



Airport Advisory Commission

Tuesday, December 9, 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 minutes from the November 20, 2025, regular Airport Advisory Commission meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report
 - a. Financial Overview (Toni Gomez)
 - b. Revenue/Expenses (Omar Gonzalez)
 - c. Update on New Carrier (Omar Gonzalez)
 - d. Demolition on Building 112 & 115 Update (Omar Gonzalez)
 - 3. Air Operations Report (Paul Vigil)
 - a. Passenger Boarding
 - b. Airport Flight Operations
 - c. Aircraft Parking
 - 4. Project List
 - a. ABD Lighting & Electrical Vault (Lochner)
 - b. Master Plan & ALP Update (Lochner)
 - c. BLM Taxiway Update (Lochner)
 - d. Taxiway Charlie Update (Lochner)
 - e. Terminal Restrooms Improvement & Generator Update (Molzen Corbin)
 - f. SE Waterline Update (Mac Rogers)
 - g. Capital Improvement Plan (CIP) 2026 Projects Update (Lochner)
 - h. Museum Taxiway and Gate Update (Molzen Corbin)
 - 5. 2024 Flood Damage Repair Report Update (Mac Rogers)

6. Challenger Drive Drainage (Mac Rogers)
 7. Airport Security Report (Don Fisher)
 - a. Access Building Control
 8. Airfield Conditions Report (Paul Vigil)
 9. Air Center Property Report (Michelle Sanchez)
 10. Terminal Expansion RFP (Omar Gonzalez)
 11. Events Report (Omar Gonzalez)
- 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: 12/09/2025

COMMITTEE: Airport Advisory Committee

CONTACT: Bobbi Thompson

CHAIR: Bud Kunkel

DEPARTMENT NAME:

Approval of minutes from the November 20, 2025, regular Airport Advisory Commission meeting.

Attachments

251120 AAC Draft minutes

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, November 20, 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 2:03 P.M. with Chair Kunkel Presiding; Vice Chair Espiritu, Commissioner Hitchcock, and Commissioner Hollifield were present.

C. Approval of the Agenda

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: Tim Archibeque, Michael Garcia, Gabe Lopez, Amy Butler, Derek Washichek, Randy Bunch, Tamara Allison, and Mac Rogers.

Guests via GoToMeeting: Mike Provine, Terry Harber, Matt Tomasson, Guest, Guest, Guest, and AvFlight.

Changes were made to the November 20, 2025, agenda. Strategic Plan Update was added under Item E. 2. e., and Gary Foss was moved under E. Non-Action Items as number 1.

Vice Chair Espiritu made a motion to approve the agenda as amended. Commissioner Jon Hitchcock was second. A voice vote was unanimous, and the motion passed 4-0.

D. Approval of the Minutes

1. Approval of draft minutes for October 7, 2025.

Vice Chair Espiritu made a motion to approve the minutes from the October 7, 2025, Regular Meeting. Commissioner Carrie Hollifield was second. A voice vote was unanimous, and the motion passed 4-0

E. Non-Action Items

1. United/SkyWest Information (Gary Foss)

Gray Foss gave a presentation on United Express about future expectations, marketing information, financing, and with pictures of the plane. The plane ticket schedule went on sale on October 31, 2025, for the service starting on February 17, 2025. Gary elaborated on the arrivals and departures for SkyWest operating as United Airlines. Gary Foss is pushing to increase marketing in the surrounding areas. Gary Foss explained the next 2 years' expectancy of Grants and funds needed to break even with the cost. Invoices from SkyWest/United will be billed quarterly, and the first invoice is expected in April 2025.

2. Air Center Operations Report (Bobbi Thompson)

a. Revenue/Expenses

Bobbi Thompson reported on the revenue and expense report. A handout was provided to the committee on the revenue and expenses accounts year-to-date. Bobbi suggested having an individual from Finance to explain the information in December.

b. Update on new carrier

Bobbi Thompson reported on the new carrier, United Airlines operated by SkyWest. To allow room for SkyWest/United, Air Center has previously taken United on a tour and looked at space requirements and general operating requirements. Plans to move KR Security to a different location were discussed. SkyWest will bring its own equipment with no cost to Roswell Air Center.

c. Demolition of Building 112 & 115 Update

Bobbi Thompson reported on buildings 112 and 115. Insurance has put a hold on demolition. Reasons were unknown at the time. Discussion on having City attorney, Hess, look into the situation.

d. Strategic Plan Update

Bobbi Thompson reported on the Strategic Plan. The Strategic Plan Update packet was handed out. Bobbi elaborated on the Goals and Objectives with its quarterly goals. Vice Chair Espiritu reported on a national company that performs design bills. Information that is collected is free, and the company provides its own engineers to give recommendations on updating buildings and hangars. The national company also provides equity partners for financing.

3. Air Operations Report (Omar Gonzalez)

a. Passenger Boarding

Omar Gonzalez reported passenger boardings for October 2025 as 3,568 compared to 3,698 in October 2024.

b. Airport Flight Operations

Omar Gonzalez reported flight operations for October 2025 as 2,070, compared to 1,990 in October 2024.

c. Aircraft Parking

Omar Gonzalez reported Aircraft parking for October 2025 as 188, compared to 227 in October 2024. Aircraft parking is predicted to continually decrease.

d. Software for Airport Inspection

Omar Gonzalez reported on the App 139 program. This application gives the air center real-time reporting of problems or issues on the airfield. It decreases the time to fix issues. The app keeps a record of problems or issues that are documented.

