



AIRPORT ADVISORY COMMISSION
Thursday, May 20, 2021, at 1:30 p.m.
Roswell Air Center Conference Room 1
1 Jerry Smith Circle, Roswell, NM 88203

MEMBERS

Dennis Kintigh, Chair
Amy Jo Coll, Member
Shawn Powell,
Member Mike Espiritu,
Member Matt
McDonald, Member
Scott Stark, Staff
Liaison

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Minutes from the Thursday, April 15, 2021 meeting

NON-ACTION ITEMS

5. Air Center Director Status Report (operations and air service, etc.) – Scott Stark, Air Center Director
6. Air Center Deputy Director Report (new tenants, business developments, new or renewed leases) – Steve Christopher, Air Center Deputy Director
7. Strategic Business Plan – Douglass Murray, NMMI Dean of Academics, Steve Christopher, Air Center Deputy Director
8. MRO of the Americas – Scott Stark, Air Center Director, Steve Christopher, Air Center Deputy Director
9. Re-plot of RIAC Subdivision - Unit 1 - Scott Stark, Air Center Director, Steve Christopher, Air Center Deputy Director

NEW BUSINESS / REGULAR ITEMS

10. Election of Chair And Vice Chair - Dennis Kintigh, Chair

Commission comments for future agenda items

11. Discuss potential agenda items for the June meeting

Reports / Announcements – Members, Council, Staff

Public Participation

Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 21-7.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council, and no action will be taken.

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"THE PUBLIC IS ENCOURAGED TO PARTICIPATE ELECTRONICALLY THROUGH THE GO-TO MEETING APPLICATION AND NOT PHYSICALLY ATTEND DURING THE PANDEMIC"

Airport Advisory

Thu, May 20, 2021 1:30 PM - 2:30 PM (MDT)

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DRAFT

Regular Meeting of the Airport Advisory Commission
Held in Meeting Room A at the Roswell Convention & Civic Center – 912 North Main St.
Thursday, April 15, 2021, at 1:32 p.m.

Notice of this meeting given to the public in compliance with Section 10-15-1 through 10-15-4 NMSA 1978 and Resolution 21-7.

ROLL CALL

2. The meeting convened at 1:32 p.m. with Chair Kintigh presiding, Commissioner Coll, Commissioner Powell, Commissioner Espiritu, and Commissioner McDonald being present.

Staff Present: Scott Stark, Steve Christopher, Denise Garcia, Parker Patterson, C. Josh Nairn-Mahan, Sharon Coll, Jeff Bechtel, Lorena Borunda, Juan Fuentes, Juanita Jennings.

Guests present: Ty Whatley, Annemarie Oldfield, Christopher Huebner, Randy Phelps, Tim Archibeque, Michael Garcia, Larry Connolly, Lisa Dunlap, Will Cavin, and Robert Corn.

APPROVAL OF AGENDA

3. Commissioner Powell made a motion to move Item 13 to Item 4b on the Thursday, April 15, 2021, Airport Advisory Commission agenda. Commissioner Coll was the second. A voice vote was 5-0, and the motion passed.

APPROVAL OF MINUTES

4. Commissioner Coll moved to approve the Thursday, March 18, 2021, Airport Advisory Commission minutes. Commissioner Powell was the second. A voice vote was 5-0, and the motion passed.

b. ENMU-R Aviation Maintenance Program Presentation – Ty Whatley, AMT Program Director presented a short video discussing the program.

NON-ACTION ITEMS

5. Air Center Director Status Report Update – Scott Stark, Air Center Director, discussed the following: March 2021 Airport Operations report, new parking and landing fees, passenger boarding's, the Navy was here for two weeks, Boeing will be here for seven days beginning Sunday, the FAA Part 139 Inspection, and Phoenix flight advertising.
6. Air Center Deputy Director Report – Steve Christopher, Air Center Deputy Director, discussed the following: business development, one new lease, and one renewal lease, Ascent, Boeing, potential investors, and introduced Denise Garcia, Airport Property and Contracts Coordinator. Denise Garcia talked about her background and experience.
7. IT Update – Jeff Bechtel, IT updated on the set up of the two conference rooms at the Roswell Air Center. The Roswell Convention & Civic Center will no longer be available for the Airport Advisory Commission (AAC) meetings as of May 1, 2021. Mr. Bechtel stated

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he could make City Hall or the partial set up at the Airport work for the May AAC meeting.

8. Air Center Financial Report – Juan Fuentes, Administrative Services, presented an overview of the different types of Airport funds as well as well as detailed Fiscal Year 21 financial updates. The Power Point presentation will be available to the commissioners.
9. Strategic Business Plan – Steve Christopher, Air Center Deputy Director, discussed his plan involving commissioners, tenants, community in building a Strategic Business Plan.
10. New Crunch Pad Update – Scott Stark, Air Center Director, stated the Air Center is waiting for a response on the lease.
11. Water Line Project to East Side –Mike Garcia, Armstrong Consultants, discussed the design work, hydraulic modeling, and estimated time line.
12. MRO of the Americas – Scott Stark, Air Center Director, and Steve Christopher, Air Center Deputy Director, reported everything is ready to go for the conference. Mr. Christopher have been looking at attendants and potential investors. There will be an update of the conference at the May meeting.
13. ENMU-R Aviation Maintenance Program Presentation – Moved to 4b.

NEW BUSINESS/REGULAR ITEMS

14. CARES Act USEDA Grant Application Update/Hangar 84 – Scott Stark, Air Center Director discussed that there may be another a change and more grant paperwork forms to fill out. No action was taken.

COMMISSION COMMENTS FOR FUTURE AGENDA ITEMS

15. Discuss potential agenda items for the May meeting – Chair Kintigh discussed potentially presenting the following agenda items: Election of Chair and Vice Chair, Berkshire Representative presentation on Bus Plant, MRO of the Americas Update, Strategic Business Plan Update, and CARES Act USEDA Grant Application Update.

REPORTS / ANNOUNCEMENTS – MEMBERS, COUNCIL, STAFF –None

PUBLIC PARTICIPATION – Larry Connolly commended the Committee for the new meeting time.

ADJOURN

The meeting adjourned at 03:00 p.m.

NEXT MEETING DATE

Next meeting scheduled for Thursday, May 20, 2021 at 1:30 p.m. Location to be determined.