**SALT LAKE CITY DEPARTMENT OF AIRPORTS**

**MINUTES OF ADVISORY BOARD MEETING**

April 18, 2018

Members Present: Larry Pinnock, Chair

 Wade Bitner

Theresa Foxley

J.T. Martin

Karen Mayne

Cyndy Miller

Steven Price

Jim Riding

Excused: Roger Boyer

Sam Granato

Mayor’s Office: Patrick Leary

Department of Airports: Bill Wyatt, Executive Director

 Bob Bailey, Engineer

 Ed Cherry, Chief Information Officer

 LuJean Christensen, Administrative Assistant

 Brady Fredrickson, Planning Manager

Dave Korzep, Operations Superintendent

 Marco Kunz, Attorney

 Allen McCandless, Director of Planning

 Craig Vargo, Police Chief

 Nancy Volmer, Director of Public Relations & Marketing

 Mike Williams, TRP Program Director

Larry Pinnock called the meeting to order at 8:02 am. Pinnock acknowledged members of the Utah National Guard in attendance.

AGENDA

1. **Minutes**

The motion was made by Wade Bitner and seconded by Jim Riding to approve the minutes of February 21 and March 21, 2018 as presented. All votes were affirmative; motion passed.

AGENDA

1. **Director’s Report**

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

* Wyatt introduced Colonel Kurt Davis, Director of Staff, and Major General Jefferson Burton, Adjutant General and Brigadier General Christine Burckle, Assistant Adjutant General for the Utah National Guard. Colonel Davis expressed appreciation for the rapid approval of the Utah National Guard lease. In appreciation Davis presented a photo of the Mountain West Militia to the Airport and Mayor’s office. Colonel Davis extended an invitation to ride in a KC-135 to Board members. Wyatt acknowledge that the 50 year lease was the longest the Airport has which assures the Air National Guard they can count on continued investment and tenure here.
* Wyatt informed the Board that the retail RFP for the ARP concessions program was released on Monday. If Board members are approached by someone requesting to talk about the RFP, don’t engage. In a couple of weeks the food and beverage packet will be released.
* A measure was passed by the legislature and signed by the governor that extends the number of liquor licenses that are available in the terminal building. This measure will contribute significantly to the quality of the food and beverage program.
* Ongoing maintenance on the current facility is underway due to the pressure the current facility is under. The facility was designed to accommodate 10 million and is serving 26 million passengers annually.
* Wyatt informed the Board that after Senator Mayne received an email expressing concern over the lack of lactation rooms at the Airport, there are now five lactation rooms that are located throughout the current facilities.

Patrick Leary arrived at the meeting at 8:12 am.

Steve Price arrived at the meeting at 8:16 am.

Senator Mayne asked what was the length of the RFP contracts and if the contracts varied from concession to concession. Wyatt answered that the contracts do vary. The food and beverage contracts are usually 10 years and the retail contracts are seven. Pinnock wondered who to refer individuals to if the Board members are contacted. Wyatt responded to refer the individuals to Cole Hobbs. Miller reminded the Board that last month when she asked the question it was stated that an email would be sent to board members and elected officials that could be read if they get contacted. Wyatt responded that an email would be sent out.

1. **Master Plan Update**

Allen McCandless, Director of Planning and Environmental, introduced Steve Domino, RSH Consultant, who presented an update on the Master Plan (presentation on file). Main points included were:

* The project team
* What a master plan is.
* Project elements
* Visioning session
* The master plan process would include an investigation, solutions and implementation phase.
* The master plan products would include an airport layout plan and technical report.
* Visioning sessions included three stakeholder groups and covered a variety of topics that included airside, airspace, landside, terminal, support facilities, environmental, financial, community and general aviation.

Jim Riding asked if the airport master plan was just for the International Airport or for all three airports. Domino answered that the study and what has been described today, is the master plan for the Salt Lake International Airport. A part of the scope is to develop a system wide strategic plan for the general aviation facilities. During the investigation phase and solution phase, forecasts will be developed that will include the activity for all three airports. Individual master plans will not be completed for each airport but a system wide plan that identifies what the roles of each airport will be.

Theresa Foxley inquired as to when the last master plan was completed. Domino responded that the last master plan was approved in 1998.

Foxley asked if there was a model master plan of another airport system that would be utilized. Domino responded that there is a saying in the industry if you have seen one airport you have seen one airport. Every airport and every community is different. When a master plan is developed it is specific to the needs here in Salt Lake City. Wyatt commented that the master plan developed and approved in 1998 had an aerial rendering on the front cover that was pretty much the project that was being built right now. Think of the forethought and vision that was reflected in that rendering. Based on that master plan the Airport received a grant from the FAA for $8 million to construct the mid concourse tunnel which was constructed then plugged up for 15 years. Without the tunnel we would have been unable to complete the current project. If a tunnel was being constructed today, it would have been disruptive and would have interfer with the operations of the Airport. Every major strategic decision made since 1998 was based on the master plan.

Steve Price asked what will the rate and charge fees look like when the project is complete and how will that compare to other airports. Wyatt stated that when the project is completed the forecast is that the cost per enplaned passenger would be $11.00.

Karen Mayne asked how long it would take to get the master plan completed and how often should a master plan be done. Domino replied that it will take a little over 2 years to complete and get approved. The size of the airport and what is happening in the community impacts the need for an updated or new master plan. Typically the FAA would like large airports to update their master plans every 5 to 10 years. Small general aviation airport are typically every 7 to 10 years.

Discussion ensued on the timeline for the master plan.

Karen Mayne left the meeting at 8:51 am

Pinnock requested a tour of the general aviation side of the Airport for the board in the next 3 to 6 month timeframe.

1. **Airport Redevelopment Program Update**

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
* Project statistics
* Near term schedule
* Overall Airport Redevelopment Program budget
* Job progress photos

Pinnock asked if the project was struggling to find skilled local labor to fill positions. Williams stated that some of the trades have been challenged but currently skilled local workers were able to fill the openings.

Wade asked if the change orders are being billed back to other individuals or are the costs being absorbed by the Airport. Williams answered that currently the change orders are being funded from within the program. Wyatt answered that currently there have been $70 million in change orders and most of that will come out of the project budget. The change order on Delta’s Sky Club, for example, the project budget will absorb the cost of the shell but Delta would be responsible for the fit and finishing side.

Wyatt informed the Board that the budget was presented to the City Council for approval. The next debt offering will be for $700 million to $1 billion and is expected to occur in the October timeframe.

Larry Pinnock adjourned the meeting at 9:26 a.m.

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Larry Pinnock, Chair Date

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Jacqueline M. Biskupski, Mayor Date