



**AIRPORT COMMISSION  
OPERATIONS, PROPERTIES AND FACILITIES COMMITTEE**  
Wednesday, December 14, 2022 – 11:00 A.M.

**ACTION SUMMARY MINUTES**

**1. CALL TO ORDER:**

Committee Chairman Schmitz called the committee meeting to order at 11:01 A.M.

**2. POSTING OF AGENDA:** Agenda posted on December 8, 2022.

**3. ROLL CALL:**

**Committee Members Present:** Breslin, Miller, Payne, Pye, and Schmitz

**Committee Members Absent:** Martin and Weil

**Staff Present:**

Harry Barrett, Jr., Airport Executive Director

Jeremy Keating, Assistant Airport Director

Victoria Carpenter, Airport Administration Manager

Ramon Sanchez, Interim Airport Operations Manager

Christina Brown, Airport Executive Administrative Assistant

**4. ACCEPTANCE OF AGENDA:**

**ACTION:** Accept the agenda as presented. **Moved by Committee Member Miller and seconded by Committee Member Pye and unanimously approved noting the absence of Committee Members Martin and Weil.**

**5. PUBLIC COMMENTS:**

Samantha Martin with the USO said that troop movements would be increasing over the holiday, she said that the USO was trying to stay open more frequently overnight to decrease the number of troops sleeping in the Airport. Ms. Martin said that the USO had received reports that there were unhoused people that had been attempting to steal the troops belongings.

**6. APPROVAL OF MINUTES:**

**ACTION:** Approve the minutes of the Operations, Properties and Facilities Committee meeting held on September 14, 2022. **Moved by Committee Member Payne, seconded by Committee Member Miller and unanimously noting the absence of Committee Members Martin and Weil.**

**7. PRESENTATION:**

Assistant Airport Director Keating was introduced to the Committee.

**8. DISCUSSION AND ACTION ITEMS:**

**8.A Concessions Update**

Airport Administration Manager Carpenter reported that Paradis Lagardère had been awarded the food and beverage concessions agreement, The Marshall Retail Group had been awarded the retail concessions agreement, and she said that the Ad Hoc Committee would be assigned at the December 21<sup>st</sup> Airport Commission meeting. Commissioner Payne asked if Ms. Carpenter could provide project organization information.

**8.B Parking Capacity Update**

Interim Airport Operations Manager Sanchez said that for the majority of the month of November, the parking capacity had been at approximately 85% capacity and that for 30% of the month the parking was at full capacity. He said that based on the feedback from the prior year's holiday season, staff made the decision to open the overflow parking lot four days prior to the Thanksgiving holiday. Commissioner Miller inquired about the percentage of the overflow parking lot that was used. Mr. Sanchez said that the overflow parking lot was up to 80% capacity. Commissioner Miller asked if there had been any issues with shuttling the passengers to the terminal. Mr. Sanchez said that he wasn't aware of any issues, and he noted that ABM was operating a second shuttle bus.

Commissioner Payne inquired about the shuttle bus wait time and how the passengers were being notified about the wait time. Mr. Sanchez said that the wait time was dependent on the number of cars that were coming into the parking lot, and he said

that the average wait time was approximately seven to eight minutes. Commissioner Payne asked if there was signage that indicates the wait time. Mr. Sanchez said that there currently wasn't any signage, and he said that staff would work on adding signage. Commissioner Miller asked if there was an identified pathway from the overflow parking lot to the terminal. Mr. Sanchez said that the overflow parking lot was not designed to have a walking pathway, he said that a walking pathway would be addressed in a future project, and he said that staff had placed temporary stop signs in front of the overflow parking lot to enhance safety. Commissioner Miller recommended moving the project to add a walking pathway up on the list of project priorities. Airport Executive Director Barrett reported that consultant McFarland Johnson was working on identifying improvements to the Airports general parking system, and he said that an RFP had been released for the design of the overflow and employee parking lots.

### **8.C Baggage Handling System Update**

Interim Operations Manager Sanchez reported that the Airport staff had made adjustments to the photo eyes of the Baggage Handling System (BHS) which allows the system to push more baggage to the screening point of the system, and he said that the adjustment improved the BHS by 30%. Mr. Sanchez noted that although improvements were being made, the Airport would still need to rely on manual baggage handling.

