

**SUMMARY OF ACTION
 AIRPORT ADVISORY BOARD MEETING
 SANTA FE REGIONAL AIRPORT
 121 AVIATION DRIVE, BUILDING 3002B
 THURSDAY, SEPTEMBER 12, 2019, 4:00 PM**

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**AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
THURSDAY, SEPTEMBER 12, 2019, 4:00 PM**

1. CALL TO ORDER

The meeting of the Airport Advisory Board was called to order at 4:00 pm by Councilor Michael Harris, Chair, on Thursday, September 12, 2019, at the Santa Fe Regional Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Councilor Michael Harris, Chair
Bud Hamilton
Kevin Egan
Chris Ortega
John Elling
James Robins
Rosemary Thompson

MEMBERS ABSENT

OTHERS PRESENT

John Dickerson, Airport Operations Manager
Regina Wheeler, Director, City of Santa Fe Public Works
Curt Temple, Airport Project Manager
Troy Padilla, Jet Center
Stuart Kirk, Fly Santa Fe
Carmela Quintana, Office of Senator Tom Udall
Michael Szczepanski
James Brogan, Enterprise
Kent Freier, Molzen Corbin
Jeremy Alvord, Molzen Corbin
John Pate, Molzen Corbin
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

MOTION A motion was made by Mr. Elling, seconded by Ms. Thompson, to approve the agenda as presented.

VOTE The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES
AUGUST 8, 2019**

Mr. Egan said on page 5 it should be “they do attend”.

MOTION A motion was made by Mr. Hamilton, seconded by Mr. Elling, to approve the minutes as amended.

VOTE The motion passed unanimously by voice vote.

5. PUBLIC INVITED TO BE HEARD

Ms. Quintana said she wanted to let the Board know that there is a lot of support from the Federal level, the delegation, the City and the State in any efforts you have in moving forward for grants for terminal expansion. She did get the word from their grants person. There is going to be a supplemental grant that the Airport should get ready for. It is an FAA supplemental grant awarding for 20-21. It has not opened yet. There is discretion to support airports with particular needs especially facilities the size of this Airport for airport improvement supplemental funding. It is not open yet for application, but it will be awarded by September 30, 2021. If you are interested or want me to let you know when it is open she is more than happy to help you with that.

Chair Harris said we are more than interested in applying for that.

Ms. Quintana said the New Mexico delegation has one person who deals with grants for New Mexico. That individual gets signatures from all of the delegation for support letters for grants. She just spoke to him and he is coming to New Mexico the first week of October. She is happy to get him to Santa Fe to facilitate a meeting with anyone who is interested in this.

Chair Harris said the City of Santa Fe should meet with him. He will get her card and we will exchange information. We should get Mr. Baca, Mr. Dickerson and Ms. Wheeler in the meeting.

Ms. Quintana said his name is Stephen Ortega.

Mr. Dickerson said for taxiway gulf we were funded by that fund in 2020. This will be a new year for us. We can look at ideas with Regina.

Mr. Elling asked is there any thrust for this money. Can it be used for the terminal building.

Mr. Freier said this began last year with supplemental funds for 18,19 and 20. \$280 million was given out in 2018. We submitted an application and they kept it. For 19 and 20 we applied for taxiway gulf. They funded us for it. That will be our project for next year. He heard there is more coming and is interested in hearing more about that. In the first round New Mexico got nothing. Las Cruces got a letter from all five members of the delegation saying New Mexico did not get anything. New Mexico got three last time for terminals and runways. We need to make a coordinated effort to submit an application again.

Mr. Robins asked does the FAA typically want to see matching funds from the City.

Mr. Freier said the first portion was 100% FAA. The next run was with City and State match.

Ms. Quintana said she asked that and for this size of Airport this time it is Federal funds 75% with a 25% match.

Chair Harris said thank you for being here and letting us know it is coming out and about the fellow coming here in October.

Mr. Egan said he ran the FBO in Montrose, Colorado. In 2004 there was a terrible accident there. The County was the sponsor for the Airport and it was run out of a double wide trailer. The County put a RFP on the street and we responded and got it. Now it is green lights and blue skies there. They received \$680,000 from FAA and the County is putting in a \$37,000 match. It is similar in size to this Airport. If you play by the FAA rules they take care of you. If you don't they don't want to know you. He thinks this Airport is on the wrong side of the ledger and it is incumbent on all of us to take care of that. We have to take care of the infrastructure needs out here. If we shortened the runway that will not be good for big business. He wanted to say we are an Advisory Board, but he feels we collectively get the rules mixed up. All we do is advise. The line responsibility is with the Airport Manger. He thinks we have a great manager and we need to help him get the money to do essential projects.

