

SALT LAKE CITY DEPARTMENT OF AIRPORTS MINUTES OF ADVISORY BOARD MEETING

January 16, 2019

Members Present: Larry Pinnock, Chair
 Arlyn Bradshaw
 Wade Bitner
 Roger Boyer
 Theresa Foxley
 J.T. Martin
 Karen Mayne
 Cyndy Miller
 Steve Price
 Jim Riding

Mayor's Office: Patrick Leary

City Council Office: James Rogers
 Russell Weeks

Department of Airports: Bill Wyatt, Executive Director
 Treber Andersen, Operations Superintendent
 John Buckner, Director of Administration & Commercial Services
 Brian Butler, Finance Controller
 Ed Cherry, Chief Information Officer
 LuJean Christensen, Administrative Assistant
 Medardo Gomez, Maintenance Superintendent
 Brady Fredrickson, Director of Planning & Environmental
 Marco Kunz, Attorney
 Kevin Robins, Director of Engineering
 Al Stuart, Operations Superintendent
 Nancy Volmer, Director of Public Relations
 Mike Williams, ARP Program Director

Larry Pinnock called the meeting to order at 8:00 am.

AGENDA

A. Minutes

The motion was made by Karen Mayne and seconded by Wade Bitner to approve the minutes of November 14, 2018 with the correction of Ryan Tesch, Director of Finance. All votes were affirmative; motion passed.

AGENDA

B. Director's Report

Bill Wyatt, Executive Director, updated the Airport Advisory Board regarding current events.

- Wyatt updated the Board on the status of the furloughed government employees and the impact to the Airport. Currently the Airport has not been affected but that may change the longer the employees are furloughed. The Airport and Airport community are looking at ways that we can legally help to alleviate some of the stress. Several of the concessionaires are providing meals and the Airport will be sponsoring a BBQ today. Airlines are alleviating staff pressure by taking on roles that aren't specifically security relative. Several of you have reached out to see how you can help. It's complicated for a couple of reasons, 1) the nature of federal employment and the ability of federal employees to work outside their assigned role and 2) normally during situations like this a call would be placed to TSA headquarter but currently there is nobody to talk to. Items like prepaid gas and food cards are appropriate. Mayor Biskupski is exploring the idea of low or no interest loans. We are going to do everything we can to help relieve the extraordinary pressure that is being applied to a work force without which we cannot operate the airport.
- Wyatt stated that the Airport continues to experience high passenger volumes.
- Wyatt informed the Board that the Airport Redevelopment Program is on time and on budget.
- Currently the Airport is going through the budget process. The budget will be increasing as preparations are being made to operate in the new facility. Added FTE's and equipment will impact and increase the budget.

Pinnock stated that other airports are having to consolidate and shut down terminals as a result of the government shutdown. Pinnock wondered if there was any indication that Salt Lake City would need to take this measure. Wyatt answered that it depends on a couple factors. The first factor is there something that is driving people to call in sick or leave early. The second factor is how the airport is designed. Salt Lake City fundamentally has three checkpoints. Two of the checkpoints are large. Over the next couple of weeks the Airport will struggle. The uncertainty of not knowing how long the furlough will last will drive people away.

Mark Lewis stated that they are extremely grateful with the partnerships that we have with the stakeholders here at the Airport. We have had many meals provided by carriers, passengers, members of the community and the Airport. We are starting a food pantry to which employees who are struggling can access. The attitudes are good now but the employees are running out of resources. They are dedicated but at some point they have to feed their families and take care of themselves. Mayne commented that the furloughed employees are financial hostages and we need to do everything we can to help. Mayne encouraged the Board members to use every network they could to help. James Rogers suggested that Mayne check with the state to see what they are doing or could do. Rogers informed the Board that the Mayor is looking at the option of low interest loans and wondered if the State was looking is at options like this. Mayne answered that she would check into it.

Discussion ensued on options to help the furloughed government employees.

C. Airport Redevelopment Program (ARP) Update – Mike Williams, ARP Director, SLCDA

Mike Williams, Airport Redevelopment Program (ARP) Director, presented an update on the ARP (presentation on file). Main points included were:

- CGMP #4 – Landside and Airside enabling status
- CGMP #5 – Terminal/South Concourse West/Gateway status
- CGMP #6 – Roadways/Parking Garage/Central Utility Plant status
- CGMP #7 – Baggage Handling System status
- CGMP #9 – Apron Paving – Taxilane 20/21
- CGMP #9A – SCW Apron Paving and Hydrant Fueling status
- CGMP #15 – NCP Phase 1 enabling
- CGMP #16 – NCP Phase 1
- NCP Baggage Handling System Phase 1/Phase 2
- NCP Apron Paving/Hydrant Fueling
- Job progress photos
- Project statistics
- Near term schedule
- Overall Airport Redevelopment Program budget

Roger Boyer wondered what was included in the \$7 million worth of revisions on CGMP #5. Williams answered that it was comprised of scope changes which included changes to support the North Concourse Program, changes to the sterile corridor, expansion of the Delta Sky Club, expansion of sky deck area, and automated docking system.

Jim Rider asked if the remaining Owner Reserve of \$14,348,827 is not enough, where will the additional funding come from. Wyatt stated that there will be a budget adjustment required at some point along the way. We have enough currently to get us through opening of Phase 1. It would be a budget adjustment and we would fund it through debt.

D. Public Meetings Training – Marco Kunz, Senior City Attorney

Marco Kunz, Senior City Attorney, presented the “Open and Public Meetings Training” which is required by the State law to the Board (presentation on file). Main points included were:

- Notice of meetings annual schedule, and posting requirements.
- Records of open meetings, both written minutes and a recording, are required.
- Many situations are fact specific. If issues arise, please contact Kunz or someone at the City Attorney’s office for specific advice.
- All communications – emails, letters, etc. – are subject to GRAMA requests.
- GRAMA is all inclusive and extensive.

E. Ambassador Program – Nancy Anthon, Operations Manager Customer Service

Nancy Anthon, Operations Customer Service Manager, introduced the Ambassador Program to the Board (presentation on file). Main points included were:

- Volunteer Ambassador Program
- Statistics
- Recruitment Efforts
- Growth of the Program
- Training
- Locations of Ambassadors
- Uniforms
- Requirements
- Duties

F. Election of Board Chair and Vice-Chair

Pinnock called for a vote by acclamation on the nomination of Cynthia Miller as Airport Advisory Board Chair and for Steve Price as Vice Chair of the Airport Advisory Board for 2019. All votes were affirmative.

The Board Chair for 2019 is Cynthia Miller and the Vice-Chair is Steve Price.

Pinnock expressed appreciation for the honor and privilege to give public service and serve on the Airport Board as Chair.

Larry Pinnock adjourned the meeting at 9:22 a.m.

The next Board meeting will be held on February 20, 2019.

Cynthia Miller, Chair

Date

Jacqueline M. Biskupski, Mayor

Date