

**Airport Advisory Meeting 1-16-2020**  
**Minutes**

- I. Call to Order – Jay Carrizales, Chair – 9:03 AM
  - a. Jay Carrizales - Present
  - b. Lee Truitt - Present
  - c. William Ferguson - Present
  - d. Jim Maddox - Absent
  - e. Fred DeGuio - Present
  - f. Anthony Gallegos - Absent
  - g. Dr. Marie Lobo - Absent
  - h. Day Hochman-Vigil - Present
  - i. Marissa Elias - Present
  
- II. Changes/Additions to Agenda – Jay Carrizales, Chair
  - a. No changes.
  
- III. Approval of November 21, 2019 Board Meeting Minutes – Jay Carrizales, Chair
  - a. Moved Ferguson, DeGuio second. Favor. Approved.
  
- IV. Reports
  - a. Reports/Updates & Business Development – Lisa Leyva
    - i. Air Service News: Allegiant Flight to Orlando
      - 1. Allegiant Air will begin a summer seasonal flight beginning June 4<sup>th</sup> through August 15<sup>th</sup> from Albuquerque to Orlando, FL.
        - a. Community has responded positively to this. All news media outlets picked up and reported on this announcement and there has been positive responses on Facebook.
        - b. Stephanie Kitts booked on Allegiant and only three tickets left.
          - i. Encouraging and could create opportunity for flight to be extend beyond August. Allegiant did apply for the incentives and will marketing and landing fee incentives.
  - b. Finance – Josh Castellano-Gonzalez/Lisa present on his behalf
    - i. Josh will present a full budget report at next month's meeting.
    - ii. Report 7% increase in December when compared to last year.

c. Operations – Jane Lucero

i. ECHO Project Updates

1. Phase I – Finish in Mid-February.
2. Phase II – Bidding out in April dependent on FFA funding. Partnering with Kirtland on routes, construction, etc.

ii. PNM Updates

1. Currently switch from red lines to blues. Sunport has two sources of electricity. In order to replace red line, they must be switched to blue lines.

iii. Jet Bridge Study

1. Aviation is conducting a study to determine refurbishment and/or replacement of its current jet bridges.
2. Study also includes gate analysis, which includes meeting with airlines to discuss future fleets.

- a. Gate A-14 is currently not usable. Part of study will be to determine if it can be used or should be repurposed as concession space that can be rented out to potential vendors.

3. Questions from Board:

- a. What are the considerations for which jet bridges are used by airlines?

- i. Dependent on the lease of the airline and traffic. Usually stick to same gate but some mix and matching does occur as needed.

- ii. There is a current refurbishment of Gate B1 due to much needed maintenance. This should be completed in March-April.

1. Purchase Order for refurbishment was created in December.

- b. Is there usually planned maintenance on the jet bridges?

- i. There is constant maintenance, however, due to the age of the jet bridges, Aviation needs to look into refurbishment or replacement.

- c. Age of the jet bridges?

- i. Late 80s, early 90s. Thus the need to look into refurbishment/replacement.

- d. What would the cost be to replace rather than refurbish?

- i. Would require a huge phasing plan, which would be determined after the study is completed. In addition to cost, scheduling would be a huge factor regardless of refurbishment or replacement.

- e. Approximate price of new jet bridge?

- i. Replace all jet bridges would be \$30 mil total, \$2-3 million per piece.

- ii. Need to consider new technology within jet bridges that allow ground handlers to better navigate bridge to plane.
  - iv. Aviation Airspace Day at Roundhouse Jan. 30<sup>th</sup>
    - 1. Sunport will be one of the sponsors and have a table set-up.
    - 2. Sunport will also be hosting a Reception on Jan. 29<sup>th</sup>
  - v. TSA Updates
    - 1. Question from Board:
      - a. TSA announced 15 airports with facial recognition, is the Sunport one of them?
        - i. No notification of that. Hard to make TSA more efficient than they are already at the Sunport.
  - vi. Double Eagle II Updates
    - 1. Issues with break-ins and people walking across approach end of 4<sup>th</sup>. Walking down Power Line Rd, broke in to building.
      - a. Looking into fencing project. Expansion to Shooting Range Rd and from homeless shelter up to Double Eagle.
      - b. Will be adding signage out there to warn of airport.
    - 2. Questions from Board:
      - a. Is this shelter an actual shelter?
        - i. Used to be youth juvenile center, but now is a homeless shelter with bussing to and from.
      - b. Is the fencing going to be similar to Springer, NM airstrip?
        - i. That fencing was constructed to keep out wildlife.
- d. Project Overview – Hartwell Briggs
  - i. Elevator Project Updates
    - 1. B Concourse Elevator finishing Jan. 24<sup>th</sup>. Elevator to allow evacuate mobility impairments in the event of an incident.
    - 2. Questions from Board:
      - a. Is there something in Concourse A?
        - i. Yes.
      - b. This is an elevator from the Concourse level to the Ramp level?
        - i. Yes.
        - ii. Evacuation dependent on situation, Aviation Police would be escort, facilitate.
      - c. Will PA system be in place to tell people to go to B Concourse?
        - i. Part of new Security Project. All new speakers on baggage claim level. 4 weeks to complete and tie to amplifier. As this is an old system, Aviation turned speakers up and can be heard from garage.

ii. Greater Security Project Updates

1. Speakers are part of this project. Responds to ambient noise level of terminal. Speaker will lower/raise volume to match the noise level of the area.

