



Agenda

DATE 1/29/14 TIME 8:42

SERVED BY Anita Medina

RECEIVED BY [Signature]

AIRPORT ADVISORY BOARD
Santa Fe Municipal Airport
Building 3002 (Just North of Terminal Building)
Thursday, February 6, 2014
4:00 PM

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of January 9, 2014 Minutes
5. From the Airport Manager
 - a. 2013/2014 – A Look Back and A Look Ahead
6. Action Items:
 - a. Action Item – Vice Chair – Nominations and Vote
7. Subcommittee Updates:
 - a. Ethics Summary – Review and Discussion
8. Items from the Board
9. Public Comment:
 - a. *REMINDER: ALL PUBLIC COMMENTS BE LIMITED TO 5 MINUTES
10. Items to be Discussed at the March 6, 2014 Airport Advisory Board Meeting
11. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

AIRPORT ADVISORY BOARD
INDEX
FEBRUARY 6, 2014

Cover Page		Page 1
Call to Order and 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 declared by roll call.	Page 2
Approval of Agenda	<i>Mr. Ortega moved to approve the agenda as presented, second by Ms. Hunke, motion carried by unanimous voice vote.</i>	Page 2
Approval of January 9, 2014 Minutes Corrections: Name Spelling: Michael Szczym Szczepanski Page 4: 8-a, 3 rd paragraph, 3 rd sentence: sheets seats Page 6: 9-a, 2 nd paragraph, 5 th sentence: National natural Page 6: Ms. Hunke statement: Page 6: 3 rd paragraph, 5 th sentence, remove the work if Page 7: 10-a, 3 rd paragraph – Code of Conduct and the Opening Open Meetings Act Page 7: 6 th paragraph, 1 st sentence: he the Page 7: 8 th paragraph: Add to the end of the sentence: This all comes under the heading of “Fly Santa Fe” by the Airport Advisory Board. Page 8: #12 – 7 th paragraph – Greg (?) – Craig Fuller, Former President of AOPA The Stenographer asked the Board Members if they are reading from a prepared statement to provide a copy for the record for accuracy of transcription.	<i>Ms. Hunke moved to approve the approve of the January 9, 2014 minutes as amended, second by Mr. Ortega, motion carried by unanimous voice vote.</i>	Page 3

From the Airport Manager	2013/2014 – A Look Back and A Look Ahead (Exhibit A)	Page 3-4
Action Items a. Vice Chair Nominations and Vote b. Subcommittee Updates	<p>Nominations: Mr. Talarczyk nominated Mr. Chris Ortega. Mr. Chris Ortega nominated Ms. Elizabeth Hunke.</p> <p><i>Mr. Padilla moved to close nominations for Vice Chair, second by Mr. Miller, motion carried by unanimous voice vote.</i></p> <p>Nominees: Ms. Elizabeth Hunke Mr. Chris Ortega</p> <p><i>Vote was taken by closed ballot and counted by the Airport Manager. Mr. Ortega was selected as the Vice Chair for the Airport Advisory Board.</i></p> <p><i>Ms. Hunke moved that the documents be sent to the City Attorney for review, second by Mr. Krohn, motion carried by unanimous voice vote.</i></p> <p><i>Ms. Hunke amended the motion to take the information to the City Attorney with an explanation memorandum drafted by Ms. Jesson for review, second by Mr. Padilla, motion carried. 4 in approval and 2 in opposition.</i></p>	Page 4-5
Items from the Board	Informational	Page 5-6
Public Comment	Informational	Page 6-7
Adjournment	There being no further business to come before the Airport Advisory Board, the meeting was adjourned at 6:10 pm.	Page 7
Signature Page		Page 7

CITY OF SANTA FE

SANTA FE AIRPORT ADVISORY BOARD

MINUTES – FEBRUARY 6, 2014


Frances Lucero, Stenographer

2/6/2014

MINUTES ARE IN DRAFT UNTIL APPROVED

AIRPORT ADVISORY BOARD
Santa Fe Municipal Airport
Building 3002 (Just North of Terminal Building)
Thursday, February 6, 2014
4:00 PM – 6:10 pm

MINUTES

1. Call to Order

The meeting was called to order at 4:00 pm by the Chair, Carolyn Cook at the Santa Fe Municipal Airport, Building 3002, Santa Fe, NM. A quorum was declared by roll call, no absences.

