



Airport Advisory Commission
Tuesday, July 8, 2025 at 3:00 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, Carrie Hollifield
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 June 3, 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 & Generator (Molzen Corbin)
 - g. Taxiway C Extension (Molzen Corbin)
 - h. SE Waterline (Mac Rogers)
 - i. 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. Introduce Avflight's New General Manager (Kevin Brown)
12. AAC Membership Orientation (Hess Yntema)
13. NCAR Update (Mike Espiritu, Jon Hitchcock, and Bobbi Thompson)

F. ACTION ITEMS

14. Discuss and approve AAC meeting dates for the remainder of 2025
 - August 5, 2025
 - September - subject to change
 - October 7, 2025
 - November 12, 2025
 - December 2, 2025

G. Commission comments for future agenda items

H. Reports/Announcements - Members, Commission, Staff

I. Public Participation

J. 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: 07/08/2025

COMMITTEE: N/A

CONTACT: N/A

CHAIR: Bud Kunkel

DEPARTMENT NAME:

Approval of the minutes from the June 3, 2025, Regular Airport Advisory Commission Meeting.

Attachments

Draft Minutes 6/3/25

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, June 3, 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.

A. Call to Order

B. Roll Call

The meeting convened at 2:03 p.m. with Chair Kunkel presiding; Vice Chair Espiritu, Commissioner Hitchcock, Commissioner Powell being present, and Commissioner Hollifield being absent.

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

Guests present: Tim Archibeque, Michael Garcia, Amy Butler, Mayor Jennings, and Teri Harbor.

Guests via GoToMeeting: Matt Tomasson, Mike Provine, Gary Foss, and two guests.

C. Approval of Agenda

Vice-Chair Espiritu made a motion to amend and approve the agenda for the Airport Advisory meeting on June 3, 2025, to move item 5(j) to be heard after item 1 and to add a non-action item 12, Proposed 5-Year Capital Improvement Plan. Commissioner Hitchcock was the second. A voice vote was unanimous, and the motion passed 4-0, with Commissioner Hollifield being absent.

D. Approval of the Minutes

1. Approval of the minutes from the May 6, 2025, Regular Airport Advisory Commission Meeting

Commissioner Powell made a motion to approve the minutes from the May 6, 2025, Regular Meeting. Commissioner Hitchcock was the second. A voice vote was unanimous, and the motion passed 4-0, with Commissioner Hollifield being absent.

5. Project List

j) Air Service Development, Gary Foss

The June 2025 presentation to the Roswell Airport Advisory Commission highlighted a 10% year-over-year increase in passenger enplanements through April, despite a significant drop in load factor due to added flight capacity from a

third daily DFW route. While marketing efforts generated strong engagement and fares remained competitive with nearby airports, Roswell's average ticket price to Dallas was still 32% higher than Albuquerque's. Operationally, on-time performance remained solid despite severe DFW weather. Concerns were raised over American's temporary schedule cuts and the low utilization of added capacity. Additionally, federal proposals to cut Essential Air Service (EAS) funding may indirectly impact regional dynamics, though Roswell could benefit from New Mexico's RASE grant program to support expanded service.

E. NON-ACTION ITEMS

2. Air Center Operations Report (Bobbi Thompson)

a. Revenue / Expense

Bobbi Thompson reported that she does not have accurate numbers for the revenue and expenses of the Air Center this month. She has some questions and will provide the commission with an update next month.

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. In the process of scheduling a meeting with the Federal Government to acquire funding for aging infrastructure. Objective 3-2: A review of the current Fixed Base Operator (FBO) agreement has been completed. Objective 3-4: Held discussions with the Regional Manager regarding services and capital investment in facilities. Objective 3-5: mark enhanced general aviation products, services, and facilities to ensure viability has been completed. Objective 5-3: Efforts to identify federal, state, and local funding has been completed. Objective 5-6: The Spaceport Feasibility Study has a site visit in June. Objective 6-3: The Small Community Air Service Development Program is in progress, and reports are being prepared.

3. Air Operations Report - Omar Gonzalez

a. Passenger Boarding

Omar Gonzalez reported passenger boardings for May 2025 as 5,713, compared to 3,879 in May 2024.

b. Airport Flight Operations

Omar Gonzalez reported airport flight operations for May 2025 as 1,320, compared to 2,377 in May 2024.

c. Aircraft Parking

Report currently not available.

