



Airport Advisory Commission
Tuesday, May 6, 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 April 1, 2025, Regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report (Bobbi Thompson)
 - a. Revenue/Expenses
 - b. Strategic Plan Updates
 - 3. Air Operations Report (Omar Gonzalez)
 - a. Passenger Boarding
 - b. Airport Flight Operations
 - c. Aircraft Parking
 - 4. 2023 Wind Damage Claim Construction Update (Omar Gonzalez)
 - 5. Project List
 - a. ABD Lighting & Electrical Vault (Lochner)
 - b. Master Plan & ALP Update (Lochner)
 - c. BLM Loading Pit & BLM Taxiway (Lochner)
 - d. MAP Apron Rehabilitation, Phase I (Lochner)
 - e. Taxiway Charlie (Lochner)
 - f. Terminal Improvement (Molzen Corbin)
 - g. SE Waterline (Mac Rogers)
 - h. Grandstand Construction (Mac Rogers)
 - 6. 2024 Flood Damage Repair Report (Mac Rogers)
 - 7. Challenger Drive Drainage (Mac Rogers)

8. Airport Security Report (Don Fisher)
 9. Airfield Conditions Report (Paul Vigil)
 10. Air Center Property Report (Michelle Sanchez)
 11. Proposed 5 Year Capital Improvement Plan (Bobbi Thompson)
 12. Extended NCAR Update (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: 05/06/2025

COMMITTEE: N/A

CONTACT: N/A

CHAIR: Bud Kunkel

DEPARTMENT NAME:

Approval of the minutes from the April 1, 2025, Regular Airport Advisory Commission Meeting.

Attachments

Draft Minutes 4/1/25

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, April 1, 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 2:00 p.m. with Chair Kunkel presiding; Commissioner McDonald, Commissioner Hitchcock present, Commissioner Powell participating via GoToMeeting, and Vice-chair Espiritu being absent.

Staff present: Bobbi Thompson, RAC Director; Michelle Sanchez, Property and Contracts Coordinator; and Della Andazola, Admin Asst Sr.; Paul Vigil, RAC Maintenance Supervisor; Omar Gonzalez, Deputy RAC Director; Don Fisher, ROW Airport Security Manager; Casey Conlee, Admin Chief of Staff; Hess Yntema, City Attorney

Guests present: Tim Archibeque, Michael Garcia, Amy Butler, Teri Harbor and Shawn Jipp

Guests via GoToMeeting: Matt Tomasson, Mike Provine, Vincent Payne, KRQE, and four guests

C. Approval of Agenda

Commissioner McDonald made a motion to approve the agenda for the Airport Advisory meeting on April 1, 2025. Commissioner Hitchcock was the second. A voice vote was unanimous and the motion passed 4-0, with Commissioner Powell participating via GoToMeeting and Vicechair Espiritu being absent.

D. Approval of the Minutes

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

Commissioner Hitchcock made a motion to approve the minutes from the February 4, 2025 Regular Meeting. Commissioner McDonald was the second. A voice vote was unanimous and the motion passed 4-0, with Commissioner Powell participating via GoToMeeting and Vicechair Espiritu being absent.

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

Commissioner Hitchcock made a motion to approve the minutes from the March 11, 2025 Regular Meeting. Commissioner McDonald was the second. A voice vote was

unanimous and the motion passed 4-0, with Commissioner Powell participating via GoToMeeting and Vicechair Espiritu being absent.

E. NON-ACTION ITEMS

3. Air Center Operations Report (Bobbi Thompson)

a. Revenue / Expense

Bobbi Thompson reported revenue and expenses for the Air Center. Operating revenue is \$465,979.20, operating expense is \$242,418.73, and building insurance revenue is \$88,275.16.

b. Strategic Plan Updates

Bobbi Thompson provided updates on objectives outlined in the strategic plan: Objective 2-2: A comprehensive search is underway to identify federal, state, and local funding sources for an airport real estate plan. State funding is currently in progress, with expected availability in the fall of 2025. Federal funding is stalled due to a Continuing Resolution. Objective 2-3: The Airport Facility Assessment is ongoing, supported by private funding. - Objective 3-2: A review of the current Fixed Base Operator (FBO) agreement is in progress. Discussions have been held with FBO owners to enhance service and accountability. Objective 3-4: There is ongoing consideration of FBO options and potential investments related to the delivery of FBO products. Objective 5-3: Efforts to identify federal, state, and local funding are in progress, with multiple grants and funding options currently being pursued. Objective 5-5: Development of a leasing, rents, and fees policy is underway. This will include new lease documents and procedures. Objective 5-6: The Spaceport Feasibility Study is in its early stages, with initial meetings completed and site visits scheduled. Objective 6-3: The Small Community Air Service Development Program is in progress, and reports are being prepared.

4. Air Operations Report - Omar Gonzalez

a. Passenger Boarding

Bobbi Thompson reported passenger boardings for March 2025 as 5,348, compared to 3,088 in March 2024.

b. Airport Flight Operations

Bobbi Thompson reported airport flight operations for March 2025 as 4,457, compared to 4,464 in March 2024.

c. Aircraft Parking

Report currently not available.

5. 2023 Wind Damage Claim Construction Update - Omar Gonzalez

Hangar 85 is done. Hangar 84 damages are very minimal.

