

SUMMARY OF ACTION
AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
THURSDAY, NOVEMBER 14, 2019, 4:00 PM

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ADJOURN

ADJOURNED

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**AIRPORT ADVISORY BOARD MEETING
SANTA FE REGIONAL AIRPORT
121 AVIATION DRIVE, BUILDING 3002B
THURSDAY, NOVEMBER 14, 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, November 14, 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
Chris Ortega
John Elling
James Robins
Rosemary Thompson

MEMBERS ABSENT

Bud Hamilton, Excused
Kevin Egan, Excused

OTHERS PRESENT

Regina Wheeler, Director, City of Santa Fe Public Works
Bobbi Husman, Airport Administrator
Curt Temple, Airport Project Manager
Stuart Kirk, Fly Santa Fe
Kent Freier, Molzen Corbin
John Pate, Molzen Corbin
Bruce Bradford, Bank of Albuquerque
Elizabeth Martin, Stenographer

3 APPROVAL OF AGENDA

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

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES

OCTOBER 10, 2019

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

VOTE The motion passed unanimously by voice vote.

5. PUBLIC INVITED TO BE HEARD

Mr. Bradford introduced himself and expressed his interest in the Airport. He said he was concerned about the parking situation and also felt that the parking rates were too low.

6. OLD BUSINESS

A. PROJECTS UPDATE
Curt Temple

Mr. Temple reported that he had received the RFP back from Purchasing for the runway safety area. It is going to Molzen Corbin next.

Chair Harris asked do we have to do it that way because we did not do a task order

Ms. Wheeler said no, it is construction that will be bid out. Molzen prepares the bid documents.

Chair Harris asked what is bid day scheduled to be.

Mr. Temple said he would look and let him know.

Chair Harris said that would be good.

Mr. Temple said he just received the file packet back for the 1028 mill and overlay and that is now filed with the Clerks Office. He will start a PO on that now and get that to Mountain States. They will start construction the first part of spring.

Chair Harris asked Mr. Frier if he had any comments on projects.

Mr. Freier said for 1028 the next step is the preconstruction conference. It will be for both 1533 and 1028.

Mr. Temple said phase 2 of Taxiway Delta has passed Public Works and is going to Finance and Council in December for approval to proceed with the contract for Albuquerque Asphalt.

Mr. Freier said for the runway 20 safety area we had a good thing happen. It was Mark who worked it out. We are going to do the earth work with his plan for it to happen like the 20 paving did. It will be closed during the day and reopened at night so we don't have to put down lights or turn off our LIRs.

Chair Harris asked do you think since this is primarily dirt work will we be able to proceed on it.

Mr. Freier said he thinks so.

Mr. Temple said it is an FAA mandate and they want it done as soon as possible. It is a priority for us.

Mr. Elling asked what will the commercial guys do without that runway.

Mr. Frier said they can get their planes off on the other runways in the winter.

Mr. Freier said once a year we meet with FAA for our six year CIP and projects we want to start next year. He prepared a preliminary six year CIP and will share it with the Board. The electrical vault will be replaced for 20. For 20/21 we will do the two phases of the north apron. There is a north apron and a far north apron. The design and first phase of construction will be in 20/21 and the second phase in 22. We are going with that project to start adding more concrete apron. He has \$3 million in for that project right now. As we work on terminal expansion we are going to need some additional concrete apron. We will replace the ARF truck. We are looking at replacing the concrete out front, which is from the 1950s, and expand that around the corner for larger jets and regional carriers in 25. That is our future for the next few years looking at the air side. We also listed the projects you are doing that are not FAA. FAA likes to see projects that are not FAA funded so they can see your commitment to the Airport. He will final this and get it sent in to the FAA.

Mr. Temple said we will be running in December a new vehicle to use during inclement weather for testing the pavement and sending out notices of runway condition at all times. It will help us move ahead with more aircraft that come in.

Chair Harris asked about Taxiway G.

Mr. Freier said that is the supplemental funding project. We did survey it. He brought the task order up today for the City to execute that. FAA asked for a schedule and he provided that to Mark. FAA is scheduled to advertise that in March or April.

B. STAFF REPORT
Regina Wheeler

Ms. Wheeler said the Airport Board was notified of a security violation that occurred with the transport of a patient out of the Airport a few weeks ago. It was an enormous debacle. A gate was broken by the Fire Department at 2:30 am three weeks ago. They left and left the gate open. Mark and staff watched the tape to make sure no one got on the field and had to inspect all the aircraft on the field. They are fining us a \$35,000 fine. We were hoping to hold them to that. It was initially several hundred thousand dollars. We are replacing the push buttons with codes and adding cameras to all the gates

Mr. Temple said we negotiated that with FAA in lieu of fines. They will hit the Fire Department pretty hard and the aircraft people. TSA is not happy. We are not going to get fined more, but there will be individual fines against the individuals in the ambulance. It could be serious with them. Our action plan was in lieu of paying the fines.