Chair Harris said that is a legitimate point. Around this grant process we need to look and see what our true relationship is with FAA. The point you made is accurate and timely. He appreciates that.

Mr. Padilla said he got a call from Jeremy Gonzales about the road that comes in. He is the broker for Cooks organization. It is his understanding that the City may already have that property deeded. He thinks the City needs to look into that. The City would need to take that deed and deed it over to the Airport so they can apply for

Federal funds.

Chair Harris said at the last session Jeremy presented an overlay of the road. That seemed to show it was on City property and not Cook property. He has Jeremy's card and it would be good to get Ed Vigil involved, the City Manager's Office, Ms. Wheeler and Mark and make sure we understand. What the Cook organization designed for that road does not fit with where we are headed for our parking lot. We need to be clear about that property.

Mr. Padilla said it would be good to get them involved. They are willing to trade properties to get that working, but not cash.

Ms. Wheeler said he is referring to the new concept which is giving land to the Airport so we can explore Federal funding.

Chair Harris said we would need to do some platting as to where we want to put the road. Thank you for bringing that forward. It is something we have been working on.

6. OLD BUSINESS

A. PROJECTS UPDATES Kent Freier

Mr. Freier said runway 1028 is to be part reconstructed and part crack sealed. Mr. Temple is working on getting contracts approved on that. The crack seal work will begin in the fall. Mountain States is the contractor. He doesn't know if Mountain States wants to beat the winter on this or not.

Ms. Wheeler said as part of all the work we are doing at the Airport the Governing Body approved an additional position at the Airport for a Project Manager. Curt Temple has moved over here in that position.

Chair Harris said Curt handled the project for the TSA operations center out here. He is glad he is on the job.

Mr. Freier said regarding the realignment of Taxiway Delta, we have opened bids on that. The low bidder is Albuquerque Asphalt. The project is anticipated at \$4 million. The grant is for \$3 million. We have a problem on the parking lot and airfield due to the location of our primary power meter. We are going to be able to move it out of the parking lot and that helps us greatly. We can start in the fall with dirt work. We may have to wait until spring to actually pave. We have not worked out a timeline with the contractor yet. We have until September 25th to get the grant approved. He is not sure where it is right now.

Ms. Wheeler said we could probably go straight to Council on that.

Mr. Freier said Mark told him he has done previous meetings where Council authorized the signing of the grant.

Ms. Wheeler said she will check on that.

Mr. Freier said we will have 1028 and Taxiway Delta going on at the same time. We are working to coordinate with the two contractors.

Mr. Freier said we have not started on the Taxiway Gulf project yet. We will be working on that in the fall.

Mr. Freier said we have a grant with the State to design the new electrical vault. We built the one we have in 1992. It is a mess right now. That will be next year's project for the FAA. Regarding the parking lot, terminal and Jaguar Drive, we will be making a presentation on that tonight.

Mr. Freier said Mark, Bobbie and our staff had a brain storming session last week. You made a good point that we need to get on the right side of FAA. Most airports make a presentation to FAA once a year about their needs. They are interested in seeing what is happening in the community and the economic development presence. We need to start making that an annual report to them. Probably he and Mark and the Mayor and key players need to be included as well to make that report. Also we go to Washington DC with other communities. That has been key in getting additional money for key infrastructure. Going to DC without going to FAA makes FAA feel they are being back doored. That will also be key in what happens in the next five years in terms of the money you will need here.

Chair Harris said your comments are well taken.

Mr. Hamilton said the question of managing the politics better is something we need to work through and get a strategy and get some decisions made. We talked last meeting about other airports getting funds by local leaders going to their delegations for support. We need a plan to get going on that.

Chair Harris said he doesn't disagree. He doesn't know who is going to lead that. We need to make the Mayor aware of the conversation. Our consultant is very experienced with those matters.

Ms. Wheeler said we need to have a meeting with our consultant and the Mayor. She will work on that.

Mr. Elling said we could build a lobbying effort around this upcoming proposal.

