



Agenda

**Regular Meeting of the Airport
Advisory Board
December 12, 2024 at 4:00 PM
Santa Fe Regional Airport
Administrative Building
121 Aviation Drive, Santa Fe**

Procedures for Airport Advisory Board Meeting

1. Call to Order
2. Roll Call
3. Approval of Agenda
 - a. Approval of 12/12/2024 Airport Advisory Board Meeting Agenda.
4. Approval of Minutes
 - a. Approval of Minutes from October 10th, 2024.
5. Communications From the Public
6. Presentations
7. Old Business
 - a. Airport Updates (James Harris, Airport Manager, jcharris@santafenm.gov)
 - b. Grand Prix De Santa Fe Easement (James Harris, Airport Manager, jcharris@santafenm.gov)
8. New Business
9. Matters from Staff
10. Matters from the Committee
11. Matters from the Chair
12. Next Meeting:
13. Adjourn

Persons with disabilities in need of additional accommodations, contact the City Clerk's

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office at 505-955-6521, five (5) working days prior to meeting date.



MINUTES

AIRPORT ADVISORY BOARD
OCTOBER 10, 2024 4:00 PM
VIRTUAL MEETING

1. CALL TO ORDER

Meeting was called to order at 4:07 p.m.

2. ROLL CALL

Members Present:

Member Len Rand
Member Rosemary Thompson
Member Randal Limbacher
Member Troy Padilla
Chair Signe Lindell

Members Excused:

Member Jyl DeHaven
Member John Florez

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, Chair Lindell

Against: None

Abstain: None

4. APPROVAL OF MINUTES



MINUTES

AIRPORT ADVISORY BOARD
OCTOBER 10, 2024 4:00 PM
VIRTUAL MEETING

- a. Minutes from August 8th, 2024

MOTION: Member Thompson moved, seconded by Member Padilla, to approve the Minutes from August 8, 2024 as presented.

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

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

Against: None

Abstain: None

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)

James Harris presented a power point presentation that went over seven different topics.

- The first topic discussed was staffing. James Harris showed the Airport Organization Chart. The following comments were made:
 - The Airports Operations department is fully staffed.
 - The Maintenance department will be fully staffed as of 10/26/2024.
 - Our administrative assistant, Christine Chavez, is no longer with the city.
 - Project Management section is fully staffed.
 - Two shuttle drivers were selected for hire. One position os filled
 - Airport security has 3 vacant positions and 5 filled

- Facilities will be opening a custodial supervisor position.
- The second topic discussed was the Terminal Boarding Gate Improvements.
 - Exit chute is open from secured area to non secured area.
 - An art mural has been painted for the exit chute.
- The third topic is “Pickup and Dropoff Improvements”
 - Landscaping is on going in the parking lot but parking lot is complete.
- The fourth topic is Leases, Concessions and Fees
 - Third rental car agency office is almost complete.
 - The short term parking will be now be utilized for rental car pickup and returns and handicap parking.
 - There will still be some spots for 30 minute free parking in this area.
- The fifth topic os about Grant Offers
 - Master plan has started and is funded.
 - Coffman will be used.
 - Troy expressed concern over Coffman regurgitating same information as prior years when we are paying a significant amount for a new AMP.
 - Len Rand asked to have Coffman assign brand new employees and not the past people who have worked on the Master Plan/
 - Lighting vault project was pushed back due to bids coming in higher than FAA could offer.
- The sixth topic is, New Destinations, New Aircraft
 - NMDOTAD is looking over the Revenue Guarantee Grant to ensure it has everything it needs.
- The seventh and Last topic is “How do we continue to improve”
 - The airport had a budget transfer approved for the grooving of the runway.
 - Allan Mantle stated overnight closures are to be expected.
 - Airport experience: Allan Mantle told the advisory board that SAF has been the center of compliance issues with the FAA. Rollin Jones, fire inspector, went to a training and reported back that SAF has been doing great with improvements and improving compliance. SAF has made improvements that were beyond expectations.

- Advertising and branding: SAF is working with Fly Santa Fe for advertisement.
 - An ITB will be released for a gift shop inside the Airport.
 - Obtaining a restaurant in the terminal is on the list for future plans.
 - TSA needs to open up earlier for restaurant use to pax
- Troy bought up concerns of emergency vehicles needing to get out after hours and needing to be let out.
 - Complaints of having to pay after hours fees to allow people out of the gate.
 - James Harris said he has tried to badge the employees of the emergency personnel without success. However, in the coming months we will have security 24/7. As of now, security is here from 4 a.m. – 12 a.m. daily

8. NEW BUSINESS

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

MOTION: moved, seconded by , to approve the 2025 calendar for Airport Advisory Board Meetings.

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

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

Against: None

Abstain: None

9. MATTERS FROM STAFF

No ther matters from City of Santa Fe Staff.

10. MATTERS FROM THE COMMITTEE



MINUTES

AIRPORT ADVISORY BOARD
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VIRTUAL MEETING

No other matters from committee.

11. **MATTERS FROM THE CHAIR**

No other matters from the Chair.

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

13. **ADJOURN**

Meeting was adjourned at 4:44 p.m.

Kelly Bynon

Liaison

Chair