DATE: **October 7, 2026**

TO: **Public Works & Utilities, Finance Committee, Governing Body**

FROM: **John Dickinson, Airport Director** John Dickinson

VIA: **Kelly Bynon, Administrative Manager** Kelly Bynon

ITEM AND ISSUE:

Request for Approval of Hotel Cost Exceeding $350 / nightly average during 41st Annual Aviation Issues Conference.

(John Dickinson, Airport Director, jxdickinson@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

BACKGROUND AND SUMMARY:

In Janury 2027, Airport Director John Dickinson, and Grants Administrator Paulette Ortiz intend to attend the 41st Annual Aviation Issues Conference in Kauai, HI. Due to the location of the conference, the cost of lodging will be about $550 / night.

Attendance at the AAAE 41st Annual Aviation Issues Conference is important for Santa Fe Regional Airport (SAF) because the conference brings together airport executives, federal aviation officials, and industry leaders to discuss issues directly affecting airport operations, funding, safety, security, infrastructure, and future FAA policy. With SAF currently advancing major airfield and terminal improvements, strengthening FAA and TSA compliance, and planning for future growth, the conference provides an opportunity to gain insight into upcoming federal priorities and funding programs while building relationships with key aviation stakeholders. Information and best practices gained from the conference can be directly applied to SAF's ongoing capital improvement, regulatory compliance, and strategic planning efforts.

The Airport has created a preapproval travel packet and received approval from the budget department for this cost.

ACTION:

City Council

Alma G. Castro, District 1 | Elizabeth "Liz" Barrett, District 2 | Lee Garcia, Mayor Pro Tem, District 3 | Jamie Cassutt, District 4
Patricia Feghali, District 1 | Paul C. Bustamante, District 2 | Pilar F.H. Faulkner, District 3 | Amanda Chavez, District 4

Approval of Hotel Cost Exceeding $350 / nightly average during 41st Annual Aviation Issues Conference.

COMMITTEE REVIEW:

Public Works & Utilities: 10/19/26
Finance Committee:10/26/26
Governing Body: 10/28/26

Date: **August 24, 2026**

To: **Brian Moya, City Manager** BRIAN MOYA

From: **Kelly Bynon, Administrative Manager** Kelly Bynon

BACKGROUND AND SUMMARY:

Airport Director John Dickinson and Grants Administrator Paulette Ortiz are requesting to travel to the Airport Issues conference in Kauai, HI from January 9, 2027 – January 15, 2027. This conference will cover FAA, TSA, and other Government issues, industry innovations, air service development strategies, modernization within FAA, aviation safety, new technologies to aviation and more.

The cost of hotel for both travelers exceeds the $350/night limit. Due to the location of the conference, hotel cost will be around $550 / night for an approximate total of $3,300 per traveler.

Additionally, John Dickinson is requesting to obtain a rental car for the duration of his stay.

The total estimated cost of travel for John Dickinson is $6,070.
The total estimated cost of travel for Paulette Ortiz is $5,670,

Funding for this travel will come from various org/objects to include
5456050.560200 Out of State Per Diem
5456050.560500 Out of State Transportation
5456050.560700 Registration

City Council

Alma G. Castro, District 1 | Elizabeth "Liz" Barrett, District 2 | Lee Garcia, Mayor Pro Tem, District 3 | Jamie Cassutt, District 4
Patricia Feghali, District 1 | Paul C. Bustamante, District 2 | Pilar F.H. Faulkner, District 3 | Amanda Chavez, District 4

CITY OF SANTA FE
FINANCE

ESTIMATE TRAVEL EXPENSE FORM

Name	Employee #	Title	Department	Departing Date/Time	1/9/27 12:05 PM	Return Day or Same Day Travel Per Diem Less than 2 Hours - $0.00 2 Hours but less the 6 - $25.00 6 Hours but less than 12 - $50.00 12 Hours butless than 24 - $70.00
Paulette Ortiz		Grants Administrator	Finance - 15	Returning Date/Time	1/15/27 11:15 AM	