Chair Harris said this is news to all of us.

Ms. Wheeler said we have 90 days to take care of that.

Ms. Thompson asked Ms. Wheeler to send the Board members the letter she received from FAA.

Mr. Elling asked what motivated this.

Mr. Temple said the plane sat there for another 30 minutes before they took off. The ambulance people knew better. They should have called Fire Station 10 and had them come over.

Chair Harris said this should be addressed at the Public Safety Committee.

Ms. Wheeler said the Fire Chief has been involved since the second this was found out.

Chair Harris said there needs to be public acknowledgment. He will talk to Councilor Rivera about that. The community and the Councilors need to know what is going on. He will raise this with the City Manager.

Ms. Wheeler said there is a tent going up on the patio area as an interim solution because the Fire Marshall has let us know the population is too high in the secure area. A PO has probably been approved for the tent and heaters on the patio

Mr. Temple said we are bringing in LED lighting as well.

Ms. Wheeler said the snow equipment is up and running for the snow season. They have tested it and trained and are ready to roll.

Chair Harris said he asked for the status of Santa Fe Valet and late night pick up.

Ms. Wheeler said we have been exploring options. We are working to solve the problem. We approached our Transit Division and they are barely keeping their routes going with the staff they have. We are working with Stuart.

Chair Harris said we saw a proposal from Santa Fe Valet.

Ms. Wheeler said yes, for \$300,000. That is way more than we can do.

Mr. Kirk said it appears it is not economical for private services to do this. We introduced a concept to Santa Fe Shuttle for hourly service. He, Mark and Paul Margetson met with the lady that handles Santa Fe Shuttle and they are going to send us a proposal for that service.

Mr. Robins asked did you talk to Roadrunner.

Mr. Kirk said Mark was going to talk to Roadrunner. Mark said they have been indifferent and he asked for a proposal and they did not respond. Their contract for that booth is up in a couple of months and we are not sure what they are going to do. We are trying to come up with some ideas.

Chair Harris said thank you.

Ms. Wheeler said we have collected \$300,000 in back lease payments. The FBO that was behind is up do date and the airlines are up to date. Now we are combing through the restaurant lease issue. They are interested in expanding their services and availability. We are going to get a new agreement for operating the restaurant.

Chair Harris asked did we resolve the financial issues that were carried over.

Ms. Thompson asked how much do they owe us.

Ms. Wheeler said it is not huge numbers. They are supposed to give us a percentage of their revenues.

Mr. Elling asked how is the air ambulance company. Are they up to date.

Ms. Wheeler said she will check.

Mr. Elling said the air ambulance will have to report their revenue before we can collect.

Mr. Ortega asked what the status was on the Security Plan and Minimum Standards.

Ms. Wheeler said she will have to check that.

Chair Harris said he has talked to Mike Prinz several times and never gets a clear answer from him on those items.

Ms. Wheeler said she will get a clear answer. She believes the Security Plan is at FAA for approval.

Ms. Husman said the lease with the air ambulance company is valid until 2023. They can extend the lease two terms. They pay \$599.01 per quarter to us and they are current.

Mr. Elling said the previous company that they purchased the company from had a lease that said they had to pay the Airport a percentage. Is that in the current lease. It was 2%. Are they paying that. It would be a big number. You should probably look at how that lease was transferred. If a lease is transferred the City of Santa Fe has to approve it.

Ms. Wheeler said Air Methods is the current operator.

Chair Harris said on Minimum Standards it seems it got lost in the shuffle. What he understood was that there had been a lot of work and then Mark came up with a lot of new language after attending a seminar. We did not see that language.

Mr. Elling said Mark said he incorporated that and took it to FAA and they rejected it. We solicited comments and some of us gave extensive comments and we never heard anything else.

Mr. Ortega said the FAA does not approve or disapprove it.

Chair Harris said Regina you are welcome to speak with Mr. Prinz about this and where it stands, but he does not see this being resolved before his time is over. On the Security Plan you said it has gone to FAA.

Ms. Wheeler said she is not sure of that.

Mr. Elling said Mark sent around new language and we provided new language.

Ms. Wheeler said she will check on that.

