



MINUTES

AIRPORT ADVISORY BOARD
OCTOBER 12, 2023 4:00 PM
VIRTUAL MEETING

1. CALL TO ORDER

Meeting was called to order at 4:05 pm.

2. ROLL CALL

Members Present:

Councilor Chris Rivera
Member Rosemary Thompson
Member Gabriel Martinez
Member Jyl DeHaven

Members Excused:

Member Len Rand
Member Randal Limbacher
Member Troy Padilla

Others Attending:

Kelly Bynon, Clerk
CA Chavez, Clerk

3. APPROVAL OF AGENDA

MOTION: Member DeHaven 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 Thompson, Member Martinez, Member DeHaven

Against: None

Abstain: None

4. APPROVAL OF MINUTES

- a. Minutes from September 14th 2023



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MOTION: Member Thompson moved, seconded by Member Martinez, to postpone the minutes until November 9th.

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

For: Councilor Rivera, Member Thompson, Member Martinez, 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, 505-955-6740)

Further construction efforts such as parking lots 2,3 and 4 are done, baggage claim is established and the TSA scanning machine in the process of being re located. A new contract is being written for the company to come out to test the TSA machine to ensure that it is fully functional. We are trying to streamline the water plans to prevent any disruptions to our completion date for the expansion.

- As far as the construction for the terminal the seating should be placed in another month or so. The plans are being further examined for the placement of the power outlets connected to the chairs.
- The runway friction tester calibration is now set up and they are going to come out the weekend of the October 23rd and spend two days with us to get them re calibrated before the winter season.
- Allan Mantle is working on several different employee trainings specifically self-inspection training, revising questions for the upcoming airport operation position and



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really revising and working on insuring proper training going forward.

- Due to GM Emulsions being booked out we have decided to go with a fog seal to get us through winter before we can re-do the midfield.
- Presented the Santa Fe Regional Airport Organizational Chart with the names of the employees with the titles, we are getting our new shuttle drivers trained within the next week. The shuttle times are still undergoing review and scheduling.

7. **MATTERS FROM STAFF**

8. **MATTERS FROM THE COMMITTEE**

- Member Rosemary Thompson addressed concern for the low lighting on the pathways from the parking lots to the entrance of the airport. Trash buildup from Hertz in the parking lot where they clean the vehicles. The weeds are overgrown around the parking lot along and within fence lines and the lack of signage and directional paint on pavement in the parking lot.
- Member Jyl DeHaven expressed how important our 50 acres in the master plan is and that we need to prioritize making an appropriate thought-out plan for our future development.
- Member Rosemary Thompson and Member Jyl DeHaven requested to have the mayor present for a board meeting before Chris Rivera leaves the board to discuss the open seat.

9. **MATTERS FROM THE CHAIR**

10. **NEXT MEETING: November 09 2023**

11. **ADJOURN**

Meeting adjourned at 5:06 p.m.

Kelly Bynon
Liaison

Chris Rivera
Chris Rivera (Dec 13, 2023 14:21 MST)
Chair







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Final Audit Report

2023-12-13

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