2. Roll Call

Present:

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

Others Present:

Marc Coan, Aviation Association of Santa Fe
Bob Wood, Santa Fe Air Traffic Manager
Kent Freier, Molzen Corbin
Kenny DeLapp
(Others present did not sign in)

Staff Present:

Francey Jesson, Airport Manager
Anita Medina, Executive Assistant
Justin Lowe, Airport Intern

Others Present:

Fran Lucero, Stenographer

3. Approval of Agenda

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

4. Approval of January 9, 2014 Minutes

Corrections:

Name Spelling: Michael ~~Szeznm~~ Szczepanski

Page 4: 8-a, 3rd paragraph, 3rd sentence: ~~sheets~~ seats

Page 6: 9-a, 2nd paragraph, 5th sentence: ~~National~~ natural

Page 6: Ms. Hunke statement:

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Page 7: 10-a, 3rd paragraph – Code of Conduct and the ~~Opening~~ Open Meetings Act

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Page 8: #12 – 7th paragraph – Greg (?) – Craig Fuller, Former President of AOPA

The Stenographer asked the Board Members if they are reading from a prepared statement to provide a copy for the record for accuracy of transcription.

Ms. Hunke moved to approve the approve of the January 9, 2014 minutes as amended, second by Mr. Ortega, motion carried by unanimous voice vote.

5. From the Airport Manager

- a. 2013/2014 – A Look Back and A Look Ahead (Exhibit A) – Power Point presentation with verbal slide by slide presentation by Ms. Jesson, Airport Manager.

Mr. Talarczyk commended Ms. Jesson for her presentation and encouraged her to share this presentation with the City administrators and others who are interested in the Santa Fe Airport. Congratulations to Ms. Jesson on the professional presentation made at the Stakeholders meeting.

Ms. Hunke asked what the concern is on the snow removal equipment. Ms. Jesson said that her staff has done an excellent job to keep the equipment operable and it is costly to repair when needed. It is also important to know that with the equipment aging, parts are not always available as it continues to age. Ms. Jesson said that the Santa Fe Airport does not have the necessary equipment based on the snow fall compared to other airports and what they have in their inventory. We do not use chemicals to dry the runway and it needs to be kept dry. It is in our best interest to have the equipment and the tools to assure that no cancellations are attributed to lack of snow removal on the runway. Ms. Jesson confirmed that the Santa Fe Airport only has 2 snow removal pieces of equipment and airport staff does all the repairs when needed. Mr. Padilla also stated that the equipment does not plow down to bare and dry, staff follows with a broom. Mr. Ortega asked if AIP funds could be used for purchase of snow equipment and Ms. Jesson said, yes.

Mr. Miller asked if the airlines go to a 70 seater how would that affect fire and safety services. Ms. Jesson said the airport is not affected; they have the appropriate fire and safety services as needed. Ms. Jesson added that the contracted Engineer from Molzen Corbin would also review the weight restrictions and evaluate the runway strength.

Operating Revenue and Operating Expenses, July 1, 2013 to December 31, 2013 presented for review. (Exhibit C)

6. Action Items:

a. Vice Chair – Nominations and Vote

Nominations:

Mr. Talarczyk nominated Mr. Chris Ortega.

Mr. Chris Ortega nominated Ms. Elizabeth Hunke.

Mr. Padilla moved to close nominations for Vice Chair, second by Mr. Miller, motion carried by unanimous voice vote.

Nominees:

Ms. Elizabeth Hunke

Mr. Chris Ortega

Vote was taken by closed ballot and counted by the Airport Manager. Mr. Ortega was selected as the Vice Chair for the Airport Advisory Board.

b. Subcommittee Updates:

a. Ethics Summary – Review and Discussion (Exhibit B)

The Chair clarified that the draft document discussed today is not new. The Chair would like to have the Mission Statement, Resolution and the Code of Ethics placed on the agenda for action at next month meeting. The Chair also clarified that the Airport Advisory Board members are not city employees and therefore the wording should be amended.

Ms. Hunke moved that the documents be sent to the City Attorney for review, second by Mr. Krohn, motion carried by unanimous voice vote.

Ms. Hunke amended the motion to take the information to the City Attorney with an explanation memorandum drafted by Ms. Jesson for review, second by Mr. Padilla, motion carried. 4 in approval and 2 in opposition.

