



Airport Advisory Commission
Tuesday, December 6, 2022 at 1:30 p.m.
Roswell Air Center – Conference Room
1 Jerry Smith Circle, Roswell, NM 88203

MEMBERS

Bud Kunkel, Chair
Mike Espiritu, Vice Chair
Jon Hitchcock, Member
Shawn Powell, Member
Matt McDonald, Member
Jennifer Brady, Staff Liaison

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of minutes from the November 8, 2022 Regular Meeting

NON-ACTION ITEMS

5. Air Center Status Report – Jennifer Brady, RAC Interim Director
6. Taxiway C – Jennifer Brady, RAC Interim Director
7. Passenger Flight Display Update – Jennifer Brady, RAC Interim Director
8. RAC Director & Deputy Director Search Status – Juan Fuentes, Adm. Services Director
9. Security Update – Hess Yntema, City Attorney
10. New Passenger Parking Area
Potential new Passenger Parking Area, Bud Kunkel, Chair
11. JPA Update, Hess Yntema, City Attorney
12. BNSF Update, Hess Yntema, City Attorney
13. RUBB Hangar Location, Bud Kunkel, Chair
14. \$5M State Appropriation, Bud Kunkel, Chair
15. Water Line Infrastructure Update, Louis Najar, City Engineer
16. BLM Update, Jenna Lanfor, Property Manager

NEW BUSINESS/REGULAR ITEMS

17. Consider recommending approval to authorize Trans Aero MedEvac to enter into an Interim lease for a tract of land to place a 60' x 24' Modular Trailer. – Jenna Lanfor

Commission comments for future agenda items

20. Discuss potential agenda items for the November 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 22-14.

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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Airport Advisory

Tue, December 6, 2022 1:30 PM - 2:30 PM (MDT)

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Regular Meeting of the Airport Advisory Commission
Air Center Conference Room
Tuesday, November 8, 2022 at 1:30 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 22-14.

ROLL CALL

2. The meeting convened at 1:30 p.m. with Chair Kunkel presiding, Vice Chair Espiritu, Commissioner Powell and McDonald, being present. Commissioner Hitchcock joined via GoToMeeting at 1:30 p.m. and left the meeting at 2:53 p.m.

Staff present: Juan Fuentes, Mayor Jennings, Lisa Bennett, Jenna Lanfor, Hess Yntema, Mike Mathews, Juanita Jennings, Jennifer Griego, Della Andazola, Amalia Martinez and Louis Najar.

Councilors present: Jason Perry joined via GoToMeeting.

Guests present: Tim Archibeque, Michael Garcia, Tina Sisneros, Jay Chase, Lisa Dunlap, Jordan Creel, and Randy Phelps. Rita Kane Doerhoeffler joined via GoToMeeting.

APPROVAL OF AGENDA

3. Commissioner Powell moved to approve the Tuesday, November 8, 2022 Airport Advisory Commission agenda as presented. Commissioner McDonald was the second. A voice vote was 4-0. The motion passed unanimously. Let the record reflect, Commissioner Hitchcock's vote was not heard.

Vice Chair Espiritu – yes, Commissioner McDonald – yes, Commissioner Hitchcock – unheard, Commissioner Powell – yes, Chair Kunkel – yes.

APPROVAL OF MINUTES

4. Commissioner McDonald moved to approve the October 11, 2022 minutes with the amendment to item 10 topic to read, Report of the Airport Committee to Consider Framework for Joint Power Agreement. Vice Chair Espiritu was the second. A voice vote was 4-0. The motion passed unanimously. Let the record reflect, Commissioner Hitchcock's vote was not heard.

Vice Chair Espiritu – yes, Commissioner McDonald – yes, Commissioner Hitchcock – unheard, Commissioner Powell – yes, Chair Kunkel – yes.

NON-ACTION ITEMS

5. RAC Marketing Efforts – Juanita Jennings presented an overview of the fiscal year 2022 marketing efforts. Juanita requested Commissioners feedback on the current marketing efforts. Commissioners would like to see more advertising in the baggage area.
6. RAC Director & Deputy Director Recruiting Update – Juan Fuentes, Director of Administrative stated both positions were posted to the City Website and on Indeed. Management is in the process of getting the positions posted through the American Association of Airport Executives.
7. Air Center Director Status Report Update (Operations and air service etc.) – Jennifer Griego, Interim Director stated she has started meeting with companies. Mr. Garcia gave an update of the parking lot project. Lisa Bennett, Senior Administrative Assistant/CPO reported on the numbers for aircraft parking, passenger boarding's and airport operations. Juan Fuentes informed the Commissioners that a presentation of financials would be scheduled.
8. Monthly Lease Report- Jenna Lanfor, Property Manager gave an update on active leases broken down by Commercial, Non Aeronautical, and General Aviation. Chair Kunkel requests additional information including multiple months for comparison.
9. BLM Project Update- Armstrong Consultants, Mike Garcia stated Armstrong was tasked with looking into solutions to eliminate Airfield congestion. Mr. Garcia gave the suggested solutions to the City and BLM. Interim Air Center Director has reached out to Mr. King with BLM.
10. Rubb Hangar Site Review- Armstrong Consultants, Mike Garcia presented 4 location options. Commissioners requested the crunch pad as a fifth option, and delete the BLM site presented. Commissioners would like an overview map showing all options.
11. BNSF Railway Company Industry Track Agreement Update- Hessel Yntema, City Attorney stated there is currently an insurance issue. City could inherit a potential liability.

