

Regular Meeting of the Airport Advisory Commission
Held in the Conference Room at the ROW – 1 Jerry Smith Circle
Thursday, January 16, 2020, at 10:00 a.m.

Notice of this meeting given to the public in compliance with Section 10-15-1 through 10-15-4 NMSA 1978 and Resolution 19-37.

ROLL CALL

2. The meeting convened at 10:00 a.m. with Chair Kintigh presiding, Vice-Chair Armstrong, Commissioner Coll being present, with Commissioners Burress, and Kunkel being absent.

City Councilors present: Judy Stubbs, Margaret Kennard

Staff present: Scott Stark, Mark Bleth, Aaron Holloman, Steven Martinez and Evangelina Guerrero

Guests present: Randy Phelps, Mike Garcia, Tim Archibeque and Tawnie Honey

APPROVAL OF AGENDA

3. Commissioner Coll moved to approve the Thursday, January 16, 2020, Airport Advisory Commission agenda. Vice-Chair Armstrong was the second. A voice vote was 3-0, and the motion passed, with Commissioners Burress, and Kunkel being absent.

APPROVAL OF MINUTES

4. Vice-Chair Armstrong moved to approve the Thursday, December 19, 2019, Airport Advisory Commission minutes. Commissioner Coll was the second. A voice vote was 3-0, and the motion passed, with Commissioners Burress, and Kunkel being absent.

NON-ACTION ITEMS

5. Air Center Director Status Report Update (State of Roswell Report, new tenants, significant developments, new or renewed leases, etc.) – Scott Stark, Air Center Director, and Mark Bleth, Air Center Manager discussed the following: Lease renewals (ENMU-R, Kerry Hunter, Don & Angel Mayes), State of the Air Center Report (flight operations, US Navy detachment, passenger enplanements, revenues, project funding, taxiways, pavement maintenance, construction parking lot, Military Airport Program, taxiway markings, terminal study, wide body hangar study, railroad crossing, café, Red Mountain Arsenal, building 60, runway 21, tree removal, cost of completed projects, personnel, MRO Americas 2020, RFI, and United)
6. Discussed Air Center Budget Operations – Scott Stark, Air Center Director, discussed the following: Air Center Budget FY 2020 (operations budget, utilities, fuels, maintenance & repairs to buildings, roofs, infrastructure, vehicles & equipment, insurance, tools, office & general supplies, consultants, professional services, security services, marketing & promotion, licenses & fees, and IT cost)
7. Discuss Water Revenue Issue – Amy Coll, Airport Advisory Commission Member, discussed the following: 1968 Indenture, Water Law, Federal Laws, New Mexico Law, Supreme Court of New Mexico, Reynolds v. City of Roswell, Water Wells Associated with ROW, State Engineer, City of

Roswell Code of Ordinances Chapter 5 Aviation last codified in 1984, General Fund, Enterprise Fund, Water and Sewer, FAA Policy and Procedures Concerning the Use of Airport Revenue (Permitted and Prohibited Uses of Airport Revenue), Royalties From Mineral Extraction and Airport Revenue.

NEW BUSINESS/REGULAR ITEMS

8. Discuss and consider City of Roswell Code of Ordinance Chapter 5 Aviation – Scott Stark, Air Center Director, and Aaron Holloman, City Attorney discussed the following: Draft new Roswell Air Center Ordinance, and Santa Fe Regional Airport Ordinance example. No motion was made.
9. Discuss and consider Master List of Fees (airport Parking, Landing & Flow Fee, etc. adjustment) – Mark Bleth, Air Center Manager, and Aaron Holloman, City Attorney discussed the following: Draft resolution implementation suggested July 2020 or January 2021, current and proposed fees (fuel flow, landing fees, parking fees, badging fees, equipment rental fees, etc.), Airport Security and Safety Violations (violations and citations), Airport Security Program, and City of Roswell Code Fines. No motion was made.

Commission comments for future agenda items

10. Discuss potential agenda items for the January 2020 meeting – Chair Kintigh discussed potentially presenting the following items on the agenda: “Air Center Director Status Report Update,” “Draft Ordinance,” “Master Fee List, Parking, Landing & Flow Fees,” “Air Center Operational Budget,”

Reports/Announcements – Members, Council, Staff – None

Public Participation – None

Adjourn

The meeting adjourned at 12:19 p.m.

Next Meeting Date

Next meeting scheduled for Thursday, February 20, 2020, at 10:00 a.m. in the ROW Conference Room.