Airport Advisory Commission
Wednesday, November 12 at 1:00 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**

E. Approval of draft minutes from October 7, 2025.

F. **Non-Action Items**

1. Air Center Operations Report (Bobbi Thompson)

   a. Revenue/Expenses
   b. Update on new carrier
   c. Demolition of Building 112 & 115 Update

2. Air Operations Report (Omar Gonzalez)

   a. Passenger Boarding
   b. Airport Flight Operations
   c. Aircraft Parking
   d. Software for Airport Inspection

3. Project List With Start And Finish Schedules

   a. ABD Lighting & Electrical Vault (Lochner)
   b. Master Plan & ALP Update (Lochner)
   c. BLM Taxiway (Lochner)
   d. Taxiway Charlie (Lochner)
   e. Terminal Improvement & Generator (Molzen Corbin)
   f. Restrooms, Main and East Baggage Area (Molzen Corbin)
   g. SE Waterline (Mac Rogers)
   h. Capital Improvement Plan (CIP) 2026 Projects (Lochner)
   i. Museum Taxiway and Gate (Molzen Corbin)

4. United/Skywest Information (Gary Foss)

5. 2024 Flood Damage Repair Report (Mac Rogers)

6. Challenger Drive Drainage (Mac Rogers)

7. Airport Security Report (Don Fisher)

   a. Access Building Control
   b. Overview on Security for Badging

8. Airfield Conditions Report (Paul Vigil)

9. Air Center Property Report (Michel Sanchez)

   a. Building 1081

10. ARFF Training

    a. Part 139 Training
    b. New ARFF Truck Visit

11. Terminal Expansion

12. Events Report (Omar Gonzalez)

13. Draken Report (Dr. Powell)

14. ADS Update (Mike Espiritu)

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 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 .
Meeting Date: 11/12/2025
COMMITTEE: N/A
CONTACT: N/A **CHAIR:** Bud Kunkel

DEPARTMENT NAME:
Approval of draft minutes from October 7, 2025.

Attachments

10.7.25 Minutes Final Draft

Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, October 7, 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 2:00 p.m. with Chair Kunkel presiding; Vice Chair Espiritu, Commissioner Hitchcock, Commissioner Powell, Commissioner Hollifield present.

Staff Present: Bobbi Thompson, RAC Director; Omar Gonzalez, Deputy RAC Director; Paul Vigil, RAC Supervisor; Michelle Sanchez, Property and Contracts Coordinator; Don Fisher, ROW Airport Security Manager; Alicia Morales, Admin Asst Sr; Mac Rogers, Project Manager;

Guests Present: Michael Garcia, Tim Archibeque, Angela Garcia, Amalia Martinez, Ed Heldenbrand, Amy Butler, John Monk, Jay DuPort, Will Cavin, Cliff Waide, Kevin Brown

Guests via GoToMeeting: SH, ZS, G, Terri Harber (RDR)

C. Approval of the Agenda

Vice Chair Espiritu made a motion to approve the agenda for the Airport Advisory Meeting on October 7, 2025. Commissioner Hitchcock 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 August 5, 2025, Regular Airport Advisory Commission Meeting.

Commissioner Hitchcock made a motion to approve the minutes form the August 5, 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/Expenses

Bobbi reported unaudited year end Revenue and Expenses as of June. $24,746,861.37 in Revenue and Expenses at $10,208,287 with a net Revenue of $14,718,574.32.

Listed on the Power Point was year-end Net Revenues for 2023 and 2024, for comparison. No monthly breakdown was provided from Finance Department due to departmental issues.

b. Capital Improvement Plan (CIP) Update

Bobbi Thompson Provided the 5-year CIP, that has been submitted to the FAA for approval. The CIP is all FAA Grants.

c. Boeing Update

Bobbi reported the landing of a 737 MAX. This aircraft will be undergoing brake testing, with possible flight testing on Thursday, October 26, 2025. Badging is currently being done by security with the additional Boeing crew.

d. Demolition of Building 112 & 115
Bobbi reported buildings 115 and 112 have been released for demolition. A salvage inspection will be taking place. No concerns of asbestos were reported. Demolition will be taken to ground level. Demolition is a little under $1,000,000.00, there will be no expense to the city. All expenses will be paid from insurance proceeds.

