



Airport Advisory Commission
Tuesday, April 1, 2025 at 2:00 P.M.
Roswell Aircenter Conference Room
1 Jerry Circle, Roswell, New Mexico 88203

Chair: Bud Kunkel

Vice Chair: Mike Espiritu

Commissioners: Jon Hitchcock, Shawn Powell, Matt McDonald

Staff Liaison: Bobbi Thompson

- A. **Call to Order**
- B. **Roll Call**
- C. **Approval of the Agenda**
- D. **Approval of the Minutes**
 - 1. Approval of the minutes from the February 4, 2025, Regular Airport Advisory Commission Meeting.
 - 2. Approval of the minutes from the March 11, 2025, Regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 3. Air Center Operations Report (Bobbi Thompson)
 - a. Revenue/Expenses
 - b. Strategic Plan Updates
 - 4. Air Operations Report (Omar Gonzalez)
 - a. Passenger Boarding
 - b. Airport Flight Operations
 - c. Aircraft Parking
 - 5. 2023 Wind Damage Claim Construction Update (Omar Gonzalez)
 - 6. Project List
 - a. ABD Lighting & Electrical Vault (Lochner)
 - b. Master Plan & ALP Update (Lochner)
 - c. BLM Loading Pit (Lochner)
 - d. BLM Taxiway (Lochner)
 - e. MAP Apron Rehabilitation, Phase I (Lochner)
 - f. Taxiway Charlie (Lochner)
 - g. Terminal Improvement (Molzen Corbin)
 - h. SE Waterline (Mac Rogers)

i. Grandstand Construction (Mac Rogers)

7. 2024 Flood Damage Repair Report (Mac Rogers)
 8. Earl Cummings Drainage (Mac Rogers)
 9. Airport Security Report (Don Fisher)
 10. Airfield Conditions Report (Paul Vigil)
 11. Air Center Property Report (Michelle Sanchez)
 12. ENMU-R (Dr. Shawn Powell)
 13. NCAR Update (Mike Espiritu, Jon Hitchcock, and Bobbi Thompson)
- F. **Commission comments for future agenda items**
- G. **Reports/Announcements - Members, Commission, Staff**
- H. **Public Participation**
- I. **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 24-23. 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

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**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Airport Advisory Commission

1.

Meeting Date: 04/01/2025

COMMITTEE: N/A

CONTACT: N/A

CHAIR: N/A

DEPARTMENT NAME:

Approval of the minutes from the February 4, 2025, Regular Airport Advisory Commission Meeting.

Attachments

Draft Minutes 2/4/25

Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday February 4th, 2025

Notice of this meeting has been given to the public in compliance with Sections 10 – 15- 4 NMSA 1978 and Resolution 24-23.

B. Roll Call

The meeting convened at 2:00 p.m. with Chair Bud Kunkel presiding; Vice Chair Espiritu, Commissioner Jon Hitchcock, and Commissioner Matt McDonald present with Commissioner Shawn Powell absent.

Staff Present: Bobbi Thompson, Interim Air Center Director; Don Fisher, Airport Security Coordinator; Omar Gonzalez, Air Center Deputy Director; Paul Vigil, Air Center Supervisor; Michelle Sanchez, Property and Contract Coordinator; Annie Leyba, Senior Administrative Assistant; Hess Yntema, City Attorney.

Guest Present: Tim Archibeque, Michael Garcia, City Councilor Ed Heldenbrand, Amy Butler, Mac Rogers, Terri Harber, Mike Provine, Vincent Payne, Shawn Jipp, KRQE News 13.

C. Approval of the Agenda

Commissioner Hitchcock made a motion to approve the agenda as is, Commissioner McDonald seconded. The voice vote was unanimous and the motion was passed 4-0 with Commissioner Powell being absent.

D. Approval of the Minutes

Vice Chair Espiritu made a motion to approve the minutes of January 7th, 2025 and Commissioner Hitchcock seconded. The voice vote was unanimous and the motion was passed 4-0 with Commissioner Powell being absent.

