Regular Meeting of the Airport Advisory Commission
Held in Meeting Room A at the Roswell Convention & Civic Center – 912 North Main Street
Thursday, March 19, 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, and Margaret Kennard

   Staff present: Juan Fuentes, Scott Stark, and Sharon Coll

   Guests present: Randy Phelps and Kevin Brown

APPROVAL OF AGENDA
3. Vice-Chair Armstrong moved to approve the Thursday, March 19, 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 Burress moved to approve the Thursday, February 20, 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, discussed the following: Cleaning at the Airport due to COVID 19, flight schedules unchanged and making space for additional planes to be parked.

6. Presentation by Ergon Asphalt & Emusions – Larry Erickson, VP Sales & Marketing and Juan Miranda, Ergon General Manager, no presentation discussed.

NEW BUSINESS/REGULAR ITEMS
7. Discuss and consider rescheduling the day and time of the Airport Advisory Commission April meeting – Scott Stark, Air Center Director, discussed the following: The Airport Advisory Commission schedule for Thursday, April 23, 2020.

8. & 9. Discuss and consider amendment to the City of Roswell Code of Ordinance Chapter 5 Aviation and Discuss and consider Resolution Master List of Fees (Airport Parking, Landing & Flow Fees, etc. adjustment) – After discussion by Scott Stark, Commissioner Kunkel recommended new master list
fees to be effective January 1, 2021. Commissioner Armstrong was the second. A voice vote was 5-0 and the motion passed.

Commissioner Coll made a motion to amend the proposed ordinance for Chapter 5 Aviation as follows: In the first whereas to change Roswell Air Center (ROW) to Roswell Airport, and change the same language throughout the proposed ordinance. Commissioner Armstrong was the second, a voice vote was 5-0 and the motion passed.

Commissioner Kunkel made a motion to approve the proposed ordinance as amended. Commissioner Burress was the second. A voice vote was 5-0, and the motion passed.

10. Discuss and consider options for additional Teardown Pad – Scott Stark, Air Center Director, discussed the following: The additional teardown pad including the Engineer’s estimate. This will go out as an ITB. No action taken at this time.

**Commission comments for future agenda items**

11. Discuss potential agenda items for the April 2020 meeting – Chair Kintigh discussed potentially presenting the following items on the agenda: “Teardown Pad Draft ITB/RFP,” “Draft fee schedule,” “Discussion of funding,” “Draft Ordinance,” “Ergon Asphalt & Emulsions, Inc.,”

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

**Public Participation** – None

**Adjourn**
The meeting adjourned at 11:25 a.m.

**Next Meeting Date**
Next meeting scheduled for Thursday, April 23, 2020 at 10:00 a.m. at the Roswell Convention & Civic Center meeting room.