Purpose of Travel	Airport Issues Conference	Days	Hours	Return Day or Same Day Travel Per Diem	(-) Minus Travel Advance Amount	If City Vehicle or N/A is selected below mileage amount must be N/A
		5	23.170	$70.00		

Departing Address	Destination Address	Total Mileage	Mileage Reimbursement Amount	Munis Claim No.		
Santa Fe, NM	Kauai, HI		$0.00			N/A

Days Traveled				
5	Actuals - Per Diem NOT Allowed $0.00	FOR FURTHER INFORMATION REFER TO THE TRAVEL POLICY: https://intranet.santafenm.gov/travel	$ -	Total Per Diem

ACTUALS OR OTHER EXPENSES

Date: mm/dd/yyyy	Description	Meal Total (No Tip Allow) $70/MAX	LODGING (MAX $350/Day)	Transportation (Submit Receipts)	Other (Submit Receipts)	All TIPs (20% or Less)	P-Card Pre-Payment (Enter X)	Amount
	Hotel		$3,300.00					$3,300.00
	Airfare			$900.00				$900.00
	Total for Meals	$420.00						$420.00
	Registration				$1,050.00			$1,050.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
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								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
Expense Totals		$420.00	$3,300.00	$900.00	$1,050.00	$0.00		$5,670.00

GRAND TOTAL TRAVEL REIMBURSEMENT (Partial Day Rate, Per Diem Rate, Mileage, Expenses, Travel Advance, Note: P-Card Pre-Payments will not calculate in the total)	Per Diem Rate	Mileage	Expenses	Travel Advance	GRAND TOTAL
	$0.00	$0.00	$5,670.00	$0.00	$5,670.00

Budget Authorized By: _____
Date: Aug 27, 2026

Travel Authorized By: JOHN DICKINSON (Aug 24, 2026 15:30:08 MDT)
Date: 08/24/2026

I _____
do solemnly swear that the above account statements are just and true in all respects.

CITY OF SANTA FE
FINANCE

ESTIMATE TRAVEL EXPENSE FORM

Name	Employee #	Title	Department	Departing Date/Time	1/9/27 12:05 PM	Return Day or Same Day Travel Per Diem Less than 2 Hours - $0.00 2 Hours but less the 6 - $25.00 6 Hours but less than 12 - $50.00 12 Hours butless than 24 - $70.00
John Dickinson		Airport Director	OTHER - NOT LISTED ABOVE	Returning Date/Time	1/15/27 11:15 AM	

Purpose of Travel		Days	Hours	Return Day or Same Day Travel Per Diem	(-) Minus Travel Advance Amount	If City Vehicle or N/A is selected below mileage amount must be N/A
	Airport Issues Conference	5	23.170	$70.00		

Departing Address	Destination Address	Total Mileage	Mileage Reimbursement Amount	Munis Claim No.		
Santa Fe, NM	Kauai, HI		$0.00			N/A

Days Traveled				
5	Actuals - Per Diem NOT Allowed $0.00	FOR FURTHER INFORMATION REFER TO THE TRAVEL POLICY: https://intranet.santafenm.gov/travel	$ -	Total Per Diem

ACTUALS OR OTHER EXPENSES

Date: mm/dd/yyyy	Description	Meal Total (No Tip Allow) $70/MAX	LODGING (MAX $350/Day)	Transportation (Submit Receipts)	Other (Submit Receipts)	All TIPs (20% or Less)	P-Card Pre-Payment (Enter X)	Amount
	Lodging		$3,300.00					$3,300.00
	Airfare			$900.00				$900.00
	Rental Car			$400.00				$400.00
	Total Meals	$420.00						$420.00
	Registration				$1,050.00			$1,050.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
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								$0.00
								$0.00
								$0.00
Expense Totals		$420.00	$3,300.00	$1,300.00	$1,050.00	$0.00		$6,070.00

GRAND TOTAL TRAVEL REIMBURSEMENT (Partial Day Rate, Per Diem Rate, Mileage, Expenses, Travel Advance, Note: P-Card Pre-Payments will not calculate in the total)	Per Diem Rate	Mileage	Expenses	Travel Advance	GRAND TOTAL
	$0.00	$0.00	$6,070.00	$0.00	$6,070.00

Budget Authorized By: Christine Martinez
Date: Aug 27, 2026

Travel Authorized By: BRIAN MOYA
Date: Aug 27, 2026

I _____
do solemnly swear that the above account statements are just and true in all respects.