Discussion:

Mr. Talarczyk reiterated that the intent is to have a one page orientation sheet to list the items that pertain to the Airport Advisory Board members.

Ms. Jesson asked if the memo needs to come back to the Board for approval. The Chair gave direction to the Airport Manager to work with the sub-committee and present to the City Attorney.

7. Items from the Board

Ms. Hunke stated that La Bajada National Monument was not on the agenda. Ms. Jesson asked Kent Freier from Molzen Corbin to report.

- Every project we do has a procedure to follow and if they are close to a National Monument that will be more difficult to follow. Mr. Freier explained engineering concerns and that they would differ from those items that the Pilots have.
- It is important to get FAA as a partner on the monument, FAA will definitely protect the airport interest.
- Ms. Jesson stated that there were concerns on incompatible land use.

Ms. Hunke asked how we get FAA to get involved in this discussion. Ms. Jesson said that she would contact the regional representative and provide them with information.. FAA is invested in protecting the traffic coming in to the airport.

Chair Cook provided information in an article regarding the La Bajada Monument and positions that the New Mexico Legislators are taking.

Ms. Hunke asked Marc Coan if he found out any additional information from AOPA.

Mr. Coan responded that he received information but the only thing close to this was Double Eagle. A space study would need to be done and AOPA and FAA would be involved. This information is not confirmed; there is a procedure in place that would be exercised.

Mr. Freier said in speaking with Ron Keller from State Aviation, they said that there is a national park up north that affected the Taos Airport. Ms. Hunke said it is called the Rio Grande Del Norte.

Mr. Ortega asked if the City will be doing something to commemorate Aviation Day? Ms. Jesson said that Jane Lucero from State Aviation Department will have a table at the Legislature and she will be there to assist. Justin Lowe will also attend.

Mr. Padilla shared a concern regarding an airplane/car parking tie down. The car has been left without the airplane at the tie down. Ms. Jesson said that this is not an item within the purview of the board. This is an airport management concern and a Tie Down Agreement needs to be in place detailing the use of the spaces. There are airports that allow this to take place and according to their policy insurance information is required on both the airplane and vehicles. There are other requirements of notification that need to

transpire with the Airport management office. There is also a concern about abandoned planes and the Tie Down Policy is extremely important. Verification of airport liability insurance is a must. This also ties in to the Standard Leasing Policy discussed in today's presentation on future goals and objectives for the Santa Fe Airport.

Mr. Talarczyk asked if there are transient parking spaces and how do you identify the owners. Ms. Jesson said that there is no way at this time to identify the transient parking users. The Airport has general airport liability that protects the airport but there is no way to respond to the transient parking when they are not checking in. It was asked if how often the gate code is changed. Ms. Jesson said that the gate code has not been changed for many years; there are many updates that need to take place and this could be a 90-day process to assure outreach and updated information to the community. Mr. Padilla said that in his experience airports gate codes change every 90-days.

Ms. Jesson reiterated that there are no Santa Fe Airport Rules and Regulations in place at this time. Therefore she does not have the administrative policy and procedures necessary to enforce or authorize any of the addressed concerns. As detailed in her 2014 plan for the airport, attention will be given to these policy and procedures.

Ms. Jesson said that if she can get a Tie Down Agreement approved and in place, it would address these types of concerns. Ms. Jesson, today, has given Mr. Lowe direction to work on the Tie Down Agreement.

Mr. Talarczyk asked if by not having an Aviation Attorney, does this make the process more difficult and if we could use a contracted attorney. Ms. Jesson said that at this time she has not received any approval from the city to use outside contracted legal counsel.

8. Public Comment:

a. *REMINDER: ALL PUBLIC COMMENTS BE LIMITED TO 5 MINUTES

Marc Coan – Mr. Coan addressed the concerns regarding the parking and tie downs. Mr. Coan shared his disagreement on Ms. Jesson's statement that this was an airport administrative matter and feels that there should be community involvement.

Board Member Padilla said that most airports have rules and regulations and Ms. Jesson is working diligently to get them in place. If these rules and regulations were in place, there would be guidelines to address these types of reported concerns. In support of Ms. Jesson's comment that this is a management function;

Ms. Hunke said she agrees we need the rules and regulations; but it is important to bring the public's comments into the process.

Ms. Jesson informed the board and the audience that all rules and regulations, policies and procedures first go to the City Council and they get codified, they go to the public for review and input before being finalized.


