

# **SALT LAKE CITY DEPARTMENT OF AIRPORTS MINUTES OF ADVISORY BOARD MEETING**

21 October - 2015

Members Present: Mickey Gallivan – Chair  
Igor Best-Devereux  
Christine Botosan  
J.T. Martin  
Larry Pinnock  
Mike Zuhl

Excused: David Ibarra  
Natalie Gochnour  
Wayne Holland

Mayor's Office: David Everitt

Department of Airports: Maureen Riley, Executive Director  
Larry Bowers, Operations  
John Buckner, Director of Administration & Commercial Services  
Ed Cherry, Chief Information Officer  
LuJean Christensen, Management Support Coordinator  
Pete Higgins, Director of Maintenance  
Dave Korzep, Operations  
Marco Kunz, Attorney  
Allen McCandless, Director of Planning  
Kevin Robins, Director of Engineering  
Ryan Tesch, Director of Finance  
Craig Vargo, Police Chief  
Mike Williams, TRP Program Director

Chair Mickey Gallivan called the meeting to order at 8:00 a.m.

## **AGENDA**

### **A. Minutes**

The motion was made by Larry Pinnock and seconded by J.T. Martin to approve the minutes of August 5, 2015 as presented and June 17, 2015 with the addition of excused members to include Igor Best-Devereux, Wayne Holland and Christine Botosan on the June 17, 2015 minutes. All votes were affirmative; motion passed.

### **B. Director's Report**

Maureen Riley, Executive Director, updated the Airport Advisory Board regarding current events.

- Riley expressed appreciation to Mickey Gallivan for his participation as master of ceremonies during the Mayor's TRP announcement. The announcement was well received and the press has been positive.
- Riley announced that over the last 12 months, total passengers increased by just over one million passengers which equates to a 5.2% increase.
- Riley informed the Board that the restrooms in lower B Concourse are being remodeled.
- Riley apprised the Board that the year-end financial statements will be presented in the November meeting. There has been a delay with all municipalities and governmental agencies in receiving the Utah Retirement System audited year-end report which impacts the Airport's financial results.
- The Airport received the first activity report from Uber which uses an honor system to disclose how many trips were made at the Airport. The first day showed there were 250 trips reported.
- The drive through lane in the parking garage closed October 1<sup>st</sup>. The Airport is currently in the process of installing the premier reserved parking stalls on the inner curb of level one for premier parking.
- Riley informed the Board that there will be a few scheduling conflicts next year and adjustments to the Board meetings will need to be made because of her being Chair of Airport Council International North America (ACI-NA).

Christine Botosan wondered what the nature of the delay was in finalizing the year-end financial statements. Ryan Tesch answered that GASB #68 revises the standards of financial reporting for pension plans and has impacted receiving the final audited report from the Utah Retirement System.

Larry Pinnock raised the question on how the premier parking will be accessed. Riley stated that a booth would be located at the entrance of premier parking and an employee of SP+ Parking would monitor access.

Mike Zuhl wondered what the daily fee would be for the premier parking stalls. Riley stated that the daily fee for premier parking would be \$50.

Gallivan inquired if Delta would continue operating the baggage drop off in the parking garage. Riley responded that currently Delta would continue to operate the baggage drop off and evaluate the service.

J.T. Martin inquired how UEA break impacted the TSA screening lines. Riley responded that the queue at the TSA screening lines will ebb and flow according to peak periods even during UEA break.

Gallivan wanted to recognize and express congratulations to Riley as the new chair of ACI-NA.

### **C. Terminal Redevelopment Program Update**

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

- Landside arrival and departure lanes.
- The Level 2 parking deck.
- Gateway Center showing the pedestrian walkway portal.
- Ticketing area in the terminal on Level 3.
- A view of “The Canyon” adjacent to the meter greeter area and at the security checkpoint.
- The plaza area and a cross section through the entire facility.
- The QTA and RSS site including updates on the RSS exterior and interior finishes and the QTA interior and exterior construction.

Pinnock wondered if the current world map would be reproduced in the new facility. Williams stated that the current world map would be professionally photographed and recorded. Riley stated that the Airport has had two structural engineers evaluate whether the world map could be moved and the engineers determined that the map could not be moved. The Airport is currently working with a commissioned artist in creating a plan to memorialize the map.

Botosan wondered who is responsible for designing the traffic flow pattern in the immigration area. Williams responded that it is an integrated effort between the Airport and Custom and Border Protection (CBP).