TRAVEL PREAPPROVAL PACKET_AIRPORT ISSUES CONFERENCE

Final Audit Report 2026-08-27

Created:	2026-08-24
By:	Kelly Bynon (kabynon@santafenm.gov)
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Number of Documents:	1
Document page count:	3
Number of supporting files:	0
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41st Annual Aviation Issues Conference

January 10–14, 2027 | Kauai, Hawaii

Grand Hyatt Kauai Resort & Spa

Sunday, January 10

8:30 a.m. – 12:30 p.m.	AAAE Board of Directors/Policy Review Council Meeting and Discussion
3:00 – 4:00 p.m.	Airport Board Member and Commissioner Roundtable
5:30 – 7:00 p.m.	**Welcome Reception**

Monday, January 11

7:00 – 8:15 a.m.	Breakfast *Sponsored by Hawaii Department of Transportation*
7:00 – 8:00 a.m.	Air Service Committee Meeting
8:15 – 9:00 a.m.	Welcome Remarks
9:00 – 9:30 a.m.	Washington Leaders Forum
9:30 – 10:45 a.m.	Session 1 – State of the Industry: Trends, Challenges and Priorities Shaping Aviation
10:45 – 11:15 a.m.	Break with Exhibitors
11:15 a.m. – 12:30 p.m.	Session 2 – Washington Outlook: Politics and Policy After the 2026 Midterms
1:00 – 4:00 p.m.	Issue Briefings
1:30 – 3:00 p.m.	Leadership Focus – An Informal Discussion with Government Leaders
6:00 – 8:00 p.m.	Leadership Dinner (Invitation Only) *Sponsored by SSP America. This event is by invitation only.*

Tuesday, January 12

7:00 – 8:15 a.m.	Breakfast
8:15 – 9:30 a.m.	Session 3 – Airport Modernization: Building the Airports of Tomorrow
9:30 – 10:30 a.m.	Session 4 – Air Traffic Control Modernization: From Plans to Progress — Where FAA Modernization Stands and What Comes Next
10:30 – 11:00 a.m.	Break with Exhibitors
11:00 a.m. – 12:00 p.m.	Session 5 – Aviation Safety: Strengthening the Safety System for a Growing and Changing Aviation Environment
12:00 – 1:00 p.m.	Buffet Lunch
12:30 – 5:30 p.m.	Golf Tournament
1:00 – 4:00 p.m.	Issue Briefings

Wednesday, January 13

7:00 – 8:00 a.m.	Breakfast
8:15 – 9:30 a.m.	Session 6 – Aviation Innovation: Beyond Modernization — Emerging Technologies Reshaping Aviation
9:30 – 10:30 a.m.	Session 7 – Aviation Security: A New Policy Direction — Priorities, Technology and the Policy Outlook
10:30 – 11:00 a.m.	Break with Exhibitors
11:00 a.m. – 12:00 p.m.	Session 8 – Aviation System Resilience: Keeping America Moving — Building a More Resilient Aviation System
1:00 – 4:00 p.m.	Issue Briefings
5:00 – 6:30 p.m.	**Closing Conference Reception**

Thursday, January 14

7:00 – 8:00 a.m.	Breakfast
8:15 – 9:30 a.m.	Session 9 – 2028 FAA Reauthorization: Setting the Agenda — Key Issues, Political Dynamics and the Path Ahead
9:30 – 10:00 a.m.	Break with Exhibitors
10:00 – 11:00 a.m.	Session 10 – Industry Collaboration and Communication: Building Alignment Among Aviation Stakeholders
11:00 – 11:30 a.m.	Conference Wrap-Up
11:30 a.m.	**Adjournment**

Agenda source: American Association of Airport Executives (AAAE), 41st Annual Aviation Issues Conference.

Binder1

Final Audit Report 2026-10-07

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Number of supporting files:	0
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