NEW BUSINESS/REGULAR ITEMS

12. Consider recommending approval to authorize Carl Day to enter into a lease for T Hangar 120 Space 5 at the Roswell Air Center. – Jenna Lanfor, Property Manager. After a brief discussion, Chair Kunkel requests City Attorney to look into option in changing the current lease policy to allow 5-year leases. No immediate action taken.
13. Consider recommending approval to authorize Tom Wadsworth to enter into a lease for T Hangar 119 Space 4 at the Roswell Air Center. - Jenna Lanfor, Property Manager. Chair Kunkel requests this lease be a 5-year lease. No immediate action taken.

14. Consider recommending approval to authorize Carlton Walker to enter into a lease for T Hangar 119 Space 1 located at Roswell Air Center. - Jenna Lanfor, Property Manager. Chair Kunkel requests this lease be a 5-year lease. No immediate action taken.
15. Consider recommending approval to authorize Red Mountain Arsenal to enter into a lease for Bunker 1145 located at the Roswell Air Center. – Jenna Lanfor, Property Manager stated Red Mountain Arsenal is entering a new lease for Bunker 1145 and vacating Bunker 111. No immediate action taken.
16. Consider recommending approval to authorize General Airframe Support to enter into a lease for Building 732 located at the Roswell Air Center. – Jenna Lanfor, Property Manager stated General Airframe Support requested to be a year-to-year lease. No immediate action taken.
17. Consider recommending approval to authorize Old Dog Brotherhood to enter into a lease for Building 734 located at the Roswell Air Center. – Jenna Lanfor, Property Manager informed commissioners that she has received a letter of interest from AeroDesign for this Building. Due to Federal Grant Assurances, it is required Aeronautical Businesses take precedence. Ms. Lanfor will follow up with the letter of interest. No immediate action taken.
18. Consider recommending approval to authorize NMYCA to add Building 607 located at the Roswell Air Center to existing lease dated May 17, 2011 and in accordance to addendums 1-3. NMYCA also requests to merge lease dated May 17, 2011 along with addendums 1-3 with lease dated April 14, 2011 including addendums 1-2.-Jenna Lanfor, Property Manager. Tina Sisneros with New Mexico Youth Challenge Academy gave Commissioners an overview of the NMYCA program and the intent of use of the additional building. No immediate action taken.
19. CLOSED SESSION – Hold a Closed Session: pursuant to NMSA 1978 § 10-15-1H (7), to review attorney-client privilege to litigation threatened or pending against the City. Commissioner McDonald made a motion to go into executive session. Vice Chair Espiritu was the second, the meeting went into executive session at 3:47 p.m.

Commissioner Powell made a motion to come out of executive session. Vice Chair Espiritu was the second. Voice vote was 4-0. The motion passed unanimously, the meeting reconvened at 4:15 p.m.

Vice Chair Espiritu – yes, Commissioner McDonald – yes, Commissioner Powell – yes, Chair Kunkel – yes.

Chair Kunkel noted no actions were taken at the executive session.

Commissioner Powell made a motion that Items 12 through 18 with the exception of item 17 all of those items were approved to move forward to legal. Vice Chair Espiritu was the second. A voice vote was 4-0. The motion passed unanimously.

Vice Chair Espiritu – yes, Commissioner McDonald – yes, Commissioner Powell – yes, Chair Kunkel – yes

Commission comments for future agenda items

20. Discuss potential agenda items for the December Meeting –
Chair Kunkel will meeting with Jennifer to discuss potential agenda items over the next few weeks.

Reports/Announcements – Members, Council, Staff –

None

Public Participation

None

Adjourn

Vice Chair Espiritu made a motion to adjourn. The second was Commissioner Powell. A voice vote was 4-0. The meeting adjourned at 4:17 p.m.

Vice Chair Espiritu – yes, Commissioner McDonald – yes, Commissioner Powell – yes, Chair Kunkel – yes.

Next Meeting Date

The next meeting is scheduled for Tuesday, December 13, 2022, at 1:30 p.m. at the Air Center Conference Room.