



AIRPORT ADVISORY COMMISSION
Thursday, March 18, 2021, at 10:00 a.m.
Roswell Convention & Civic Center – Meeting Room A
912 North Main Street, Roswell, NM 88201

MEMBERS

Dennis Kintigh, Chair
Riley Armstrong, Vice Chair
Jim Burress, Member
Amy Jo Coll, Member
Shawn Powell, Member
Scott Stark, Staff Liaison

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Minutes from the Thursday, February 18, 2021 meeting

NON-ACTION ITEMS

5. Air Center Director Status Report (new tenants, significant developments, new or renewed leases, air service, etc.) – Scott Stark, Air Center Director
6. New Crunch Pad Update – Scott Stark, Air Center Director
7. Water Line Project to East Side – Louis Najjar, City Engineer, Mike Garcia, Armstrong
8. MRO of the Americas – Scott Stark, Air Center Director, Juanita Jennings, Public Relations
9. Phoenix Flight Marketing Campaign Concepts – Juanita Jennings, Public Relations

NEW BUSINESS / REGULAR ITEMS

10. CARES Act USED A Grant Application Update/Hangar 84 – Scott Stark, Air Center Director
11. Dates and Time of Future Meetings – Dennis Kintigh, Chair

Commission comments for future agenda items

12. Discuss potential agenda items for the April 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 21-7.

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.

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Airport Advisory

Thur, March 18, 2021 10:00 AM - 12:00 PM (MDT)

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Regular Meeting of the Airport Advisory Commission
Held in Meeting Room A at the Roswell Convention & Civic Center – 912 North Main St.
Thursday, February 18, 2021, at 10:03 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 21-7.**

ROLL CALL

2. The meeting convened at 10:03 a.m. with Chair Kintigh presiding, Commissioner Coll, Commissioner Burress, Commissioner Armstrong and Commissioner Powell being present.

Staff present: Scott Stark, Louis Najar, Lorenzo Sanchez, Juan Fuentes, Steven Collacchio, and Lorena Borunda.

Guests present: Randy Phelps, Holly Nehls

APPROVAL OF AGENDA

3. Commissioner Coll moved to approve the Thursday, February 18, 2021, Airport Advisory Commission agenda. Commissioner Armstrong was the second. A voice vote was 5-0, and the motion passed.

APPROVAL OF MINUTES

4. Commissioner Armstrong moved to approve the Thursday, January 21, 2021, 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 – Scott Stark, Air Center Director, discussed the following: January 2021 Airport Operations report, new parking and landing fees, Air Service including the return of one Phoenix flight in April, and an update on the personnel at the Air Center.
6. New Crunch Pad Update – Scott Stark, Air Center Director, stated AerSale has made the decision to move forward. Mr. Stark is preparing the new lease.
7. Water Line Project to East Side – Louis Najar, City Engineer, Juan Fuentes, Administrative Services, discussed the phases and funding of the Water Line Project.
8. MRO of the Americas – This item was delayed until Juanita Jennings, Public Affairs Director, arrived.

NEW BUSINESS/REGULAR ITEMS

9. CARES Act USED A Grant Application Update/Hangar 84 – Scott Stark, Air Center Director mentioned they are still waiting for a Grant offer. There has been a request for structural engineer information. No action was taken.

COMMISSION COMMENTS FOR FUTURE AGENDA ITEMS

10. Discuss potential agenda items for the March meeting – Chair Kintigh discussed potentially presenting the following agenda items: New Crunch Pad Update, Water Line Project, Hangar 84 Update, MRO of the Americas, and the schedule for the Airport Advisory Committee Meetings.

REPORTS / ANNOUNCEMENTS – MEMBERS, COUNCIL, STAFF – Commissioner Armstrong reported his term ends in March 2021. Mr. Armstrong thanked Chair Kintigh and the committee.

FOR THE RECORD, SCOTT STARK RETURNED TO ITEM 8 AT 10:37 A.M., JUANITA JENNINGS ARRIVED AT 10:39 A.M. AND CONTINUED PRESENTING ITEM 8.

8. MRO of the Americas – Scott Stark, Air Center Director, Juanita Jennings, Public Affairs Director, presented an overview of Roswell’s presence at the convention. Booth set up will include Collateral Material, a Loveseat for 1:1 booking appointments, lighting, and Roswell and FlyRoswell branded items. Marketing and a budget breakdown were also presented.

PUBLIC PARTICIPATION – None

ADJOURN

The meeting adjourned at 10:48 a.m.

NEXT MEETING DATE

Next meeting scheduled for Thursday, March 18, 2021 at 10:00 a.m. at the Roswell Convention & Civic Center meeting room.