2. Questions/Comments from Board:

a. Will there boards in writing to show emergency?

i. There were some things put up for hearing impaired, but removed for TIP. For most part it would be airline and Aviation staff to assist people. Looking to install hearing loop that enhances sound for certain people who can't filter out sounds for those with hearing aids. This will be tested in a few gate areas. If positive response, will go from there.

b. Might be worth looking into to have enough screen for hearing impaired.

i. Advertising RFP closes Feb. 16<sup>th</sup> with writing for more digital media. One of features was to take control of screens to communicate updates.

ii. Marketing owns the FIDS (Flight Information Display System) monitors and can change those.

iii. The new WiFi system will have the opportunity to kick off and re-authenticate in order for passengers to receive message about emergency and get notifications. Have to opt-in and will do campaign to opt-in to receive notifications.

c. Not possible to piggyback off of Amber alert?

i. It is currently not feasible to use the same system

d. What level to get same as Amber Alert?

i. Currently doing study/research to find best system for airport.

ii. Find as many avenues as possible to get information out to public.

1. Suspicious Xbox. Used DoT Boards to avoid Sunport Blvd. As we keep going, learning, understanding what is working well.

e. Relationship with City/Governor communication system?

i. In constant communication with Mayor office communication team. They always open to help.

ii. Not much with Governor's Office. Not sure the City would want to us to relay directly to Governor's Office, would prefer to do that themselves.

f. Architecture for Passenger Paging?

i. System is capable, but we didn't buy the module. In previous ten years, used twice.

g. Would this help with grants with ADA compliance?

- i. All of discussion founded in compliance issues. A lot of these issues in compliance. Paging is definitely part of that.
            - ii. Striving for first class airport, excellence. Looking at gray areas and trying to make bright lines.
          - h. Speaker system cover entire airport?
            - i. Do not have speakers in garage. In other parts. New ones on bag claim, but will be expanding.
- iii. Girard Landscape Improvements
  1. Coming along. Beautifying stone feature walls in March 2020.
- iv. Few Projects in Design
  1. Remote Communication Center/Operations Center for remote server. Duplicate of airport operations servers in design phase.
  2. New Concessions area to enhance retail experience at the airport. Selection Advisory Committee getting together.
  3. New Field Inspection station for Customs. Schematic almost complete. Start with one gate with possibility to expand to two. Facility for international flights.
- v. TIP in Public View
  1. What is the estimated time of completion?
    - a. March 31<sup>st</sup>, 2020. Light delivery issue. Lights have been failing. Manufacturer coming out with plan to fix them. Problem with previous subcontractor affecting current project. Issue with code lighting. Failing due to excessive heat buildup.
      - i. Alaska sign on departures is burned out.
    - b. Project has been complete for a long time, but until all issues resolved, cannot complete because then contract closes that foreclose actions that can be taken. Media hammers on that, but can't say its complete. Large scope project, all of it is complete except for these final components. Close project, warrants start to run.
  2. Reporter has been writing balanced articles, then Op-Ed was released by Board.
    - a. Not much can be done about op-eds.
    - b. Reporter wrote good article about Sunport. What public doesn't understand is aesthetic has been completed for over a year. Marketing team has been responding.
      - i. Reporter approached Sunport with IPRA. She writes about City Government. She IPRA's and then writes a story. She reaches out to get responses from Sunport.

e. Business Development

i. Air Service

1. Allegiant Flight to Orlando. One of our higher destinations.
2. Southwest seasonal direct to San Antonio. Test market with us, encouraged same will happen with San Antonio as Austin and San Jose. Flights to Austin doing really well.
3. Allegiant we are at 50/50 destination for Austin & Vegas. Potential to become destination for Allegiant.
  - a. Government & Community Affairs gave presentation to Albuquerque Stakeholders. Great stake holders in room. Good response. Sam's donations from Allegiant.
4. Air Service Consultant going out to RFP. Scope completed. Send out. Plan before we jumpstart in June.

ii. Finalizing CBRE Agreement for ACE

1. Start creating marketing materials and listing ACE for us. Need Council Approval. Priority at City as well at Sunport.
2. Expertise will really help us bringing airport property people to sell ACE.
  - a. Have not heard anything back from two other projects. Put on pause.

iii. Advertising RFP closing.

1. Responses by January 16<sup>th</sup>. By end of February have same or new one. Selection committee will review next week.

iv. Double Eagle II study.

