



Airport Advisory Commission
Tuesday, August 18 at 2:00 P.M.
Roswell Air Center Conference Room
1 Jerry Smith Circle, Roswell, New Mexico 88203

Chair: Jon Hitchcock
Vice Chair: Carrie Hollifield
Commissioners: Shawn Powell, Clayton Hightower, and Cliff Waide
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 June 2, 2026, regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report (Omar Gonzalez)
 - a. Revenue and Expenses
 - b. Building 66
 - c. Submitted application for Prade Port Designation
 - 3. Air Operations Report (Paul Vigil)
 - a. United/ SkyWest Minimum Revenue Guarantee (MRG) Report
 - b. Passenger Boarding
 - c. Airport Flight Operations
 - d. Aircraft Parking
 - e. Received Rural Air Service Enhancement (RASE) \$2M for 2026
 - 4. Project List
 - a. ADB Lighting & Electrical Vault (Lochner)
 - b. Master Plan & ALP Update (Lochner)
 - c. BLM Taxiway Update (Lochner)
 - d. Taxiway Charlie (Lochner)
 - e. Capital Improvement Plan (CIP) 2026 Project Update (Lochner)
 - f. Terminal Restrooms & Generator Update (Molzen Corbin)
 - g. SE Waterline (Mac Rogers)
 - h. Museum Taxiway and Gate Update (Mac Rogers)
 - 5. 2024 Flood Damage Repair Report (Mac Rogers)
 - 6. Challenger Drive Drainage (Mac Rogers)

7. Airport Security Report (Don Fisher)
8. Airfield Conditions Report (James Perez)
 - a. Airfield Update
 - b. Airport Inspection Follow-Up and Documents
9. Air Center Property Report (Michelle Sanchez)
 - a. New Leases
 - b. Vacancy Report
 - c. Restaurant Report
10. Events Report (Fred Telling)
 - a. Air Races
11. Commission Reviews
 - a. Rules and Regulations
 - b. Draft Minimum Standards

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 26-12.
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.

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 if a summary or other type of accessible format is needed. **Printed and posted: August 14, 2026**

Airport Advisory Commission
Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/507187181>

You can also dial in using your phone.
United States: +1 (872) 240-3212
Access Code: 507-187-181

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/265302573>

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Airport Advisory Commission

1.

Meeting Date: 08/18/2026

COMMITTEE:

CONTACT:

CHAIR:

DEPARTMENT NAME:

Approval of minutes from the June 2, 2026, regular Airport Advisory Commission Meeting.

Attachments

260602 Draft Minutes

1 **Regular Meeting of the Airport Advisory Commission**
2 **Roswell Air Center Conference Room**
3 **Tuesday, June 2, 2026, at 2:00 PM**

4
5 Notice of this meeting was given to the public in compliance with Section 10-15-1
6 through 10-15-4 NMSA 1978 and Resolution 26-12.
7

8 **A. Call to Order**
9

10 The meeting convened at 2:00 P.M.
11

12 **B. Roll Call**
13

14 Commissioners Present:

15 Chair Hitchcock

16 Commissioner Powell

17 Commissioner Hightower (online)

18 Commissioner Waide
19

20 Staff Present:

21 Alicia Morales, RAC Sr. Administrative Assistant

22 Bobbi Thompson, RAC Director

23 Don Fisher, RAC Airport Security Manager

24 James Perez, Airfield Maintenance

25 Mac Rogers, City Project Manager

26 Michelle Sanchez, RAC Property Manager

27 Omar Gonzalez, Deputy RAC Director

28 Hess Yntema, City Manager

29 Paul Vigil, Airfield Maintenance
30

31 Guests Present:

32 Justin Miller, Avflight Manager
33

34 Guests Attending via GoToMeeting:

35 Guests (2)

36 Terri (Roswell Daily Record)

37 GTM-4
38

39 **C. Approval of the Agenda**
40

41 Commissioner Waide made a motion to approve the agenda. Commissioner Powell was
42 the second. A voice vote was unanimous. Motion passed 4-0, with Vice Chair Hollifield
43 absent.
44

45 **D. Approval of the Minutes**
46

1 **1. Approval of minutes from the May 5, 2025, regular Airport Advisory**
2 **Commission meeting.**

3
4 Commissioner Powell made a motion to approve the agenda. Commissioner
5 Waide was the second. A voice vote was unanimous. Motion passed 4-0, with
6 Vice Chair Hollifield absent.
7

