



Airport Advisory Commission
Tuesday, August 5, 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, 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 July 8, 2025, Regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report (Bobbi Thompson)
 - a. Revenue/Expenses
 - 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)
 - a. Access Building Control
 - b. Overview on Security for NCAR
 9. Airfield Conditions Report (Paul Vigil)
 10. Air Center Property Report (Michelle Sanchez)
 11. Spaceport Report (Bobbi Thompson)
 12. NCAR Update (Mike Espiritu, Jon Hitchcock, and Bobbi Thompson)
 13. AAC Participation in NCAR
- 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 25-28. 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: 08/05/2025

COMMITTEE: N/A

CONTACT: N/A

CHAIR: Bud Kunkel

DEPARTMENT NAME:

Approval of the minutes from the July 8, 2025, Regular Airport Advisory Commission Meeting.

Attachments

Draft Minutes 7/8/25

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, July 8, 2025 at 3:00 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 3:01 p.m. with Chair Kunkel presiding; Vice Chair Espiritu, Commissioner Hitchcock, Commissioner Powell, and Commissioner Hollifield being present.

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; Hess Yntema, City Attorney; and Mac Rogers, Project Manager.

Guests present: Tim Archibeque, Michael Garcia, Amy Martinez, Fred Telling, Amy Butler, Shawn Jipp, Mayor Jennings, Councilor Heldenbrand, and Councilor Corn

Guests via GoToMeeting: Mike Provine

C. Approval of Agenda

Commissioner Hitchcock made a motion to approve the agenda for the Airport Advisory meeting on July 8, 2025. Vice Chair Espiritu was the second. A voice vote was unanimous and the motion passed 5-0.

D. Approval of the Minutes

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

Vice Chair Espiritu made a motion to approve the minutes from the June 3, 2025 Regular Meeting. Commissioner Powell was the second. A voice vote was unanimous and the motion passed 5-0.

E. NON-ACTION ITEMS

2. Air Center Operations Report (Bobbi Thompson)

a. Revenue / Expense

Due to the start of the new fiscal year, the Finance Department was unable to provide accurate numbers for this month's reporting.

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. The Air Center is cleaning up

multiple grants to complete work and submit for grants identified in 5-year CIP Objective 2-3: The Airport Facility Assessment is ongoing, working with staff and engineering to determine the conclusion of the structure. Objective 2-5: Develop and align to standard agreement(s) for the development and leasing of airport land and/or improvements. With the assistance of city staff, the Air Center has developed a new lease template and have completed 4 new leases provided to tenants with several coming due. Objective 3-2: A review of the current Fixed Base Operator (FBO) agreement is in progress. There have been multiple meetings with FBO management, and have identified improvements going forward and discussed capital investment. Objective 3-4: Make a decision on how future FBO products, services, and facilities will be delivered to Airport users. Air Center would FBO to provide general maintenance. Objective 5-2: Conduct a tenant feedback survey to understand the needs of existing tenants. Air Center is continuing to have tenant meetings, reviewing leases, requirements, and plans. Objective 5-3: Efforts to identify federal, state, and local funding are in progress, with multiple grants and funding options currently being pursued. Objective 5-4: Initiate a Facilities Maintenance Plan to develop a systematic plan to address the ongoing maintenance needs of aging buildings/hangar facilities. The Air Center is still doing flood recovery. Objective 5-5: Development of a leasing, rents, and fees policy is underway. Many tenants have not been compliant with lease requirements handling on individual basis. Objective 5-6: Initiate a Spaceport Feasibility Study. Air Center is meeting with Spaceport people in July and they will be visiting the Air Center in August. Objective 6-3: The Small Community Air Service Development Program is in progress, and working with consultant on SCASPD, EAS, and State options. Objective 6-4: Work with the City Public Affairs Office to identify and obtain additional funding for developing and executing a marketing campaign. Air Center will continue working with State Tourism.

3. Air Operations Report - Omar Gonzalez

a. Passenger Boarding

Omar Gonzalez reported passenger boardings for June 2025 as 5,927, compared to 3605 in June 2024.

b. Airport Flight Operations

Omar Gonzalez reported airport flight operations for June 2025 as 1,407, compared to 2,083 in June 2024.

c. Aircraft Parking

Omar Gonzalez reported aircraft parking for June 2025 as 198, compared to 237 in June 2024.