Ms. Quintana said you do need to come together and have a plan. When you talk to them you need to commit to that terminal project.

Chair Harris said we have an FAA approved Master Plan. All those elements are in that plan.

Ms. Quintana said Stephen talked to the FAA person and that is what they said to Stephen. Everyone needs to say that is their priority.

Mr. Freier said if we tried to do that a year ago we did not have much to talk about regarding what we have done. Now we are at a point where we have something good to show them.

B. PASSENGER FACILITY CHARGES
Kent Freier

Mr. Freier passed around a handout of the Notice of Intent.

The handout is attached herewith to these minutes as Exhibit "1".

Mr. Freier said we have to go through an FAA approval process to charge PFCs. We have to have airline consultations so they have an ability to comment on the projects and we have let FAA know what we are going to use the PFCs for. Then there is a staff consideration of who does the collections and the accounting for them and who is doing the audit. You can collect your PFCs now to pay for previous projects. We suggest Taxiway Delta, which is estimated at \$4 million, as a possible project. You could collect \$125,000 for that project. You will be collecting your own money to be used as a match for an FAA grant. You can, over time, dedicate PFCs to a specific project. You may want to dedicate \$100,000 in PFCs to pavement marking. Those decisions are made by the Airport. The electrical vault project is next years project. On our Airport CIP list the project listed is the design of the north apron. Project 5 identifies runway 2/20 at the north end.

Mr. Egan asked have we never collected PFCs here.

Mr. Frier said no we have not.

Mr. Egan asked can we go back retroactively

Mr. Freier said you can, but there were no projects in the previous year. In files from the previous consultant there are anomalies.

Mr. Egan asked how much can we expect.

Mr. Freier said you getting \$4.38 per passenger. It would be approximately \$438,000 a year based on what we have now.

Mr. Freier said we have this Notice of Intent and as soon as the Airport says okay we will take it to FAA. They will review it and see if they agree with the project. You have to have your environmental clearances done. When we did this process before we did not have that done and they would not allow it. Environmental clearances on Taxiway Gulf and the vault we don't have, but he is going to get that done for you and submit them to FAA in the next month so they cant say that.

Mr. Freier said he has a few things we prepared for the Airport Advisory Board previously. It is basic information on how PFCs work.

This handout is herewith attached to these minutes as Exhibit "2". It is the overview of the process.

Mr. Hamilton said you said once you get Airport approval. Who grants that.

Mr. Freier said he has been working with Mark on this. It would be your Airport staff. Based on his previous experience he and Mark felt these were the best projects to present to FAA.

Mr. Hamilton said he is not looking to comment on it, he just wants to move it ahead. There is big money here.

Mr. Robins asked can Mark approve this.

Mr. Freier said he can. We will be back to modify the application as projects change. Right now Albuquerque and Roswell collect PFCs.

Chair Harris said to be clear this Notice of Intent number 1 is the first in a series of steps and Mark, as Airport Manger can approve this. They will look for additional attachments.

Mr. Freier said he doesn't see any fatal flaws on that list. If something gets rejected we will have to make quick changes on the list.

Mr. Freier handed out copies of the audit guides.

These handouts are herewith attached to these minutes as Exhibit "3".

Mr. Dickerson said you can get up to \$18 with one way tickets for PFCs.

Mr. Freier said there is a domino effect on that. There is some piggy backing.

Chair Harris said we are going to be a lot smarter and more disciplined than we have been in the past it sounds like. Thank you.

C. SECURITY RULES AND REGULATIONS

1. SECURITY FINE John Dickerson

Chair Harris said the Rules and Regulations were worked on primarily by Mr. Silver and Mr. Dickerson. Mr. Dickerson took lead. The issue is always how to balance them. These are in response to our Airport Security Plan. There is not as much latitude. His understanding is that the Rules and Regulations have been submitted to the City Attorney's Office for their review. He doesn't have the status on that and will have to check on it. One question he has is the challenge procedure. The first category described is that the challenge is encouraged in all the scenarios, but in secure area in one of the categories a challenge is required. If someone is not badged you are required to challenge. What is that distinction.

Mr. Dickerson said in the security area it is a federal issue and a federal box. You can't have any felonies and be in that box.

