

Regular Meeting of the Airport Advisory Commission
Held in Meeting Room A at the Roswell Convention & Civic Center – 912 North Main St.
Thursday, September 17, 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 20-26.

ROLL CALL

2. The meeting convened at 10:07 a.m. with Chair Kintigh presiding, Vice-Chair Armstrong, Commissioner Coll, Commissioner Kunkel, and Commissioner Burress being present.

City Councilors present: Judy Stubbs.

Staff present: Scott Stark, Louis Najar, Jerry Janow, Jeff Bechtel, and Lorena Borunda.

Guests present: Randy Phelps, Tim Archibeque, Mike Garcia, Lisa Dunlap.

Via telephone: Jeffrey Hartz of Meade & Hunt

APPROVAL OF AGENDA

3. Commissioner Burress moved to approve the Thursday, September 17, 2020, Airport Advisory Commission agenda, noting that item number 7. Air Service Briefing will begin at 11:00 a.m. Commissioner Armstrong was the second. A voice vote was 5-0, and the motion passed.

APPROVAL OF MINUTES

4. Commissioner Coll moved to approve the Thursday, August 20, 2020, Airport Advisory Commission minutes. Commissioner Burress was the second. A voice vote was 5-0, and the motion passed.

NON-ACTION ITEMS

5. Air Center Director Status Report Update – Mr. Scott Stark, Air Center Director, discussed the following: Red Mountain Arsenal has requested to lease a new building, AerSale is renewing their lease, and an Assignment and Amendment of Lease Agreement from NTVI Fed, LLC to Aurora Alaska, LLC. Mr. Stark also discussed the August 2020 Airport Operations report, aircraft parking and new personnel Ned Karavdic.
6. CARES Act USED A Grant Application Update – Scott Stark, Air Center Director, contacted Trisha Korbas with the Economic Development Administration. The meeting originally set for September has been postponed until October. Concerns and options for additional funds were discussed and will be revisited at the next Airport Advisory Commission meeting.

NEW BUSINESS/REGULAR ITEMS

8. Discuss and consider action for new Air Center Minimum Standards and General Rules & Regulations – Scott Stark, Air Center Director. Scott Stark, Air Center Director updated and answered questions. Changes will be made to the Rules and Regulations as follows: page 14, fourth bullet, weather changed to *whether*, and on page 13 verify if the insurance numbers are correct. Changes to the Minimum Standards Rules & Regulations as follows: page 28, under paragraph **Other Air Transportation Services for Hire**, change pipe line to *pipeline*, and on page 30 strike last sentence on item 7. Commissioner Coll made a motion to recommend the Roswell Air Center Minimum Standards and the Roswell Air Center Rules and Regulations, with the changes discussed today, to move forward to the Legal Committee for further action. Commissioner Burress was the second. A voice vote was 5-0, and the motion passed.

9. Discuss and consider option for New Crunch Pad – Scott Stark, Air Center Director. Tim Archibeque and Mike Garcia, Armstrong Consultants, discussed the Crunch Pad sites, Typical Sections and drainage systems. AerSale stated concerns regarding the tear down of the old crunch pad before the new crunch pad is ready for use. A letter reassuring AerSale this would not happen was discussed. Commissioners would like to move forward with this project. Mike Garcia, Armstrong Consultants, stated he has a Task Order ready to move forward pending a PSA from the City of Roswell. No action was taken.

FOR THE RECORD ITEM 9 NEW CRUNCH PAD DISCUSSION WAS PAUSED AT 11:00 a.m. FOR ITEM 7 AIR SERVICE BRIEFING CALL.

7. Air Service Briefing- Jeffrey Hartz of Meade & Hunt joined the meeting via telephone at 11:00 a.m. Jeffrey Hartz of Meade & Hunt is expecting American Airlines to release the November 2020 schedule in the next couple of weeks. At this point, American Airlines is waiting to see if Congress will pass the CARES Act. Other air services and options are being considered. Discussions will continue at the next Airport Advisory Commission meeting.

10. Discuss and consider placement of Roswell Logo on Water Tower – Louis Najar, City of Roswell Engineer, update on the Roswell Water Towers Project. The City of Roswell logos that will be placed on the towers, will be visible from highway 285, the runways, and from around town. Louis Najar, City of Roswell Engineer, welcomed any questions and feedback. Commissioner Burress made a motion to adopt the city engineer’s plan for the logo placement on the water towers. Commissioner Armstrong was the second. A voice vote was 5-0, and the motion passed.

COMMISSION COMMENTS FOR FUTURE AGENDA ITEMS

11. Discuss potential agenda items for the October meeting – Chair Kintigh discussed potentially presenting the following agenda items: Armstrong Contract, Expansion of Storage Area, Hangar 84 Project, Airline Services, New Crunch Pad, and Municipal Airport Update.

REPORTS / ANNOUNCEMENTS – MEMBERS, COUNCIL, STAFF – Chair Kintigh announced childcare being provided inside some areas of the Convention Center. City staff, including City Council, is asked to use the West side of the building only, including the West side restrooms.

PUBLIC PARTICIPATION – None

ADJOURN

The meeting adjourned at 12:07 p.m.

NEXT MEETING DATE

Next meeting scheduled for Thursday, October 15, 2020 at 10:00 a.m. at the Roswell Convention & Civic Center meeting room.