Regular Meeting of the Airport Advisory Board
September 10, 2026 at 4:00 PM
Santa Fe Regional Airport Administrative Building
121 Aviation Drive, Santa Fe
MINUTES

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1. Call to Order

Meeting was called to order at 4:12 p.m.

2. Roll Call

MEMBERS PRESENT
Jyl DeHaven
John Florez
Len Rand
Rosemary Thompson
Councilor Lee Garcia

MEMBERS EXCUSED
Lutz Arnold
Randal Limbacher

3. Approval of Agenda

   a. Approval of 09/10/2026 Airport Advisory Board Agenda.

MOTION A motion was made by DeHaven, seconded by Rand, to Approve the Agenda as presented.

VOTE The motion Passed on a voice vote.

4. Approval of Minutes

   a. Approval of Minutes from 05/21/2026 Airport Advisory Board Meeting.

MOTION A motion was made by Rand, seconded by Thompson, to Approve the 5/21/2026 Airport Advisory Board Minutes.

VOTE The motion Passed on a voice vote.

   b. Approval of Minutes from 08/13/2026 Airport Advisory Board Meeting.

MOTION A motion was made by Thompson, seconded by Rand, to Approve the 08/13/2026 Airport Advisory Board minutes.

VOTE The motion Passed on a voice vote.

5. Communications From the Public

6. Presentations

7. Old Business

8. New Business

   a. Customer Facility Charge (CFC) Ordinance or Resolution Support.

      (John Dickinson, Airport Director, jxdickinson@santafenm.gov)

Director Dickinson is seeking support to take a resolution or ordinance to Governing Body to implement Customer Faciltiy Charges.

- The Customer Facility Charge (CFC) would be proposed at an initial rate of $2.25 per day per rental car—a figure benchmarked against Albuquerque's model. This charge is designed to flow directly from the transient consumer to a dedicated airport coffer, that would be used to design and construct things like rental car centers, parking structures, and road repairs.

- Almost every airport of this size utilizes this mechanism, therefore, resistance from rental car companies is deemed unlikely as they can simply pass the cost to renters while benefiting from improved facilities. However, the final rate will be based on a fair market study being conducted by Woolpert.

   b. Budget Amendment Resolutions - Transfer from General Fund to Airport Fund.

      (John Dickinson, Airport Director, jxdickingson@santafenm.gov)

Three Budget Amendment Resolutions (BAR) are being taken to the City of Santa Fe Governing Body for approval.

- Bar 1 is for $500,000 from the General Fund Reserves account to be used for various consulting costs to address airport issues such as FAA compliance, security program compliance, and rates and fees studies.
- Bar 2 is for $1,855,000 from Capital Reserves account and includes $750,000 for the rehabilitation of runways 2/20 and 15/33. The remaining $1,105,000 will be used for various projects to include: HVAC, Secured Area Restroom Upgrade, Tile in Secured Area, Rental Car Agency Space upgrade, Terminal Signage & Wayfinding, and terminal furniture refurbishment.
- Bar 3 is for $211,203 from the Airport Cash Reserves account to be used to

funds the opening of 3 new positions which include 1 operations officer and 2 maintenance worker positions. These positions are being opened as advised by the FAA.

9. Matters from Staff

   a. Airport Security Training
      Challenge Program
      Security Exercise
      Airport Security Program

      (Jimmy Gunn, Airport Security Manager, jdgunn@santafenm.gov)

A new security training program is being designed by contractor Mead & Hunt and will address the following items:

- Badge training program
- Security program - regulated by TSA
- Challenge Program

10. Matters from the Committee

Board Member Rosemary Thompson asked for staff to provide a map of the airport layout, to include hangars and buildings, during the next meeting. She also asked for information on the hangars that were previously occupied by Game & Fish, and the State Police - which will bwe provided to her during the next meeting by Director Dickinson.

11. Matters from the Chair

Councilor Garcia had no matters to speak on during this meeting.

12. Next Meeting:

Next meeting: October 8th, 2026.

13. Adjourn

Meeting was adjourned at 5:00 p.m.

Kelly Bynon
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Liaison Chair