4. 2023 Wind Damage Claim Construction Update - Omar Gonzalez

Omar Gonzalez reported that most of the buildings are complete, and they are now waiting for the completion of Building 1083.

5. Project List

a) ADB Lighting & Electrical Vault, Lochner

Mike Garcia reported that they are currently out for bid on the vault. The opening bids are set for July 29th, with anticipated completion by the end of November.

b) Master Plan & ALP Update, Lochner

Mike Garcia reported that the FAA requested some zoning requirements, which were sent to them, and now they are waiting for comments.

c) BLM Loading Pit & BLM Taxiway, Lochner

Mike Garcia reported that they have received a Notice to Proceed and are aiming to start construction on August 4th.

d) MAP Apron Rehabilitation, Phase I, Lochner

Mike Garcia reported that asphalt work has been prioritized to meet the August 12 FAA deadline.

e) Taxiway Charlie, Lochner

Mike Garcia reported that bids open July 15th, and work is scheduled to start after the air races.

f) Terminal Improvement & Generator, Molzen Corbin

Mike Provine reported that work on the restrooms is ongoing, with the goal of completing all the base work before September. He has also been collaborating with the city to finalize options, pricing, and procurement strategies for the generator. However, progress on the generator will not continue until after the air races.

g) Taxiway C Extension, Molzen Corbin

Bobbi Thompson reported that Mountain States has started work on this project, which will be funded through a state grant. Completion is anticipated by August 29th.

h) SE Waterline, Mac Rogers

Mac Rogers reported that Phase II of the waterline is 50% complete. The City Council is considering the approval of the bid for the sewer line at the same location.

i) Grandstand Construction, Mac Rogers

Mike Provine reported we are still awaiting on FAA approval.

6. 2024 Flood Damage Repair Report, Mac Rogers

Mac Rogers reported the contractors are finishing up repairs to the terminal. FEMA site inspections have been scheduled to July 18th.

7. Challenger Drive Drainage, Mac Rogers

Mac Rogers reported that the quote has been amended to include a valley gutter for the street. The Streets Department is currently reviewing the quote.

8. Airport Security Report, Don Fisher

Don Fisher reported on TSA coordination for the September event. Boeing has delayed their arrival, but we are anticipating around 300 people to arrive.

9. Airfield Conditions Report, Paul Vigil

Paul Vigil reported that his team has been working on mowing and painting to prepare for TSA inspections. Xcel has located the power lines and now has the approval to dig to get those buried.

10. Air Center Property Report, Michelle Sanchez

Michelle Sanchez reported no new vacancies. The lease summary report indicates that upcoming renewals include Hangar 91, PacBlue, and Carlton Walker. The Red Mountain lease is currently awaiting City Council approval.

11. Introduce Avflight's New General Manager, Kevin Brown

Bobbi Thompson introduced Kevin Brown as Avflight's new general manager to the Commission.

FOR THE RECORD: Commissioner Powell made a motion to move item 12 to be heard after item 14. Vice Chair Espiritu was the second. A voice vote was unanimous and the motion passed 5-0.

13. NCAR Updates, Bobbi Thompson

Fred Telling reported challenges related to housing and sponsorship. He believes that the economic impact on the surrounding communities will be substantial and positive. Mike Espiritu announced that there will be a food and beverage meeting at the ITC building on the 9th at 9 AM, inviting the community to attend.

F. ACTION ITEMS

14. Discuss and approve AAC meeting dates for the remainder of 2025

Commissioner Hitchcock made a motion to approve the following meeting dates for the remainder of the year: August 5th at 2pm, September 2nd at 2pm, October 7th at 2pm, November 12th at 1pm, and December 2nd at 1pm. Vice Chair Espiritu was the second. A voice vote was unanimous and the motion passed 5-0.

12. AAC Membership Orientation, Hess Yntema

Hess Yntema presented a slideshow overview of the Airport Advisory Commission Bylaws.

G. Commission comments for future agenda items

None.

H. Reports/Announcements - Members, Commission, Staff

None.

I. Public Participation

None.

J. Adjourn

Vice Chair Espiritu made a motion to adjourn the meeting, Commissioner Hollifield was the second. The voice vote was unanimous and the motion passed 5-0.

The meeting was adjourned at 4:50 PM.

DRAFT