

*AIRPORT ADVISORY BOARD MEETING  
Double Eagle II Airport  
Conference Room  
Thursday, October 20, 2016 (9:00 AM)*

*Advisory Members – Present:*

Orlando Esparza  
Joseph Grasso  
Jane Lucero  
Raymond Salazar  
Lee Truitt  
D'Auna Wood  
Jon Word

*City Personnel and Guests:*

Erika Anaya  
Scott Gwiazda  
James D. Hinde  
Daniel Jiron  
Phyllis Keller  
Sarah Lee  
Peter Pierotti  
Jack Scherer

*Advisory Members-Absent:*

Tom Valdez

- I. Call to Order: Orlando Esparza called the meeting to order at 9:00 a.m.
- II. Changes/Additions to Agenda: Orlando Esparza no changes to agenda.
- III. Approval of September 15, 2016 Airport Advisory Board Meeting Minutes: Orlando Esparza requested a motion to accept the meeting minutes as written. D'Auna Wood made the motion. Lee Truitt seconded the motion. Motion carried unanimously.

IV. Reports

*Reports/Updates ~ Jim Hinde*

- Air traffic has been great prior to Balloon Fiesta. And still getting high numbers.
- ACE construction bid was yesterday.
- Surveillance Bond interview with S&P on our bond ratings. They said if we would've shown a little more growth our bond rating would be higher.
- Had our final public meeting for the Masterplan Update meeting.

*Finance ~ Phyllis Keller*

- Expense analysis by department:
  - ⊙ 1<sup>st</sup> quarter of FY 2017, three months (July-September) is 25% of the budget. Expense budget should be at 25% but is lower at 16.34%
  - ⊙ All departments are performing under budget as a whole
  - ⊙ Administration is at 14.72%
  - ⊙ Airfield is at 15.62%
  - ⊙ DEII is at 12.84%
  - ⊙ Airport Operations is at 13.90%
  - ⊙ Terminal Building Maintenance at 18.56%
  - ⊙ Airport Parking at 13.52%
  - ⊙ Car Rental Facility at 11.87%
  - ⊙ Aviation Police at 17.65%
  - ⊙ Information Technology at 17.71%
  - ⊙ Total Aviation Operations came in at 16.04%
  - ⊙ Including General Transfers, total expenses by department is 16.34%
  - ⊙ Which is \$10.1 million
  - ⊙ Compared with total operating revenues of \$15 million for the 1<sup>st</sup> quarter
- Expense analysis by account:
  - ⊙ 1<sup>st</sup> quarter of FY 2017, three months (July-September) is 25% of the budget
  - ⊙ Total operating expenses for the 1<sup>st</sup> quarter are 16.34% or \$10.1 million
  - ⊙ Salaries at 17.52%
  - ⊙ Operations at 13.71%
  - ⊙ Transfers at 16.23% gives us
  - ⊙ Total direct expenses at 16.04%
  - ⊙ Including Transfers to other Aviation Funds gives us Total Operating Expenses at 16.34%

- Revenue analysis:
  - ⊙ 1<sup>st</sup> quarter we have received 24% of the budget. Revenue received in the 1<sup>st</sup> quarter is \$14.9 million, year-to-date is at \$14.9 million, and we budgeted \$62 million which puts us at 24%
- Pie chart:
  - ⊙ Calendar year-to-date: monthly enplaned is a 3.6% increase from the same month one year ago. Also, monthly deplaned is a 5% increase from the same month one year ago.
  - ⊙ Bar graph shows a total increase of .7% which consists of an increase of .9% enplaned and an increase of .5% deplaned.
  - ⊙ Control Tower counts at the Sunport has an 8.3% increase compared to the same calendar months one year ago..
  - ⊙ DEII has a 4.7% increase compared to the same calendar months one year ago.
- Standard and Poors rating. Pam wanted me to draw your attention to our credit strengths. We have a low debt burden and we have strong financial metrics at the airport particularly total debt service coverage and liquidity. Our credit weaknesses are our declines in enplanements. On page 4 of the Standard and Poors Summary, this is the first time that the rating agency would raise our rating if our enplanements levels would rise.

*Public Affairs ~ Daniel Jiron*

- K-9 ambassador story on TV.
- ABQ Heading Home is doing very well.
- A story on Marshall regarding City Policy.
- Will get a release out on the Standard & Poors by the end of the week.
- Allegiant started service to LA a couple of weeks ago and is going very well.
- The Plane Pull went out really good. There were 18 teams.
- Roundtable we are hosting will be November 15<sup>th</sup> and 16<sup>th</sup>.
- Marking Communication Conference in Salt Lake City early November.

*Project Overview ~ Jack Scherer*

- Snowbarn completed and turned over to Airfield.
- Employee parking lots project awarded and will be meeting with the contactor. Work will start January and will take about 10-11 months.
- Mechanical penthouse redesign will end at the end of November.
- Access Control was moved to the east side of the Great Hall and reconstruction of the current space has begun. The project should be completed by the end of January.
- IT has relocated to their new space behind the Tia Juanita's restaurant.
- Family Assistance Center almost complete delayed by about 3 weeks.
- Sandia Hanger demolition is now complete and we explore our options for the property.
- Sunport Roadway Signs project will be re-bid on November 15, 2016.
- TIP it will be like an 800 lb. gorilla for the next 2 years. Pre-proposal conference next Wednesday 11/8/16 the due date will be 11/19/16. They will have about a week to ten days to evaluate and recommend a general contractor. Would like to have a contractor on board by the 2<sup>nd</sup> week of December.
- NM Department of Public Safety hanger project is currently in the design phase. We hope to start construction in the 2<sup>nd</sup> quarter of 2017.

*Operations Overview ~ Scott Gwiazda*

- Snowbarn complete half and half moved in.
- Earlier this month was our Snow committee meeting briefed all the airlines and tenants.
- Terminal ramp project should be complete by the end of the week except for a few areas.
- Airfield project January – February Taxiway Mic3 project will last about 6-8 weeks.
- Decouple FAA project.
- Molzen-Corbin Runway 2-1 sent to FAA for approval.
- Re-badging still on target for 11/16/16 date.
- Airfield spill prevention and storm water training.

V. On-Going Business

- Board Member Election for Chair position ~ Board Members
  - ⊙ Nominations: Orlando Esparza was nominated by all the board members for the Chair Position.

- ⊙ Nominations: Jon Word was nominated by all the board members for the Vice-Chair Position.
- Discuss any questions regarding the TIP.
  - ⊙ Brief the Mayor's office on who was selected. Only gets sent up for review.

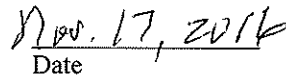
VI. New Business

- The board would like an input on the Sandia Hanger use. Sandia interest from Jon Word.
- Agenda item: Sandia Hanger and Cutter Security.
- Southwest Airlines did a survey – follow-up with station managers.

VII. Visitors Comments/Questions

The meeting was adjourned at 10:13 a.m. Motion by D'Auna Wood, seconded by Joseph Grasso. Motion carried.

  
Orlando Esparza, Chair

  
Date