The Chair allowed time to introduce Mr. Peter Loojen, BD and Mr. Melcher Thomas, CEO from TMT. TMT represents Mobile Terminal. They were allowed to make a power point presentation to the Airport Advisory Board. Power point is available in the Santa Fe Airport administrative office. Mr. Talarczyk asked if there were any structures in the United States and Mr. Loojen said not at this time. Santa Fe could become a model site for the mobile terminals. Specifications on the mobile terminals will be sent to Ms. Jesson for review and future consideration.

9. Items to be Discussed at the March 6, 2014 Airport Advisory Board Meeting
 - a. Update on the Tie Down Agreement

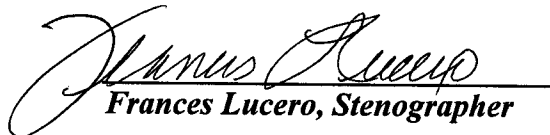
10. Adjourn

There being no further business to come before the Santa Fe Airport Advisory Board, Ms. Hunke moved for adjournment at 6:10 pm and second by Mr. Miller, motion carried by unanimous voice vote.

Signature Sheet:



Carolyn Cook, Chair



Frances Lucero, Stenographer

*Santa Fe Municipal Airport

A Look Back and A Look Ahead

- *Year End By The Numbers
- *Achievements
- *Challenges

*A Look Back - 2013

*By The Numbers



*A Look Back - 2013

Exhibit A

CY13 Enplaned Passengers	68,360
<u>CY13 Deplaned Passengers</u>	<u>69,567</u>
CY 13 Total Passengers	137,927

Total PAX Up 31% over CY 12

SAF ranked 8 among top 300 U.S. Airports for enplanements growth - Oct 2012 - Sept 2013

*A Look Back - 2013 By The Numbers

Total Aircraft Operations	72,031
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100LL	134,192 gallons
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<u>Jet-A</u>	<u>2,348,783 gallons</u>
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Total Fuel	2,482,975 gallons
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Total Fuel Flowage Fees	\$173,808
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*A Look Back - 2013 By The Numbers

Based Aircraft

Jets	21
Single Engine	148
Multi-Engine	23 (1 Military)
Rotor	14 (10 Military)
<u>Motor Glider</u>	<u>1</u>
Total	207 (11 Military)

*A Look Back - 2013 By The Numbers

Financials - July 1 - December 31, 2013

	ACTUAL	BUDGET	VARIANCE
OPERATING EXPENSES	\$441,756.07	1,133,001	\$691,244.93
OPERATING EXPENSES - ARFF	\$310,201.18	521,325	\$211,123.82
TOTAL OPERATING EXPENSES	\$751,957.25	1,654,326	\$902,368.75
OPERATING REVENUES	\$577,186.12	1,233,000	\$655,813.88
	-\$174,771.13	-421,326	-\$246,554.87

***A Look Back - 2013
By The Numbers**

***Achievements**



***A Look Back - 2013**

Capital Projects

Wildlife Hazard Assessment

Approved by FAA April, 2013

RWY 10/28 MRL

RWY 2/20 MRL Upgrade - \$813,771

FAA/State Grants Approved Sept, 2013

Construction Bid and Award Sept, 2013

Project Start - Spring, 2014

***A Look Back - 2013
Achievements**

Capital Projects - Continued

TWY F Extension - \$1,661,345
 FAA/State Grants Approved Sept, 2013
 Construction Bid and Award Oct, 2013
 Project Begun - Dec, 2013
 Resuming - Approx. March 1, 2014

***A Look Back - 2013
 Achievements**

**Airport Management Intern Program
 Outreach**

Radio Spots
 Chamber Participation
 Celebrate Santa Fe Tourism Day
 Fly Santa Fe Month

***A Look Back - 2013
 Achievements**


United Express Entered Our Market

16,544 Enplanements
 16,450 Deplanements
 32,994 Total UA PAX



***A Look Back - 2013
 Achievements**

*Challenges



*A Look Back - 2013


Late Release of AIP Grant Money

Potential ATCT Closing


Great Lakes Leaving Our Market

Budget Shortfalls

*A Look Back - 2013
Challenges



Facility Deficiencies

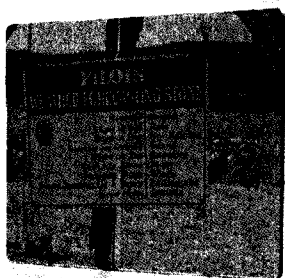


*A Look Back - 2013
Challenges

- *Forecasts
- *Initiatives
- *Challenges
- *Opportunities

* A Look Ahead - 2014 and Beyond

- *Forecasts



* A Look Ahead - 2014

[illegible]

