



LEGAL COMMITTEE MEETING AGENDA
MONDAY, OCTOBER 13, 2025, AT 5:30 P.M.
City Hall Large Conference Room
425 N. Richardson Ave., Roswell, New Mexico 88201

Chair: Ed Heldenbrand, Ward 3
Vice Chair: Chris Cortez, Ward 3
Members: Juan Oropesa, Ward 1
Robert Corn, Ward 4
Carlos Marrujo Jr., Ward 5
Staff Liaison: Hessel E. Yntema IV.

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

REGULAR ITEMS

1. Approval of the Scope of Work for RFP: Air Service Development for the Roswell Air Center (Heldenbrand/Thompson).
2. RFP: PFAS Legal Services (Yntema)

ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1975 and Resolution 25-28.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats, please contact the City Clerk at 575-624-6700. Printed and posted: **October 10, 2025**

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**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Legal Committee

1.

Meeting Date: 10/13/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

Approval of the Scope of Work for RFP: Air Service Development for the Roswell Air Center (Heldenbrand/Thompson).

BACKGROUND:

Initiated by: Bobbi Thompson

The City of Roswell seeks to solicit proposals from qualified commercial airlines to provide scheduled passenger air service at the Roswell Air Center. This RFP is intended to secure reliable, sustainable, and cost-effective air service that meets the needs of Roswell residents, businesses, and visitors, while also supporting economic development in the region.

The Scope of Work requires the selected Air Service Provider to:

Offer aircraft with 50 to 100 passenger seat capacity.

Provide at least 14 round-trips per week with daily service.

Submit proposals that include a codeshare agreement with United Airlines covering both the ROW--DEN and DEN--ROW markets. Proposals must specify whether the codeshare applies to connecting flights only, local service only, or both. If no codeshare agreement is offered, the provider must present a reasonable plan for accommodating self-connecting passengers.

Be willing to add capacity during the National Air Races.

FINANCIAL CONSIDERATION

Funding will be provided through the previously awarded Small Community Air Service Development Program (SCASDP) federal grant to the Roswell Air Center. Additional funding is available through the State of New Mexico Rural Air Service Enhancement Grant Program (RASEGP), administered by the New Mexico Aviation Division.

LEGAL REVIEW:

The City Attorney has reviewed the Scope of Work.

BOARD AND COMMITTEE ACTION:

This item is presented to the City Council for consideration. This item was not brought to a board or a committee and was recommended by Mayor Jennings. The City Council recommended 8-1 to send it to the Legal Committee at its meeting on October 9, 2025..

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

DRAFT SCOPE OF WORK

CITY OF ROSWELL



REQUEST FOR PROPOSALS

RFP: [Click or tap here to enter text.](#)

Air Service Development for Roswell Air Center (ROW)

RFP Issue Date:

PROPOSAL DUE:

**PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88203**

DRAFT SCOPE OF WORK

PURPOSE OF THIS REQUEST FOR PROPOSAL

The City of Roswell is soliciting proposals for the right and privilege of providing scheduled passenger air service at the Roswell Air Center (ROW) as an Air Service Provider under the State of New Mexico Rural Air Service Enhancement Grant Program (RASEGP) as described herein.

BACKGROUND

The City of Roswell stands as the economic and cultural hub of Southeastern New Mexico. Known for its rich aviation history, diverse industries, and strong community identity, Roswell serves as a central point for commerce, education, healthcare, and tourism in the region. The Roswell Air Center (ROW), a former U.S. Air Force base, has developed into one of the largest and most versatile air centers in the Southwest.

ROW is home to commercial passenger service, aviation maintenance and storage facilities, cargo operations, aerospace testing, and is now the host of the National Championship Air Races. With its long runways, extensive airfield infrastructure, and central location, the Air Center has become a vital gateway for both business and leisure travel. Marketing studies and continued growth in the region indicate strong potential for expanded passenger air service to the west, complementing existing commercial service to the east, positioning ROW as a critical connector for Southeastern New Mexico.

SCOPE OF WORK

The Air Service Provider shall offer jet aircraft with a seating capacity of 50 to 100 seats and provide at least fourteen weekly roundtrip flights with daily service between the Roswell Air Center (ROW) and Denver International Airport (DEN). The provider must also be willing to add capacity during the National Air Races held in September to meet increased demand.

Operations must occur in a sterile TSA environment, and proposals must outline operational and connection procedures required at hub airports. The City seeks proposals that include a United Airlines codeshare agreement covering both ROW–DEN and DEN–ROW markets. Proposals must specify whether the codeshare applies to connecting flights only, local service only, or both. If no codeshare agreement is included, the Air Service Provider must present a reasonable plan for facilitating passengers who self-connect. If the Air Service Provider does not operate in the main terminal at DEN, the proposal must describe access to passenger amenities, including other airlines, rental cars, taxi, or ride-share services.

Proposals must demonstrate schedules that maximize passenger connections at DEN to the extent possible. The provider shall establish competitive fares and leverage industry

DRAFT SCOPE OF WORK

best practices for inventory management of flights. A detailed cost structure scaled to the route and frequency must be provided, including any requested financial support such as a Minimum Revenue Guarantee (MRG), flat fee, or other model.

The Air Service Provider will be expected to commit to a minimum two-year service term renewed automatically, subject to the appropriation of funds by the City Council, if applicable. From year to year for three (3) consecutive one-year periods, unless terminated as herein provided, and to work with City of Roswell representatives and Airport staff on routes, schedules, costs, and pricing.

The Air Service Provider shall comply with all required FAA, TSA, NMDOT, and City permits, licenses, and certifications. Proof of carrier licensing in New Mexico is required. The provider must also supply weekly flight performance reports, monthly financial reports, and daily operational updates in the event of disrupted service. In addition, the provider will collaborate with the City of Roswell and partners on advertising and promotion of the service, including provision of annual round-trip tickets for marketing purposes. Finally, the Air Service Provider must acknowledge that the award of a rural air service contract under this RFP is subject to the award of a grant under the RASEGP to the City of Roswell.