**SALT LAKE CITY DEPARTMENT OF AIRPORTS**

**MINUTES OF ADVISORY BOARD WORK SESSION**

14 December 2016

Members Present: Igor Best-Devereux - Chair

J.T. Martin, Vice - Chair

Robert Bergman

Senator Karen Mayne

Cyndy Miller

Larry Pinnock

Excused: Mickey Gallivan

Natalie Gochnour

Sam Granato

Mayor’s Office: Patrick Leary

City Council Office: James Rogers

Department of Airports: Maureen Riley, Executive Director

Treber Andersen, Operations Manager

Larry Bowers, Operations Manager

John Buckner, Director of Administration & Commercial Services

Ed Cherry, Director of Information Technology

LuJean Christensen, Management Support Coordinator

Eddie Clayson, Director of Maintenance

Pete Higgins, Director of Operations

Marco Kunz, Attorney

Allen McCandless, Director of Planning

Kevin Robins, Director of Engineering

Ryan Tesch, Director of Finance

Craig Vargo, Police Chief

Nancy Volmer, Director of Public Relations & Marketing

Mike Williams, TRP Program Director

Chair Igor Best-Devereux called the meeting to order at 8:01 a.m.

AGENDA

1. **Director’s Report**

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

* Riley stated that the bond sale is scheduled for early February and will close the end of February. The City Council is scheduled to approve the sale of the bonds at the January 3rd meeting.
* Riley stated that the City Council approved the budget amendment last night.
* The TSA is preparing for an increased passenger traffic for the holidays.

1. **Terminal Redevelopment Program Update**

Mike Williams, Terminal Redevelopment Program (TRP) Director, presented an update on the TRP (presentation on file). Main points included were:

* Job progress in the Terminal/Gateway area
* Steel piles for the Terminal tunnel deep foundation
* West lift station progress
* Terminal tunnel excavation
* CGMP #4 – Enabling work

J.T. Martin inquired on how much dewatering was taking place on the project. Williams responded that on a routine daily basis they are pulling 200 gallons a minute out.

Larry Pinnock asked how deep the steel piles were being driven. Williams stated that the piles were up to 120 feet deep in certain areas but the average depth is between 60’ and 70’.

1. **Public Meetings Training**

Marco Kunz, Senior City Attorney, presented the “Open and Public Meetings Training” which is required by the State law to the Board (presentation on file). Main points included were:

* Notice of meetings annual schedule, and posting requirements.
* Records of open meetings both written minutes and a recording are required.
* Many situations are fact specific. If issues arise, please contact Kunz or someone at the City Attorney’s office for specific advice.
* All communications – emails, letters, etc. – are subject to GRAMA requests.
* GRAMA is all inclusive and extensive.

1. **Powers and Duties of the Airport Board**

Margaret Plane, City Attorney, presented a review of the powers and duties of the Airport Board. Main points included were:

* City Boards are established by the City Council to assistance the operation of City government.
* City has more than 20 Boards established by ordinance.
* Board designed to make recommendations about policy, budgets, and use of properties to the Mayor.
* Power and duty to establish rules and regulations for the conduct by which the Board governs itself.
* Have the power to consider rules and regulations that the Board would like to recommend to the Airport to enhance, foster and promote air transportation and for the conduct of the business of the Airport and its facilities.
* The Board can make a recommendation to the Mayor on the appointment and/or removal of the director of airports.
* To recommend the approval of construction and expansion projects at the Airport.
* Determine broad matters of policy regarding the operation and management of the airport.
* Review the annual budget.
* Assist the director of airports in every way possible for the continuing orderly development and promotion of the airport in order to best serve the local and regional requirements for airport service.

Best-Devereux asked what the liability is as Board members. Plane answered that the City doesn’t carry Directors and Officers (D&O) liability insurance but volunteer public servants have specific coverage in State code that obviates the need for robust D&O liability policy.

Senator Mayne inquired if the Airport Board had an independent counsel or if it was under the umbrella of the City. Plane responded that is was under the umbrella of the City because they were here to assist the operation of the city government.

