



# AGENDA

AIRPORT ADVISORY BOARD  
MAY 13, 2021 AT 4:00 PM  
ATTEND VIRTUALLY

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## SPECIAL PROCEDURES FOR AIRPORT ADVISORY BOARD MEETING

Attendance: In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, and the ban on public gatherings in excess of those permitted in the current Public Health Order, the Airport Advisory Board meeting will be conducted virtually.

Internet: To join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet, use the following link: <https://santafenm-gov.zoom.us/j/92149033834?pwd=eE0veHQ5bXIHYY9LZTVCRFVlcDIJdz09>.

**Passcode: 999999**

Phone: To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: **US: 1 (346) 248-7799 - Webinar ID: 921 4903 3834 - Passcode: 716807**

The agenda and packet for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
  - a. Minutes from February 13, 2020
5. **OLD BUSINESS**
  - a. Projects Update. (Mark Baca, Airport Manager: [mdbaca@santafenm.gov](mailto:mdbaca@santafenm.gov), 505-955-2901)
6. **MATTERS FROM STAFF**
7. **MATTERS FROM THE COMMITTEE**
8. **MATTERS FROM THE CHAIR**



City of Santa Fe

# AGENDA

AIRPORT ADVISORY BOARD  
MAY 13, 2021 AT 4:00 PM  
ATTEND VIRTUALLY

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9. **NEXT MEETING: Thursday, June 10, 2021**
  10. **ADJOURN**

**Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.**

**AIRPORT ADVISORY BOARD MEETING  
SANTA FE REGIONAL AIRPORT  
121 AVIATION DRIVE, BUILDING 3002B  
THURSDAY, FEBRUARY 13, 2020, 4:00 PM**

**1. CALL TO ORDER**

The meeting of the Airport Advisory Board was called to order at 4:00 pm by Councilor Christopher Rivera, Chair, on Thursday, February 13, 2019, at the Santa Fe Regional Airport, 121 Aviation Drive, Building 3002B, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Councilor Christopher Rivera, Chair  
Bud Hamilton  
Kevin Egan, Telephonically  
Chris Ortega  
John Elling  
James Robins  
Rosemary Thompson

**MEMBERS ABSENT**

**OTHERS PRESENT**

Mark Baca, Airport Manager  
Regina Wheeler, Director, City of Santa Fe Public Works  
Curt Temple, Airport Project Manager  
Stuart Kirk, Fly Santa Fe  
Michael Szczepanski  
Kent Freier, Molzen Corbin  
Fred DeGallo  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

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

**VOTE** The motion passed unanimously by voice vote.

#### **4. APPROVAL OF MINUTES**

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

**VOTE** The motion passed unanimously by voice vote.

#### **5. PUBLIC INVITED TO BE HEARD**

Mr. DeGallo said he was retired from American Airlines. He is interested in the airport expansion.

#### **6. NEW BUSINESS**

##### **A. PROJECTS UPDATE**

Mr. Baca said construction started on the runway safety area project yesterday. It was mandated by FAA. It is in full swing. We don't expect any major impacts to our operation. The contractor expects to be done by June 1<sup>st</sup>, but they are hoping they can be done by April. We did run into one unexpected thing. There is a gas line in mid field being backfed. The Gas Company will come out at no cost and will cap off that line. Molzen Corbin is out here monitoring and providing oversight for the construction.

The 1029 and 1533 rehab. We got contract through committees and Council and it has been signed. We will close one runway at a time to work on those. 1028's completion date is 60 days. It will run along side the Taxiway Delta Phase 2 project. They will start there in June or July.

Taxiway Gulf is in progress with supplemental funding. It is getting close to 90% completion for a late March or beginning of April finish. In the packet is the task order list. He reviewed the list.

We have to do an amendment to the contract to get the terminal design in there and Taxiway Gulf. It will come to the committee. We did not get the extra \$10 mill from the Legislature so will have to relook at the task order for terminal design. His recommendation is to finish the design for the parking lot, less the southern portion of it, and continue with the north expansion. That will increase the seating area and possibly redo kitchen and make a small restaurant. We are hoping we can squeeze in improvements with baggage claim. We are working with Molzen Corbin to rewrite the task order.

