

*AIRPORT ADVISORY BOARD MEETING
Thursday, May 21, 2020 (9:00 AM)
Via Zoom Conferencing
Minutes*

Advisory Members - Present

*Jay Carrizales
Jim Maddox
Fred DeGuio
Anthony Gallegos
Dr. Marie Lobo
Marissa Elias
Day Hochman-Vigil*

Advisory Members Absent:

*Lee Truitt
William Ferguson*

City Personnel & Guests

*Nyika Allen
Richard McCurley
Steve Petty
Peter Pierotti
Josh Castellano-Gonzalez
Phyllis Keller
Hartwell Briggs
Lisa Leyva
Jonathan Small
Jane Lucero
Janet Aranda
Joe Grasso
Tim Gorman-Bode
Steve Maruffo – Atlantic
Thaddeus Glenn – Clear Channel*

- I. Call to Order - Jay Carrizales, Chair, called meeting to order 9:02 am
- II. Changes/Additions to Agenda: None
- III. Approval of February 20, 2020 Board Meeting Minutes ~ Jay Carrizales, Chair
 - Motion Dr. Marie Lobo for approval as circulated, 2nd and passed
- IV. Reports
 - Reports/Updates & Business Development ~ Director Nyika Allen
 - Introductions
 - Presentation: COVID-19 Recovery & CARES Act Spending Plan (Presented to City Council)
 - Albuquerque Air Traffic Landscape
 - Revenues
 - COVID-19 National Impact
 - Estimated Enplaned Passenger & Financial Impacts
 - COVID-19 Airport Recovery Plan
 - Implement O&M Expense Reductions
 - Delay Non-Essential Capital
 - CARES Spending Plan
 - Tenant Relief Programs
 - Tenant and Passenger Communications
 - Heightened Cleaning & Sterilization Procedures
 - Perform Preventative and Routine Maintenance
 - Funding Opportunities and Additional Revenue Streams
 - CARES Act Grants for Airports
 - Act includes \$10 billion in funds for U.S. airports affected by prevention of, preparation for, and response to the COVID-19 Pandemic
 - Sunport awarded \$19.7 million in grants
 - Administered by FAA

- Expenses paid up front by Sunport; followed by submission of expense documentation to FAA for approval and reimbursement
 - Grant not provided in lump sum
 - Funds may be spent on airport expenses on or after January 20, 2020
 - Airports have four years to spend funds
 - Sunport plans to use all grants by end of FY2021)
 - Airports required to employ through 12/31/2020 at least 90% of the number of individuals employed as of 3/27/2020
- CARES Spending Plan
 - Framework for prioritizing use of funds
 - Fund public area O&M Expenses that would have been paid by decreased revenues
 - Fund terminal & airfield O&M Expenses
 - Fund rental car shuttle bus and O&M Expenses
 - Reserve amount to be used if revenues from Sunport tenants are not received
 - To pay Sunport debt service
- Tenant Cash flow Relief Programs
 - Offer flexibility to operate modified hours and/or close locations
 - 3-month rental deferral
 - Repayment begins August 1
 - Time to repay
 - No interest
 - Estimated 3-month tenant deferral to be repaid
 - Estimated Sunport 3-month revenue loss due to decline in activity
- Funding Opportunities & Additional Revenue Streams
 - Funding Opportunities
 - Voluntary Airport Low Emissions Program
 - Airport Zero Emissions Vehicle (ZEV) and infrastructure Pilot program
 - Maximize FAA AIP grants for airfield
 - Revenue Opportunities
 - ACE Tenant
 - Other land leases
 - Cargo expansion
 - Distributed antenna system (DAS)
- Deputy Director Richard McCurley (Landside)
 - Enterprise Asset Management
 - Start of assessment/study/recommendations, late June
 - Computerized Maintenance Management System (EAM enterprise asset management with CMMS)
 - How manage current assets
 - Life cycle tracking assets

