

Airport Advisory Commission
Tuesday, January 10, 2023 at 1:30 p.m.
Roswell Air Center – Conference Room
1 Jerry Smith Circle, Roswell, NM 88203

MEMBERS

Bud Kunkel, Chair
Mike Espiritu, Vice Chair
Jon Hitchcock, Member
Shawn Powell, Member
Matt McDonald, Member
Jennifer Brady, Staff Liaison

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of minutes from the December 6, 2022 Regular Meeting

NON-ACTION ITEMS

5. Air Center Status Report – Jenna Lanfor, Property Manager
6. Potential Plan for Passenger Flight Display – Jenna Lanfor, Property Manager
7. Update on Terminals Signs and Marketing in Terminal – Jenna Lanfor, Property Manager
8. Strategic Plan RFP Update – Jenna Lanfor, Property Manager
9. Security Update – Hess Yntema, City Attorney
10. Badging Presentation – Don Fisher, Airport Security Coordinator
11. New Passenger Parking Area, Jenna Lanfor, Property Manager
12. JPA Update, Hess Yntema, City Attorney
13. BNSF Update, Hess Yntema, City Attorney
14. Water Line Infrastructure Update, Louis Najar, City Engineer
15. BLM Update, Jenna Lanfor, Property Manager
16. Maintenance Technology Enrollment/Graduation, Shawn Powell

NEW BUSINESS/REGULAR ITEMS

17. Electrical Quote for Airfield Lighting, Alpha to Dean Baldwin Painting – Jenna Lanfor
18. Demo/Asbestos Removal, Building 650 – Jenna Lanfor
19. Consider recommending approval to authorize Trans Aero Medivac to enter into a Lease Agreement for a tract of land to place a 60' x 24' Modular Trailer – Jenna Lanfor
20. Consider recommending approval to authorize Alien City Dragway to enter into a Lease Agreement for 35 acres of land - Jenna Lanfor
21. Consider recommending approval to authorize City of Roswell Waste Water to enter into a Lease Agreement- Jenna Lanfor

22. Consider recommending approval to authorize City of Roswell Central Control to enter into a Lease Agreement - Jenna Lanfor
23. Consider recommending approval to authorize City of Roswell Water Department to enter into a Lease Agreement - Jenna Lanfor
24. Consider recommending approval to authorize City of Roswell Fire Department to enter into a Lease Agreement for Building No. 612 (station 4) – Jenna Lanfor

Commission comments for future agenda items

25. Discuss potential agenda items for the November meeting

Reports/Announcements – Members, Council, Staff

Public Participation

Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 22-14. NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council, and no action will be taken.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid of service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed. Printed and Posted: **Thursday, January 5, 2023**

"THE PUBLIC IS ENCOURAGED TO PARTICIPATE ELECTRONICALLY THROUGH THE GO-TO MEETING APPLICATION AND NOT PHYSICALLY ATTEND DURING THE PANDEMIC"

Airport Advisory

Tue, Wednesday January 10, 2023 1:30 PM - 2:30 PM (MDT)



City of Roswell

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/507187181>

You can also dial in using your phone.

United States: +1 (872) 240-3212

Access Code: 507-187-181

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/265302573>

Regular Meeting of the Airport Advisory Commission
Air Center Conference Room
Tuesday, December 6 at 1:30 p.m.

Notice of this meeting given to the public in compliance with Section 10-15-1 through 10-15-4 NMSA 1978 and Resolution 22-14.

ROLL CALL

2. The meeting convened at 1:31 p.m. with Chair Kunkel presiding, Commissioners McDonald and Powell, being present. Commissioner Hitchcock joined via GoToMeeting. Let the record reflect Vice Chair Espiritu joined via phone from 2:13 p.m. to 2:25 p.m.

Staff present: Juan Fuentes, Mayor Jennings, Jenna Lanfor, Hess Yntema, Jennifer Griego, Lisa Bennett, and Mike Mathews.

Councilors present: Cristina Arnold joined via GoToMeeting.

Guests present: Cisco Brink. Bruce Andler joined via GoToMeeting.