Ms. Wheeler said the Airport terminal expansion is the number one request from the City to the Legislature. It was approved at Council last night. Our Legislative Breakfast is on December 10th. That is where we will present our requests to the Santa Fe delegation. She met yesterday with Mark Duran, our lobbyist, and he is feeling positive about it. If we show them everything we have spent on the air side that has been funded by others that will show a significant investment that is not all from them and what it takes to make the whole Airport happen. Thanks to Molzen for putting this packet together. It will help us be successful so we can move forward with the design. We have encumbered some of the \$9 million and spent it so we will not be on the list of who got funds and did not spend them.

Chair Harris said the ask is \$10 million.

Ms. Thompson asked about the time and place of the Legislative Breakfast.

Ms. Wheeler said it is not open to the public.

Ms. Husman said she does not see any reference to the 2% in the air ambulance lease. She can have Mark take a look at it when he gets back. We have a couple of leases for Mr. Prinz to look at in that area.

Mr. Elling said it was a point of contention that Tri State was not paying it. He believes you, but is surprised. That will open up the Airport to a complaint to FAA that all the tenants are not being treated the same.

Chair Harris asked when was the lease signed with Air Methods.

Ms. Husman said February of 2014. They are current on their CPI increases as called out in the lease.

Mr. Elling said he would like an update on the Wastewater facility.

Ms. Wheeler said there has been no formal answer from FAA.

Chair Harris said verbally they said they do not want us to sell it. It would have to be a lease.

Ms. Thompson said last month she asked Mark for a report on the amount of money received from FAA, the State and the City from January to date.

Mr. Freier said he can prepare something on that for you.

Ms. Wheeler said we are putting that together for the Legislative Session as well.

Ms. Thompson asked that Ms. Wheeler send that document to the Board members.

Chair Harris said we will put it on the agenda for the next meeting.

7. DISCUSSION

A. NORTHERN NEW MEXICO AIR ALLIANCE RECOGNITION Rosemary Thompson

Ms. Thompson said she wanted to thank Fly Santa Fe, Stuart, Paul, Randy Randall and all the supporters. You guys do an amazing job and we are fortunate to have your organization helping us. Thank you for the barbeque. You have a great presence and what you do is phenomenal. One thing that struck her most was when you said at the barbeque that these are the people that are the first people who come into contact with people flying into the Santa Fe Airport and the last people they come into contact with when they leave. That is so important. That stuck in her mind. Kudos to all those people and to you all and all you do.

Mr. Kirk said he reported to the Fly Santa Fe Board that this was on the agenda. He speaks for the Board that we thank you for this recognition a lot. We are not trying to promote our organization, we are trying to promote our Airport for economic development in northern New Mexico. We also have support from Los Alamos and Taos. He does believe we have been influential in the success the Airport is having. He appreciates you taking the time to recognize us.

Chair Harris said he echos what was said and thanks Rosemary for bringing this up. You have been behind the scenes and diligent. We appreciate it very much. Thank you for the new signs as you drive into the Airport. They look so much better. Please report back to your Board our appreciation.

Chair Harris said in Tuesday's paper there was a letter to the editor about the parking situation. It was not a letter of praise. We are going to get a report on that tonight. We do need to get that message out so people coming and going from here have an understanding that there are improvements coming. Maybe some signage or simple graphics would help. Maybe it could be on the Hutton screens.

Mr. Kirk said we are putting together public letters to the editor and an op-ed piece and will coordinate with the Airport. We want to try to let the public know things will be a bit more difficult due to the improvements going on. We are trying to get ahead of it.

Ms. Thompson asked have you talked to DOT about the signs on 599.

Ms. Wheeler said we have and we don't have a date yet.

Ms. Thompson asked what about the weeds she asked about at the last meeting. The weeds in the overflow parking lot. It is trashy looking.

Ms. Wheeler said she will check on that.

Ms. Thompson said thank you to the Mayor and Mark Baca and Regina and the two fellows for completing the paving on the old Airport Road.

Ms. Wheeler said the Governing Body approved the paving and we pursued taking it over.

Chair Harris said David Catanach retired and now we have Jaiver Martinez over streets. Both of them are great. Javier is amazing. Councilors Rivera and Abeyta, at Public Works, talked to Javier about it and he got it done. The on call contractor we have has done a good job for the City. GM Emulsion. \$11 million, associated with the gas tax revenue bond program, was managed so well that we have a balance left over of \$3 million to \$4 million and Javier has come up with a supplemental list of streets to do. Things are moving forward.

b. TERMINAL AND PARKING LOT UPDATE
Kent Freier and John Pate

Ms. Wheeler introduced the presentation and references the material that Molzen Corbin has put together for the Board.

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

Mr. Pate said some of this information was presented to the Board previously and we got the nod to move forward in the direction we were going in. This represents the Molzen Corbin programming phase. It is an executive summary.

