



# AGENDA

AIRPORT ADVISORY BOARD  
JANUARY 11, 2024 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 December 7<sup>th</sup> 2023
5. **COMMUNICATIONS FROM THE PUBLIC**
  - a. Public comment will be limited to three minutes per speaker.
6. **PRESENTATIONS**

7. **OLD BUSINESS**

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

8. **MATTERS FROM STAFF**

9. **MATTERS FROM THE COMMITTEE**

10. **MATTERS FROM THE CHAIR**

11. **NEXT MEETING: Thursday, February 8, 2024**

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  
DECEMBER 07, 2023 4:00 PM  
VIRTUAL MEETING

---

## 1. CALL TO ORDER

Meeting was called to order at 4:12 p.m.

## 2. ROLL CALL

### Members Present:

Councilor Chris Rivera  
Member Len Rand  
Member Rosemary Thompson  
Member Gabriel Martinez  
Member Troy Padilla  
Member Jyl DeHaven

### Members Excused:

Member Randal Limbacher

### Others Attending:

None

## 3. APPROVAL OF AGENDA

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

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

**For:** Councilor Rivera, Member Rand, Member Thompson, Member Martinez, Member Padilla, Member DeHaven

**Against:** None

**Abstain:** None

## 4. APPROVAL OF MINUTES



# MINUTES

AIRPORT ADVISORY BOARD  
DECEMBER 07, 2023 4:00 PM  
VIRTUAL MEETING

---

- a. Minutes from November 9<sup>th</sup> 2023

**MOTION:** Member Padilla moved, seconded by Member DeHaven, to Approve the December 7<sup>th</sup>,2023 minutes as presented.

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

**For:** Councilor Rivera, Member Rand, Member Thompson, Member Martinez, Member Padilla, Member DeHaven

**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

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

- Construction update: We are having some issues with the alignment of our contracts with our vendors. We are still aiming towards the end of January for our completion but if we cannot get this fixed it may push the date further out. The windows in the waiting area are specialty windows and they still need to be installed and depending on the potential need for adjustments that may push out the date and we are also waiting for specially made cabinets for the terminal and airline offices. As for the gate area, we are waiting on a contract with a vendor that TSA requires; we have the city manager involved in efforts to speed up the process.

- Operations update: We are still interviewing for positions to continue growing the team. As everyone knows we experienced some heavy winter snow and we had to close the airport for 3 hours on the 30<sup>th</sup> due to lack of equipment, staff, and overall extreme weather conditions. We are using this experience to further

justify to TSA the need for more staff and equipment.

- We have submitted a quote for a fueling station with an overhang including lights, two gas pumps, two diesel pumps and two twelve-thousand-gallon tanks for diesel and gas. Quote came back this week at \$336,000 dollars.
- James Harris also put in a reimbursement for 2021 salaries right before they were going to submit the audit for 2020 but due to the timing, we were unable to go through with the process at that time. We have re-done it which was a little less but we added more to it so we have about 6 million dollars from that, along with the corona virus grants we can use for operating during that time. With these funds we can use it for the fuel station and we are also in the process of getting our lighting on the terminal and maintenance shop upgraded.
- We are also looking at different options for building an equipment building and an operations building that will have offices and a training area for maintenance, security, and the operations department. The FAA is interested in building the equipment building as a snow equipment building that will have adequate heating and drains.
- 599 road access- The Cook's land has been bought by someone who wants to build offices for Los Alamos and a travel center. He will be having meetings with the mayor and governor to further discuss funding.
- For only one day a week for the month of March a Houston flight with United Airlines is coming to our airport.

## 7. DISCUSSION ITEMS

- a. Disadvantaged Business (DBE) Goals (James Harris, Airport Manager, [jcharris@santafenm.gov](mailto:jcharris@santafenm.gov))

James Harris opened the conversation up to speak about the Disadvantaged Business Enterprise (DBE) Goals for Federal Fiscal Years 2022-2024. No comments from the public, committee, or staff.

- b. The 2024 schedule was agreed to be continued as normal with every second Thursday of each month.

## 8. MATTERS FROM STAFF

## 9. MATTERS FROM THE COMMITTEE

- Mayor Alan Webber joined our AAB meeting to ask FAQ from the board regarding the process for the replacement of Councilor Chris Riveras chair. Webber sits down with each member of the city council and goes through three things; What are their priorities for the next two years? What do they want to get done and what topics are most important to them? He will also have a discussion on what the different options are for assignments to these committees, and he also expresses how they try to aim to balance out the workload and interest for everyone. He will also consider personal interests and he wants to give everyone a fair opportunity. The mayor will bring forward the recommended person and they then will be voted on at the first newly constituted governing body meeting in January.

- Member Rosemary Thompson presented her and Member Jyl DeHaven Concerns, Priorities and Gratitude's list.

-Member Jyl DeHaven list includes being on budget, seeking alternative revenue streams 80 acres (non-aviation) 200 acres aviation related, more transparency, FAA long term plans and align to update our future plans, a new entrance. Her Gratitude's were leadership and staffing.

-Member Rosemary Thompson list includes the lack of lighting in overflow parking and walkway to terminal. Lack of pavement stripping with arrows and stop signs, overall signage, maintenance for rental car cleaning in overflow parking area and the lack of overall clearing of weeds.

Her priorities are connecting NM 599/Jaguar to Airport, access, and economic development. The brand and identity the new renovation of the Santa Fe Airport, partner with Santa Fe Chamber of Commerce, include Fly Santa Fe, American Airlines and United Airlines, FBO's, Car rental companies, etc. Designate a certain number of Santa Fe merchandise vendors and a certain number of food trucks available at designated times for availability for all passengers, employees, visitors, etc. Add Valets to assist passengers with luggage that is being dropped off at the terminal. Recruit designated volunteers for assisting incoming and outgoing passengers with handouts to visitors. Including maps, etc. Include State (New Mexico Economic Development Department, Tourism Department), City, County to partner with the Santa Fe Airport to promote Santa Fe as an extraordinary experience. Add a contest to design a new and unique logo for the Santa Fe Airport.

Her gratitude's are to James Harris, Operations Manager and all the excellent staff! All Santa Fe Airport Advisory Board Members! Len Rand, also being the President of The Food Depot. Chris Rivera, Board Chairman, City Councilor, and former Santa Fe Fire Chief.

- Member Len Rand brought up the suggestion of getting a precision approach to runway 20. It is our primary runway, wind allowing, and it is the only runway without a precision approach.

- Member Jyl DeHaven expressed that the board should take the time to express ideas and concerns to create a game plan for 2024. Some strategic planning time.



City of Santa Fe

# MINUTES

AIRPORT ADVISORY BOARD  
DECEMBER 07, 2023 4:00 PM  
VIRTUAL MEETING

---

- 10. **MATTERS FROM THE CHAIR**
- 11. **NEXT MEETING: January 11 2024**
- 12. **ADJOURN**

Meeting was adjourned at 5:40 p.m.

---

Liaison

---

Chair