Martin inquired if the Board should be reviewing leases for space and concessions at the Airport. The recent contract awarded to Kellerstrass for the convenience store had not been presented to the Board for review. Plane reminded the Board that the ordinance makes clear that all of this is subject to other laws applicable such as federal law, state law or city code which may require certain procurement processes. Riley stated that the Airport, when it does anything that relates to leases, goes through a procurement process which is subject to a different ordinance. Plane stated that the City does have rules, regulations, ordinances passed by the City Council regarding procurement and how vendors are selected, how leases are entered, and those have to be followed first and foremost.

Miller asked if the Mayor could establish a policy that the Board needed to review every budget amendment before it goes to City Council, or approve contracts in excess of $2M. Plane answered that the Mayor can ask for a certain level of recommendation from any board but what the Mayor cannot do is ask the board to do something that goes beyond what City Council has established. The Mayor could request a robust review process but remember that the work that John Buckner’s team does, for instance, is high level, very detailed, very professional and we have to be cognizant of the time and energy that this Board has and the Airport staff has.

Plane stated that she would send the link to the City Code out to the Board members.

1. **Ground Transportation Update**

Nancy Volmer, Director of Public Relations and Marketing, and Larry Bowers, Operations Manager, presented a ground transportation update (presentation on file). Main points included were:

* Ground transportation timeline
* Staging lot
* Recent developments
* Construction impact
* Market conditions – transportation network companies
* Market conditions – on-demand providers
* Automated vehicle identification (AVI)
* Average cost of a ride
* Customer feedback received

James Rogers inquired how the Airport notifies ground transportation providers the Airport needs more providers when large conventions come to town. Bowers answered that the ground transportation providers are notified days in advance of large conventions and the Airport has used other locations for additional staging lots during such events.

Discussion ensued regarding the complaints received and how the majority do not deal with transportation within the jurisdiction of the City. Best-Devereux wondered if there was a way to segment the public that was utilizing ground transportation to locations outside the City. If that group could be identified, additional communication or information, with expected average fares, could be provided. Bowers answered that approach would be labor intensive and reminded the Board that 51 complaints is a relatively small number of complaints in a year period.

Martin inquired on how the Airport can communicate with the public more effectively. Bowers stated that the Operations Division has created a training program for the individuals that provide services at the cab stands, staging area and enforcement. The training focuses on customer service and working with customers to help them understand their options. Best-Devereux asked why there was a reluctance to handing out a sheet of paper with the information on it. Riley replied that the average fare can change at any time and that would generate a different kind of complaint. The Airport has signs on the baggage carousels and at the ground transportation desks. The Airport is getting ready to install a digital signage band at each checkpoint. This will give the Airport the ability to change the messages frequently and one of the messages could communicate ground transportation options and fares.

Riley informed the Board that currently a temporary waiver for rate restrictions has to be issued every six months under the current ordinance.

Best-Devereux recommended the Board advise the Mayor to make the Salt Lake City waiver more permanent and to work with other jurisdictions to extend the fare provision to county areas, including Summit and Salt Lake County.

1. **Nominations for Board Chair and Vice-Chair for 2017**

The motion was made by Cyndy Miller to nominate J.T. Martin as Airport Advisory Board Chair for 2017.

The motion was made by Igor Best-Devereux to close nominations for Board Chair. All votes were affirmative; motion passed.

The motion was made by Senator Karen Mayne to nominate Larry Pinnock as Airport Advisory Board Vice-Chair for 2017.

The motion was made by Igor Best-Devereux to close nominations for Board Vice-Chair. All votes were affirmative; motion passed.

Voting by acclamation will be conducted at the January Advisory Board meeting, scheduled on 18 January 2017.

The next Board meeting will be held the January 18, 2017.

Igor Best-Devereux adjourned the meeting at 9:51 a.m.

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J.T. Martin, Chair Date

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Jacqueline M. Biskupski, Mayor Date