4. 2023 Wind Damage Claim Construction Update - Omar Gonzalez & Mac Rogers

Omar Gonzalez reported that there was a contractor issue with the construction on Building 1083, which has been resolved. Buildings 84 & 85 have been completed.

5. Project List

a) ADB Lighting & Electrical Vault, Lochner

Finishing up design. Planning to advertise on June 11-25, 2025 in both the Roswell Daily Record and the Albuquerque Journal. Prebid is set for Tuesday, June 24th, with a BID opening on July 8th.

b) Master Plan & ALP Update, Lochner

Matt Tomasson reported that they are still in the process of reviewing all of the ALP set. They are moving forward with the final portions of the report.

c) BLM Loading Pit & BLM Taxiway, Lochner

Mike Garcia reported that they will follow up with BLM after the fire season.

d) MAP Apron Rehabilitation, Phase I, Lochner

Tim Archibeque reported that the contractors have a notice to proceed date of July 7th on this project. This project will be divided into two phases so there is no conflict with the air races.

e) Taxiway Charlie, Lochner

Tim Archibeque reported that they are finalizing the design. The advertisement will run from June 18 to July 2 in both the Roswell Daily Record and the Albuquerque Journal. The pre-bid meeting is scheduled for July 8, with the bid opening on July 15. This project has a duration of 45 days.

f) Terminal Improvement, Molzen Corbin

Mike Provine reported that the City Council has awarded the construction project, and they are expecting a notice to proceed in the first part of July.

g) Taxiway C Extension, Molzen Corbin

Mike Provine reported that the contractor has submitted data for review, with an anticipated notice to proceed date of July 1 and a target completion date of September 1.

h) SE Waterline, Mac Rogers

Mac Rogers reported that progress has begun on phase two of the waterline installation in the southeast corner. Regarding the sewer lines in the same area, the city has received the bids and are planning to make an award soon.

i) Grandstand Construction, Mac Rogers

Mac Rogers reported that the city is still planning on using temporary bleachers, with a similar size and seating capacity, but they have a shorter lead time for construction. The steel for the grandstands was delivered this month.

6. 2024 Flood Damage Repair Report, Mac Rogers

Mac Rogers reported that the repairs to the Walker Museum have been completed. Contractors are now working on the terminal repairs, anticipating completion by the end of the month.

7. Challenger Drive Drainage, Mac Rogers

Mac Rogers reported that they are working to create a 300-foot swale alongside the fence to redirect the water ponding in front of Building 58. The city will need to wait until the new fiscal year for funding for this project.

8. Airport Security Report, Don Fisher

Don Fisher reported that the main focus is now shifting from preparing for PRS to conducting an after-action review with the security team. After this review, we will transition to our September event. We plan to have the documentation and approval from the TSA by mid-July for that event.

9. Airfield Conditions Report, Paul Vigil

Paul Vigil reported that they are currently working on the FAA inspection report. Many of the findings indicated significant washouts.

10. Air Center Property Report, Michelle Sanchez

Michelle Sanchez presented a report on vacancies and expired leases. Building 61 will be included in the report since we received a notice to vacate by the end of July. The

upcoming lease agreements with PacBlue and Hangar 91 are expected to be finalized by July 31st. Additionally, there is a scheduled meeting with AerSale to finalize matters, and the city is still in negotiations with CAVU.

11. NCAR Update, Bobbi Thompson

Bobbi Thompson shared photos and discussed the events of Pylon Racing School. She also presented a map showing ticket purchases across the United States, indicating that we have surpassed the number of tickets sold in 2022 in Reno, Nevada. Mike Espiritu reported that Saul Aguilar is organizing a meeting with food vendors on July 9th for the Air Races.

12. Proposed 5-Year Capital Improvement Plan, Bobbi Thompson

Bobbi Thompson and Lochner had a meeting with the FAA, where they discussed extending the CIP plan through 2030. She presented the updated list to the Commission for review.

F. Commission comments for future agenda items

None.

G. Reports/Announcements - Members, Commission, Staff

None.

H. Public Participation

None.

I. Adjourn

Vice Chair Espiritu 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 Hollifield being absent.

The meeting was adjourned at 4:13 PM.