



Airport Advisory Commission
Tuesday, October 7, 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 August 5, 2025, Regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report (Bobbi Thompson)
 - a. Revenue/Expenses
 - b. Capital Improvement Plan (CIP) Update
 - c. Boeing Update
 - d. Demolition of Building 112 & 115
 - 3. Air Operations Report (Omar Gonzalez)
 - a. Passenger Boarding Update
 - b. Airport Flight Operations Update
 - c. Aircraft Parking Update
 - 4. 2023 Wind Damage Claim Construction Update (Omar Gonzalez)
 - a. WWRC update
 - 5. Project List
 - a. ABD Lighting & Electrical Vault Update (Lochner)
 - b. Master Plan & ALP Update (Lochner)
 - c. BLM Loading Pit Update & BLM Taxiway Update (Lochner)
 - d. MAP Apron Rehabilitation, Phase I Update (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 Update (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 Badging
9. Airfield Conditions Report Update (Paul Vigil)
10. Air Center Property Report (Michelle Sanchez)
11. AVFlight Plans
12. NCAR Update (Mike Espiritu, Jon Hitchcock, and Bobbi Thompson)
13. New Mexico Air Museum Update

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: 10/07/2025

COMMITTEE: N/A

CONTACT: N/A

CHAIR: Bud Kunkel

DEPARTMENT NAME:

Approval of the minutes from the August 5, 2025, Regular Airport Advisory Commission Meeting.

Attachments

Draft Minutes 8/5/25

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, August 5, 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 25-28.

A. Call to Order

B. Roll Call

The meeting convened at 2:01 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; Mike Mathews, Deputy City Manager; and Chad Cole, City Manager.

Guests present: Tim Archibeque, Fred Telling, Kevin Brown, Shawn Jipp, Mayor Jennings, Cliff Waide, and Max Quintero.

Guests via GoToMeeting: Mike Provine

C. Approval of Agenda

Commissioner Hollifield made a motion to approve the agenda for the Airport Advisory meeting on August 5, 2025. Commissioner Powell 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 July 8, 2025, Regular Airport Advisory Commission Meeting

Commissioner Hitchcock made a motion to approve the minutes from the July 8, 2025 Regular Meeting. Vice Chair Espiritu 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

Report currently not available.

3. Air Operations Report - Omar Gonzalez

a. Passenger Boarding

Omar Gonzalez reported passenger boardings for July 2025 as 6,729, compared to 3,718 in July 2024.

b. Airport Flight Operations

Omar Gonzalez reported airport flight operations for July 2025 as 1,387, compared to 1,500 in July 2024.

c. Aircraft Parking

Omar Gonzalez reported aircraft parking for July 2025 as 198, compared to 228 in July 2024.

4. 2023 Wind Damage Claim Construction Update - Omar Gonzalez

Omar Gonzalez reported that Repairs are nearly complete, but one contractor has been unresponsive regarding final work on the last affected building. New wind damage to several buildings has been identified and will be assessed.

5. Project List

a) ADB Lighting & Electrical Vault, Lochner

Tim Archibeque reported that the project is currently in the bidding phase, with the bid opening scheduled for August 19, 2025.

b) Master Plan & ALP Update, Lochner

Tim Archibeque reported they are still awaiting FAA comments; review is delayed due to staffing shortages at the Fort Worth ADO.

c) BLM Loading Pit & BLM Taxiway, Lochner

Tim Archibeque reported that the start of construction has been delayed to August 11, pending concrete mix approval; completion is expected by the end of the year.

d) MAP Apron Rehabilitation, Phase I, Lochner

Tim Archibeque reported that the asphalt paving is complete; however, the concrete work has been delayed until additional funding is secured.

e) Taxiway Charlie, Lochner

Tim Archibeque reported that bids were received; work will begin after the FAA grant offer, following the air races.

f) Terminal Improvement & Generator, Molzen Corbin

Mike Provine reported that restroom renovations are ongoing, with the goal of completion before the air races. The generator project has been deferred until after the air races.

g) Taxiway C Extension, Molzen Corbin

Mike Provine reported that paving is scheduled to start next week, with completion targeted for late September or early October.

h) SE Waterline, Mac Rogers

Mac Rogers reported that the project is 60% complete; the sewer line contract has been awarded, and full utility completion is expected by early 2026.

i) Grandstand Construction, Mac Rogers

Mac Rogers reported that the temporary grandstands have been secured for air races, and verbal approval from the FAA has been received for the permanent location.

6. 2024 Flood Damage Repair Report, Mac Rogers

Mac Rogers reported that the repairs are 95% complete and is awaiting FEMA reimbursement.

7. Challenger Drive Drainage, Mac Rogers

Mac Rogers reported that an engineering review is currently underway to address concerns related to stormwater management and ponding issues.

8. Airport Security Report, Don Fisher

Don Fisher reported that the upgrades to the access control system are on schedule for completion by August 27, 2025. The new system will introduce card-and-PIN entry for enhanced security. A temporary amendment has been approved by TSA to further improve security measures. Additionally, a debriefing was held with Boeing after a large group visit, leading to plans for process improvements.

9. Airfield Conditions Report, Paul Vigil

Paul Vigil reported that weed control and grounds maintenance are ongoing, with additional support from other city departments assisting in preparations for the air races. Xcel Energy is in the process of installing underground power lines.

10. Air Center Property Report, Michelle Sanchez

Michelle Sanchez reported no new vacancies and is working to secure leases for two bungalows. Negotiations are ongoing for the evaluation of Building 1081, which has a \$15k proposal, as well as leases with CAVU and AerSale. The lease for Hangar 91 is also under negotiation.

11. Spaceport Report, Bobbi Thompson

Bobbi Thompson reported that a visit to Spaceport America in Truth or Consequences highlighted potential collaboration opportunities, particularly in aerospace research and development. Virgin Atlantic expressed interest in the facilities in Roswell, with possibilities for future projects in the southeastern corner of the air center.

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

Fred Telling reported that preparations for the air races are progressing well, although there are ongoing challenges with housing availability and limited participation from certain aircraft classes. Ticket sales are being affected by constraints on accommodations. Most infrastructure projects needed to support the event are expected to be completed before the races. Additionally, twenty scholarships of \$10,000 each will be awarded, including five specifically for A&P students in Roswell. These scholarships are funded by the Ray Foundation, as well as Fred Telling and Bobbi Thompson.

13. AAC Participation in NCAR

Bobbi Thompson opened the discussion for the Commission to express their involvement in NCAR.

F. Commission comments for future agenda items

None.

G. Reports/Announcements - Members, Commission, Staff

Chad Cole, the City Manager, announced that the Museum will have a temporary Goddard display located at the Airport. Bobbi Thompson announced that FEMA will return for a minimum of three months, but they anticipate it will be longer.

H. Public Participation

Max Quintero with Dean Baldwin raised concerns about cracking on the ramp outside their building.

I. Adjourn

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

The meeting was adjourned at 4:09 PM.

DRAFT