2. Air Center Operations Report – Bobbi Thompson

a. Revenue and Expenses

Bobbi Thompson reported non-operating revenue as \$294,980.00, operating revenue \$389,480.04 with operating expenses of \$284,049.49, net income of \$105,430.55, and building insurance revenue \$40,038.85 with no insurance expenses for January 2025.

b. Strategic Plan

Bobbi Thompson provided the Commission with updates on the strategic plan. The process for hiring an Airport Director is still ongoing, received 24 applications to date and should have a qualified candidate by next month. Airport Facility Assessment is ongoing, has been delayed due to the flood. FBO option is still an ongoing project, they had a pancake fly-in that resulted in a great turnout. They plan to do one every couple of months. The comprehensive search for funding is an ongoing process. The facilities maintenance plan is in process which includes rolling stock. The leasing, rents, and fee policies have been drafted and sent to Legal for review. Reference Air Service Development, they are currently working with Gary Foss on the new state program.

3. Air Center Operations Report – Omar Gonzalez

a. Passenger Boarding

Bobbi Thompson reported passenger boarding as 2408 for January 2024, compared to 4794 in January 2025.

b. Airport Flight Operations

Airport flight operations is reported as 1583 in January 2025, compared to 2421 in January 2024.

c. Aircraft Parking

Aircraft parking is reported at 202 in January 2025 compared to 242 In January 2024.

4. 2023 Wind Damage Claim Construction Update, Omar Gonzalez

Hangar 85 has been completed. Hangar 84 is currently being worked on and is expected to be completed by the end of February. Hangar 1083 will be worked on after hangar 84 and is expected to be completed by the end of March.

5. Project List

a. ADB Lighting – Jay Dupont

Both sides of taxiway Juliet have now been updated with LED lighting. According to the map taxiways Charlie, Hotel, and Golf, still need to be completed along with the south side of taxiway Bravo. Eventually everything will be replaced with LED lighting within time.

b. Master Plan & ALP Update, Lochner

The Master Plan is expected to be completed at the end of March or the beginning of April.

c. BLM Loading Pit, Lochner

The contracts have been signed and received from the contractor. The NTP (Notice to Proceed) is currently being worked on. The plan is to have the loading pit completed before fire season.

d. BLM Taxiway, Lochner

A construction start is not anticipated until September. It will wait until after fire season.

e. MAP Apron Rehabilitation, Phase I, Lochner

Lochner is anticipating collecting paperwork from the contractor this week. It will be sent to the city for approval and signature.

f. Taxiway Charlie

Project is under review by the FAA. It currently does not have any funding awarded.

g. Electrical Vault, Lochner

The drawings are 95% Complete, construction is anticipated to begin in May of 2025.

h. Terminal Improvement, Molzen Corbin

Preliminary drawings are currently in progress. Once approval is given, the goal is to go to bid by the end of February or the first of March.

i. SE Waterline, Mac Rogers

The end of March or early April is the estimate of when work will be able to resume, but is currently on hold for a couple of months. Progress has been made on the design for the sewer line in the Southeast corner of the Roswell Air Center, and is expected to go to bid at the beginning of March.

j. Grandstand Construction, Mac Rogers

The plans to start the foundation work are in the beginning of March, with steel delivery in late March. Construction time is estimated to be 3 to 4 months.

6. 2024 Flood Damage Report, Mac Rogers and Omar Gonzalez

The City's flood loss is a limits loss. It is reported that work will be going into a global unallocated settlement for this limits loss. Reimbursement requests have started on some of the larger ticket items.

7. Airport Security report, Don Fisher

The latest map of the proposed race layout has been received, based on this documentation security planning has started. Boeing is scheduled to be operating at the Air Center in March.

8. Airfield Conditions, Paul Vigil

Paul Vigil reported on cleaning the ramp in preparation for the Navy arrival this month.

