

Regular Meeting of the Airport Advisory Commission  
Held in the Conference Room at the RAC – 1 Jerry Smith Circle  
Thursday, September 19, 2019, 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 and Commissioner Burress being present, with Commissioners Marley and Kunkel being absent.

City Councilors present: Judy Stubbs, Jacob Roebuck

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

Guests present: Dennis Corsi, Jeff A. Kohlman, Michael Garcia, Jacquie Smith, Amy Coll, Kevin Brown, Larry Connolly, Randy Phelps and Lisa Dunlap

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

4. Vice-Chair Armstrong moved to approve the Thursday, August 15, 2019, Airport Advisory Commission minutes. Commissioner Burress was the second. A voice vote was 3-0, and the motion passed, with Commissioners Marley and Kunkel being absent.

### **NON-ACTION ITEMS**

5. Air Center Director Status Report Update (new tenants, significant developments, new or renewed leases, etc., status of Air Service consultant RFP) – Scott Stark, Air Center Director, discussed the following: MAP Grant, FAA Southwest Region Office visit, Request for Release of Financial Contribution Requirements for the Old Municipal Airport, Airport Improvement Program (AIP), airport name change, airport authority, grant assurances, MD-80s Retirement Celebrations, Tri-Annual Drills, Draken International, NM Aviation Aerospace Association (STEM) EXPO, Bldg. 72 roof, Bldg. 85 roof, RFI, café remodel.
6. Discussed Strategic Plan – Dennis Corsi, President of Armstrong Consultants, Jeff A. Kohlman, Managing Principal Aviation Management Consulting Group (AMCG), Scott Stark, Air Center Director, discussed the following: Strategic Airport Business Planning, Aviation Management Consulting Group (AMCG), plan, mission statement, vision statement, values statement, goals, objectives, action plans, process (phase I preparation, phase II development, phase III implementation), best practices. Further discussion will continue next month.

### **NEW BUSINESS/REGULAR ITEMS**

7. Discuss and recommend updates to Property Management Plan/Leases –Aaron Holloman, City Attorney, and Scott Stark, Air Center Director, discussed the following: Roswell International Air Center Property Management Plan (sections III. Terms of Agreements (length of terms, options, 90 days), V. Maintenance and Operational Obligations, VII. Private Development (standards, accountability, industry, FAA regulations), VIII. Commercial Operators Standards – General Aviation, IX. Noncommercial Operations, IV. Rates and Charges (rental rates goal), no vote was made, and the discussion will continue next meeting

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

8. Discuss potential agenda items for the October 2019 meeting – Chair Kintigh discussed potentially presenting the following items on the agenda in October: “Covered Parking,” “Parking Fees” “Baggage Area Expansion,” “Pecos Flavors Café,” “Strategic Planning”

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

**Public Participation** – Larry Connolly discussed developer plans, railroad expansion, and Trains Magazine (Planes by Train).

### **Adjourn**

The meeting adjourned at 12:31 p.m.

### **Next Meeting Date**

Next meeting scheduled for Thursday, October 17, 2019, at 10:00 a.m. in the RAC Conference Room.