



# AGENDA

AIRPORT ADVISORY BOARD  
DECEMBER 07, 2023 4:00 PM  
SANTA FE REGIONAL AIRPORT  
– ADMINISTRATIVE BUILDING  
121 AVIATION DRIVE  
SANTA FE NM, 87507

## PROCEDURES FOR AIRPORT ADVISORY BOARD MEETING

**Written Public Comment:** Members of the public may submit written comments on legislation by clicking on the comment bubble to the right of the meeting on the public portal at <https://santafe.primegov.com/public/portal> three hours prior to the start of the meeting.

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 November 9<sup>th</sup> 2023
5. **COMMUNICATIONS FROM THE PUBLIC**
  - a. Public Comment will be limited to three minutes per speaker.
6. **OLD BUSINESS**

- a. Project Updates. (James Harris, Airport Manager, [jcharris@santafenm.gov](mailto:jcharris@santafenm.gov), 505-955-6740)

7. **NEW BUSINESS**

- a. Approval of the 2024 schedule
- b. Disadvantaged Business (DBE) Goals (James Harris, Airport Manager, [jcharris@santafenm.gov](mailto:jcharris@santafenm.gov))

8. **MATTERS FROM STAFF**

9. **MATTERS FROM THE COMMITTEE**

10. **MATTERS FROM THE CHAIR**

11. **NEXT MEETING: No Meeting Scheduled**

12. **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.**



# MINUTES

AIRPORT ADVISORY BOARD  
NOVEMBER 09, 2023 4:00 PM  
VIRTUAL MEETING

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## 1. CALL TO ORDER

Meeting was called to order at 4:29 p.m.

## 2. ROLL CALL

### Members Present:

Councilor Chris Rivera  
Member Rosemary Thompson  
Member Randal Limbacher  
Member Troy Padilla

### Members Excused:

Member Len Rand  
Member Gabriel Martinez  
Member Jyl DeHaven

### Others Attending:

None

## 3. APPROVAL OF AGENDA

**MOTION:** Councilor Rivera moved, seconded by Member Padilla, to approve the agenda as presented.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Member Thompson, Member Limbacher, Member Padilla

**Against:** None

**Abstain:** None

## 4. APPROVAL OF MINUTES



# MINUTES

AIRPORT ADVISORY BOARD  
NOVEMBER 09, 2023 4:00 PM  
VIRTUAL MEETING

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- a. Approval of amended September 14<sup>th</sup>, 2023 Minutes

**MOTION:** Member Thompson moved, seconded by Member Padilla, to approval of the amended September 14<sup>th</sup> minutes as presented.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Member Thompson, Member Limbacher, Member Padilla

**Against:** None

**Abstain:** None

- b. Approval of October 12<sup>th</sup>, 2023 Minutes

**MOTION:** Member Thompson moved, seconded by Member Padilla, to approval of the October 12<sup>th</sup> minutes as presented.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Member Thompson, Member Limbacher, Member Padilla

**Against:** None

**Abstain:** None

## 5. COMMUNICATIONS FROM THE PUBLIC

- a. Public Comment will be limited to three minutes per speaker.

No communication from the public

## 6. OLD BUSINESS



# MINUTES

AIRPORT ADVISORY BOARD  
NOVEMBER 09, 2023 4:00 PM  
VIRTUAL MEETING

a. Project Updates. (James Harris, Airport Manager, jcharris@santafenm.gov, 505-955-6740)

