**SALT LAKE CITY DEPARTMENT OF AIRPORTS**

**MINUTES OF ADVISORY BOARD MEETING**

18 January 2017

Members Present: Igor Best-Devereux - Chair

J.T. Martin, Vice - Chair

Mickey Gallivan

Natalie Gochnour

 Cyndy Miller

 Senator Karen Mayne

Larry Pinnock

Excused: Sam Granato

Mayor’s Office: Patrick Leary

Department of Airports: Kevin Robins, Executive Director Designee

 Phil Bevan, Property Specialist

 John Buckner, Director of Administration & Commercial Services

 LuJean Christensen, Management Support Coordinator

 Medardo Gomez, Maintenance Operations Superintendent

 Pete Higgins, Director of Operations

 Marco Kunz, Attorney

 Allen McCandless, Director of Planning

 Joel Nelson, Property & Real Estate Manager

 Ryan Tesch, Director of Finance

Nancy Volmer, Director of Public Relations & Marketing

 Mike Williams, TRP Program Director

Chair Igor Best-Devereux called the meeting to order at 8:05 a.m. Best-Devereux announced that Robert Bergman had resigned from the Board and expressed appreciation for his service.

Best-Devereux acknowledged those in attendance and asked if there was a representative of the gathered union members in attendance. Best-Devereux inquired if there was an item on the agenda that they had a particular interest in and if there was, he was prepared to allow a couple of minutes for them to speak. Patrick Bierger, Southwest Carpenters, answered that there was not an agenda item that they were interested in. They understood that the bid for the interior package was due and they wanted to make a presence of local union carpenters. They understood that currently three contractors were bidding on the package. The contractors DAW and Standard had federally registered apprentice programs whereas Pete King did not participate in one. Bierger stated that DAW and Standard employees were local and part of the community and hoped the Board would consider this when a decision is made. Senator Mayne stated that this year she would bring legislation that would state the Airport Authority should make sure their procurement is umbrellaed under the State and City procurement regulations. Best-Devereux stated that this is an Advisory Board and that he appreciated the group’s attendance.

AGENDA

1. **Minutes**

The motion was made by Mickey Gallivan and seconded by J.T. Martin to approve the minutes of November 9, 2016 as presented. All votes were affirmative; motion passed.

1. **Director’s Report**

Kevin Robins, Executive Director Designee, updated the Airport Advisory Board regarding current events.

* Robins informed the Board that the Airport continues to have strong passenger growth. As of the end of November, our 12 month rolling average exceeded 23 million.
* Robins stated that the Airport had finished the process of meeting with the bond rating agencies. The Airport received favorable rating and that the expected schedule for pricing currently is February 8. The expected closing date of this first tranche of bonds is February 22.

Larry Pinnock asked if the tranche of bonds will be on an as needed basis and if the price is set going forward with each tranche. Ryan Tesch answered that is correct and the Airport envisions two more bond issuances probably in 2019 and 2021. It will be based on the progression of the construction and based on the needs.

1. **Fort Lauderdale Incident Update**

Craig Vargo, Police Chief, and Nancy Volmer, Director of Public Relations and Marketing presented an update on the recent Fort Lauderdale incident. Main points included were:

* Update on how the Airport responded to the incident using three main talking points. The first is that the Airport maintains a high level of security 24/7 to ensure public and passenger’s security. The second is that the Fort Lauderdale shooting appeared to be an isolated incident and Salt Lake City was not planning on making any changes in security. The third was to reassure the public.
* The goal of the crisis communication plan is to be accurate and credible.
* The Airport operates at a high security level at all times.
* The Airport has an emergency plan in place which is a cycle of planning, training, exercising, evaluating and taking corrective action to ensure the highest level of security.

Best-Devereux acknowledged that the Airport has a response process in place that is carefully thought out and refined but wondered if there was anything more the Airport could do to prevent an incident happening here. Vargo answered that current regulations and laws do not prohibit individuals from having a firearm in checked baggage. Airport police maintain a strong presence and will approach and talk with individuals.

Cyndy Miller asked if the State, County, City and Airport emergency responders were able to share the same radio frequencies, Vargo responded that they do.

J.T. Martin inquired if notification was given to the Airport police of weapons in checked bagged. Vargo replied that police do not have a role in that specifically unless there is an undeclared weapon found in a bag. The role is exclusively the TSA’s.

1. **Terminal Redevelopment Program Update**

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

* CGMP #3 – South Parking Lot/Quick Turn-Around/Remote Service Sites current status
* 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
* North Concourse Project status
* Overall program construction and paving sequence
* Overall capital program costs

Martin asked if the Airport is prepared and able to share information regarding the dewatering process here with future developers in the area. Williams answered that they are prepared and share information with colleagues constantly.

1. **General Aviation Update**

John Buckner, Director of Commercial/Administration, presented an update regarding general aviation (presentation on file). Main points included were:

* SLCDA System of Airports
* General aviation – corporate aviation vs. recreational aviation
* SLC east side property, general aviation zones, T-hangar summary, FBO’s and capital improvement projects.
* South Valley Regional Airport overview, T-hangar summary, operations, future development and capital improvement projects.
* Tooele Valley Airport overview, operations, future development and capital improvement projects.
* General aviation limitations and key opportunities

Senator Mayne asked if the Airport was aware of any legislation that would affect South Valley Regional Airport, if the National Guard was contemplating moving and if in calculating growth at South Valley Regional, the Airport looked at the future growth on the west side. Buckner replied that he was unware of any legislation at this time. The National Guard, several years ago, had contemplated moving some of their operations from South Valley Regional but decided against it. The National Guard has invested in the facilities at South Valley Regional the last few years. The Airport is aware of the possible growth on the west bench and continues to look at that closely.

Miller inquired on the possibility of having the master plan for the airport system updated. Robins responded that the Airport is finalizing the request for proposal for a master plan to look at the capacity of the system of airports and update the plan.

Discussion ensued regarding T-hangars, current rental rates, hangar rental market rates, limitations on number of aircraft that can be based at South Valley Regional, hangar lease language and economic concerns. The motion was made by Cyndy Miller and seconded by Senator Karen Mayne to suggest to the Mayor that there be a General Aviation subcommittee to be able to assist the Airport staff in the review of the economics of the reliever airports, to assist in the future planning of those airports, to incorporate a review of the lease rate schedule and this be an ad hoc over the calendar year. All votes were affirmative; motion carried.

Patrick Leary stated that in addition to the economic parameters around the reliever airports there is a logistical piece that is necessary. Leary wondered what the logistical impact would be to the Airport without the reliever airports. Buckner stated that the reliever airports are designated for sky diving and banner towing activities as examples of aviation activities that are better suited at a reliever airport.

Leary updated the Board that the Mayor had forwarded an amendment to the Advisory Board ordinance to the City Council to allow for an elected official sitting in these two local municipalities to sit on the Board. The ordinance was adopted last night.

**F. Election of Advisory Board Chair and Vice-Chair for 2017**

Igor Best-Devereux called for a vote by acclamation on the nomination of J.T. Martin as Airport Advisory Board Chair and for Larry Pinnock as Vice Chair of the Airport Advisory Board for 2017. All votes were affirmative.

The Board Chair for 2017 is J.T. Martin and the Vice-Chair is Larry Pinnock.

The next Board meeting will be held the February 15, 2017.

Igor Best-Devereux adjourned the meeting at 9:46 a.m.

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J.T. Martin, Chair Date

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Jacqueline M. Biskupski, Mayor Date