



# Agenda

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**AIRPORT ADVISORY BOARD  
MEETING  
SANTA FE MUNICIPAL AIRPORT  
BUILDING 3002 (JUST NORTH OF TERMINAL BUILDING)  
THURSDAY SEPTEMBER 5, 2013  
4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF AUGUST 1, 2013 MINUTES
5. OLD/CONTINUING BUSINESS
  - a. AIRPORT RATES & FEES
  - b. CONSTRUCTION/MAINTENANCE & GRANTS
  - c. AIRPORT OPERATIONS INTERN PROGRAM
  - d. OUTREACH
  - e. CONTRACTS & LEASING
    - i. UNITED AIRLINES LEASE
  - f. TERMINAL FACILITY NEEDS
  - g. OPEN MEETINGS ACT & MINUTES
  - h. PROPOSED LA BAJADA MESA NATIONAL MONUMENT
6. AIRPORT ACTIVITY & FINANCIALS
  - i. AIRCRAFT OPERATIONS
  - ii. ENPLANEMENTS/DEPLANEMENTS
  - iii. FINANCIALS
  - iv. NOISE COMPLAINTS
7. NEW BUSINESS
8. ITEMS FROM THE FLOOR
9. ITEMS FROM THE BOARD
10. ITEMS TO BE DISCUSSED AT THE OCTOBER 3, 2013 AIRPORT ADVISORY BOARD MEETING
11. ADJOURN

**\*REMINDER: ALL PRESENTATION ITEMS BE LIMITED TO 5 MINUTES**

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**INDEX SUMMARY OF MINUTES  
AIRPORT ADVISORY BOARD  
SEPTEMBER 5, 2013**

<b>INDEX</b>	<b>ACTION TAKEN</b>	<b>PAGE(S)</b>
<b>Cover Page</b>		1
Call to Order	Call to Order by Chair, Carolyn Cook at 4:00 pm	2
Roll Call	A quorum was declared by roll call.	2
Approval of Agenda	<i>Ms. Hunke moved to approve the agenda as presented, second by Mr. Talarczyk, motion carried by unanimous voice vote.</i>	2
Approval of Minutes	<i>Mr. Ortega moved to approve the minutes of August 1, 2013 as presented, second by Mr. Talarczyk, motion carried by unanimous voice vote.</i>	2
Old Business a. Airport Rates and Fees b. Construction Maintenance and Grants c. Airport Operations Intern Program d. Outreach e. Contracts and Leasing f. Terminal Facility Needs	Informational, no formal action taken.	3-4
Open Meetings Act and Minutes	Informational, no formal action taken.	4
<b>Proposed La Bajada Mesa National Monument</b>	Informational, requires staff follow up with City Attorney.	4-5
Airport Activity and Financials a. Aircraft Operations b. Enplanement/Deplanement c. Financials d. Noise Complaints	Informational	5
New Business	None	5
Items from the Floor	Informational	5
Items from the Board	Informational	6
Items to be discussed at October 3, 2013 Meeting	City Attorney, Ethics in Government 10/28 Runway Lighting Update	6
Adjournment and Signature Page	Meeting was adjourned at 5:25 pm	8

**AIRPORT ADVISORY BOARD  
MINUTES  
Thursday,  
September 5, 2013 - 4:00p.m. – 5:25 p.m.  
Santa Fe Municipal Airport, Building 3002, Santa Fe, NM**

**1. ROLL CALL**

The Airport Advisory Board meeting was convened by the Chair at 4:00 pm, Santa Fe Airport, Building 3002, Santa Fe, New Mexico. A quorum was present at time of roll call.

Present

Carolyn Cook, Chair  
Elizabeth Hunke  
Bob Talarczyk  
Mark Miller  
Chris Ortega  
Ron Krohn

Staff Present:

Francey Jesson, Airport Manager  
Anita Medina, Administrative Assistant  
Jon Bulthuis, Transportation Director

Others Present

William Aneshensel, President,  
Aviation Association of Santa Fe  
Bob Wood, Santa Fe Air Traffic Manager  
Richard Allison  
Kent Frier, Molzen Corbin  
Rick Thomas  
Mark Cohen  
Fran Lucero, Stenographer

**2. APPROVAL OF AGENDA**

*Ms. Hunke moved to approve the agenda as presented, second by Mr. Talarczyk, motion carried by unanimous voice vote.*

**3. APPROVAL OF MINUTES**

The Chair stated that Robert Rules of Order will be followed at each meeting. The Chair requested that speakers raise their hand and they will be acknowledged to speak. This process will provide expediency and efficiency.