***Forecasts**

	FAA	Francey
Enplanements	46,838	71,418
Deplanements	N/A	72,482
Total PAX	N/A	143,900

*** A Look Ahead - 2014
Forecast**

***Initiatives**

*** A Look Ahead - 2014**

*** Initiatives - SHORT TERM - 12 TO 18 MONTHS**

- * Terminal expansion
 - * Departure Gate Area
 - * Boarding lounge for 150 passengers
 - * 2 Aircraft boarding gates
 - * Concessions/Restrooms
 - * Retail
- * Baggage Claim
 - * Conveyor system
 - * More room
 - * Move rental cars/shuttle
- * Existing Terminal
 - * Enhanced retail options

*** A Look Ahead - 2014
Initiatives**

***Initiatives - SHORT TERM - 12 TO 18 MONTHS**

- * FAA/TSA Compliance Manual Updates/Rewrites
- * Wildlife Hazard Management Plan (WHMP)
- * Airport Emergency Plan (AEP)
- * Airport Security Plan (ASP)
- * Airport Certification Manual (ACM)

***A Look Ahead
Initiatives**

***Initiatives - SHORT TERM - 12 TO 18 MONTHS**

- * Triennial Full-Scale Airport Emergency Exercise (FSX) - Saturday, April 26
- * Master Plan Update, Rates and Fees Study, Air Service Marketability Study
 - * AIP possibly as soon as April
- * La Bajada National Monument
- * Passenger Facility Charges (PFC)

***A Look Ahead
Initiatives**

***Initiatives - MID-TERM - 18 MONTHS TO 3 YEARS**

- * Update Minimum Standards
- * Rules and Regulations - Establish and Codify
- * Ground Transportation Policy
- * Standard Leasing Policy/Leases
- * Replace Aging SRE

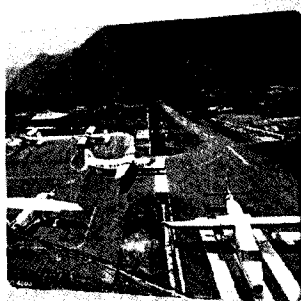
***A Look Ahead
Initiatives**

*Initiatives - LONG TERM - 3 TO 5 YEARS

*Financial Self-Sustainability

*A Look Ahead Initiatives

*Challenges



*A Look Ahead - 2014

*Challenges - 2014

*When will FAA REALLY Release AIP?

*Contracts Towers - Are they safe beyond this federal FY?

*American fleet changes - What will 70-seaters mean to our market?

*Other Airline Trends

*A Look Ahead - 2014 Challenges

*Opportunities

If opportunity doesn't knock
build a door.

Quotes.com

Milton B.

***A Look Ahead - 2014**

*Opportunities
*Non-Aviation Development

***A Look Ahead - 2014
Opportunities**

*Thanks!

THANK YOU FOR FLYING WITH
US. PLEASE TAKE YOUR SEATS.

'SIGH'

WHO ARE WE KIDDING HERE. I'M
A CAT AND YOU DRESS ME UP.
IT'S NOT THE BEST COMBO.

***A Look Ahead - 2014**

***Santa Fe Municipal Airport**

A Look Back and A Look Ahead

- *Year End By The Numbers
- *Achievements
- *Challenges

***A Look Back - 2013**

*By The Numbers



***A Look Back - 2013**

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***A Look Back - 2013
By The Numbers**

*Achievements



***A Look Back - 2013**

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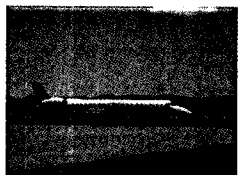
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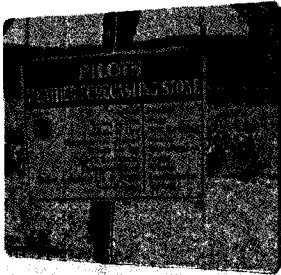