Mr. Robbins asked the \$10 million, are we still working on getting that.

Mr. Baca said it seems to be off the table at this time. We have the \$9.5 million from last year. We were hoping for the \$10 million, but since that did not come through, in order to gain confidence from the State we will design to our budget.

Ms. Thompson asked is there money from the State.

Mr. Baca said we have the \$9.5 million allocated to us last year.

Ms. Thompson asked what is the cost of the parking lot.

Mr. Baca said \$4 million. That will leave us \$5.5 million to do improvements.

Ms. Thompson asked how do you get your hands on that to get that done.

Mr. Baca said we have the money.

Ms. Thompson asked are there any designs in progress.

Mr. Baca said we have the conceptual design. We don't have the building design as of yet. We are scaling back to the northern section

Mr. Freier said the RFP will go out in April.

Chair Rivera said he just left the Legislature where he spoke to Mark Duran, the lobbyist for the City of Santa Fe. He will be at our meeting next time to talk with us about ways to position ourselves to be in a better place for the 60 day session.

Mr. Hamilton asked do we not have an explanation now.

Chair Rivera said some of it was because we did not spend the money we have now. Some of it was that government funds ran out of funds for big projects. Mr. Duran will explain. We need to put ourselves in a better place for next session.

Chair Rivera said regarding the interchange, when we met in December with the delegation, there was strong support to get that road up and running. They were willing to look at it. We need to position ourselves to take advantage of some of that moving forward.

Mr. Hamilton said he would like to better understand the implications of losing the \$10 million. Are we losing a full year. How are you thinking about that.

Mr. Baca said yes, a full year. We have to wait until the next Legislative session to make another request. Once we get the money we will have to do a design for the

second phase of the terminal.

Mr. Hamilton said he was very disappointed that this happened. We have had a lot of warning that if we did not get moving this would happen to us. Here we are. It is symptomatic of the flaw of how we are operating. We can't get things done in a timely fashion to move forward. It is very concerning.

Mr. Egan said it is very frustrating that we cannot move the ball forward. Maybe with the new Chair we can get moving.

Chair Rivera said we will work with staff to get things moving forward. In reality the Legislature wants projects that are shovel ready. Clearly we have some work to do.

Mr. Elling asked the \$4.5 million left, are you going to invest that in improvement for passenger capacity.

Mr. Baca said we are moving forward with the northern shell building to increase the sterile. We would build that out. What we put inside, that is up for discussion.

Ms. Wheeler said this is preliminary. We are just brainstorming and trying to get our hands around it.

Ms. Thompson said she would be so happy if the City would come out and clean up the overflow parking ditch.

Mr. Baca said he is down two maintenance people. They are working on it and starting to cut the trees. We have not had the opportunity to mow down the dead grass.

Mr. Robbins asked are we advertising for those positions.

Mr. Baca said one is on military leave until October. The other one is on FLMA. We can't fill the positions. He has a temporary upgrade for one custodial position to maintenance who is filling in. He has double duties.

Mr. Elling asked do we pay the two guys not here.

Mr. Baca said the FLMA person has leave so we do. We keep the military job open.

Mr. Elling asked is the salary for the military person available to use.

Ms. Wheeler said yes.

Mr. Baca said our request was turned down by HR.

Ms. Wheeler said we can use it for a contract.

Mr. Elling said that might help.

Mr. Robbins said get that contract person on.

Ms. Wheeler said yes.

Mr. Ortega said as to the parking lot, you said April or May for advertising for bids. Mark said the conceptual design is done, but nothing beyond that.

Mr. Freier said the conceptual design is the terminal design. We are actively doing drainage and grading for the parking lot now.

Mr. Ortega said we reviewed the cost design of it with the terminal building. Is that what we are using.

Mr. Freier said we are continuing with that design for the parking lot.

Chair Rivera said to best position ourselves in the future we have to have a phasing process to do things. We have \$9.5 million now. What can we do with that. What will be in Phase 1 and Phase 2.

