

# **SALT LAKE CITY DEPARTMENT OF AIRPORTS**

## **MINUTES OF ADVISORY BOARD MEETING**

20 May 2015

Members Present:	Mickey Gallivan – Chair Igor Best-Devereux Natalie Gochnour Wayne Holland David Ibarra J.T. Martin Larry Pinnock Mike Zuhl
Department of Airports:	Maureen Riley, Executive Director Randy Berg, Director of Operations John Buckner, Director of Administration & Commercial Services LuJean Christensen, Management Support Coordinator Ed Cherry, Chief Information Officer Barbara Gann, Director of Public Relations Pete Higgins, Director of Maintenance Marco Kunz, Attorney Allen McCandless, Director of Planning Ryan Tesch, Director of Finance Mike Williams, TRP Program Director

Chair Mickey Gallivan called the meeting to order at 8:04 a.m.

### **AGENDA**

#### **A. Minutes**

The motion was made by Larry Pinnock and seconded by Igor Best-Devereux to approve the minutes of April 15, 2015 as presented. All votes were affirmative; motion passed.

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

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

- Riley presented the FAA final letter of determination, as it relates to Wingpointe, asking that the members become familiar with it. This item will be placed on the agenda for the June meeting. Riley informed the Board that because of recent recommendations from the City Attorney's Office, an item needs to be on the formal agenda before a discussion takes place.

- The Terminal Redevelopment Program (TRP) is working through a cost analysis process looking at opportunities for changes to the program. The end of June the Airport will have a solid cost estimate for the program which will provide a strong financial foundation moving forward.
- Riley informed the Board that with the recent legal opinion, the format of the Airport Board agenda will be changing. In the past the Director's Report was the platform used to inform the Board on current issues. If a Board member has an item that they would like to be discussed, Riley suggested he or she would need to submit that item to the Chair to be placed on the agenda.

Riley introduced Marco Kunz to discuss the recent legal opinion. Marco Kunz provided a legal opinion from the City Attorney's Office that the Open and Public Meetings Act requires a public body subject to the Act, which includes the Airport Board, to provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda. The purpose of that requirement is to notify the public about subjects that will come up during a meeting, so people can decide whether to attend. An item not on the agenda may be discussed if the topic was raised by the public. Topics raised by Board members (as opposed to the public) are not given that same latitude, probably because the Board members can decide what will be discussed at its meetings and, therefore, can put such subjects on the agenda more easily than can members of the public. Announcement or reports from the Executive Director are not discussion items, and thus can be presented under an agenda item entitled "Director's Report." However, if Board members want to get into a discussion about those announcements or reports, they should wait for a future Board meeting when the topic is on the agenda.

Discussion ensued on the rationalization and impact the legal opinion would have on the Airport Board meetings. A recommendation was made to create a current list of topics that could be discussed during the Director's Report. Riley will prepare a written report on Wingpointe and distribute to the Board to familiarize the members on Wingpointe. The Board meeting scheduled for June 17 will include Wingpointe on the agenda.

### **C. Transportation Security Administration Overview**

Ron Malin, Federal Security Director for Utah, Transportation Security Administration (TSA), presented a brief overview of the TSA procedures and checkpoint anomalies. Malin displayed a sample of prohibited items collected in May. Malin stated that the items on display are not illegal to own or possess, but they are prohibited on board a commercial aircraft or in the Airport sterile concourses. A variety of knives, martial arts weapons, Leatherman, novelty hand grenades, credit card knives, sporting equipment, fireworks, aerosol cans and a variety of other items were on display. When a prohibited item is located at the checkpoint the passenger is offered four options, 1) place the item in a checked bag, 2) leave the item with a non-traveling family member or friend, 3) TSA will assist them in getting an envelope and stamps to mail it back to themselves, or 4) the customer can choose to abandon the item. The TSA helps passengers mail approximately 15 – 20 items a day.

Malin informed the Board that the TSA has seen an increase in firearms presented in carryon baggage at the checkpoints. When a firearm is presented going through the x-ray tunnel,

immediately the TSA will contact the Airport police. The police officer will oversee taking the bag out of the x-ray tunnel and then they will take possession of the bag, firearm and passenger. The police will pursue the criminal aspect while the TSA will pursue the civil aspect and recommend a penalty.

Larry Pinnock wondered if firearms are inadvertently left in the carryon baggage or is there malicious intent. Malin responded that overwhelmingly the majority of people simply forgot the firearm was in there.

Best-Devereux inquired about how much of a problem do lithium-ion batteries present to the TSA. Malin responded that passengers can have lithium-ion batteries in their carryon bags. Lithium-ion batteries are not allowed in checked bags and are listed on the hazardous materials list by the FAA.

#### **D. Terminal Redevelopment Program Update**

John Buckner, Director of Administration/Commercial Services, presented an update on the rental car service facilities (presentation on file). Main points included were:

- Rental cars at Salt Lake City in 2014 were up 7.5% from the previous year.
- Rental car request for proposals (RFP) goals and expectations.
- The rental car industry family of brands.
- An overview of the RFP process, which included a public and competitive solicitation.
- The agreement specifications of the on-airport rental car tenants.
- The agreement specifications of the off-airport rental car tenants.
- Overview of the rental cars, TRP and future facilities.

Gallivan questioned if other airports are retaining on site car rental. Buckner responded that a few are but the challenge is the physical footprint required for the facilities to meet the needs of the rental car companies. David Everitt remarked that the on-site car rental was a direct reflection of the public comments received in regards to the TRP.

Riley commented that one of the rental car companies concerns was in protecting their own assets. It was huge factor in discussion and negotiations, which are reflected in the design of the new facilities. Buckner stated that the design allows for a secure flow of vehicles within the structure.

Best-Devereux inquired if in the top level of the quick turn facility electrical power for electric vehicles had been considered. Buckner replied that the need for power for electric vehicles in the storage area has not been requested by the rental car agencies.

Natalie Gochnour commented that as a general rule, the Airport under-communicates especially the good things that will come. Pinnock inquired if the Airport has a communication plan in place. Barbara Gann replied that there is a communication plan in place. There are two consulting teams collaborating on communications efforts. Currently, monthly email updates, social media, advertising and traditional media are being utilized.

Gallivan requested that Mike Williams update the Board on the physical changes that will effect traffic and when. Williams responded that in the fall timeframe, the roads will be impacted. The main road in front of the terminal buildings will get rerouted closer to the parking deck to accommodate construction of the new facility. The drive through lane in the parking garage will be eliminated in the fall. The utility infrastructure that serves the existing facilities today will need to be rerouted to make way for construction of the new facilities.

The next Board meeting will be held the 17 June 2015.

Board Chair, Mickey Gallivan, closed the meeting at 9:12 a.m.

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Mickey Gallivan, Chair

Date

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Ralph Becker, Mayor

Date