



**MEETING FACILITATED VIA ZOOM
DUE TO COVID-19**

**Airport Advisory Board Meeting
Thursday, July 15, 2021 9:00 am
Zoom info below**

MINUTES

Advisory Members – Present

Dr. Marie Lobo, Chair
Anthony Gallegos, Vice-Chair - remote
Fred DeGuio
William Ferguson
Day Hochman-Vigil – Remote
Jon Word - Remote
Jay Carrizales – late/remote

Advisory Board Members – Absent

Jim Maddox
Marissa Elias

City Personnel & Guests

Nyika Allen, Director
Steve Petty
Richard McCurley
Peter Pierotti
Lisa Leyva
Vicki Schwab
Janet Aranda
Hartwell Briggs
Elizabeth Armijo (Commander)
Chris Albrecht

Guests

Janet Cunningham-Stephens
Phillip Jurgensen
Tim Gorman
Damian Lara
Brett Shank - Parsons

- I. Call to Order Dr. Marie Lobo, Chair
- II. Changes/Additions to Agenda - Dr. Marie Lobo, Chair
- III. Approval of June 17, 2021 Board Meeting Minutes ~ Dr. Marie Lobo, Chair
 - a) 6/17/21 - Minutes circulated to Board. No edits offered
 - a. Motion to approve, second, all in favor, unanimous
- IV. Reports
 - A. Reports/Updates ~ Director Nyika Allen
 - Hybrid Board meetings as long as board would like want to offer
 - Large Netflix production at airport, not allowed to communicate; nice to have us as shining start Netflix series, non-aeronautical revenue
 - Awarded final grant related to COVID recovery; American Rescue Plan act \$19M Sunport; \$69K Double Eagle; concessions funding through us; reimbursement is up to \$2.2M; working with Josh to determine allocations; \$48.8M grant funding last year; not all money lost, but close; we have 4 years to spend; fill in the gaps; \$12.8M drawn down; to salaries, and rental car shuttle, etc.
 - Working next month to get that into City Council to get appropriated.
 - Just finished rental car RFP; closed end of June; able to open negotiations; have 2 new entrants; one entrant leaving thru bankruptcy; NM Rental Car, Sixt



NM Rental Car company; lost Advantage; awardees to Council in August; working with rental car companies to determine spot a locations; goal to be functional before balloon fiestas; entire RFP rebid; 20 year contract; Master concession contract divided into multiple concessionaires; we decide where they are located; they have preference to select their spot in order of market share; ready rental car space; selected first, then move down line by market share; we did not have them bid for minimum annual guarantee; now first year of annual payment; 10% annual sales; industry as whole moving different way to bid; historically have let companies out of minimum annual guarantee; Sixt is large operator ; nm rental car now large;

- B. Deputy Director Richard McCurley ~ (Landside)
 - Update Construction Projects
- C. Deputy Director Steven Petty ~ (Airside)
 - Security project coming to close
 - Taxiway E – on track for September opening; working with KAFB to get this done
- D. Fiscal Manager ~ Josh Castellano-Gonzalez
 - Revenue didn't meet revenue last year 91%; doesn't includes grants; carried us into next FY; Admin Program, Finance came in final at 76% funded for the year; due to CAREs \$857K salaries posted; operating and maintenance area in at 77% expended for the year; transfers budgeted at 100%; move some back we didn't meet thresholds for hire; finished year on target;
 - Marie commend the team for managing and coming out this well given economic stresses over the past year; good job!
 - Josh we cut 10% and didn't overspend; \$2.5M; Portion is indirect overcharge; \$150K fire; all services that the City provides to use; HR, Accounting, IT, anything we touch the city, we pay for; Fire does not charge anyone else; Peter – it creates a burden, gross receipts does not replenish
- E. Operations Associate Director ~ Jane Lucero – Out - Steve Petty Reporting
- F. Business Development Manager ~ Lisa Leyva
 - Netflix production; Jonathan outstanding job coordinating efforts all departments; Netflix happy with communication; negotiated with Nyika payment
 - PR out of market campaign release; picked up my different news sources; all campaign picked up and shared advertising on channel 13 and couple stations; #8 cities ID'd; teaming up with analytical and bookings and how translates
 - Travel tips PR and recent air services; SWA - San Diego able to book September and October; not set in stone, still adjusting; announced back in Nov; firm; holding off Sept/Oct
 - Next week UVC press release – UV in HVAC units that help spread of disease; team up with manufacture press release next week.
 - Business development; - Advertising brought in house; sold #17 add spaces in airport \$100K annually in 6 months; done with in-house assets; \$17K monitors for #14; other airports have reached out to us as; previously, Clear Channel leasing our walls and only 50% revenue;
 - Hired a full-time marketing person; Marketing Coordinator; joins us week of 9/1/21;
 - RFP air service consultant; time for us to build strong business cases for direct routes; within next 4 weeks



- Contracts – continue walk thru; compliance ensured; tenants and Building Maintenance, and Risk Management
- Jon W –private opportunities; govt competing with private industry;
 - Lisa unique position to have business minded folks; Covid presented opportunity to bring in house;
 - Nyika trend nationwide; what areas airport wants to take over; worth conversation; (e.g., some places have private janitorial private advertising, etc.), fluctuates with economy and current providers doing their job here; always making those decisions always new opportunities for private opportunities; Marie how much business from Amarillo? Lisa L we don't have drive market data; Visit Albuquerque does more analytics based off of zip codes
- ACE update – Nyika, easement and consideration agreements being sent for signature; have been negotiated; PNM start construction substation August; primary focus to service Sunport and surrounding businesses, regardless of what businesses are here; negotiated for us due to lack of redundancy; Orion was component, but we are driving factor.
- Fred not a lot of change; Atlanta for August, Delta; Delta discontinue to Minneapolis after Labor Day; American Airlines drop one flight to Dallas 5am; United Sept 5th flight Houston; United extra flights LA; balloon fiesta; Aveo announced close 3 cities; Lisa L, anytime we have something out on-air service info is from airlines, we try to be conservative on what we send out.

V. On-Going Business – Jon W Netflix how disruptive? Lisa we made sure minimum disruption is minimal for partners; reminded Netflix we are an airport first

VI. New Business; Marie - subcommittees reconvene; will send email to mayor's office re: continue mixed format; discuss in August

- a) Janet Cunningham-Stevens, KAFB; subcommittees; prefer in person
- b) Marie will look at members in subcommittees
- c) Day – in person preferable; continue hybrid; send subcommittee assignments; Nyika's team is incredible; one of best run airports in the country
- d) Fred -EP diversions; do we carry cots or blankets? Nyika usually the airlines do; we may have some; secure side is closed; if this occurs, we make special arrangements for folks to stay on secure side; try to get folks in hotel

VII. Visitors Comments/Questions

Move to adjourn, move, second, passed unanimously 10:05

Next Meeting Date: - August 19, 2021, 9am ~ via Zoom Conferencing

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8/19/2021 | 7:09 PM MDT

Marie L. Lobo, Chair

Date