and before you know it.

Mr. Allison: We have the Master Plan with footprints in it and that is where it allows for the hangers. Once we run out of lease spaces we either have to go and develop another area and market it that you are going to build hangers or whatever it is and this should go in the Master Plan. I don't think we are out of lease areas yet. Right?

Ms. Jesson: No

Mr. Allison: I don't see the problem right now; I know there is a problem in the future. I know we need to do the standards but I also know we can't suddenly say "we aren't going to do this anymore until we get the standards." That might take a long time to get; I didn't realize we were in that bad of shape.

Ms. Jesson: The question is where do we draw the line? What John wants to do is pretty simple; he wants to build a hanger and he wants to maybe sell part of it. Yet I have another entity that wants to build an FBO and that is a big project and I also have a piece of property out there that because of the way it was leased is tied up for the next 3 years that nobody is going to build on. It is a prime piece of property. That is part of the standards for violation of non-discrimination.

John Elling: Use or lose. 30 years to sit on that property.

Chair: Can we change that?

Ms. Jesson: Whatever we do I want to make sure that we are very thoughtful about how the process goes and that we don't box ourselves in to a situation and be in violation of our grant assurance. What that means is I may slow down on some of these.

Richard: Even if it is not part of the standards if we could write it in as part of the lease with the timeline documented.

John Elling: I like the idea of making it retroactive so everyone's lease is reasonable.

Ms. Jesson: I have already had a conversation with the city attorney regarding that piece of property.

Chair: When was that property lease?

Ms. Jesson: That is complicated; Santa Fe Air Center has 7 leases. One of the 6 leases that they bought – all 7 are completely different they have different terms. I talked to Troy at the Air Center and explained to him that it was a mess and asked if they would consider creating one lease with standardized terms and the City Attorney will not do that due to city procurement code. Because of back practices, our hands are tied to very long leases. The message I am trying to deliver is that we have to learn from the past and move forward carefully. We don't even have a standard lease.

Mr. Allison: It seems like we have been leasing stuff every 6 months, it comes to the board and we vote on it. What do you recommend?

Ms. Jesson: What I recommend is I need to put together a stakeholder group of people who use the airport to start the work on the standards. With all respect, I would like to use John Elling as the guinea pig because I know that John really wants to build and if we start working on his lease I want to make sure I include those terms in the minimum standards anyway. His lease could be a model for the rest of us.

Chair: Is the Board up for Francey to proceed on the recommendations Ms. Jesson has proposed to start work on the minimum standards.

Mr. Allison moved to give Francey direction related to 7(d) i. Airport Minimum Standards, ii. Airport Rules and Regulations and iii. Airport Rates and Fees Schedule – that she start investigating how we can improve the standards, regulations and fee schedules to be more in conformance with the current airport standards in the country and the vehicle to do that will be the creation of a stakeholder committee, second by Ms. Hunke, motion carried by unanimous voice vote.

It was recommended that 2 board members be a part of the stakeholders committee.

Amendment: Stakeholders and 2 board members.

Motion carried with the acceptance of the Amendment.

John Elling: What is happening to the lease applications? Are they on hold until we get the standards?

Ms. Jesson: I understand that the direction I got from the Board is to proceed.

Ms. Hunke moved that her recommendation is that any lease agreements that are underway in development be continued and that new lease agreements should be looked at carefully before launching, second by Mr. Talarczyk, motion carried by unanimous voice vote.

8. ITEMS FROM THE FLOOR

Bill: This Saturday there is an FAA workshop titled Non-towered airports short term. There will be three different presenters, 3 different airports have been selected as models. It will be held at the CAP hanger at 10:00 am. 27 people registered through the Wings Program. Details of the program for the day were provided.

9. ITEMS FROM THE BOARD

Chair Cook would like to suggest another location for the next meeting.

Elizabeth: Meeting was way too long.

Chair: National Guard tour amazing.

- a. Fire Station
- b. National Guard

10. ITEMS TO BE DISCUSSED AT THE JULY 3, 2013 AIRPORT ADVISORY BOARD MEETING

Skip or one week later? One week later.

11. ADJOURN

6:20 pm

Signature Sheet:

Carolyn Cook, Chair



Frances Lucero, Stenographer