

Regular Meeting of the Airport Advisory Commission
Held in the Conference Room at the RAC – 1 Jerry Smith Circle
Thursday, October 17, 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 10:00 a.m. with Chair Kintigh presiding, Vice-Chair Armstrong, Commissioners Burress, and Kunkel being present, with Commissioner Coll being absent.

City Councilors present: Judy Stubbs

Staff present: Juan Fuentes, Aaron Holloman, Scott Stark, Mark Bleth, Kevin Dillion, Trent Moore, Steven Martinez, and Evangelina Guerrero

Guests present: Tim Archibeque, Michael Garcia, Larry Connolly, Randy Phelps, Lisa Dunlap, Jon Hitchcock, Mike Espino, Cristina Arnold, Larry Skains, and Mike Dikun

APPROVAL OF AGENDA

3. Commissioner Kunkel moved to approve the Thursday, October 17, 2019, Airport Advisory Commission agenda. Commissioner Burress was the second. A voice vote was 4-0, and the motion passed, with Commissioner Coll being absent.

APPROVAL OF MINUTES

4. Vice-Chair Armstrong moved to approve the Thursday, September 19, 2019, Airport Advisory Commission minutes. Commissioner Burress was the second. A voice vote was 4-0, and the motion passed, with Commissioner Coll 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, and Mark Bleth, Air Center Manager, discussed the following: STEM event, Mitsubishi MRJ90, Honda flight testing, SCASDP Grant, Denver International Airport, United flight, Café, MRO Dallas, TX April 28-30, 2020, Mystic Lease Agreement, Draken International, Water Tower, Old Tower, and Navy.

NEW BUSINESS/REGULAR ITEMS

6. Discuss and consider Terminal Temporary Measures – Scott Stark, Air Center Director, and Kevin Dillon, Facilities Maintenance Director, discussed the following: Discussed baggage area, grant, conveyor, electrical, scanner, TSA requirements, patio area, security control, courtyard concept, passenger holding area, cart service, and state price agreement. Proposed staff sketch a basic floor plan representing expansion needs of the baggage area with the modifications need to accommodate a TSA scanner; include cost estimates. Commissioner Kunkel moved that the recommendation be presented in November at the next Airport Advisory Commission meeting. Vice-Chair Armstrong was the second. A voice vote was 4-0, and the motion passed with

Commissioner Coll being absent. Proposed staff prepare a draft presentation of the plans to expand the sterile passenger seating area. Commissioner Kunkel moved that the recommendation be presented at the next Airport Advisory Commission meeting. Commissioner Burrell was the second. A voice vote was 4-0, and the motion passed with Commissioner Coll being absent.

7. Discuss and consider Preliminary Parking System Concept – Scott Stark, Air Center Director, and Mark Bleth, Air Center Manager, discussed the following: Discussed paid parking, covered parking, gated parking, automated unmanned parking, MAP grant, covered parking with solar panels, Xcel Energy concept, and designated parking for restaurant. Proposed staff make signage available for up to ten reserved parking spaces for the new café. Commissioner Kunkel moved that the recommendation be discussed and negotiated amongst staff and tenant. Vice Chair Armstrong was the second. A voice vote was 4-0, and the motion passed with Commissioner Coll being absent.
8. Discuss and consider Air Center Parking, Landing & Flow Fee adjustment – Mark Bleth, Air Center Manager, discussed the following: Discussed a resolution establishing aircraft landing and parking charges for the Roswell Air Center, parking fee trends, rate adjustment, land lease, negotiating price, acreage lease option, CPI Consumer Price Index, new draft resolution, Part 91, general aviation, State legislation, FedEx fees, UPS fees, commercial landing fees, flat rate per day, inflation, and annually review rates. Proposed staff present a draft resolution that supersedes a resolution establishing aircraft landing and parking charges for the Roswell Air Center at the next Airport Advisory Commission meeting. Chair Kintigh moved that staff presents a new draft resolution at the next Airport Advisory Commission meeting; the new resolution will be forwarded to the Legal Committee and City Council. Vice-Chair Armstrong was the second. A voice vote was 4-0, and the motion passed with Commissioner Coll being absent.

FOR THE RECORD:

Chair Kintigh called a five minute break at 11:52 a.m. Meeting reconvened at 11:57 a.m.

9. Discuss and consider Air Center Property Management Plan and Leasing Agreement update – Discussion was deferred and will continue next month.

Commission comments for future agenda items

10. Discuss potential agenda items for the November 2019 meeting – Chair Kintigh discussed potentially presenting the following items on the agenda in November: “Air Center Director Status Report Update,” “Terminal Temporary Measures,” “Preliminary Parking System Concept” “Parking, Landing & Flow Fees” “Property Management Plan & Lease Agreement”

Reports/Announcements – Members, Council, Staff – None

Public Participation – None

Adjourn

The meeting adjourned at 12:28 p.m.

Next Meeting Date

Next meeting scheduled for Thursday, November 21, 2019, at 10:00 a.m. in the RAC Conference Room.