## **B. STAFF REPORT**

Mr. Baca said we have seven day coverage of staff at this time. Both of our maintenance workers work four 10 hour days. We had six good solid snow events. We have had zero delays due to runway ice or snow. The solid deicer we are using is very helpful in keeping the runways ready. Visibility and mechanical issues have been causing delays. To date we have spent \$30,000 of deicing materials and minor repairs on plows. We are down one plow for repairs. Our FAA inspection is February 25<sup>th</sup> to the 27<sup>th</sup>. He is working on preparations for that. It is our Part 139 inspection. He had to pull guys off small projects to concentrate on the airfield. The Fire Department is preparing as well.

Mr. Egan asked when was last one.

Mr. Baca said last February 27<sup>th</sup>.

Mr. Egan asked is that the cycle, every year.

Mr. Baca said yes.

Mr. Baca said we have the triannual exercise this year as well in April, about the

23<sup>rd</sup>. Feb 27<sup>th</sup> is the first meeting. It is one of the requirements for Part 139. It is every three years.

Mr. Baca said the fire truck CR is starting to show significant wear. If goes down we have 48 hours to fix it before we have to cancel flights. We have to talk with the City to see how to move forward. Used equipment from other airports is possible. It is on our FAA 5 Year CIP Plan. We will be talking more about figuring out getting a back up piece of equipment.

As to security, for this quarter we have had no major complaints from passengers. TSA agents and security are now more engaging and helpful. We have been working with their supervisor who has been very helpful. We had a random inspection in January and had no violations. John and the security team are doing well. Badge holders are complying. Our tenants have accepted the fact that we have security here. Our relationship with TSA has grown by leaps and bounds. That takes a load off of this office.

As to administration, we are working through the leases. We have collected \$185,000 in late fees and back rent for a total of \$300,000 collected. The bulk of it was from airlines who were not billed properly. They are up to date. Bobbi has worked very hard on that. We have new lease software and a Part 139 Inspection Program in place. We are working on loading up the leases into the software.

On landing fees the City Legal Department has informed him that it is a new fee so an Ordinance has to be done. He is working on drafting that. Hopeful by July we will have it in place. PFCs are still waiting for FAA approval.

Mr. Freier said we have comments from FAA and are updating the plan. They are scheduling airline consultations. We are hoping to implement in July.

Mr. Baca said we sent the Minimum Standards back to FAA for their last review. We made their previous changes. It is budget time now. He is asking this year for an additional maintenance worker and a journeyman electrician. Since the cease and desist order of the City we have to hire licensed workers for this kind of work. We have had long waits for an electrician to get out here. Staff can no longer go out and fix electrical issues. We are also asking for an increase in our operations budget. Right now it is \$46,000, we are asking for \$250,000 so we don't find ourselves in some of the situations we are in currently.

Mr. Freier said we also have the electrical vault 2020 project. We just made a 50% submittal on it. In April or May we will advertise for bids.

Mr. Robbins said John has done an amazing job of controlling the helter skelter parking here. There is an issue with signage at the front of the terminal.

Mr. Baca said we will look at that.

Mr. Hamilton said you said you feel good about improved relationships with TSA, That is great. It needed to be improved. What about FAA. What is the proactive nature there.

Mr. Baca said we have had very good comments from FAA on safety projects. They were happy we moved so quickly on the project and that the City is putting up funds. He is seeing that we are gaining momentum.

Mr. Hamilton asked do you think the delay in getting the next funding will hurt our relationship with the FAA.

Mr. Baca said no. They understand we are trying to get our terminal redone. That is not their main focus. Their focus is the pavement. He has had discussions with them and hoping in June we can make a representation to them to go for FAA funding. Mr. Flores came out in December. He was in awe of how we have the inplanements we have. He is open to talking.

Mr. Hamilton asked when might that happen.

Mr. Baca said in June.

Mr. Robbins asked is it possible Mr. Flores would write a letter to you commending the higher level of activity he has witnessed.

Mr. Baca said he could ask.

Mr. Ortega said the Minimum Standards, it has been 13 months now since our committee submitted a draft. Has FAA given you an idea of when their comments will come back.

Mr. Baca said with FAA the only time they are in a hurry is when they want something. They still require more information on the wastewater transaction.

Mr. Ortega said FAA provides comments, but not approval or denial. It is optional to submit or not. In hindsight we may have been better off to have Molzen Corbin prepare the document. Will they have to go to the City Attorney's Office again.