*A Look Back - 2013
Challenges

- *Forecasts
- *Initiatives
- *Challenges
- *Opportunities

*** A Look Ahead - 2014
and Beyond**

***Forecasts**



*** A Look Ahead - 2014**

ABILENE OPERATIONS											
Line	Item	Quantity	Unit	Cost	Rate	Amount	Unit	Cost	Rate	Amount	Unit
1	ABILENE OPERATIONS										
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***Forecasts**

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*** A Look Ahead - 2014
Forecast**

***Initiatives**



*** A Look Ahead - 2014**

*** Initiatives - SHORT TERM - 12 TO 18 MONTHS**

- * Terminal expansion
 - * Departure Gate Area
 - * Boarding lounge for 150 passengers
 - * 2 Aircraft boarding gates
 - * Concessions/Restrooms
 - * Retail
- * Baggage Claim
 - * Conveyor system
 - * More room
 - * Move rental cars/shuttle
- * Existing Terminal
 - * Enhanced retail options

*** A Look Ahead - 2014
Initiatives**

***Initiatives - SHORT TERM - 12 TO 18 MONTHS**

- * FAA/TSA Compliance Manual Updates/Rewrites
- * Wildlife Hazard Management Plan (WHMP)
- * Airport Emergency Plan (AEP)
- * Airport Security Plan (ASP)
- * Airport Certification Manual (ACM)

***A Look Ahead
Initiatives**

***Initiatives - SHORT TERM - 12 TO 18 MONTHS**

- * Triennial Full-Scale Airport Emergency Exercise (FSX) - Saturday, April 26
- * Master Plan Update, Rates and Fees Study, Air Service Marketability Study
- * AIP possibly as soon as April
- * La Bajada National Monument
- * Passenger Facility Charges (PFC)

***A Look Ahead
Initiatives**

***Initiatives - MID-TERM - 18 MONTHS TO 3 YEARS**

- * Update Minimum Standards
- * Rules and Regulations - Establish and Codify
- * Ground Transportation Policy
- * Standard Leasing Policy/Leases
- * Replace Aging SRE


***A Look Ahead
Initiatives**

*Initiatives - LONG TERM - 3 TO 5 YEARS

*Financial Self-Sustainability

***A Look Ahead
Initiatives**

*Challenges



***A Look Ahead - 2014**

*Challenges - 2014

- *When will FAA REALLY Release AIP?
- *Contracts Towers - Are they safe beyond this federal FY?
- *American fleet changes - What will 70-seaters mean to our market?
- *Other Airline Trends

***A Look Ahead - 2014
Challenges**

*Opportunities

If opportunity doesn't knock
build a door.

Quotes.com

Milton B.

*** A Look Ahead - 2014**

*Opportunities
*Non-Aviation Development

*** A Look Ahead - 2014
Opportunities**

*Thanks!

THANK YOU FOR FLYING WITH
US. PLEASE TAKE YOUR SEATS.

'SIGH'

WHO ARE WE KIDDING HERE. I'M
A CAT AND YOU DRESS ME UP.
IT'S NOT THE BEST COMBO.

*** A Look Ahead - 2014**

February 4, 2014

February 4, 2014

[illegible]

City of Santa Fe – Airport Advisory Board

This Resolution Summary in no way supersedes or changes **City Resolution 1999-9**, but is merely a guideline of the most important provisions it contains. The Airport Advisory Board (AAB) is still governed by this Resolution and must refer to it for any clarifications or questions.

- The AAB exists to inform and make recommendations to the City's governing body, on development at the airport, as to make recommendations for implementing both short and long-range planning goals for the airport.
- Seven citizens are appointed by the Mayor to be AAB members and serve 3-year terms. One member shall be from a residential area in the vicinity of the airport, and one shall be a representative of the airport tenants.
- The AAB chairperson is appointed by the Mayor.
- AAB members serve at the pleasure (i.e., subject to removal) of the governing body. Five absences in the calendar year will result in a recommendation to the Mayor for removal from the AAB.
- The AAB shall make reports and recommendations to the governing body regarding airport operations of the airport.

This Ordinance Summary in no way supersedes or changes the City of Santa Fe's "**Code of Ethics**" (Ord. #2005-14, 1), but is merely a guideline of the most important provisions it contains. Airport Advisory Board (AAB) members are still bound by the entire Code of Ethics and must refer to it for any clarifications or questions.