Airport Executive Director Barrett said that he was expecting to either substantially modify or replace the BHS and that the Airport staff had been having discussions with TSA and the FAA, and he said that the TSA was in support of moving forward with the design of a new BHS and that the TSA had approved a grant to fund the design. Mr. Barrett said that the Airport staff was working on applying for a grant with the FAA to expand the ticketing hall to accommodate a new inline BHS. He said that an RFP for the BHS design would be published this month, and in regard to the current BHS, he had been informed that the City Attorney's paralegals were continuing to review documents to identify the touchpoints where decisions were made. Commissioner Miller inquired about the cost of the new BHS. Mr. Barrett said that the estimated cost was \$20 million. Commissioner Miller asked if some of the cost could be funded by grants. Mr. Barrett said that he believed that most of the funding could be secured through grants.

Commissioner Payne asked if the project would be a complete replacement or if it would be an augmentation to the existing BHS. Mr. Barrett said that he was

anticipating that the project would be a complete replacement and that staff would have a better idea once the design was complete. Commissioner Payne asked if the RFP included the baggage claim system. Mr. Barrett said that the RFP would not include the baggage claim system, and he said that Airport Administration Manager Carpenter was working on the baggage claim system. Commissioner Payne asked how the two systems would be tied into each other. Mr. Barrett explained that the Airport Master Plan would manage the integration of the two systems. Commissioner Payne asked Mr. Barrett if he knew when the City Attorney would be providing a report on the existing BHS. Mr. Barrett said that it could possibly be in February.

Committee Chairman Schmitz inquired about the capacity details that would be included in the RFP, and the future proofing for expanding capacity. Mr. Barrett said that the RFP would include a new analysis on the number of bags that would be projected out for the next 20 years, and the analysis would factor in the new FIS and potential airlines.

#### **8.D Master Plan Update**

Airport Executive Director Barrett said that he was anticipating that the Airport Master Plan contract would be presented to the Commission in January, and he said that Mead & Hunt had been awarded the contract. He said that Mead & Hunt had proposed a 30-month study that would be broken into two phases. The first phase would focus on the terminal complex, and the second phase would focus on the airfield. Mr. Barrett said that he had asked Airport Commission Chairman Dada to select three Commissioners for a Master Plan working group that would include Airport and City staff. Committee Member Pye asked the Airport staff to take into account that there were several Commissioners that had terms that would be ending soon.

### **9. COMMITTEE MEMBERS REPORTS AND REQUESTS:**

Committee Member Payne inquired about unhoused people sleeping in the Airport. Mr. Barrett said that it was a recent development, he said that part of the challenge was the way the ordinance was written, and he said that the Police Department was working on an updated ordinance to mitigate the issue. Committee Member Payne asked if there was a way for the community to assist the troops so that they wouldn't have to sleep in the Airport and not have to worry about their gear being taken. Mr. Barrett explained that this was the first time that the Airport staff had been notified about the issue, and he said that staff would look into any available opportunities.

Committee Member Miller referred to the opening of the resource center that was located across the street from the Airport, and he said that he recalled that the former City Manager had assured the Commission that the Police Department would be extra vigilante on Airport property to make sure there wasn't any effect to the Airport. Mr. Barrett said that the Police Department have been extra vigilante, he said that he believed that the issue was stemming from the way that the local and federal laws were written, and he said that if there wasn't a nuisance being created, there were limited tools that the police couldn't use to mitigate the problem.

Airport Executive Administrative Assistant Brown stated that the discussion was getting to be too in-depth, and she notified the Committee that an agenda item would need to be requested to continue the discussion at a future meeting. Commissioner Miller requested that the topic be added as a future agenda item.

Commissioner Miller asked for the status of the Airport transitioning from a small to medium airport. Mr. Barrett said that it would be several years before the Airport could meet the medium hub status.

Commissioner Miller requested an update on the AULA negotiations. Mr. Barrett said that staff would need to determine if it would be more appropriate to provide the update to the Operations, Properties and Facilities Committee or the Budget and Finance Committee.

**10. ADJOURNMENT:**

**ACTION:** Motion to adjourn. **Moved by Committee Member Miller and seconded by Committee Member Pye and unanimously approved noting the absence of Committee Members Martin and Weil.**

The Airport Operations, Properties and Facilities Committee Meeting adjourned at 10:48 A.M.



Christina Brown  
Executive Administrative Assistant