9. Air Center Property Report, Michelle Sanchez

Michelle Sanchez reported two vacant buildings have secured leases. One building is added to the vacant property report, and another will be added at the end of March. Michelle was asked to identify what "fire lock out" on the vacant property report means. In regards to the lease summary report building 72 is in negotiations, hangar 84 is awaiting repairs, Summit is awaiting signatures, hangar 85/ AOA Land is having negotiations, building 92 is awaiting signatures, and building 60 has a signed a payment plan.

10. AerSale, Amy Butler

Amy Butler reported that Aersale is moving forward with restructuring of the facility in Roswell, with the JTIPS program being set aside for now. The storage and tear- down program is currently the primary business activity for AerSale in Roswell. Amy Butler also noted there has been a significant reduction in their total employees.

11. NCAR Update, Mike Espiritu, Jon Hitchcock, and Bobbi Thompson

Bobbi Thompson presented the current layout for the "Taco Chip" covering 84 acres of land. Modifications will be made as more knowledge is gained. Hangars 1531 and 1532 will be subleased for the storage of Biplanes and Formula One's aircraft. With safety in mind, crews will come in from a separate entrance away from spectators, and there will be no fueling,

props, or vehicles around spectators. Currently, the STEM program anticipates 10,000 students from the local and regional areas will participate. 500 RV parking spots and 12,000 auto parking spaces, with NCAR currently collaborating with a parking company to manage this. Vice Chair Espiritu reported currently working on web links to help attendees eat, sleep, and play, with plans to go live in the middle of March. Ticket sales are not currently happening but are expected to commence in February 2025. During Air Race week, attendance is projected to be between 50,000 and 70,000 individuals.

12. Monument Schedule, Bud Kunkel

Chair Kunkel reports the unveiling of the 579th SMS Nuclear Missile Silo Monument will be on February 16, 2025 at 1:30 pm.

f. Commission comments for future agenda items

No Comments.

g. Reports / Announcements – members, Commission, Staff

Vice Chair Espiritu expressed the need to break the code on FAA to be more forthcoming to support.

h. Public Participation

No Public Participation

i. Adjourn

Vice Chair Espiritu made a motion to adjourn the meeting, Commissioner Hitchcock seconded. The voice vote was unanimous and passed 4-0 with Commissioner Powell being absent.

The meeting was adjourned at 3:58 PM.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Airport Advisory Commission

2.

Meeting Date: 04/01/2025

COMMITTEE: N/A

CONTACT: N/A

CHAIR: N/A

DEPARTMENT NAME:

Approval of the minutes from the March 11, 2025, Regular Airport Advisory Commission Meeting.

Attachments

Draft Minutes 3/11/25

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, March 11, 2025 at 2:00 PM**

Notice of this meeting was given to the public in compliance with Section 10-15-1 through 10-15-4 NMSA 1978 and Resolution 24-23.

B. Roll Call

The meeting convened at 2:07 p.m. with Chair Kunkel presiding; Vice-chair Espiritu, Commissioner McDonald, Commissioner Powell present, and Commissioner Hitchcock being absent.

Staff present: Bobbi Thompson, RAC Director; Michelle Sanchez, Property and Contracts Coordinator; and Della Andazola, Deputy City Clerk

Guests present: Tim Archibeque, Michael Garcia, Mayor Tim Jennings, and Robert Sherman

Guests via GoToMeeting: Matt Tomasson, Mike Provine, Vincent Payne, Gary Foss, Terri Harbor- RDR, and two guests

C. Approval of Agenda

Commissioner McDonald made a motion to approve the agenda for the Airport Advisory meeting on March 11, 2025. Vice-chair Espiritu was the second. A voice vote was unanimous and the motion passed 4-0, with Commissioner Hitchcock being absent.

D. Approval of minutes from the February 4, 2025 Regular Meeting

Vice Chair Espiritu made a motion to table the minutes from the February 4, 2025 regular meeting to be heard at the next meeting. Commissioner Powell was the second. A voice vote was unanimous and the motion passed 4-0, with Commissioner Hitchcock being absent.