Members of the AAB are AAB public officials of the City; The Code of Ethics establishes standards for the ethical conduct of AAB members

AAB members may not -

- Request or receive a gift or a financial benefit from anyone who has a prospect of financial benefit as the result of an official act (any official decision or vote). If an AAB member has received such from anyone within the last calendar year and then discovers that this person has a prospect of financial benefit, the AAB member shall return the gift or is deemed to have a conflict of interest i.e., a prospect of financial benefit to the AAB member OR a member of his/her family or any business of which he/she is a member, civic groups or unions of which the AAB member is an officer, OR anyone who has made contributions to the AAB member's campaign for elected office (two years prior to the official act) of more than \$1,000 for city council or more than \$2,500 for mayor). However, these are not prohibited:
 - Occasional meal or non-financial gift worth not more than \$50.00
 - A publicly presented award in recognition of public service worth not more than \$50.00
 - A campaign contribution that is properly received and reported per City ordinance

(An AAB member who has a conflict of interest shall immediately disclose the conflict to the AAB at a public meeting)

- Perform an official act or attempt to influence another person to perform an official act in any matter in which he or she has a conflict of interest.
- Enter into a contract or transaction with the City during his/her appointment or for a period of one year after leaving the AAB when the contract or transaction is a result of an official act by that AAB member.
- Use confidential information when he/she knows that its use may result in a financial benefit of anyone other than the City.
- During his/her appointment or within one year after leaving the AAB, accept money from a third party for consulting with, representing or advising that party regarding any AAB transaction or matter, in which he/she has had any influence or involvement in his/her AAB capacity.
- Use City services, personnel or equipment for personal benefit
- Perform any act to obtain City employment for any family member

Exhibit B

- Promise an appointment or the use of his/her influence to obtain an appointment to any position with the City as a reward for any political activity or contribution.

DRAFT FOR REVIEW & DISCUSSION

Account Description	July 1, 2013 to Dec 31, 2013	Budget	Variance
OPERATING REVENUES			
Tie Down Fees	\$28,598.75	\$50,000	\$21,401.25 43%
Landing Fees	\$71,857.71	\$200,000	\$128,142.29 64%
Parking Fees	\$62,390.15	\$60,000	-\$2,390.15 -4%
Fuel Flowage	\$89,574.59	\$160,000	\$70,425.41 44%
Car Rental Receipts	\$158,509.30	\$275,000	\$116,490.70 42%
Fees Based GR	\$42,673.09	\$70,000	\$27,326.91 39%
Gate Fees	\$8,908.41	\$26,000	\$17,091.59 66%
Fire Protection Fee	\$23,099.72	\$60,000	\$36,900.28 62%
Airline Security Fee	\$12,295.00	\$40,000	\$27,705.00 69%
Airlines Equipment Fee	\$8,865.00	\$40,000	\$31,135.00 78%
Land rentals	\$38,548.57	\$170,000	\$131,451.43 77%
Airlines	\$15,094.20	\$12,000	-\$3,094.20 -26%
Terminal Concessions	\$16,536.63	\$70,000	\$53,463.37 76%
Miscellaneous Revenue	\$235.00	\$0	#N/A
	\$577,186.12	\$1,233,000	\$655,813.88 53%