4. Project List With Start And Finish Schedules

a. ABD Lighting & Electrical Vault (Lochner)

Tim Archibeque reported on funding for ABD lighting and the Electrical Vault. Tim stated funding has been finalized for ABD lighting. Some tower wiring will be replaced for the lighting. Lochner will get the contractor on board and get the equipment ordered.

There are no replacement regulators for the electrical vault. Manufacturing of replacement regulators have a six-month LEAV time. Currently, the Electrical vault is still pending and set to be finished early 2027.

b. Master Plan & ALP Update (Lochner)

Matt Thompson reported on the Master plan which he has confirmed the narrative report has been completed for the draft stage, and ALP is still awaiting approval from the FAA.

c. BLM Taxiway (Lochner)

Gabe Lopez reported on BLM Taxiway. The construction on the loading dock has been completed, and working on the final inspection. BLM Taxiway is to be completed by the 26th of January.

d. Taxiway Charlie (Lochner)

Michael Garcia reported on Taxiway Charlie. Michael stated that the project has been awarded. A Construction meeting will be scheduled. Due to start in early spring. Project, start to finish, is a 21-day time frame, weather permitting.

e. Terminal Improvement & Generator (Molzen Corbin)

Mike Provine reported on the terminal generator. The generator project is in its final design, and the site for the generator is under discussion with the air center. Placement site at the terminal has been measured for generator.

f. Restrooms, Main and East Baggage Area (Molzen Corbin)

Mike Provine reported on the terminal bathrooms. Contractors are working on getting the toilets raised. No updated finish date for the project was given.

g. SE Waterline (Mac Rogers)

Mac Rogers reported on the SE Waterline. Waterline is 80 percent complete with Phase 1, and work continues on utilities. Construction is expected to start soon for Phase 2, which is the construction of the sewer line. Expected completion date is March 2026.

h. Capital Improvement Plan (CIP) 2026 Projects (Lochner)

Michael Garcia reported on the CIP. A meeting was held with the FAA, and revisions were made to the project. Revisions are due to be completed first week of December.

i. Museum Taxiway and Gate (Molzen Corbin)

Mike Provine reported on the Museum Taxiway and Gate. Drawings are finished and going to Xcel Energy for the underground powerlines. Molzen Corbin is working with City of Roswell to get YO road improved. Discussion on fencing and gate for museum will continue. Drawings should be completed by the end of December 2025. No discussion on construction. City of Roswell and FAA need to approve drawings prior to construction. City of Roswell will be responsible for YO Road construction and Grading.

5. 2024 Flood Damage Repair Report (Mac Rogers)

Mac Rogers reported on Flood Damage. City is pushing for funding for repairs with the State for building 611. City applied for the revolving loan fund and was approved for the design work portion. Continuing to work with FEMA on documenting flood damage.

6. Challenger Drive Drainage (Mac Rogers)

Mac Rogers reported on Drainage on Challenger Drive. Mac met with a consultant and reviewed the plan for the change to Challenger Drive. The consultant did not see issues or concerns with SWPPP permits. The projected start date hasn't been determined but it will be soon.

7. Airport Security Report (Don Fisher)

a. Access Building Control

Don Fisher reported on access building control. Security has a deadline with TSA that security needs to make for building control.

b. Overview on Security for Badging

No statements were made for Badging.

8. Airfield Conditions Report (Paul Vigil)

App 139 is being used by airport workers; they are becoming familiar with the application. Working on building 1081 to get it ready for a new tenant. Building 93 has been cleaned and is ready for Toys for Tots.

9. Air Center Property Report (Michelle Sanchez)

a. Building 1081

Michelle Sanchez reported on building 1081. Roswell Air Center saved \$9,200.00 by utilizing facilities to fix minor problems, such as door sweeps and windows, as opposed to \$10,000 quoted by a vendor.

10. ARFF Training

a. Part 139 Training

Derek Washichek reported on the ARFF training and expenses. Derek reported on the negative cost impacts of the previous training for ARFF. Derek stated that all of the Roswell firefighters were able to attend the ARFF training. Cost was formerly \$1,900.00 per person and required travel to Lubbock for training; all equipment was borrowed and only 22 firefighters could attend due to cost. Part 139 Training has been more cost-efficient, with a total cost of \$17,000, allowing all Roswell Firefighters to be trained. With the New ARFF truck, no truck equipment was borrowed, and Cortex Gas, Co. donated 75,500 gallons of propane for live fire training.

b. New ARFF Truck Visit

The new ARFF truck was parked in front of the Air Center for viewing.

11. Terminal Expansion

No statements were made for terminal expansion.

12. Events Report (Omar Gonzalez)

Omar Gonzalez reported on events. Omar stated that Roswell Air Center has attended events such as Mesa Middle School for career day. Roswell Air Center staff also attended University High School for a Fair about Trade Schools. Roswell Air Center is scheduled to attend Roswell High for an event. Roswell Air Center also attended, City of Roswell's Halloween Trunk-or-Treat held at Pioneer Plaza.

13. ADS Update (Mike Espiritu)

Vice Chair Mike Espiritu reported on Aero Design (ADS). ADS will be manufacturing drones and test-flying the products. Production is to be located in Roswell. ADS is also working on EV Bus Manufacturing and is also working towards building a wide-body hangar.

F. Commission comments for future agenda items

No comments were made.

G. Reports/Announcements - Members, Commission, Staff

None

H. Public Participation

None

I. Adjourn

Vice Chair Mike Espiritu made a motion to adjourn the meeting, and Commissioner Carrie Hollifield was second. The vote was unanimous, and the motion passed 4-0.

The meeting was adjourned at 4:38 PM