Mr. Baca said yes. That will take a month.

Mr. Elling asked what document is FAA reviewing. They rejected our document. You rewrote it. What are they reviewing.

Mr. Baca said the document he provide to the Board that you commented on.

Some of your comments are in and others are not.

Mr. Elling asked will we get another chance to review it before the City Attorney.

Chair Rivera said the problem with what he is hearing and knowing about City politics, if it comes back here and there are more changes it has to go back to FAA and then back and forth. At some point we make a final and if things aren't working we incorporate changes next time.

Mr. Elling said we don't know what is in the document. Some of our comments were critical.

Mr. Egan said this exercise is out of hand. We are advisory. We kicked this around enough. We had the opportunity to weigh in. It has gone to FAA now. Their comments should come back to the City for approval, not back to us as an Advisory Board.

Mr. Elling said that is fine too, but the only way to object would be to oppose the ordinance. That does not seem good.

Mr. Baca said the reason he keeps sending it back to FAA is that it is controversial and he is trying to get something accomplished. We have been talking about this since 2018. It needs to get done. We continue to nitpick. That has been happening for 13 months. It has to be what we put forward. If you oppose the ordinance, okay. If the Governing Body sends it back there we go. It has to end. We have to move forward.

Chair Rivera said he agreed. At some point the City has to say we are not going to send it back again to FAA as well.

Mr. Elling said we came to a consensus on a document and FAA did not approve it. We wrote another one. That is fine. It seems we are dancing to FAA's tune when they don't have a role.

Mr. Baca said we are dancing to what better serves the City and the Airport rather than what better serves the tenants. When tenants write the rules things are not on the equal level playing field that we are required to be on. That is what they did not agree with it. It was self serving.

Mr. Egan said he is involved in two different airports. He never ran into a situation where minimum standards have been an issue. FAA says you have to have them at major airports. He is familiar with borrowing someone else's and putting in changes for the particular airport, submitting it and it is a done deal. He doesn't think we need to fly speck this anymore. FAA has the responsibility to look at the wastewater issue, but this needs to go straight to the Governing Body.

Mr. Ortega asked on the CIP we had a briefing a few months ago. Where is that.

Mr. Freier said it has been submitted to FAA. They don't approve it so that is what we will be doing until next year. Our next CIP meeting will be in November.

## **7. OLD BUSINESS**

### **A. AIRPORT ADVISORY BOARD PURPOSE AND DISCUSSION**

Chair Rivera said he wants to recognize and thank Councilor Harris for all his work on this Board. It is important to have a City Councilor on this Board. The Airport is too big and too important not to. His background is he worked for the City Fire Department for 23 years. He retired in 2009. During that time it was just moving to Part 139 here. He worked with Molzen Corbin and designed and built the fire station out here. He is a little familiar with FAA and the issues out here. He is familiar with Molzen Corbin and thinks they are doing a good job. He has a good working relationship with them. He met with Mark and Bobbi on Tuesday and talked about where the maintenance budget would come from. \$46,000 for an airport operations budget is ridiculous. We have some ideas. He is meeting with the Director of Public Works next week and the Fire Chief. The Fire Department was supposed to absorb the salaries out there over time. That has not happened. We were going to see if we can phase that in over next few years. The Chief was open to phasing it in. With the wastewater deal and the Fire Department we could increase the operations budget by \$250,000. If he was Mark he would ask for more and hope to get \$250,000. He met with the City Manager and Finance on these budgets and spoke with Ms. Wheeler. Everyone understands we need to be quicker on projects and move faster on what we are doing. In looking at the of the Board what he sees is having meetings and talking about operations and also having Mark be able to look 5 to 10 years down the road with input from this Board as to where the Airport needs to be in 3, 5 and 10 years and to think globally about where we want to be in those time frames. If we wait for \$10 million from the Legislature we are already behind the ball. Mark is the Airport Manager. He is empowered to run this place.