6. Project List

a) ADB Lighting & Electrical Vault, Lochner

City Engineering will be here on April 21st to address ADB lighting and connect their information with the vault project. The vault will go to bid in late April, expecting 180 days for completion of construction.

b) Master Plan & ALP Update, Lochner

The ALP approval was received from the FAA, which includes the location of the grandstands and taxiway Charlie expansion.

c) BLM Loading Pit, Lochner

Currently waiting for completion of fire season to continue this project.

d) BLM Taxiway, Lochner

We are currently waiting for the end of fire season to continue this project. The notice of award for the taxiway project has been signed, and we received funding from the state aviation division for the LED lights.

e) MAP Apron Rehabilitation, Phase I, Lochner

We are in contact with the contractor, who is working on the design mixture for the concrete. It is to follow FAA specifications, which makes it a challenging design. We are currently waiting for a notice to proceed.

f) Taxiway Charlie, Lochner

Currently collaborating with the lead engineer to finalize details. We anticipate going out to BID at the end of the month.

g) Terminal Improvement, Molzen Corbin

Final plans and specifications were sent to four contractors the city has on call. Two local contractors have shown interest. Price proposals are due on April 21st, with an anticipated completion date of the first of September.

h) SE Waterline, Mac Rogers

After speaking with Engineering, it appears the contractor for this project is completing the emergency water line repairs in the city and is expected to return soon to continue work on this project, likely by the end of April.

i) Grandstand Construction, Mac Rogers

We are anxiously awaiting final FAA approval to reposition the grandstands slightly further south. This adjustment aims to improve the line of sight from the tower, and we hope to receive the approval by the end of this week. From the contractor's perspective, all the steel has been

fabricated and is ready for shipment. We are still on track for the grandstands to be completed on time for the Air Races.

7. 2024 Flood Damage Repair Report - Mac Rogers

Continuing to work on securing reimbursements for our city-wide flood damage claims through project and FEMA systems. Thanks to Mayor Jennings and others, we successfully passed a couple of disaster relief bills in the legislature, which will help us move forward. This week, we plan to begin repairs at the Walker Aviation Museum, with an anticipated completion timeframe of three weeks. Next week, we will start the terminal repairs, which we expect to take six weeks to complete. The funding for these projects will come from the remaining insurance proceeds from a global unallocated settlement.

8. Earl Cummings Drainage – Mac Rogers

There are water ponding problems in front of Building 58 which is short distance east of the terminal on Challenger Drive. Our engineering department has inspected the issue and recommends that we implement some regrading to direct the water back to the drop inlets located in the airfield. They will begin an assessment in the next 30 days.

9. Airport Security Report, Don Fisher

Submitted a temporary amendment for the Air Races training event in May within the 45-day window requested by TSA. We anticipate approval by the end of this week or early next week. Once approved, planning for that event will commence.

10. Airfield Conditions Report, Paul Vigil

Paul Vigil provided updates and photographs regarding ongoing work on Taxiway Charlie, Taxiway Bravo, and the airport terminal leak. They have received a quote from Jim Mitchell for installing new asphalt on Taxiway Charlie in time for the PRC. On Taxiway Bravo, they are replacing transformers. Regarding the leak at the terminal, it was located near the entrance, but the pipe has now been replaced and the issue has been resolved.

11. Air Center Property Report, Michelle Sanchez

Michelle Sanchez presented a report on vacancies and expired leases. One notice to vacate has been issued for Unit 611, which will be vacated at the end of the month. The new leases received are for the following buildings: Building 100, leased by NCAR; Building 117, leased by BS International; and Building 92, leased by the City of Roswell IT Department. An update on expired leases are as follows: Building 72, leased by CAVU is under negotiations; Hangar 84 leased by CAVU, is awaiting repairs; Hangar 85, leased by AerSale, is under negotiations; Building 92, leased by AerSale, is awaiting signatures; Building 60 Bunker 1144, leased by Red Mountain Arsenal, is awaiting signatures; and Building 240, leased by AerSale, is awaiting signatures.

12. ENMU-R, Dr. Shawn Powell

Dr. Powell presented a 2024 Student, Faculty, and Staff Data sheet for ENMU-R. This sheet provided 2024 student enrollment, 2024 graduates, 2024 faculty and staff, and Capital projects complete or in process from 2018 to April 1, 2025.

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

We are currently awaiting approval from the FAA for the grandstands and preparing for the Pylon Racing School in May. There is a significant need for volunteers. Fred Telling has been reaching out to surrounding communities to attract sponsorships and generate interest in the air races. Bobbi Thompson reported that the old berm is being leveled out to avoid impacting the racers, and the city is working on the RV lots. They have finalized the supplier for the 10,000 linear feet of fencing needed for May. As of now, there are 99 aircraft registered, with registration open until April 30th, so that number may increase. Each pilot is required to attend a ground school and complete flight training. We are hoping to have the pit area set up by the time the Pylon Racing School begins.

F. Commission comments for future agenda items

None.

G. Reports/Announcements - Members, Commission, Staff

None.

H. Public Participation

None.

I. Adjourn

Commissioner McDonald made a motion to adjourn the meeting, Commissioner Hitchcock was the second. The voice vote was unanimous and the motion passed 4-0 with Commissioner Powell participating via GoToMeeting and Vicechair Espiritu being absent.

The meeting was adjourned at 3:46 PM.