NON-ACTION ITEMS

2. Air Center Operations Report- Bobbi Thompson

For The Record: Commission Hitchcock joined the meeting via GoToMeeting at 2:12 pm.

a. Revenue / Expense

Bobbi Thompson reported revenue and expenses for the Air Center. Operating revenue is \$1,350,799.71, operating expense is \$652,464.67, building insurance revenue is \$237,187.44.

b. Strategic Plan Updates

Bobbi Thompson presented updates. Creating an Airport Facility Assessment is ongoing, with a delay due to flood issues; conduct of an FBO option analysis is ongoing; conduct a comprehensive search for funding sources is ongoing at all times; initiate a facilities maintenance plan is in process and includes all rolling stock; develop leasing, rents, and fee policy has been sent to Legal; and update True Visitation study is ongoing, a new state program.

3. Air Operations Report - Omar Gonzalez

a. Passenger Boarding

Bobbi Thompson reported passenger boardings for February 2025 as 4817, compared to 2794 in February 2024.

b. Airport Flight Operations

Bobbi Thompson reported airport flight operations for February 2025 as 3433, compared to 4395 in February 2024.

c. Aircraft Parking

Bobbi Thompson reported aircraft parking for February 2025 as 204, compared to 273 in February 2024.

4. 2023 Wind Damage Claim Construction Update - Omar Gonzalez

Omar was unavailable to present this update; Mac Rogers provided some information. His main concern is with Hangar 85, where the metal siding box is still attached but is moving significantly. There are no immediate concerns regarding the roofing.

5. Project List

a) ADB Lighting & Electrical Vault, Lochner

95% done with design on the electrical vault. Waiting on a response from ADB for new equipment. Anticipated to BID the project out within the next month and then begin work on construction.

b) Master Plan & ALP Update, Lochner

There was a meeting with the technical advisory committee in February for the alternatives and those have been decided. There's been an ALP that's been submitted to FAA and is currently going through airspace review by the far right now for the development.

c) BLM Loading Pit, Lochner

The Delta taxiway has been pushed back until they get all the funding in place, as it is a state funded project. They are also trying to get additional funds through the state for the lighting. Due to the push back, BLM has agreed to wait until after fire season they will do both the taxiway and the pit at the same time.

d) BLM Taxiway, Lochner

BLM Taxiway was discussed in item c.

e) MAP Apron Rehabilitation, Phase I, Lochner

We anticipate receiving a notice to proceed by the end of the week, with an anticipated start in April. There should be no impact on daily flights once this project begins.

f) Taxiway Charlie, Lochner

The design is now complete. We are currently waiting for FAA review and feedback from the lead engineer for the ADO Texas region.

g) Terminal Improvement, Molzen Corbin

They have completed 90% of the review drawings. During the review, they spoke with Mac Rogers about the possibility of exploring different procurement methods. The goal is to find a current on-call contractor who has a contract with the City of Roswell to help expedite the process.

h) SE Waterline, Mac Rogers

Construction on the waterline is currently paused due to flood damage repairs. We hope to resume work on that project by next month. Meanwhile, we are making progress on the BID documents for the sewer line and expect to issue those bids later this month. Additionally, we have reached an agreement with NM Gas Company to begin installing gas lines along the perimeter road. Sparklight and Plateau are in the process of laying conduits in the same trench as the waterline, and they will return to complete the fiber installation once that work is finished.

i) Grandstand Construction, Mac Rogers

Construction crews are currently working on the foundations for the grandstands. They are excavating and tying rebar, and we hope to finish the concrete for the foundations in the next two to three weeks. Once the concrete is completed, we expect to receive the steel delivery on site, which will give us a 16-week window to erect the steel and assemble the bleachers in time for the air races in September. The survey for the grandstands has been submitted to CSPP, and we are still awaiting approval from the FAA.