Mr. Elling said in the Airport operational part he read that you are not required to have a badge or wear it. In the secure areas you are required to have a badge and that it be displayed facing outward. That is why it is required in those areas, but only encouraged in other areas.

Chair Harris asked any badge holder has to challenge in those areas.

Mr. Dickerson said you can notify security, but unless you have a badge to get in the secure area you cannot challenge.

Chair Harris said there is a reference to an Airport Emergency Plan in the Rules and Regulations. Do we have one.

Mr. Dickerson said yes, it is a requirement of Part 139 Airport Regulations. We are redesigning ours now, but it has to coincide with the Rules and Regulations. He just got key pads put on gates to allow fire entities to pass.

Chair Harris said clearly it is something that runs with the Rules and Regulations, but he had not heard about it.

Mr. Elling said the Emergency Plan is not available that he can see. Those docs should be available.

Mr. Dickerson said there is one in place now, but he is working on a new one.

Mr. Egan asked how often does that have to be updated.

Mr. Dickerson said there is no requirement, but we are encouraged to always make it better. He is finishing that up at this time.

Mr. Egan asked does FAA approve it.

Mr. Dickerson said yes.

Mr. Egan asked when was the last time we had a Part 139 inspection.

Mr. Dickerson said February.

Mr. Egan asked how did we do.

Mr. Dickerson said fine.

Mr. Dickerson said with Allied and the fine, we paid the fine and are working to get the money back from Allied. We had to pay the fine up front.

Mr. Elling said in the Security Rules and Regulations it says individuals are responsible. He assumes Allied has indemnification.

Mr. Dickerson said yes. Allied has in their contract that they have to pay the fine.

2. TSA INSPECTION

John Dickerson

Mr. Dickerson said we got voted as one of the top programs in the State this year. Our badging system was voted the best. He wants to thank Signature, Envoy, American and others. It was a big day for us last week. We got 8 out of 8.

Chair Harris said we need to tell FAA when we meet with them. How does that get used.

Mr. Dickerson said they wanted him to put out that we had one of the better programs in the State. They could not get into our fence line. Everyone did an awesome job.

Chair Harris asked do TSA an FAA talk to one another.

Mr. Dickerson said no, they are their own entities.

Chair Harris said congratulations. That is great.

Mr. Elling said in the Security Plan there are supposed to be phone numbers on the gates to call if the gate is not working properly. He called and it always goes to voice mail.

Mr. Dickerson said that is Mark's number.

Mr. Elling said that number is on gate 12 or 10.

Mr. Dickerson said he will look at that. It is supposed to go to our office. He will look into that.

Chair Harris said thank you. That was a good report. He appreciates that.

D. STRATEGIC PLAN UPDATE
Regina Wheeler

Ms. Wheeler said we will have this on our standing agenda to report on progress on each item at the meetings.

Mr. Wheeler said under column D, Increase The Ground Transportation, that was a great concern. John has negotiated agreements with Black Cab and Uber to meet those late flights.

Ms. Thompson said good job.

Ms. Wheeler said we knew we needed to get snow and deicing equipment. That has been received. We shut down twice last year due to ice so that will help us avoid Airport closures. We sent out a press release yesterday. We have improved our WiFi. John got us antennas and capability for WiFi service. Also we have a new FADS display. Arrivals and departures are up on a real time monitor. Hutton's video is running next to it and there is one in the secure waiting area. That is all John's work. Under Airport closure reductions we have installed the new back up generator for the terminal. An event was triggered in the big storm a couple of nights ago and it worked within milliseconds. On the air side improvements, the stripping required by FAA is underway. We do have a bit of a challenge. We are working with FAA on runway 2/20. We are trying to negotiate with them to not shorten the runway. We are talking to FAA to relocate that \$1.5 million for Taxiway Gulf to use it. It is a big problem for us. Mark is negotiating with FAA daily on this. We could probably use the Senator's help on this. It is something that has not been a problem and all of a sudden is a problem.

Ms. Quintana said she used to be a navigator in the Airport. She understands. Just send a request to her.

Mr. Elling asked what is the timing on that.

Mr. Freier said in November we were to do the markings. Mark had a revelation that once that happened the VASIs would not be pointed right. We tried to work with the inspector. She is not giving up on it. The dirt work is 3/4 of a million dollars. It is on your CIP for 2022. We got supplemental for Taxiway Gulf and are asking to switch the scope, but we have to move the marking by November. We are at an impasse. We have to pay for FAA to do flight check and last price on that was \$20,000.

