



MINUTES

AIRPORT ADVISORY BOARD
JANUARY 11, 2024 4:00 PM
VIRTUAL MEETING

1. CALL TO ORDER

Meeting was called to order at 4:04 p.m.

2. ROLL CALL

Members Present:

Member Len Rand
Member Rosemary Thompson
Member Randal Limbacher
Member Gabriel Martinez
Member Jyl DeHaven
Chair Signe Lindell

Members Excused:

Member Troy Padilla

Others Attending:

None

3. APPROVAL OF AGENDA

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

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

For: Member Rand, Member Thompson, Member Limbacher, Member Martinez, Member DeHaven, Chair Lindell

Against: None

Abstain: None

4. APPROVAL OF MINUTES



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- a. Minutes from December 7th 2023

MOTION: Member Martinez moved, seconded by Member Rand, to approve the December 7th, 2023 minutes as presented.

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

For: Member Rand, Member Thompson, Member Limbacher, Member Martinez, Member DeHaven, Chair Lindell

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. PRESENTATIONS

7. OLD BUSINESS

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

Mr. Harris provided information on the following projects:

- The terminal grand opening has been pushed back to March due to various factors. Previously we were planning on scheduling a soft opening at the end of January and we were going to have the contractor do a temporary wall in the new expansion where we were missing some glass windows that were on back order. After some deliberation we agreed that pushing back the opening would allow enough time for the windows to arrive in the beginning of February and can be installed in time for the grand opening in March, where we plan to have the full terminal completed with the north expansion included.
- For parking lots five and six we are expecting to have them completed in April and as far as the roadway on 121 Aviation Dr towards the terminal we're looking at a later date that will be further determined as we move along in the process.



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- Vortex and Leidos will be coming out next Tuesday to move the TSA scanning machine. TSA is involved and has agreed to have additional staff to hand check luggage during the transitional period. It will be completed no later than next Thursday. Once the machine is moved, we can start demolishing the additional walls, and we can start building out the ticket counters. The airline offices are nearly completed we are just waiting for the cabinetry, once we receive those the offices would be completed by the end of January.
- We are in the process of receiving different quotes for a new equipment building for our current and new equipment. We are also in the process of receiving different quotes for a new modular building to house our expanding staff such as our airport security coordinator, maintenance manager, operations manager, and our airport security personnel. The Modular building estimate we currently have is \$400,000. There isn't any additional infrastructure cost because we will be able to use the same water, sewer, and electric lines from the previously condemned building. Bobbi Ferrel and Carmela Quintana offered help from the delegation grant office where the grant search coordinator can help us search for grants for these projects.
- We started work on the runway safety area. It was a project that the FAA paid for that was completed but it has eroded faster than expected because of the way they designed the drainage. We initially started doing it ourselves, but we didn't have the equipment to complete the job in a timely matter, so we contracted out with GM Emulsions to finish it up. The cost for the RSA is roughly \$19,000 after tax.
- Our sweeper was down but luckily, we got it back up and running which made snow removal much easier. Our biggest issue is our equipment breaking due to wear and tear over time. With our heavy-duty equipment mechanic starting on the 20th, all of these breakdowns will hopefully have a quicker repair. We have purchased some new equipment such as plows for the trucks and a handheld rotary broom snow blower for the sidewalks therefore we can use our staff to clear snow from walkways instead of relying on outside companies.
- We are getting a Houston flight in March that has sold out, so they have extended it until April. If the popularity continues for the Houston flight the airline will consider making it a regular flight.

8. MATTERS FROM STAFF

9. MATTERS FROM THE COMMITTEE

- Member Len Rand expressed that the baggage trailer has been brought up by several customers flying into Santa Fe from different states and out of curiosity what the status of changing the bagging area is?
The application for federal funding was sent out and once we hear back from them, we will be able to re discuss the plan for the baggage area.
- Member Jyl DeHaven voiced that she would like to have a plan for the upcoming year on the



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further development of the airport and around the airport. Mr. Harris discussed how we are in the process of starting our new master plan and in this master plan we will discuss airport development etc. This will be done by Coffman and Associates and by doing that they will set up several committees and the airport board will be important because they will go to our committee first. We are waiting for the grant and then Coffman and Associates will come together with city council and city management, and we will determine next steps from there. This will take about a year and then it will have to be voted on by governing body to be approved or denied.

10. **MATTERS FROM THE CHAIR**

- Councilor Signe Lindell went around and asked each member of the committee to introduce themselves, how long they have been on this committee, what their interests are and how they ended up on this committee.

11. **NEXT MEETING: February 08 2024**

12. **ADJOURN**

Meeting was adjourned at 4:52 p.m.

Liaison

Chair