**August 1, 2013 Minutes**

*Mr. Ortega moved to approve the minutes of August 1, 2013 as presented, second by Mr. Talarczyk, motion carried by unanimous voice vote.*

#### 4. Old/Continuing Business – Report by Francey Jesson, Airport Manager

##### a. Airport Rates & Fees

Ms. Jesson continues to work with State Program on Aviation to get a Grant to do the Airport Rate and Fees study and also an Airport Market Feasibility Study. Ms. Jesson reported that is progressing. The State has to wait until about mid-September to figure out where the money is going to be allocated. Once their reconciliation of accounts is completed more detailed information on the grant will be available and she will report as information is available.

##### b. Construction/Maintenance & Grants

Word has been received from the FAA on two grants; one was to bid the Runway 2/20 Edge Light Rehabilitation Project. Project has been bid and bids were opened on the 23rd of this month; Viscom was the lowest bidder. Total project cost is over \$815,000, 93.75% will come from the Federal Airport Improvement Program, and the remaining \$50,000 will be split evenly between city and state matching funds. 220 edge lighting is extremely old; it is very much in need of this upgrade. They will update to LED lighting which should result in a lighting cost saving. This project will commence at the beginning of October, it is 180-day project and should take place at night. The contractors know there will be no air carrier interruption.

FAA also informed us of the award in the amount of approximately \$2,000,000 to extend taxiway Foxtrot which goes across 15/33. This will be a ground up construction of the taxiway. This is a significant safety improvement for all of the pilots we have at the Santa Fe Airport. This project is due to be bid on September 13<sup>th</sup>; grant has to be in to the FAA no later than the 18<sup>th</sup>. Today a pre-bid meeting was held and 5 bidders were present. Taxiway project will be done in the day time other than when they have to tie in. This is a 180 day project and will run concurrently with the Runway 2/20 project. Taxiway project will be done in the daytime except for the time that they have to tie in to the runway.

##### c. Airport Operations Intern Program

Ms. Jesson reported that paperwork has been submitted to the Human Resources Department for recruitment. Recommendation was for a 12 month program and the approval is for 6 months as it will be a paid position through the Airport Administrative budget. Funding was identified by the cost savings from the last Airport Manager Salary to the present Airport Manager salary which yielded enough funds for a 6 month position. Specifications are for the intern to be a have a Bachelor Degree in Aviation Management and Airport Management. The position will be advertised nationally in order to attract good candidates

##### d. Outreach

(Exhibit A – Paid Advertisement in trade for local space (auto show). This Advertisement will be included in the Santa Fe Concorso program for the premier auto club gathering. This Ad is not proprietary; we have the rights to use the Ad for marketing. Once the Ad is received electronically the staff will post to the website and use it as a marketing tool.

Santa Fe Chamber of Commerce, Tourism Committee has extended an invitation to Ms. Jesson and Mr. Wood to speak about the airport; where are we now, what are our goals and visions, how we can engage the tourism and work together. The State of New Mexico Travel Agent has been in contact with Ms. Jesson to possibly schedule state employee flights out of the Santa Fe Airport.

The Board expressed their thanks to Ms. Jesson for being pro-active in her marketing endeavors.

**e. Contracts & Leasing**

United Airlines Lease

They have had the lease since July 21, 2013; Ms. Jesson continues to follow up with them.

**f. Terminal Facility Needs**

The Chair and Ms. Jesson have met with the Mayor, City Manager, Director of Transportation, Molzen Corbin representative and City Councilor Wurzburger. They are in support of increasing the security area for airline passengers. Ms. Jesson explained that this is a temporary fix in a short period of time and will be something relatively inexpensive and as quick as possible in order to increase the amount of seating capacity, restroom facilities and potentially some concession area. One consideration is a pre-fab building and the hope is to double the size of secure hold without impacting any other tenant operations. This would be a transfer of CIP accounts for this project. The Chair encouraged the members to contact their city councilors for support as this action will require Council approval.

Mr. Talarczyk suggested inviting the Mayor and Council to come and visit the Airport. The Chair concurred with this suggestion and Ms. Jesson will follow-up on this request. It was also recommended that the Mayor and City Council receive an information packet when they come to the Airport.