Mr. Elling asked doesn't that give the City liability.

Mr. Dickerson said you have to replace VASIs with PAPIs and that is \$150,000. If we shut them off FAA has to recertify them which is a flight check.

Ms. Wheeler said also we don't want to shorten the runway and there is a ripple effect.

Mr. Egan asked what can be done to break the log jam.

Mr. Elling said it is a political answer. We have to apply the political route. Safety standards have not changed. The dirt has not changed.

Mr. Freier said true, but we could go political and really upset the inspector. It is kind of a delicate thing. We are talking to the FAA people and asking if there is a way those can remain until we fix the dirt.

Mr. Elling said the larger concern is that a runway is shortened. That dramatically effects the flights.

Mr. Freier said understood. We have a 400 foot shorter runway for landings from the south. We still have a full runway from the north.

Mr. Dickerson said if the winds are out of that direction you have to use the shorter one. American airlines just kicked off 10 people from their flight because they could not take off.

Mr. Elling said it makes flight take off impossible in the summer.

Mr. Dickerson said commercial flights will not want to come here.

Mr. Freier said he has stood on that threshold 20 times, but none of the inspectors ever said anything about it. This the first one.

Chair Harris asked what can be done.

Mr. Freier said grading the dirt and we need some fill. He has some tools to look at how much dirt we are looking for. For 1,000 feet long and 500 feet wide you cannot have any mound with anything more than a 5% slope. We have to smooth that out.

Mr. Egan asked does FAA have to give us permission.

Mr. Freier said it is a changing of scope. We have asked them if we can do that.

Chair Harris asked even if we demonstrated movement. Of all the things we talked about this is a critical issue. How do we deal with it. We need to show some forward movement. We have to look at some internal resources to try to make that happen. Our Finance Director has not been in favor of a loan from Wastewater to make this happen.

Mr. Elling said this is a good example of a necessity. It seems to him as an Advisory Board we need to shift that downtown and let them figure out what the problem is. Go downtown and let them know this is a crisis situation. Will the City find the money.

Ms. Wheeler said we are trying to get FAA to give us more time and trying to use Taxiway Gulf money. Mark said he wanted to work with FAA next week rather than accelerating. We could ask the City to loan the money for the work from capital cash not spent yet. As an update on the Wastewater Treatment Plant, FAA verbally told us they are going to want us to lease the land and not sell it. So that will not be a large amount of money and is not what Wastewater wants to do. We have not gotten that letter yet.

Mr. Freier said the City spends the safety money now and we get a grant from FAA next year to reimburse it. That is an option.

Ms. Wheeler said the Finance Director is not going to love that.

Chair Harris asked if we demonstrate movement in the next 30 days, in your experience, would that get us the time we need.

Mr. Freier said if we had an agreement from FAA saying you guys do the work and we will give you a grant next year to pay you back and we show her that agreement she might say okay. We have begged her since February. She loves the place, but she is digging her heels in on this one.

Ms. Wheeler said she met with the New Mexico Air Alliance on marketing. They are going to do a market analysis for us and an economic impact study so that is progress on our Strategic Plan.

Ms. Thompson asked what is the status of the signs on 599.

Mr. Dickerson said they sent the signs for approval. He is working on it.

Mr. Robins said there is a 2009 study that DOT did that you could use as a baseline.

7. DISCUSSION

A. EXPANSION OF EXISTING TERMINAL AND PARKING LOT STAFF REPORT Regina Wheeler

Ms. Wheeler said this item is taking a step back on our approach to the Airport terminal expansion. The question kept coming back to us about the recommendation of a new terminal so why were we expanding. A new terminal would be awesome. It costs \$40 million. On the other side is the \$9 million from the State Legislature with more this year. We need something done immediately at this terminal. We need something now, we have money now. If we were going to build a new terminal we would want to leverage the Federal money. We don't have relationship with FAA for that right now. We are going to demonstrate accountability with many things we are doing. We don't have a relationship with FAA right now to leverage a new terminal. We think terminal expansion and support of the Airport for 15 years is the way to go while we build up our relationship with FAA. Molzen Corbin took that concept and ran with it and has a presentation for you about how this expansion will serve us and that is it a good place to start.

