

Regular Meeting of the Airport Advisory Commission
Held in Conference Room 1 at the Roswell City Hall – 425 N. Richardson
Thursday, July 15, 2021, 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 Chair Kintigh presiding, Commissioner Coll, Commissioner Espiritu, Commissioner Powell, and Commissioner McDonald being present.

Staff Present: Denise Garcia, Jose Serrano, Amalia Martinez, Scott Stark and Steve Christopher

Guests present: Randy Phelps, and Larry Connolly

Via GoTo Meeting: None

APPROVAL OF AGENDA

3. Commissioner Espiritu moved to approve the Thursday, June 17, 2021 agenda. Commissioner Coll was the second. A voice vote was 5-0, and the motion passed with Commissioner Powell and Commissioner McDonald being absent.

APPROVAL OF MINUTES

4. Commissioner Coll moved to approve the Thursday, May 20, 2021, Airport Advisory Commission minutes. Commissioner Espiritu was the second. A voice vote was 5-0, and the motion passed with Commissioner Powell and Commissioner McDonald being absent.

NON-ACTION ITEMS

5. Air Center Director Status Report (operations and air service, etc.) – Scott Stark, Air Center Director, discussed the following: Air Service, Operations report, and updates on projects.
6. Air Center Deputy Director Report (new tenants, business developments, new or renewed leases) – Steve Christopher, Air Center Deputy Director, discussed the following: survey for Ascent Hangers has begun and completed on Thursday, July 15, 2021. Survey will be discussed at the August 19th AAC meeting.
7. Building Evaluations – ROW Structural & Mechanical Assessment Project, will perform structural assessments to determine the viability and life of the buildings. These assessments will give information to see if they are worth the investment to retain, repair or replace. Assessments will be performed to ensure structures meet all applicable buildings codes related to structural integrity.

NEW BUSINESS/REGULAR ITEMS

8. Amendments for Property Management Plan – Steven Christopher, leases under \$60k per year will be reviewed by the City Manager.
9. Parking Fee Reviews – Steve Christopher, Create policy for review of parking fee's.
10. Physical Projects Reviews – Steve Christopher, physical projects will go through infrastructure committee.

COMMISSION COMMENTS FOR FUTURE AGENDA ITEMS

11. Discuss potential agenda items for the July meeting – Master plan/strategic plan

REPORTS / ANNOUNCEMENTS – MEMBERS, COUNCIL, STAFF – Status on air service consulting contract. Waiting for Armstrong to give update on water line project.

PUBLIC PARTICIPATION – Larry Connolly discussed percentage increase of parking fee's.

ADJOURN

The meeting adjourned at 2:48 p.m.

NEXT MEETING DATE

Next meeting scheduled for Thursday, August 19, 2021 at 1:30 p.m. at the City Hall conference room.