

TO: MAYOR AND CITY COUNCIL
THROUGH: *Robert G. Wells* ROBERT G. WELLS, CITY MANAGER
FROM: VICKIE HARDIN WOODS, DIRECTOR *VHW*
COMMUNITY DEVELOPMENT DEPARTMENT
SUBJECT: TERMINAL ENTRANCE

ISSUE:

Changes in the ongoing terminal entrance.

RECOMMENDATION

Direct staff to proceed with construction as authorized with the deletion of the canopy.

BACKGROUND

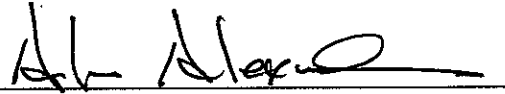
Following the formal announcement by Delta Air Lines to implement commercial air service to Salem, Council, at the February 26, 2007 meeting, authorized improvements to the existing terminal building (Phase II Improvements). Among the approval items were a restaurant style canopy and sidewalk / ADA improvements. Construction of the improvements began the first week of March 2007. Council as well as staff has indicated the importance of having improvements completed prior to the start of service but Council has also shown interest in modifying the entrance area to allow for a more convenient drop off of passengers.

FINDINGS:

City leadership and staff recognize the importance of providing a comfortable and convenient access to air service at Salem while also recognizing the limitations of the existing terminal. Review by staff of options to provide a covered drop-off area closer to the terminal entrance raises the following concerns:

- 1) Redesign and construction modifications will increase costs and would seriously hamper the ability to complete construction prior to June 2007.
- 2) Relocating the drop-off area closer to the main terminal entrance could provide congestion during the check-in process. Policy guidelines for terminal design for the American Association of Airport Executives include "Terminal frontage is a critical element in the performance of the airport ground access system. Congestion at the interface is common at many airports and can result in unfortunate passenger delay."

- 3) The Transportation Security Administration (TSA) stresses the importance in maintaining a buffer area between vehicles and groups of passengers and would be very concerned with any design that would allow vehicles to be parked for a short time near the terminal entrance.
- 4) The restaurant style canopy was bid as our alternate item in the construction contract and can be eliminated from the existing contract.
- 5) Should Council wish to approve an enhanced entrance canopy it could be constructed at a later date.



Alan Alexander
Airport Administrator