3. Air Operations Report (Omar Gonzalez)

a. Passenger Boarding Update

Omar reported passenger boarding numbers at 6,003 in August and 5,317 in September. Moving to two flights a day. No known date when flights will be moving back three times a day. American Airlines may have a possible discrepancy through reporting percentages.

b. Airport Flight Operations Update

Omar reported flight operations at 1754 in August, which is up from 1493 in 2024. September flight operations were up to 1795, from 1557 in September 2024.

c. Aircraft Parking Update

Omar reported parking for September was 231 in 2024 and is down to 189 in 2025. Parking is staying consistent and hoping to continue at that level. Inventory will be taken soon, and RAC is working with Don Fisher looking into a program to help identify planes in the parking area, notify staff of landings and take-offs. The program is designed to reduce time spent physically making an inventory of planes.

4. 2023 Wind Damage Claim Construction Update (Omar Gonzalez)

a. WWRC update

Omar reported Dean Baldwin's roof has been finished.

5. Project List

a. ABD Lighting & Electrical Vault Update (Lochner)

Lochner reported that the Vault project was designed and bid on. A meeting is set up with FAA and Bobbi for a Grant to secure all necessary funding. Once funding is secured, there will be a six-month turnaround time on construction of the vault. Currently vaults are running on a time clock, which may pose an issue for inspection in April 2026. Lights are operational and can be controlled from the vaults, but there are no replacement parts or spare regulators. A standby individual is required to manage lighting adjustments in response to changing weather conditions. Assistance may be required from the State Grant program or the Aviation Division to acquire or locate a spare regulator. Lochner will take the lead in sourcing or obtaining the spare regulator. Lochner will provide an update on progress at the next meeting.

b. Master Plan & ALP Update (Lochner)

Lochner reported that there are no updates for the Master Plan approval. Lochner to do a follow up, since the Federal Fiscal year ended in September. Airport Layout Plan (ALP) was pinged for changes, but Master Plan was okay. Master Plan has been with FAA for eight months. RAC is moving ahead based on the Master Plan, text, and ALP.

c. BLM Loading Pit Update & BLM Taxiway Update (Lochner)

Lochner reported the Loading pit is completed and ready to be utilized.

Lochner reported that the Taxiway project has been postponed due to rain. Having a one-week delay starting 10/7/25 to let soil stabilize. It will be a 45-to-60-day project, weather permitting.

d. MAP Apron Rehabilitation, Phase I Update (Lochner)

Lochner reported on the MAP Apron Rehab project, stating that asphalt was completed by date required by the FAA. It has been submitted to the FAA for payment. Once approved by the FAA, the project will be closed out. The MAP program has not been released by FAA. Once it is released, Lochner is to help apply for that program for the coming fiscal year.

e. Taxiway Charlie (Lochner)

Lochner reported on Taxiway Charlie. The bid has gone out, and funding was received before the Fiscal Year ended for the FAA. Agreements need to be signed. It will take a

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one-month turnaround. Looking at mid-November for the start of the project with a 30-day completion time.

f. Terminal Improvement & Generator (Molzen Corbin)

Mike from Molzen-Corbin provided an update on Terminal Improvements and the Generator. Issues regarding toilet seat heights are being resolved. Once finished, contractors will be working on the restrooms at the east end of the terminal.

The generator project for the terminal was delayed due to the air races. Drawings on the generator are soon to be sent out to the City of Roswell, Bobbi, Mac, Omar, and Paul. The generator project is due to start mid-year 2026.

g. Taxiway C Extension (Molzen Corbin)

Molzen-Corbin reported on Taxiway C, which has been marked and taped off. Contractors are due to come out as early as next week to start construction and will be coordinating with Bobbi, Omar and Paul. Project to be finished mid-November 2025.

h. SE Waterline (Mac Rogers)

Mac Rogers reported on SE Waterline. Contractor finishing up waterlines and will turn attention to parallel utilities. Council awarded Environworks the sewer lines, which will begin construction this month, with possible time completion to be in February or March 2026.

i. Grandstand Construction Update (Mac Rogers)

Mac Rogers reported on Grandstands. Temporary grandstands have been removed from the air center. On September 2, FAA approved the original location for the permanent Grandstands. The elevated timing platform is required to be moved below the top row, with everyone in agreement, to the change. Will proceed with original location. Contractors are reviewing site and expect to resume construction this month. Grandstands estimated completion date, end of January 2026.

