



Agenda

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**AIRPORT ADVISORY BOARD
MEETING
SANTA FE MUNICIPAL AIRPORT
TERMINAL BUILDING
121 AVIATION DRIVE
THURSDAY, NOVEMBER 3, 2011
4:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF OCTOBER 6, 2011 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. REQUEST FOR APPROVAL OF ASSIGNMENT OF AMERICAN EAGLE LEASE TO AMERICAN AIRLINES.
7. REQUEST FOR APPROVAL OF NMARNG AASF RENOVATION
8. ITEMS FROM THE FLOOR
9. ITEMS FROM THE BOARD.
10. ITEMS TO BE DISCUSSED AT THE DECEMBER 1, 2011 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.

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AIRPORT ADVISORY BOARD

November 3, 2011

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MINUTES OF THE
CITY OF SANTA FE
AIRPORT ADVISORY BOARD MEETING

November 3, 2011

CALL TO ORDER

A regular meeting of the City of Santa Fe Airport Advisory Board was called to order by Richard Allison, Vice Chair at 4:02 p.m. on this date at the Santa Fe Municipal Airport Terminal Building, 121 Aviation Drive, Santa Fe, New Mexico.

ROLL CALL

Roll call indicated the presence of a quorum for conducting official business as follows:

MEMBERS PRESENT:

Richard Allison, Vice Chair
Bill Sauter
William Schmitt
Bob Talarczyk

MEMBERS ABSENT:

Carolyn Cook, Chair, excused
Elizabeth Hunke, excused
Philip A. Sweeney, excused

OTHERS PRESENT:

Bill Aneshensel, Aviation Association
Jim Montman, Aviation Division Director
Dave Ploger

APPROVAL OF AGENDA

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

APPROVAL OF OCTOBER 6, 2011 MINUTES:

The following change was made to the Minutes of the October 6, 2011 meeting:

Page 2, 3rd paragraph from the bottom, last sentence was changed to read: *"There is also a state-only grant that will be used to pay for the design of Runway 10-28 edge lighting system..."*

Upon a motion by Mr. Sauter, second by Mr. Talarczyk members voted unanimously to approve the Minutes of October 6, 2011 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 October 24, 2011 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 reported that American Eagle's schedule is changing. They are eliminating the night flight and the early morning departure; and there will only be two flights on Tuesdays and Wednesdays.

Mr. Montman noted that the TSA Inspector will be inspecting the Airport's Security Plan in the next couple of weeks. This inspection is done annually. Mr. Montman does not foresee any problems.

Mr. Montman invited the Board Members to see how the new radar system is working. He noted that this has not been coordinated with the Albuquerque radar system but this should happen sometime in April 2012.

Mr. Montman gave an update on the grants in progress noting that Mr. Kreier briefed the Board on the grants at the last meeting and there are no changes. However, there is another grant for \$5,000 that the Airport can apply for, to pay for items for the air field, such as light bulbs, windsocks, etc. The Airport is working on the grant application.

Mr. Montman said the Wildlife Hazard Assessment is moving along.

Mr. Montman reported that part of Taxiway A has been paved and the electrical work for the safety area should be done in the next week or two. The second phase of paving Taxiway A is being done now.

Mr. Allison asked about the Taxiway H project.

Mr. Montman said the design and environmental assessment for Taxiway H is being done now.

Mr. Montman reported that the FAA has not sent the Tower Lease Agreement as of yet.

Mr. Montman noted that the power pole markers have been installed.

Mr. Montman gave an update on the leases; and the status of the Request for Proposals as follows:

- Ned Bennett will be starting to work on his hangar shortly.

Mr. Sauter asked about the size of the hangar.

Mr. Montman said he did not know the exact dimensions, but the lot size is approximately 100 x 135; and Mr. Bennett needed one and a half lots to build it.

Mr. Allison asked if Mr. Bennett is planning to rent space.

Mr. Montman said no, he will be using the hangar for personal use.

- The Hertz and Avis car rental leases terminate this summer. A Request for Proposal will go out for car rental services/companies.

Mr. Allison asked if Hertz and Avis intend to submit a bid.

Mr. Montman said yes, they would like to.

- The Consulting Engineer contract also terminates this summer. A Request for Proposal will go out for a consulting engineer.
- Cielo Azul is going to build the remaining hangars soon.

Mr. Montman referred to the minutes of the prior meeting regarding the preliminary proposal from the Aviation Association of Santa Fe to develop plans to support the New Mexico Centennial Aviation Celebration. Mr. Montman agreed with the Board that this is generally done by the Aviation Association. He noted that the Airport does not have the resources to put on an air show; however, the Airport will provide support, as needed.

At the prior Board meeting, the Board passed a motion requesting that the water be turned off in the park area, as of October 6th (the date of the meeting). Mr. Montman said he vetoed this because the City has a lot of money invested in the Park. He explained that

the City has shut off the heads that were hitting the aircraft.