Pinnock inquired if individuals parking in long term parking would still be able to walk to the terminal now that construction is underway. Williams responded that there is not a safe path to walk through the construction area.

#### **D. Fixed Base Operators (FBOs) Status Update**

John Buckner, Director of Commercial and Administration, presented a status update to the Board on FBOs (presentation on file). Main points included were:

- TAC Air and Atlantic Aviation map location.
- FBO request for proposals were due 11/21/2014. Five proposals were received and 3 proposals were selected for interviews.
- Committee selected Atlantic Aviation and executed a lease effective 9/15/2015.
- Atlantic Aviation will invest \$25.5 million in improvements over the next five years.
- The term of the agreement is for 27 years.

Buckner introduced Tim Johnson, Vice President of Business Development, with Atlantic Aviation. Johnson presented an update on the present Atlantic Aviation, Atlantic’s Salt Lake City facility re-development, phasing and site plans (presentation on file). Main points included were:

- Atlantic Aviation location overview.
- Proposed business plan for Salt Lake City.

- Facility and ramp renovation and new fuel farm.
- Atlantic Aviation master plan.
- New FBO executive terminal and hangars.

Gallivan welcomed Atlantic Aviation to the Airport.

David Everitt wondered what the standards of sustainability were for the design of the new facilities. Johnson replied that currently several of the facilities throughout the company are LEED certified and they are looking at applying those standards here on the terminal.

Botosan inquired about the financing plan for the investment in improvements, and Johnson answered that all investments are financed internally.

Igor Best-Devereux wondered what the expected volume of traffic would be. Johnson stated that Atlantic Aviation expected an increase in volume based on the growth in the Salt Lake market.

Mike Zuhl at 9:00 am excused himself from the meeting.

#### **E. Public Meetings Training – Marco Kunz, Attorney, Salt Lake City Department of Airports (SLCDA)**

Marco Kunz presented the annual Utah Open and Public Meetings Training that is required (presentation on file). The following points were emphasized:

- 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.

#### **F. Airport Master Plan**

Allen McCandless, Director of Planning and Environmental, presented a briefing on the requirements related to the Airport master plan, the various phases and steps involved (presentation on file). Main points included were:

- Function of an airport master plan.
- Objectives of an airport master plan.
- Required FAA approval.
- Elements of an airport master plan.
- Key planning issues for the Airport.
- Airport master planning to include runways and taxiways, future concourse expansion, cargo facilities, support facilities, general aviation, golf course and land use.

Pinnock questioned how many years down the road would future terminals be considered. McCandless answered that currently that has not been determined. It is based on growth in the region in employment and population.

Best-Devereux inquired to the probability of needing a new runway, McCandless answered that for the runway and taxiway systems the need would be determined by delays, for example, after an aircraft pushes away from the gate, how long until the aircraft is in the air. Riley stated that it is based on the forecast and layout plan. The FAA wants to see what assumptions have been made and what it will look like when it is built out.

Pinnock inquired if there is a need to upgrade the runways to be able to handle heavier aircraft such as the Airbus 380. Riley replied that currently the market demographics would not sustain that size of aircraft.

## **G. Ground Transportation Update**

Larry Bowers, Airport Operations Manager, presented an update on Ground Transportation (presentation on file). Main points included were:

- Ground transportation history
- Setting maximum fares
- Salt Lake City zones 1 and 2 boundaries
- Mystery shopping data for the last six months
- Airport transportation network company (TNC) permit process
- City Council recommendations

Gallivan excused himself from the meeting at 9:54 am.

Botosan inquired if in the survey and data collection process be collected on rates and if there is discrimination to at-risk populations. Bowers replied that could be included in the data collection process.

Pinnock questioned how the queue for pick up for Uber and Lyft are managed. Bowers stated that Uber and Lyft operate under a permit. The permit requires that they stage off Airport. The on-demand transportation provider's stage off airport but the Airport provides a 25 stall staging area, on Airport, to feed our terminal front locations.

Best-Devereux encouraged increasing signage to encourage using TRAX. Riley stated that currently we are looking into that and have encouraged UTA to advertise more.

The next Board meeting will be held the 18 November 2015.

Igor Best-Devereux closed the meeting at 10:02 a.m.

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Mickey Gallivan, Chair

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Date

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Ralph Becker, Mayor

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Date