Mr. Pate reviewed the information.

Chair Harris said this says how current funding will be parsed out. We say we are going to spend \$4 million of the \$11 million for the parking lot.

Ms. Wheeler said the parking lot and terminal circulation.

Chair Harris said we should say supporting infrastructure.

Ms. Wheeler said that is a good idea to use that language out of the appropriation. We will work on that language.

Chair Harris said this is a great document.

Chair Harris asked do you guys have in your files the Resolution that was passed five years ago on the character of the building and the appearance of the building.

Mr. Freier said we have that.

Chair Harris said lets talk about it before we interface with the Historic District Review Board.

Mr. Ortega asked about the number indicated of 18,500 square feet.

Mr. Pate explained that is it 18,500 of additional square feet.

Chair Harris asked the terminal expansion and improvements represents the full scope north and south, but not the second story on the south side.

Mr. Pate said yes. Probably we are going to plan the south expansion to possibly have a second story on it.

Chair Harris said that is \$14 million and we had \$4 million for the parking lot and infrastructure. That is \$18 million. Our main function of the Board is on capital improvements. This is it. Approval of this level of information we can talk about.

Ms. Wheeler said we have total of \$19.5 million. We will work on a table.

Chair Harris said why don't we have \$21 million.

Ms. Wheeler said that is right, \$21 million. So we are short. We will work on it.

Mr. Pate said this does not include other costs. \$18 million is construction costs.

Chair Harris said you need to be talking about total project budgets and construction costs.

Mr. Ortega said at the last meeting we discussed that the gate by aeronautical services will be closed and people will have to be rerouted through the back road and driven along the ramp.

Mr. Pate said this is the first he heard of that.

Mr. Freier said he will have to cover that with Mark. You are talking about Gate number 2 by Signature and access issues to the hangers.

Chair Harris said when we saw this before it showed the parking lot fee system

costs.

Mr. Freier said we are in discussions with Noel Correia.

Mr. Pate said we have not gotten any directions on that.

Mr. Temple said we are in discussions still as to what system we want to have.

Ms. Thompson said this shows only one lane in and one lane out.

Mr. Freier said we discussed the issues and hear your comment.

Chair Harris said as part of the Jet Center project are they intending to move to the pad shown on the map.

Mr. Temple said yes.

Chair Harris said this is great information. Is this going to go to the Legislators.

Ms. Wheeler said we will be giving them a form of this.

MOTION A motion was made by Mr. Elling, seconded by Ms. Thompson, to approve the parking lot and terminal improvement report with comments reflected.

VOTE The motion passed unanimously by voice vote.

The Board thanked Molzen Corbin for the presentation.

8. ACTION ITEMS

A. REQUEST FOR APPROVAL OF 2020 AIRPORT ADVISORY BOARD MEETING CALENDAR

MOTION A motion was made by Mr. Elling, seconded by Mr. Ortega, to approve the 2020 meeting calendar.

VOTE The motion passed unanimously by voice vote.

9. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

Ms. Wheeler said the items she has noted from this discussion are a table of projects money from FAA, the State and City; a copy of the FAA letter about

wastewater, a copy of the FAA letter on the security violation, the Minimum Standards, the Security Plan and the Air Methods lease.

Chair Harris said he will not be at the December 12th meeting. If we want to have one Vice Chair Ortega will officiate. So this is his last Airport meeting as Chair.

Ms. Thompson said thank you for everything you have done as a Councilor and Chair for the Airport and good luck in your future moves. We all appreciate you.

Chair Harris said it has been gratifying to be here. The changes here have all been positive long term. This is a great Board. Director Wheeler is a tremendous help. She is a real asset.

Ms. Wheeler said thank you for getting us on track and being a great leader and for your leadership and partnership.

Chair Harris said he would like to continue as a citizen member at some point. That is up to the Mayor. The next Councilor to be appointed as Chair will be the Mayor's decision with the approval of Council. He favors Councilor Rivera to be Chair. We will see. He thinks we are in good shape. We have a realistic assessment of the money we have. We will be able to show we have already spent some of the money they gave us and will spend big sums around the corner.

Mr. Freier said thank you for what you have done on the Board. He has sat through these Boards meetings for 25 years. It has been nice having you as Chair.

Chair Harris said this is familiar turf for him as he was a construction manager. The Airport is really starting to gain momentum. Thank you.

**10. NEXT MEETING
DECEMBER 12, 2019**

11. ADJOURN

There being no further business before the Board the meeting adjourned at 6:00 pm.

Councilor Michael Harris, Chair



Elizabeth Martin, Stenographer