

Regular Meeting of the Airport Advisory Commission  
Held in the Conference Room at the ROW – 1 Jerry Smith Circle  
Thursday, February 20, 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 10:01 a.m. with Chair Kintigh presiding, Vice-Chair Armstrong, Commissioner Coll, Commissioners Burress, and Kunkel being present.

City Councilors present: Judy Stubbs

Staff present: Juan Fuentes, Scott Stark, Mark Bleth, Aaron Holloman, and Evangelina Guerrero

Guests present: Jacquie Smith, Peter Charnisky, Larry Connolly, Lisa Dunlap

### **APPROVAL OF AGENDA**

3. Vice-Chair Armstrong moved to approve the Thursday, February 20, 2020, Airport Advisory Commission agenda. Commissioner Coll was the second. A voice vote was 5-0, and the motion passed unanimously.

### **APPROVAL OF MINUTES**

4. Commissioner Coll moved to approve the Thursday, January 16, 2020, Airport Advisory Commission minutes. Vice-Chair Armstrong was the second. A voice vote was 5-0, and the motion passed unanimously.

### **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: Weather conditions (February 4 and 11, cancellations, Air Center staff), Navy mini detachment, SkyWest and Allegiant headquarters meetings, SCASD, Denver 25<sup>th</sup> birthday party, Meade & Hunt Air Service Conference, leases (Hangar 91, Bldg. 1776), and Red Mountain Arsenal, LLC
6. Discuss Air Center 2021 Budget Capital Expenditures – Scott Stark, Air Center Director, discussed the following: Capital Expenditures, FAA AIP Grants (Entitlements, MAP, Discretionary), NMDOT Aviation Grants, Air Center Revenue Funds, Bonds/Loans, City General Fund, other grants, FY 2021 proposed projects (drainage study, rehabilitate apron, buildings)
7. Discuss Talon Airspace Expansion – Scott Stark, Air Center Director, discussed the following: Holloman Special Use Airspace Optimization Environmental Impact Statement (EIS), NEPA Process Overview (notice of intent, scoping process, draft EIS, agency and public, review and comment, final EIS, record of decision, and agency action)

## **NEW BUSINESS/REGULAR ITEMS**

8. **Discuss and consider rescheduling the day and time of the Airport Advisory Commission April meeting** – Scott Stark, Air Center Director, discussed the following: NM State Aviation Conference scheduling conflict with Airport Advisory Commission. Commissioner Kunkel moved that the recommendation be approve to reschedule the Thursday, April 16, 2020, Airport Advisory Meeting to Thursday, April 23, 2020 at the regular time. Commissioner Burress was the second. A voice vote was 5-0 and the motion passed unanimously.
9. **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. Day-to-day operations, revisions to Roswell City Code Chapter 5 (ordinance, regulations, minimum standards, zoning, property management, remove sections). No motion was made.
10. **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. Vice-Chair Armstrong moved that the recommendation be approved to amend the draft resolution implementation suggested date from July 1, 2020 to October 1, 2020. Commissioner Burress was the second. A voice vote was 5-0 and the motion passed unanimously. Vice-Chair Armstrong moved that the recommendation be approved to present draft resolution as amended to City Council for further action. Commissioner Coll was the second. A voice vote was 5-0 and the motion passed unanimously.
11. **Discuss and consider options for additional Teardown Pad** – Scott Stark, Air Center Director and Mark Bleth, Air Center Manager discussed the following: Teardown Pad Bid, AerSale Teardown Pad, and storage. Commissioner Kunkel moved that the recommendation be approved to send cease and desist letter to tenant. Vice-Chair Armstrong was the second. A voice vote was 5-0 and the motion passed unanimously.

## **Commission comments for future agenda items**

12. **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,” “Teardown Pad,” “Master Fee List, Parking, Landing & Flow Fees,” “Ergon Asphalt & Emulsions,”

## **Reports/Announcements – Members, Council, Staff** – None

**Public Participation** – Larry Connolly discussed parking fees.

## **Adjourn**

The meeting adjourned at 12:05 p.m.

## **Next Meeting Date**

Next meeting scheduled for Thursday, March 19, 2020, at 10:00 a.m. in the ROW Conference Room.