



AGENDA

AIRPORT ADVISORY BOARD
OCTOBER 10, 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 August 8th, 2024
5. **COMMUNICATIONS FROM THE PUBLIC**
 - a. Public comment will be limited to three minutes per speaker.
6. **PRESENTATIONS**

7. **OLD BUSINESS**

- a. Project update (James Harris, Airport Manager, jcharris@santafenm.gov , (505) 955-2901)

8. **NEW BUSINESS**

- a. Discussion and Approval of Airport Advisory Board schedule in 2025.

9. **MATTERS FROM STAFF**

10. **MATTERS FROM THE COMMITTEE**

11. **MATTERS FROM THE CHAIR**

12. **NEXT MEETING: Thursday, November 14, 2024**

13. **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

1. CALL TO ORDER

Meeting was called to order at 4:00 p.m.

2. ROLL CALL

Members Present:

Member Len Rand
Member Rosemary Thompson
Member Randal Limbacher
Member Troy Padilla
Member Jyl DeHaven
Chair Signe Lindell
Member John Florez

Members Excused:

None

Others Attending:

None

3. APPROVAL OF AGENDA

MOTION: Member Rand moved, seconded by Member Thompson, 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 Padilla, Member DeHaven, Chair Lindell, Member Florez

Against: None

Abstain: None



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4. APPROVAL OF MINUTES

- a Minutes from March 14th 2024

MOTION: Member Padilla moved, seconded by Member Thompson, to approve the minutes from March 14th , 2024 as presented.

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

For: Member Rand, Member Thompson, Member Limbacher, Member Padilla, Member DeHaven, Chair Lindell, Member Florez

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

- a Introduction to new Airport Advisory Board member .

7. OLD BUSINESS

- a Project updates (James Harris, Airport Manager, jcharris@santafenm.gov, (505)955-2901)

The Airport is organized into six distinct divisions, each playing a crucial role in its operations. These divisions are as follows: Airport Operations, Airport



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AIRPORT ADVISORY BOARD
AUGUST 08, 2024 4:00 PM
VIRTUAL MEETING

Maintenance, Airport Facilities, Administration, Project Management and Security.

- We are in the process of hiring/interviewing security, airport shuttle drivers and an Access Control Specialist.
- The Airport Shuttle positions are currently temporary part time positions which has made it difficult to recruit drivers but we are working on switching them over to permanent full-time positions to make it more appealing to the public to apply. The schedule for the shuttle bus is still to be determined but we are aiming for it to be in operation starting at 5am until the last flight leaves for the night.
- We are working on the infrastructure for the paying meters and once they are up and running, we will notify the public a month in advance that we will be charging for parking.
- Avis headquarters came by yesterday to discuss needs such as return car locations, waiting areas etc.
- A brief introduction to Sebastian Gallegos our new Project Administrator and John Florez our new Airport Board Member.
- Our new boarding area was packed with passengers yesterday due to flight delay. The Santa Fe Gallery association came out to assess and curate our revolving art displays in the new boarding area.
- New pick up and drop off location almost finished the landscape will really pull it all together and it is now easier to access for the public. Cell phone waiting lot is not built yet, we have a taxi waiting lane.
- Leases, Concessions and Fees- The new appraisal review returned the same value as the previous one. No changes on the Airport comparable either. Asset development has been working on new lease templates for FBO's we are increasing fuel flowage fees, GRT, concession fees.
- Two out of the four grant proposals are scheduled for presentation to the council next week. Grant 62: \$1 million for the Airport Master Plan, Grant 65: \$4 million for the Terminal Expansion, Grant 63: North Apron Design, Grant 64: \$1 million for the Airport Lighting Vault.
- New destination aircraft: We are doing an ITB to get us back to LA. The New Mexico DOT Aviation has a grant for revenue guarantee, but we have to do the ITB before we can apply for it. They have about 1.5 million left in that grant. Airlines are flying bigger jets in, and more military traffic are doing touch and go's here at the airport.
- How do we continue to improve? Keep fighting for better facilities and equipment, keep improving the airport experience, get into advertising and



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branding and providing more services to passengers.

- Public works is over all capital projects within the city. Public works are trying to take over Jaguar drive and if they do it will bring the cost up to 10 million.
- The draft for the Rules and Regulations is out on the City of Santa Fe website for public comment.
- Member Len Rand inquired about the status of the Taxi Lane Juliet Minus repairs. The crack sealing project for the North Ramp, which includes the Juliet Minus area, is currently in the design phase. This process is expected to take 6-8 months to design. Member Len Rand suggested exploring interim crack sealing solutions to ensure the area remains secure through the winter
- Member Limbacher suggested that TSA opens up earlier to allow people to utilize the new boarding area.

8. MATTERS FROM STAFF

9. MATTERS FROM THE COMMITTEE

- Member Rosemary Thompson expressed gratitude to the Airport team including James Harris and his presentation of today's meeting.

10. MATTERS FROM THE CHAIR

11. NEXT MEETING: September 12 2024

12. ADJOURN

Meeting was adjourned at 4:44 p.m.

Liaison

Chair



City of Santa Fe

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**AIRPORT ADVISORY BOARD
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VIRTUAL MEETING**