Mr. Talarczyk recommended to Ms. Jesson that the Air Carriers be informed of any proposed improvements. Ms. Jesson said that their input is valuable and they will be kept current on any information.

**5. Open Meetings Act & Minutes**

City Manager and City Clerk were contacted to discuss what the content requirements are for formal minutes. The minutes will be transcribed in summary form. The City Attorney will be a guest in October to explain the open meeting process.

Chair recommended the creation of by-laws as the resolution does not provide a great amount of detail. The Chair said that the board has a direct line to the Mayor to advise on Airport operations, Ms. Jesson reports to the City Manager and the Director of Transportation.

**6. Proposed LaBajada Mesa National Monument**

Ms. Jesson has researched this topic and it has not resulted in any substantial information. Ms. Jesson will contact the legal department to see if the resolution and/or additional information are still available and she will report at the next

meeting. Ms. Hunke added that she would like to receive as much information as possible on this subject. Ms. Hunke made the request if the resolution is not available if Ms. Jesson could get the names of contact people if available.

## **7. Airport Activity & Financials**

- a. Aircraft Operations  
Operations are tracking up. (Exhibit B)
- b. Enplanement/Deplanement – No report for August. August numbers are due by the 25<sup>th</sup> of this month, future reports will be one month behind.
- c. Financials  
Monthly Service Update: Ms. Jesson will provide a detailed report on a monthly basis. Tracking is to know if numbers are going up or down at the airport. This is one benchmark to determine if we are doing good or what needs improvement. We want to see the trend lines going in the right direction. Ms. Jesson provided the Board with printed material to follow. Last sheet shows the number of seats available based on the configuration and how often they fly in.

Will load factors be calculated in the future reports? Yes.

Revenues: FY Report in the future will be a monthly report. 2013 shows actual revenues for this period. We took in \$4500 from the airlines, we are at 38% of what we budgeted. We will bring in more money from the airlines than what we anticipated. This revenue is from rental fees for their offices. Ms. Jesson explained that fine-tuning of the line items is taking place and realignment will be done. Totals will always remain the same but line item amounts and descriptions may change. For example, one new line item is Ground Transportation which includes the Shuttle. Ms. Jesson is also working with tenants who have payments in arrears as the Airport has over 30 leases to work with. Goal is to have the Airport be self-sustaining which requires diligent work in aligning the expenses against revenue.

### Expenses

Pass the cost on to the users. We are a user based facility.

### Summary

\$421,000 authorized deficit. Right now we are at \$409,000. Ms. Jesson will work to get this deficit down to zero.

- d. **Noise Complaints**

No noise complaints, there were inquiries on change of schedules of airlines.

## **8. New Business**

## **9. Items from the Floor**

Bill Aneshensel: Is there a format for recommendations for the Master Plan?  
All requests should be sent to Ms. Jesson.

A request from the audience was related to the status of the 10/28 lights. Ms. Jesson responded that they are working with the contracted vendor, Viscom to complete this project.

Mr. Miller asked the status of the Commercial Standards. Ms. Jesson will assign this project to the Intern.

Bob Wood: Informed the Board that the Annual Runway Safety Meeting will be held on September 13, 2013 at 11:00 a.m. at the Airport – Building 3002.

Safety Risk Management will be done on the two forthcoming projects and any future ones.

10. Items from the Board

The Chair informed the board members that she is in receipt of the receipts for the two functions held, 1) for Angie and 2) Mr. Montman. She and two other individuals will assume the responsibility for the cost of these functions.

Chair urged board members and the audience to write to the congressional delegation to keep the towers open. Mr. Wood provided an updated report.

Mr. Ortega asked if the Minimum Standards and Regs are tied in to the master plan. Ms. Jesson said no, they are not.

There was a question on the open position for the Airport Advisory Board. Ms. Jesson has sent all three recommendations to the Mayor for his consideration.

11. Items to be discussed at the October 3, 2013 Airport Advisory Board Meeting

- City Attorney, Ethics in Government
- 10/28 Runway Lighting Update

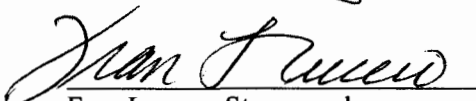
12. Adjournment

There being no further business to come before the Airport Advisory Board, the meeting was adjourned at 5:25 pm

Signature Page:



Carolyn Cook, Chair



Fran Lucero, Stenographer