1. See what potential is, what economic development looks like. Bring in manufactures. Study will be completed by end of May. Looking to use to make a strong case for Department of Transportation to focus on West side development.

v. Sam's Academy Partnership

1. Able to help out in crisis due to teacher raises. Costs they didn't anticipate. Because 20% of students are aeronautic students, able to give 20% discount. Their Board is voting on new lease, encouraging expansion of aviation program. Will go to council for approval.

vi. Board Updates & Questions:

1. Frontier & Allegiant stopped for January. Back next month.
2. Delta updating Airbus jets.
3. Jetblue updating Airbus jets.
  - a. Current red eye doing well in Albuquerque to New York. Potential for more East Coast traffic in future.
4. Netflix bringing full staff here next year. Executives are unhappy with lack of LAX available flights. Negotiations?
  - a. Southwest knows what is going on. Talking about creating more non-stops between LAX and ABQ. Southwest pulled back and United pulled out altogether, but Delta & American filled in.

5. American will drop Dallas flight for about three weeks in February. Will add Chicago flight. April will add 9<sup>th</sup> Dallas flight.
6. Alaska will upgrade Portland flight to Airbus 319.
7. Avatar airlines will not be going anywhere. Want to is Boeing 747 for all flights. Learned from Tower Air that is not model that works.

f. Public Relations – Jonathan Small

- i. Positive media coverage with San Antonio & Orlando announcement. A lot of coverage in Holiday season. Sustainability picked up and recognized. Water filling stations been very positive. Story to pitch: two of K-9 units have been selected to sweep before Super Bowl.
- ii. Real-ID public awareness campaign. TSA/MVD for joint campaigns for Real-ID fair to get Real-ID. “Without the Star, you Won’t go Far.” Have Mobile Unit here will make convenience easier for both passengers and employees.
- iii. Marketing agency with Fresquez to help promote airport properties, joint campaign.
- iv. Options for web developers to re-develop website.
- v. Finalize agreements with key partners with media buys.
- vi. Feature New Mexico True vendors at Airport. Black Mesa is considered NM True vendor. Event in Great Hall. Media Coverage.
- vii. Visit Albuquerque for cooperative marketing campaign for airfare. Can do some of the out-of-market stuff Aviation cannot do.
- viii. Board Questions:
  1. Sanitizer issue – beige on beige. Most likely an architecture preference. Look into it. See what Nyika has to say.
  2. Projection above escalators. One of the projectors needed repaired. Need to install and repair. New content is coming. Feature various sites throughout New Mexico. Welcome video.

V. On-Going Business

a. General Aviation Sub-Committee

- i. Impromptu meeting yesterday. Established need more Board presence on committee. Open up to anyone else who might be interested in joining. Quarterly meeting. GA stakeholders to air grievances. Make sure GA issues are heard by Board and properly addressed by Aviation. Robust agenda. Give chance to address short and long-term. Start in April then do Quarterly meetings.

VI. New Business

a. Photoshoot AAB – pending full Board attendance

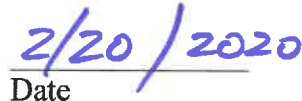
- i. Not all here. Put off until March Board Meeting under Ongoing Business

VII. Visitors Comments/Questions

- a. Annual Meeting of the Board
  - i. Four things Need to be Addressed as New Business:
    1. February Elections,
    2. Rules of Conduct & Procedure need ratified (send to Advisory Board for review prior to next meeting)
    3. Set Time of Meeting & Number of Meetings
    4. Submit an Annual Report
      - a. Marissa Elias will complete the Annual Report from Board to Mayor/City Council, will be reviewed by Jay Carrizales,
      - b. Last Report in Binders
- b. Sunport Master Plan – Kirtland Airforce Base
  - i. Master Plan updated due to comments from City Council. Would like to see what updates were.
    1. Negligible. New Administration wanted to focus on more airlines. Nothing to do with changes to Airfield. Still at Council, not whole plan. Scott Gwiazda was there and aware.
  - ii. Send out Master Plan to Board. Double Eagle II not in draft, but Sunport is due to awaiting Council approval.
- c. Verizon & Cell Phone Carriers Increasing Base Coverage – Kirtland Airforce Base
  - i. Not sure it will impact Aviation, but heads up.
  - ii. Micro-cells on buildings.
  - iii. Aviation talking about bringing in 5G.
- d. Enhanced Use Lease – Kirtland Airforce Base
  - i. Gibson to Truman. Finalizing Environmental Assessment. SDL for EUL. Asking tenants to look at EUL as well as ACE for future projects.
  - ii. Approached by Jim about North Grumen into ACE and access to Base.
    1. That is the project put on pause. Believe it is due to new construction costs. Will reach out if that project does move forward.
      - a. Security forces hasn't given approval for that gate. On hold due to low numbers.
    2. CBRE representing as well.
      - a. Provide contact at CBRE to Kirtland to get building over there.

VIII. Adjourned – Truitt, Ferguson. 10:15 AM.

  
Jay Carrizales, Chair

  
Date