Mr. Pate gave a slide presentation which is incorporated into these minutes as Exhibit "4".

Ms. Wheeler said this is a conceptional plan as to why expansion and not new terminal. We have not moved forward with cost estimates. This is our justification of the approach. We wanted to share the strategy and say as beautiful as this looks Molzen Corbin and Airport staff feel we must allow the parking lot to stay as it is for a time to flesh out the terminal expansion design. Maybe we can pave it next summer.

Chair Harris said construction costs are roughly 72% to 75% of the total project budget. If we are north of \$4 million just for the parking lot a building will be high with special systems.

Ms. Wheeler asked Kent if he had a dollar per square foot for airport construction.

Mr. Freier said around \$550 a square foot.

Chair Harris said it is a moving target right now.

Mr. Pate said construction costs right now are outrageous.

Chair Harris said he agreed. Regina framed it and kind of closed it. We have taken the parking lot design to what we can, but we are hitting the pause button and will work on the terminal so we can integrate the two and as Troy said move Jaguar forward. There is a question of where the money will come from. We are talking big money all of a sudden.

Mr. Padilla said he had a brief discussion with the Governor and she seemed willing to help with the drive. We could continue that.

Mr. Elling asked what about landing fees. Do we have an estimate on that.

Mr. Freier said that is not in his ball park.

Mr. Dickerson said those are being worked on my Mark.

Mr. Elling asked what is the potential size of that income.

Mr. Dickerson said it is substantial.

Mr. Padilla said between \$250,000 and \$300,000 a year.

Mr. Hamilton asked do we not have an expiration date on the money for the parking lot.

Mr. Freier said it is a three year grant so 2022.

8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

Mr. Elling said he would like an update on the effort to collect past due rents. He is an advocate for a program on that. These rents are due to us now. They are in the lease. People should be paying them now. We are losing money every month. The leases say we have a limited amount of look back for audits and collection. We could use that money right now. They are charging at the Santa Fe Air Center, but not paying the Airport. Lets get the money we are owed.

Chair Harris said that is fair.

Ms. Wheeler said we have issued notice of past due rents with 30 days to cure.

Mr. Hamilton asked what happens relative to all this work between now and the next meeting.

Chair Harris said the parking lot will wait until we have direction. We need to turn to Molzen Corbin and have them envelope issues as to one versus the other.

Mr. Pate said if we are not relocating security in first phase those are reasonably simple buildings. It will not be as complicated. He would love to not have to renovate the inside of the existing terminal right now. There are things to look at. Will there be a restaurant. He believes the priority is space for people. If you did both sides it is reasonably cheap. It is when we expand the terminal that it gets expensive.

Mr. Freier said we need a decision point to move to design. Do we need to do more before the next meeting to get to that decision point.

Chair Harris said we need to look at both. There is an advantage to doing the southern one first.

Mr. Pate said it won't add a gate unless we move security.

Ms. Wheeler said it is expensive to do that first.

Mr. Pate said the simple first addition with \$5 million would be to make it administrative offices, bathrooms and baggage claim in preparation for a larger renovation.

Mr. Elling said the light blue is the logical first step.

Mr. Pate said it is the most cost effective.

Mr. Elling said we can work backwards to what we want the grant to be for.

Ms. Wheeler said the plan is to do this first expansion with just the Legislative money. Then do a proposal for a big expansion.

Mr. Elling asked are you accounting for the moving of Signature.

Mr. Alvord said it is on the list and in discussion.

Mr. Freier said it would be in a budget, but is not in the budget right now.

Ms. Wheeler said we will meet over the next month to flesh it out.

Chair Harris asked do we have a true program document.

Mr. Dickerson said not in the classic sense.

Mr. Alvord said we working from inplanements and the Master Plan.

Mr. Freier said we are going to put together a programming document. We don't have a task order to design anything yet.

Mr. Freier said on Jaguar drive we have to make certain that Cook is taken care of for access. They are not designing anything.

Ms. Wheeler said we can get with John Romero on that.

Mr. Freier said we don't want to plan the parking lot with a road that can't be done.

Ms. Wheeler said thank you so much Molzen Corbin.

**9. NEXT MEETING
OCTOBER 10, 2019**

10. ADJOURN

There being no further business before the Board the meeting adjourned at 6:01 pm.

Councilor Michael Harris, Chair

Elizabeth Martin, Stenographer