APPROVAL OF AGENDA

3. Commissioner Powell moved to approve the Tuesday, December 6, 2022 Airport Advisory Commission agenda as presented. Commissioner McDonald was the second. A voice vote was 4-0. The motion passed unanimously.

Commissioner McDonald – yes, Commissioner Hitchcock – yes, Commissioner Powell – yes, Chair Kunkel – yes.

APPROVAL OF MINUTES

4. Commissioner McDonald moved to approve the November 8, 2022 minutes as presented. Commissioner Powell was the second. A voice vote was 4-0. The motion passed unanimously.

Commissioner Powell – yes, Commissioner McDonald – yes, Commissioner Hitchcock – yes, Chair Kunkel – yes.

NON-ACTION ITEMS

5. Air Center Director Status Report Update (Operations and air service etc.) – Jennifer Griego, RAC interim Director presented the Director's report. Jennifer informed the Commission that she is currently exploring a grant that would pay for the Roswell Officer present for outgoing flights and presented the current safety issues with the south hammerhead.
6. Taxiway C- Jennifer Griego, RAC interim Director, stated she is looking into the costs of getting Taxiway C repaired due to damages incurred by parked Aircraft.

7. Passenger Flight Display Update – Jennifer Griego, RAC interim Director informed Commissioners that the display is up and running.
8. RAC Director & Deputy Director Recruiting Update - Juan Fuentes, Director of Administrative Services stated the City has not received a pool of applicants and Lisa Bennett is currently working with Human Resources to expand postings.
9. Security Update- Hess Yntema, City Attorney, was unable to disclose much information however stated negotiations with TSA are moving forward.
10. New Passenger Parking Area/Potential New Passenger Parking Area- Bud Kunkel, stated Krumland Auto Group is interested in developing a secured parking lot and is looking into estimated costs. Chair Kunkel suggested holding off on other parking plans until the west-parking project is complete.
11. JPA Update - Hess Yntema, City Attorney, stated the draft was sent to members and is being edited with the feedback that was received.
12. BNSF Update, Hess Yntema, City Attorney, informed Commission that he is currently waiting for the Certificate of Insurance and well as response from BNSF on revisions.
13. RUBB Hangar Location – Bud Kunkel, Chair stated the best location for the RUBB Hangar would be next to building 1166, formerly occupied by Mystic/Aevex. Jenna Lanfor is working with CAVU on expressed interests to use the RUBB Hangar for business operations.
14. \$5M State Appropriation - Bud Kunkel, Chair stated the Commission could make all the suggestions they want but in the end, the funds will be used by the City where it sees fit.
15. Water Line Infrastructure Update - Louis Najjar, City Engineer did not attend the meeting, Chair Kunkel requested an update for the next meeting.
16. BLM Update - Jenna Lanfor, Property Manager Informed Commission that she is currently waiting for clarification from BLM on the anticipated lease rate. BLM is not interested in relocation therefore acquiring funds for the taxiway will be necessary.

NEW BUSINESS/REGULAR ITEMS

17. Consider recommending approval to authorize Trans Aero MedEvac to enter into an Interim lease for a tract of land to place a 60' x 24' Modular Trailer – Jenna Lanfor. After a brief discussion, Commissioner McDonald made a motion to accept the lease as presented. Commissioner Hitchcock was the second. A voice vote was 5-0. The motion passed unanimously.

Vice Chair Espiritu – yes, Commissioner McDonald – yes, Commissioner Hitchcock – yes, Commissioner Powell – yes, Chair Kunkel – yes.

Commission comments for future agenda items

18. Discuss potential agenda items for the January Meeting – NA

Reports/Announcements – Members, Council, Staff –

Jennifer Griego, RAC Interim Director informed the Commissioners she will not be present at the next meeting.

Public Participation

None

Adjourn

Commissioner Powell made a motion to adjourn. The second was Commissioner McDonald. A voice vote was 4-0. The meeting adjourned at 2:44 p.m.

Commissioner Powell – yes, Commissioner McDonald – yes, Commissioner Hitchcock – yes, Chair Kunkel – yes.

Next Meeting Date

The next meeting is scheduled for Tuesday, January 10, 2023, at 1:30 p.m. at the Air Center Conference Room.