6. 2024 Flood Damage Repair Report (Mac Rogers)

Mac Rogers reported on Terminal Flood Damage. Repairs on the terminal have been completed. Working on FEMA inspection reports. FEMA reimbursement has been slow.

7. Challenger Drive Drainage (Mac Rogers)

Mac Rogers reported on Challenger Drive Drainage. AerSale has reported environmental concerns regarding Storm Water Prevention permit. Mac spoke with Ark, the Storm Water Prevention consultant, will get with AerSale and review during the next

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quarterly inspection. Any necessary updates to the project will be made. Omar reported Ark will be out on the 21st of October.

8. Airport Security Report (Don Fisher)

Don Fisher reported on Airport Security. Discussion about the Air Races' set up and time management will be taken into consideration pre-event, and the amount of time needed for planning for security purposes. Security was in place before, during, and after event.

a. Access Building Control

Access building for control project should have been up and running in August, but having IT issues and it has been pushed back to November.

b. Overview on Security for Badging

The review for badging had minor issues to be addressed with regards to the badging steps.

9. Airfield Conditions Report Update (Paul Vigil)

Paul Vigil reported on Airfield conditions. Crew is getting caught up on work grounds. Hoping to increase grounds crew to six individuals with the approval from the city manager. Department looking into asking for a plumber position for RAC, which will be more cost-effective than hiring contract plumbers.

10. Air Center Property Report (Michelle Sanchez)

Michelle Sanchez reported on Air Center Property. Notice to vacate, ILEA in the middle of November. Working on contracts for SIDA, Larry Parker and Clean Up Enterprises. Larry Parker is waiting for execution on lease contracts. CAVU will be vacating building at the end of the month. Hangar 84 and Bravo 3 is with City Council for execution on lease contracts. Hangar 85, working on last minute corrections to lease.

Vacant report; T Hangar has been secured for customer. Advertising for vacancy, signs have been made. RPD and Homeland security is interested in the space that is currently occupied by ILEA, Building 500, which will temporary house RPD. Building 500 will be available for use in November.

11. AVFlight Plans

Kevin reported for AVFlight. AVFlight will be presenting at City Council on Thursday, October 9, 2025 the possibility of possibly building a new hangar with offices, an area for sports planes, and implementing self-service fuel stations on airfield.

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

Roswell hospitality was recognized. City workers exceeded expectations in NCAR preparation. Tight schedule with finished construction projects and incoming spectators. Increasing advertising to surrounding areas and larger cities. EMS provided free water to spectators. Hotels were said to be denying military discounts and normal room rates. Military personnel were housed by National Guard. RPD and State police did well for NCAR. No one has been assigned to evaluate the economic impact.

13. New Mexico Air Museum Update

Mike Provine, from Molzen Corbin, reported for New Mexico Air Museum. Museum to be constructed southeast on the corner of the airport property on YO Road. City Council to review build project for tow road. Tow road will be called a Taxi Lane but will be used to tow aircraft from airfield to museum site. Working on design for foundation. City of Roswell is looking to enter into a lease with property owners for the museum. Tow road will cross over the new Water and Sewer line and this will be taken into consideration during the tow road design. Reviewing the crossing of the aircraft over YO Road. Vice Chair Espiritu and Commissioner Powel left meeting early at 3:48 PM.

F. Commission comments for future agenda items

Lochner will update committee on the spare regulators or replacement parts for electrical vault and its delivery schedule.

G. Reports/Announcements - Members, Commission, Staff

New ARFF truck at the RAC.

H. Public Participation

None.

I. Adjourn

Commissioner Hollifield made a motion to adjourn the meeting, Commissioner Hitchcock was the second. The voice vote was unanimous and the motion passed 3-0.

The meeting was adjourned at 3:54 PM.

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