- James Garduno provided a construction update; the parking lot water has been started but the water department is waiting on further plans from our architect to complete this portion. With the new roundabout for the parking lot, we are postponing the construction for that until early January. We did get our boilers installed and we have heat running through the terminal.
- We had the contractor work on the weeds along the fence line as well as directional signage, we are unable to change the brightness of the current lighting. We are now looking into alternatives to upgrade once we have situated the entire project.
- We have a Leidos contract that we are working on for the TSA equipment machine because we must move it into another room. TSA requires us to use Vortex and Leidos and those are the only companies we can use so we reached out to Vortex. Vortex provided plans that have not been finalized yet. Next part of the plans is to move it and Leidos is supposed to have a contract to have this up and running, contract is still pending. We reached out to legal to make a new contract and extended it out to the end of January therefore the completion date is now pending.
- James Harris has identified a few items that were left out of our plan that we are now going to include and fix; our contractor has identified some electrical issues in the terminal that could be potentially hazardous because of how old the building is, we are going to have them run new power lines and some additional upgrades to guarantee that it will be running smoothly.
- A contract is going to be sent out to finance for American fence company and this is going to take care of all secure fencing which will include new motors for gates that we are having issues with, lowering the gates to ensure no crawl space at the bottom and adding any additional gates as needed; to be in compliance with TSA. The contract is for \$367,000 for these fencing upgrades etc.
- Additional projects are in the process such as running fiber out into our fire station and then we will be able to get the maintenance shop online. We are trying to run fiber along each gate along 121 Aviation so each gate will be hardwired with cameras.
- FAA heater stopped working and we contacted multiple contractors and waited for multiple quotes.
- Mr. Harris has requested two federal grants that fall under the Bipartisan Infrastructure Law for phases two and three. \$14 Million for relocating the aircraft controller tower and then another \$500,000 to refurbish our current tower.
- Grand opening has been moved and is subject to change. Councilor Chris Rivera will request December 26<sup>th</sup> from the mayor and city manager.



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- One of our concerns on the operations side is our airfield markings. We have some discrepancies with the FAA, and we have a December 1<sup>st</sup> deadline. We have a contractor onsite, and we are waiting for the purchase order so we can get them started on the work. We are in the process of scheduling the time and days they are allowed to paint.
- Employee update- We have one shuttle driver who is currently picking up those early shifts and we just interviewed for another driver. With those two we will be able to provide the service morning and evenings. We also interviewed for a maintenance position and a heavy equipment mechanic.
- Before the airport was working with very limited staff, we have gone from 5 full-time staff to 22 openings now. We are getting ready to bring security in-house and the first scheduled meeting is with the finance committee. By bringing security in-house, we will be saving \$160,000 a year.

## 7. MATTERS FROM STAFF

## 8. MATTERS FROM THE COMMITTEE

- Member Rosemary Thompson has requested additional stop signs.
- Member Rosemary Thompson introduced her new idea to collect each board member's five top priorities, five top concerns and any gratitude's anyone would like to share, and she will compile them all together. With this information we would be able to pass it on to anyone new or for future meetings etc.

## 9. MATTERS FROM THE CHAIR

## 10. NEXT MEETING: December 07 2023

## 11. ADJOURN

Meeting was adjourned at 5:33 p.m.

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Liaison

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Chair



City of Santa Fe

# MINUTES

AIRPORT ADVISORY BOARD  
NOVEMBER 09, 2023 4:00 PM  
VIRTUAL MEETING

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Disadvantaged Business Enterprise (DBE) Goals for Federal Fiscal Years 2022-2024

The Santa Fe Regional Airport hereby announces its fiscal years 2022-2024 DBE Goal Setting Meeting for airport construction projects. A public meeting will be held at 4 pm, December 7<sup>th</sup>, 2023 at the Santa Fe Regional Airport, Airport Managers Office, 121 Aviation Drive, Santa Fe, New Mexico 87507.

The goal and goal-setting methodology will be available for inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, for a period of 30 days following the meeting at Santa Fe Regional Airport, Airport Managers Office, 121 Aviation Drive, Santa Fe, New Mexico 87504.

The Santa Fe Regional Airport will accept comments on the DBE goals for 45 days from the date of this notice. Comments can be sent to either of the following:

DBELO  
James Harris  
jcharris@santafenm.gov  
Airport Manager  
City of Santa Fe  
P.O. Box 909  
Santa Fe, NM 87504

Federal Aviation Administration  
Civil Rights Staff, AWP-9  
P.O. Box 92007  
Los Angeles, CA 90009-2007