- Compatibility
 - Fiscal
 - Regulatory Requirements
 - Will benchmark with other airport (small, medium and large)
 - Will provide recommendations and guidance to improve operations
 - Example: N4 and Maximo – in comparison to what we have; gain efficiencies to avoid double entries and streamline processes; obtain productivity reports
 - Life cycle - capital budget management; look at financial performance and conditional performance to phase into five year capital plan
- Deputy Director Steven Petty (Airside)
 - Airport Notification System
 - Contract with Everbridge
 - Notify every badge holder to receiving emergency notification; implementation phases ; online and live mid-June
 - Terminal Vehicle Barriers
 - Ballards to prevent vehicles to come into lower level; obtain explosive proof trashcans;
 - With TSA and Molzen Corbin; good time to get in there with less passengers
- Finance ~ Josh Castellano-Gonzalez
 - COVID Revenue Impact
 - COVID Expense Reduction
 - CARES
 - FY2021 Budget
- Operations Overview ~ Jane Lucero
 - Operations on normal schedule due to reduced traffic
 - Wildlife Hazard Assessment ongoing
 - Onsite surveys started last month
 - Maintenance on airfield (getting a lot completed)
 - 139 inspection tentatively scheduled end of June
 - Pending HQ guidance
 - Have 15 months to complete (latest – August)
 - 2020 Sunport/AEG Capital Improvement Projects Scheduled
 - Taxiway E Phase one –Opened in April
 - Phase 2 – Open bids Tuesday-currently being evaluated
 - GA perimeter fence – finalizing plans
 - Signage – Airfield rehab
 - First section complete
 - Order for second
 - Jet Bridge Study – on-going
 - Double Eagle II fence – opened bids last Tuesday, evaluating bids
 - FAA grant next few weeks
 - Jay – update on PNM wiring

- Jane – date pushed up
 - Currently conducting planned power outages
 - Jay – update on audit stats
 - Jane – reviewed yesterday and will follow-up next meeting
 - Marie – Update COVID-19 related grants for Double Eagle II
 - Nyika – separate allocation for DEII (69K to maintain staff)
- Project Overview ~ Hartwell Briggs
 - TIP – Definite path forward for completion
 - Lighting programming underway
 - Wrap up end of July
 - Concessions
 - Architecture firm selected
 - FBT Architect being recommended to Mayor
 - Sunport 1
 - Girard Park (east side)
 - Scheduled to east side wrap up in June (open to public)
 - Admin Suite
 - Scheduled to complete end of May
 - RAC Improvements
 - Repaving ready - return lot
 - Provide new canopies for tenants w/solar panels
 - Customer Service Facility / net zero facility
 - B Concourse Elevator
 - Completely closed and operator functional
- Business Development ~ Lisa Leyva
 - Development update
 - Nyika's press release went well
 - Intent to Travel Survey
 - Out next month
 - Gauge the local community
 - Marie – who targeting for survey
 - Collaborating with business organizations such as Albuquerque Business First; Albuquerque Economic Development
 - Marie are you targeting UNM
 - Lisa -Yes, can push out with community partners
 - Collaborate w/Marie
 - Fred – Allegiant update –
 - Lisa - still testing market with us
 - Fred – Delta update –
 - Lisa – Delta has been aggressive with social distancing, taking extra measures
 - Delta continues to participate on several calls
 - Fred – possibly more traffic from Santa Fe
 - Lisa – has seen a uptick in shuttle companies to Santa Fe
 - Relief Requests
 - Looking at non-aeronautical revenue
 - Air service development-moving forward

- Economic Development
 - Working with five leads
- Public Relations ~ Jonathan Small
 - PR during COVID-19 (last 2 months)
 - Shifting to recovery messaging
 - Press conference last week went well
 - Focus on passenger & employee safety, informing public of new policies, etc.
 - Social distancing floor decals
 - Signage throughout terminal
 - Albuquerque Business First - PSA
 - Ad campaigns resuming June 1
 - Social Media
 - Provided information on postponed flights
 - Preventative measures – “when ready to travel we are ready for passengers”
 - Full page ad ABQ Biz 1st 5/29;
 - Chile Flight
 - Aerial salute first responders and essential workers

V. On-Going Business

- General Aviation Sub-committee (GAS)- Joe Grasso – no updates
- Photoshoot AAB – Pending

VI. New Business

- Day – Director Allen was married this past weekend; Congrats

VII. Visitors Comments/Questions

VIII. Next Meeting Date: - June 18, 2020 ~ TBD

Moved to close @ 1010 am

Passed


 Juan J. Carrizales
 Chair, Albuquerque Airport Advisory Board

16 JUL 2020
 Date

Zoom call in information:

Nyika Allen is inviting you to a scheduled Zoom meeting.

Topic: Airport Advisory Board

Time: May 21, 2020 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

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