OPERATING EXPENSES			
Salaries	\$101,162.93	\$563,595	\$462,432.07 82%
Overtime	\$7,267.02	\$25,000	\$17,732.98 71%
Worked Holiday @ 1.5	\$519.89	\$0	-\$519.89 #N/A
On-call Shift(875)	\$16,080.40	\$0	-\$16,080.40 #N/A
Annual Leave	\$56,214.22	\$0	-\$56,214.22 #N/A
Miscellaneous Leave	\$629.92	\$0	-\$629.92 #N/A
Comp-time	\$1,086.92	\$0	-\$1,086.92 #N/A
Sick Leave	\$2,913.42	\$0	-\$2,913.42 #N/A
FICA	\$13,467.61	\$21,674	\$8,206.39 38%
Retirement (PERA)	\$28,044.86	\$53,082	\$25,037.14 47%
Employee Health Insurance	\$29,609.53	\$55,905	\$26,295.47 47%
Retiree Health Care	\$2,793.05	\$5,272	\$2,478.95 47%
Workers' Comp	\$1,966.25	\$3,875	\$1,908.75 49%
City Share Dental Insurance	\$1,243.62	\$2,739	\$1,495.38 55%
Professional Contracts	\$30,099.55	\$90,150	\$60,050.45 67%
Gas	\$561.54	\$8,500	\$7,938.46 93%
Water	\$10,279.02	\$7,500	-\$2,779.02 -37%
Electric	\$17,068.71	\$42,000	\$24,931.29 59%
Communication	\$443.66	\$2,100	\$1,656.34 79%
Rep and Maint Build/Struct	\$4,803.90	\$8,000	\$3,196.10 40%
Rep & Maint Grounds/Rd	\$507.39	\$8,000	\$7,492.61 94%
Rep & Maint Furn/Fix/Equip	\$765.14	\$1,015	\$249.86 25%
Rep & Maint Machin & Equip	\$1,629.36	\$7,401	\$5,771.64 78%
Operating Supplies	\$7,061.34	\$12,577	\$5,515.66 44%
Uniform, Clothing, Linen	\$1,769.10	\$2,800	\$1,030.90 37%
Books/Subscrpts/Periodicals	\$1,874.10	\$510	-\$1,364.10 -267%
Tires	\$135.83	\$700	\$564.17 81%
Gasoline	\$1,189.58	\$6,000	\$4,810.42 80%
Diesel	\$1,035.00	\$7,001	\$5,966.00 85%
Gen Liab Dept Assessment	\$9,340.02	\$18,680	\$9,339.98 50%
Benefits Dept. Assessments	\$617.52	\$1,235	\$617.48 50%
Gen Liab-Third Party Admin	\$11,783.00	\$25,000	\$13,217.00 53%
In State	\$509.13	\$500	-\$9.13 -2%
In State	\$41.41	\$200	\$158.59 79%
Registration	\$115.00	\$1,770	\$1,655.00 94%
Gross Receipt Taxes	\$1,202.14	\$0	-\$1,202.14 #N/A
Print/Publish	\$280.00	\$350	\$70.00 20%
Dues	\$325.00	\$500	\$175.00 35%
Svcs of other City Depts	\$73,684.98	\$147,370	\$73,685.02 50%
Inventory Exempt	\$1,635.01	\$2,000	\$364.99 18%
	\$441,756.07	\$1,133,001.00	\$691,244.93 61%

OPERATING EXPENSES - ARFF			
Salaries	\$127,763.08	\$309,944	\$182,180.92 59%
Overtime	\$15.41	\$0	-\$15.41 #N/A
OT Fire-FLSA	\$3,564.05	\$0	-\$3,564.05 #N/A
OT Fire	\$24,556.31	\$0	-\$24,556.31 #N/A
OT Fire @ 1.0	\$4,360.69	\$0	-\$4,360.69 #N/A
Worked Holiday @ 1.5	\$8,037.98	\$0	-\$8,037.98 #N/A

Exhibit C

Account Description	July 1, 2013 to Dec 31, 2013	Budget	Variance	
Paid Holiday-not scheduled	\$7,564.72	\$0	-\$7,564.72	#N/A
Annual Leave	\$18,832.85	\$0	-\$18,832.85	#N/A
Personal Day	\$960.75	\$0	-\$960.75	#N/A
Sick Leave	\$7,857.85	\$0	-\$7,857.85	#N/A
Union Business	\$888.00	\$0	-\$888.00	#N/A
FICA	\$2,838.74	\$4,495	\$1,656.26	37%
Retirement (PERA)	\$53,668.35	\$108,195	\$54,526.65	50%
Employee Health Insurance	\$38,102.84	\$76,235	\$38,132.16	50%
Retiree Health Care	\$3,891.32	\$7,830	\$3,938.68	50%
Workers' Comp	\$4,859.10	\$9,663	\$4,803.90	50%
City Share Dental Insurance	\$1,821.62	\$3,728	\$1,906.38	51%
Benefits Dept. Assessments	\$617.52	\$1,235	\$617.48	50%
	\$310,201.18	\$521,325.00	\$211,123.82	40%

	ACTUAL	BUDGET	VARIANCE
OPERATING EXPENSES	\$441,756.07	1,133,001	\$691,244.93
OPERATING EXPENSES - ARFF	\$310,201.18	521,325	\$211,123.82
TOTAL OPERATING EXPENSES	\$751,957.25	1,654,326	\$902,368.75
OPERATING REVENUES	\$577,186.12	1,233,000	\$655,813.88
	-\$174,771.13	-421,326	-\$246,554.87