In response, Mr. Allison said the point is that there was a lot of money invested in the paint job of the aircraft.

Mr. Montman reported on operations noting that the total operations are up by 1365 operations, when compared to the prior year. There were 7388 enplanements/deplanements for the month of October; total enplanements year-to-date 37,730. Mr. Montman said the Airport has received the official enplanements from the FAA for 2010.

Mr. Montman reported that there were no noise complaints in the month of October.

REQUEST FOR APPROVAL OF ASSIGNMENT OF AMERICAN EAGLE LEASE TO AMERICAN AIRLINES, INC.

American Eagle Airlines leases Airport Terminal Building space consisting of office and counter space plus floor space for a ticketing kiosk.

[A copy of the Lease Agreement was distributed in the Members' packets. A copy is hereby incorporated to these Minutes as Exhibit "B".]

The Airport received a letter requesting assignment of the Lease Agreement to American Airlines, Inc. The Lease Agreement has provisions for assignment of the agreement, but requires approval from the Governing Body of such assignment.

Mr. Montman noted that American Eagle Airlines is current on all obligations of the agreement. Transfer of the agreement from American Eagle Airlines to American Airlines has no impact on the airport or on the service they provide.

Mr. Montman explained that the payment and performance under the Agreements initially will continue to be made by Eagle or Executive, but will be made on American's behalf.

Mr. Montman requested approval of the Assignment of the Lease Agreement between the City of Santa Fe and American Eagle Airlines, Inc. to American Airlines, Inc. effective November 1, 2011.

Mr. Montman noted that the Lease Agreement has been reviewed by the City Attorney.

Mr. Sauter moved to recommend approval of the assignment of American Eagle Lease to American Airlines, Inc. Mr. Talarczyk seconded the motion. The motion passed unanimously by voice vote.

REQUEST FOR APPROVAL OF NMARNG AASF RENOVATION

[Copies of the Memo from Jim Montman to the Public Works Committee dated October 19, 2011 were distributed in the Members' packets. A copy is hereby incorporated to these Minutes as Exhibit "C".]

The NMARNG is in the process of constructing their long awaited new Army Aviation Support Facility (AASF). They now intend to renovate the existing AASF beginning in 2012. The renovation will not expand the building, just modernize it and convert it into a readiness center/armory. This functional change will benefit the public as well as the NMANG since it will provide a new location for public functions such as meetings and social events. These improvements in no way increases or decreases the current or future flight operations or number of NMARNG aircraft stationed at the airport.

In accordance with the property lease, the NMARNG is requesting approval of the Santa Fe City Council for the upcoming renovation project at the Airport.

Mr. Montman noted that the NMARNG lease with the City states that "Lessee shall have the right to make such additions and improvements and install such facilities as it deems necessary to carry out the purpose of this lease upon first obtaining the written consent of Lessor and the Federal Aviation Administration, where applicable and as long as such additions, improvements and facilities are compatible with the use of the Santa Fe Municipal Airport."

Mr. Montman requested approval of the New Mexico Army National Guard's request to renovate their existing Army Aviation Support Facility on their leased property.

Mr. Schmitt moved to approve the New Mexico Army National Guard's request to renovate their existing Army Aviation Support Facility on their leased property. Mr. Sauter seconded the motion. The motion passed unanimously by voice vote.

ITEMS FROM THE FLOOR

There were no items from the floor.

ITEMS FROM THE BOARD

Mr. Schmitt said there have been some problems at the tower. He noted that he spoke with Carolyn Cook and she thought it would be good for the Board to be aware of the problems. He requested time on the agenda at the next meeting to discuss this further. Mr. Montman will put this on next month's agenda.

Mr. Allison expressed concerns about people getting past the gates on Airport property without being checked or having a security gate code. He suggested that some signs be placed for security purposes. Mr. Montman said he would work on this.

ITEMS TO BE DISCUSSED AT THE DECEMBER 1, 2011 AIRPORT ADVISORY BOARD MEETING

Mr. Schmitt's presentation - regarding the problems at the tower.

ADJOURNMENT

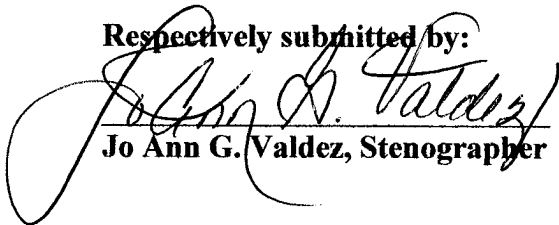
The next meeting of the Board will be held on December 1, 2011.

There being no further business to come before the Board, Mr. Sauter made a motion to adjourn the meeting, second by Mr. Schmitt, the meeting was adjourned at 5:14 p.m.

Approved by:

Richard Allison, Vice Chair

Respectively submitted by:


Jo Ann G. Valdez, Stenographer