Councilor Rivera said he lives 5 minutes away and he will probably be out here a lot more until we are up to speed. He is available to help with City Hall issues like with HR for the contract. He does not have a full time job so right now he is available. He has time to bother Mark. He knows Mark and he knows if there are problems Mark is doing what he needs to do to get things done. He is focused on day to day operations. He needs staff to allow him to do what he needs to do. He looks forward to working with this Board. You did great things under Harris' leadership. He gives credit to Councilor Harris on that. We have a lot of work to do in a short amount of time. We need to be prepared for next Legislative session in January. Mark Duran will be here next month to help us with that. Board meetings have been cancelled in the past. The only time that should ever happen is if there is nothing to discuss or we do not have a

quorum. Other wise we are meeting monthly. The minutes talked about a Vice Chair. Is there one.

Mr. Baca said Chris Ortega is the Vice Chair.

Councilor Rivera said there may be times he will step in. We will work together as to what needs to happen. We will try to keep momentum. There are a lot of projects going on. We are going to have a lot of construction going on. He looks forward to it. We have a great opportunity moving forward to grow this Airport and put our stamp on it.

Mr. Robbins said maybe at the next meeting or the one after you could share with us your personal vision for the airport.

Chair Rivera said he would.

## **8. REQUEST FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS**

Mr. Elling said the Security Plan draft, can we get updated on that.

Mr. Baca said the one on the web has our rules and regulations and is the redacted Airport Security Plan. That is in place. After you commented on it he spoke to TSA and they gave him the redacted version and we put it on the web. TSA is the ruler there. It is what we have to do.

Mr. Elling said he thought Mr. Silver came up with a different draft.

Mr. Baca said once again it went back and forth. We went to TSA and asked them how to get the information out there and they helped him redact what was sensitive in the Plan and what is on the web is the one we have to live under now. It is approved by TSA. They have the final say.

Chair Rivera asked why was the Security Plan brought in front of everyone.

Mr. Baca said we were trying to put some rules and regulations in it for out here to enforce what FAA requires. We kept hitting a wall so he went around it to TSA and got it done.

Chair Rivera asked is there a difference between the Security Plan and the Rules and Regulations or should there be.

Mr. Baca said there should be. We don't have guiding documents as to rules and regulations to stop behavior not desired. Black Cab is an example.

Chair Rivera said we will have a further discussion on this off line.

Mr. Thompson asked that Mark email the Board a copy of the proposed budget so we can look at it and you can say we are 100% behind you.

Chair Rivera asked when do you met with the City Manger.

Ms. Wheeler said a week from Friday.

Mr. Baca said everyone could comment back and he can tell the City Manager that it meets with the approval of the Airport Advisory Board.

Mr. Hamilton said we have had not had Black Cab for months. We need to address this and fix it. Where do we stand with Santa Fe Valet.

Mr. Baca said it is still going on. A proposal has been given to us. We are looking for funds for their needed guarantee. We are working with Paul.

Mr. Hamilton said he would hate to see that opportunity go by the wayside.

Chair Rivera said he asked the City Attorney's Office to look at our recourse on that. They are working with Mark.

Mr. Hamilton asked is there a plan to move forward without funds. On the parking lot it is hard to imagine how that will work. He hopes we are going to manage that process. There is no space. Are we going to do it in phases. Where are people going to park while the renovation is going on. He wants to better understand that.

Mr. Baca said right now we are working from the outside in. We will put it on the agenda. We will do an overflow area. We are working with the Public Information Officer to put the word out. We will have a phasing plan and will bring that here.

Mr. Ortega said it has been several month since heard from Kirk. An update would be good and an on inplanements.

Mr. Kirk said we have seen steady growth. We are now at 700 to 750 people a day using the Airport. We can get that to you. The other thing we can send to you is the Air Alliance funded Economic Impact Study we did on the Airport. It shows the tremendous impact of the Airport in the whole region. For 2019 the Airport has had an economic impact of \$152 million. It is responsible for supporting or creating 1,500 jobs and has brought in GRT of almost \$12.4 million. He will send the report to all of you . We should be thinking about the fact that the Airport is more than just a place to land airplanes. It has a tremendous impact, more than we suspected it did. It is important to have a vision for the whole area around here.

**9. NEXT MEETING  
MARCH 12, 2020**

**10. ADJOURNMENT**

There being no further business before the Board the meeting adjourned at 5:20 pm.

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Councilor Christopher Rivera, Chair

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Elizabeth Martin, Stenographer