j) Air Service Development, Gary Foss

Gary Foss presented on Air Service Development. Charter flights with 30-seat Regional Jets operated by SkyWest Charters (SWC) are in process of being priced out for the National Air Races to/from Reno and Los Angeles Metro Area (Ontario, CA). Seat Capacity increased 30% year-over-year while Outbound load factor (percentage of seats filled) fell only 11 pts year-over-year in February, with 24 additional departures. Roswell's third quarter 2025 average one-way fare was 27% higher than Albuquerque and 30% higher than El Paso. 73% of all flights in February were on-time or within 14 minutes of scheduled arrival in line with winter-weather expectations.

k) Auto Parking Options - Bobbi Thompson

Bobbi presented two parking options to the commission. The first option is an electronic system that uses a QR code for customers to scan and make payments. This system would not require the installation of gates or the presence of on-site staff. The second option involves a business that is interested in repairing our parking lot and installing gates. In this case, the business would provide us with a portion of the revenue from each paid parking spot.

6. 2024 Flood Damage Report - Mac Rogers

For The Record: Vice-chair Espiritu left the meeting at 3:52 pm.

Mac Rogers presented a report outlining our ongoing projects for building debris removal, which are in the FEMA system for reimbursement. Last week, we received our final global settlement payment from the insurance company. The funding is currently being processed through the council this week, and we will soon have a more definitive timeline for the terminal repairs. Repairs on the Walker Museum are expected to begin in about a week and should take approximately one month to complete. The terminal repairs will start shortly after the Walker Museum work is finished, with an estimated completion time of six to eight weeks.

7. Airport Security Report, Don Fisher

Don Fisher provided a report detailing his recent meeting with the team leads at Boeing. Together, they developed a schedule that aims to triple the number of individuals needed for their operations, instead of relying on the current staffing levels. He has also contacted the contract security company to arrange for 24-hour coverage at the airport. They have created a schedule that adds five additional hours to our staff's current coverage in a 24-hour period. The cost-benefit analysis suggests that having 24-hour coverage would be very worthwhile.

8. Airfield Conditions Report, Paul Vigil

Paul was unavailable to give a report. Bobbi reported that they brought in equipment to remove the rubber from the main runway. That has been accomplished.

9. Air Center Property Report, Michelle Sanchez

Michelle presented a report on vacant properties and lease summaries. We have re-listed Building 92 and T-Hangar 120, Space 5 back on the market. There is a showing scheduled for Building 117. AVEX has upcoming leases expiring at the end of the month. Some expired leases include CAVU, which is currently in negotiations; Summit, which is awaiting signatures; AerSale, which is also awaiting signatures; negotiations are ongoing with Red Mountain; and Bravo3, which is awaiting signatures.

10. ENMUR, Dr. Shawn Powell

Bobbi will be providing an update on NCAR to the ENMU-R board tomorrow. They have a signed agreement with RARA, and will host the pilot qualification courses in May. Health science students will be involved in the event scheduled for September, and they will also play a significant role in the STEM program. Additionally, negotiations for campus parking rates are currently underway.

11. NCAR Update, Mike Espiritu, Jon Hitchcock, and Bobbi Thompson

Bobbi provided an update on the NCAR events. Mac Rogers is currently assessing pylon locations to determine the best setup for the upcoming events scheduled from May 18 to May 23. Tickets for the general public are now available for purchase. Currently, a reserved seat costs \$35, and ticket prices will increase as they sell out. Volunteer forms have been added to the website, and we encourage everyone to purchase tickets only from airrace.org. We are still expecting an attendance of 50,000 to 60,000 people. Lodging remains a significant concern, and there have been discussions about grants to improve RV parking areas.

F. Commission comments for future agenda items

None.

G. Reports/Announcements - Members, Commission, Staff

None.

H. Public Participation

None.

I. Adjourn

Commissioner Powell made a motion to adjourn the meeting, Commissioner McDonald was the second. The voice vote was unanimous and the motion passed 4-0 with Vice Chair Espiritu being absent.

The meeting was adjourned at 4:16 PM.