

# AMENDED



AIRPORT ADVISORY COMMISSION  
Thursday, July 28, 2022, at 1:30 p.m.  
Roswell Air Center – Conference Room  
1 Jerry Smith Circle, Roswell, NM 88203

## MEMBERS

Mike Espiritu, Vice Chair  
Shawn Powell, Member  
Matt McDonald, Member  
Bud Kunkel, Member  
Jon Hitchcock, 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, June 16, 2022 meeting

## NON-ACTION ITEMS

5. Air Center Director Status Report (operations, air service, new tenants, significant developments, etc.) – Scott Stark, Air Center Director
  - a. Project Updates
  - b. Snow Removal Equipment
  - c. BLM Taxiway Funding

## NEW BUSINESS / REGULAR ITEMS

6. Election of Chair/Vice Chair
7. Frequency of Meetings – Chair
8. Review of Mead & Hunt Air Service Development Contract – Scott Stark, Air Center Director
9. Review of 2017 Study Actions – Scott Stark, Air Center Director
10. Master Plan - Technical Advisory Committee - Scott Stark, Air Center Director, Matt Tomasson, Armstrong Consultants
11. Strategic Plan Draft Scope - Scott Stark, Air Center Director

## Commission comments for future agenda items

12. Discuss potential agenda items for the August 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.

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Airport Advisory

Thu, July 28, 2022 1:30 PM - 2:30 PM (MDT)

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Regular Meeting of the Airport Advisory Commission  
Held in the City Hall Conference Room  
Thursday, June 16 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 21-7.**

**ROLL CALL**

2. The meeting convened at 1:30 p.m. with Vice Chair Espiritu presiding, Commissioner Powell and McDonald, being present

Staff present: Scott Stark, Steve Christopher, Mayor Jennings, Josh Nairn- Mahan and Juan Fuentes

Guests present: Randy Phelps, David Hartmann, Mike Garcia, Dennis Corsi, Judy Stubbs, Shawn Jipp, Jon Hitchcock, Bud Kunkel, Jeff Hartz, Barry Foster and William. Rita Kane-Doerhoefer joined via GoToMeeting.

**APPROVAL OF AGENDA**

3. Commissioner McDonald moved to approve the Thursday, June 16, 2022 Airport Advisory Commission agenda. Commissioner Powell was the second. A voice vote was 2-0, and the motion passed unanimously.

**APPROVAL OF MINUTES**

4. Commissioner McDonald moved to approve the May 25, 2022 minutes as presented. Commissioner Powell was the second. A voice vote was 2-0, and the motion passed unanimously.

**NON-ACTION ITEMS**

5. Air Center Director Status Report Update (Operations and air service etc.) – Scott Stark, Air Center Director reported Bombardier will be in town in the next week for testing. Boeing is expected to be here in October. Mr. Stark is working with FAA on a grant for the Master Plan and 1735 Runway.
6. Status of Ascent Hangar Project- Scott Stark Air Center Director, stated the project went to Council and was approved. EDC will lease the land for a year and work with Ascent to complete the project.
7. SE Waterline Project Update- Scott Stark, Air Center Director, stated White Cloud is staging parts and is on schedule to start in August. The construction project length will be approximately 45 days.
8. Armstrong- Dennis Corsi & Mike Garcia introduced the Armstrong team and roles. Mr. Corsi went over the ongoing projects with the Commission. The last master plan was done in 2012
9. Mead & Hunt-Air Service Update- Jeff Hartz, Mead & Hunt gave an update on air services mentioning a shortage of Pilots and high fuel prices.

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

10. Strategic Plan – Scott Stark, Air Center Director gave a history of the strategic plan and suggested a professional should be brought in to complete it. Commissioner Powell made a motion to solicit proposals to do the strategic plan. Commissioner McDonald was the second. A voice vote was 2-0, and the motion passed unanimously.
11. Airport Terminal Action Plan – Scott Stark, Air Center Director presented a study that was done in 2019 which showed 3 terminal options. Commissioner McDonald made a motion to recommend design 2. Commissioner Powell was the second. After further discussion Commissioner McDonald motioned to postpone action on the recommendation. Commissioner Powell was the second. A voice vote was 2-0, and the motion passed.
12. Discuss Mayor's Appointees to the Commission – Mike Espiritu, Vice Chair stated that Mayor Jennings recommended John Hitchcock and Bud Kunkel for the 2 vacant spots on the Airport Advisory Commission. Commissioner Powell made a motion to support the Mayors nominations of Commissioners to the City Council. Commissioner McDonald was second. A voice vote was 2-0, and the motion passed.

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

13. Discuss potential agenda items for the July Meeting – Strategic Master Plan Action. Mead & Hunt – Air Service presentation, and Armstrong. Election of Commission Officers. The status of the Fire Department. Snow removal plants.

### **Reports/Announcements – Members, Council, Staff –**

None

### **Public Participation**

Randy Phelps with Aersale stated he received a message during the meeting that they were told they could not run engines due to noise. Mr. Christopher responded by stating that the correct reason was because the aircraft were pointed to the BLM and blowing dirt into the BLM. The ramp had to be shut down and swept for FOD.

### **Adjourn**

The meeting adjourned at 4:07 p.m.

### **Next Meeting Date**

The next meeting is scheduled for Thursday, July 21 2022, at 1:30 p.m. at the City Hall Conference Room.