8 **E. Non-Action Items**
9

10 **2. Air Center Operations Report (Omar Gonzalez)**
11

12 **a. Revenue and Expenses**
13

14 The discussion covered Revenues and Expenses from Operations and
15 Admissions, as presented via PowerPoint.
16

17 **b. Building 66**
18

19 The discussion covered Building 66 and the phase it is currently in with
20 Aersale, as well as related insurance matters.
21

22 **3. Air Operations Report (Paul Vigil)**
23

24 **a. Passenger Boarding**
25

26 The report included passenger boarding figures, noting 4,134 for 2025 and
27 5,713 for 2026 for American Airlines departing passengers. Passenger
28 activity for SkyWest was also discussed, with an overall increase noted.
29

30 **b. Airport Flight Operations**
31

32 The report included flight operations totals of 2,304 for 2026, 1,320 for
33 2025, and 2,377 for 2024.
34

35 **c. Aircraft Parking**
36

37 The report included aircraft parking totals of 166 for 2026, 197 for 2025,
38 and 236 for 2024.
39

40 **4. Project List**
41

42 **a. ADB Lighting & Electrical Vault (Bobbi Thompson)**
43

44 A written report was presented via PowerPoint, and the status of the
45 project was discussed.
46

1 **b. Master Plan & ALP Update (Lochner)**

2
3 Bobbi Thompson discussed the status on the ALP. Some changes on ALP
4 set, or drawings, have been made. ALP sets were signed by the city
5 Mayor and sent back. Air center is currently awaiting approval.
6

7 **c. BLM Taxiway Update (Lochner)**

8
9 A written report was presented via PowerPoint, and the project's progress
10 was reviewed.
11

12 **d. Taxiway Charlie Update (Lochner)**

13
14 A written report was presented via PowerPoint, including estimated
15 completion timelines. Bobbi Thompson, Omar Gonzalez and Paul Vigil
16 provided details regarding the progress.
17

18 **e. Terminal Restrooms Improvement & Generator Update (Molzen**
19 **Corbin)**

20
21 A report on the terminal restroom improvements was presented via
22 PowerPoint, and punch list items prior to project completion were
23 discussed.

24 A report on the terminal generator was also presented via PowerPoint,
25 including a discussion of the project status and its capabilities.
26

27 **f. SE Waterline Update (Mac Rogers)**

28
29 The status and current phase of the project were discussed. Mac stated
30 the second phase is in progress which is to run the main sewer to the
31 southeast corner. Project is currently waiting electrical gear for the lift
32 station and due to arrive in August 2026. This will bring all utilities to the
33 southeast corner.
34

35 **g. Capital Improvement Plan (CIP) 2026 Projects Update (Bobbi**
36 **Thompson)**

37
38 The CIP was discussed in relation to Lochner's project list update. Which
39 Bobbi stated the CIP is currently being pushed back into fiscal year 2027
40 due to the timing and priority of other projects.
41

42 **h. Museum Taxiway and Gate Update (Bobbi Thompson)**

43
44 A written report was presented via PowerPoint, and the status of the
45 Museum's tow road was discussed. Per provided report, Molzen-Corbin is
46 working with City Engineering on YO Road crossing and utility crossings.

1 Project is currently on hold by Museum foundation while road construction
2 materials are processed and material information received to revise
3 pavement section. Per report, schedule is currently unknown.
4

5 **5. 2024 Flood Damage Repair Report Update (Mac Rogers)**

6 Flood damage approvals through FEMA were discussed, along with the impacts
7 to the Air Center's infrastructure. Mac stated FEMA approved small project for
8 the air center for damages related to fencing and infrastructure. Air center
9 damages with FEMA are in the last administrative steps which have gone
10 through the environmental phase. Council is considering a bond issue in
11 September to help with needed repairs. Some damages included whites on the
12 runways and fencing that was washed away.

13 **6. Challenger Drive Drainage (Mac Rogers)**

14
15 The Challenger Drive drainage project was discussed, including the current
16 status of the project and coordination with the Streets Department. Mac reported
17 to reroute the stormwater through the security gate air center is waiting for the
18 last of the coordination with street engineering and a contractor, which contractor
19 should be selected within the week.
20

21 **7. Grandstands (Mac Rogers)**

22
23 The grandstands were discussed, including the status of punch list items
24 required for completion. An estimated completion timeframe of one week was
25 noted.
26

27 **8. Airport Security Report (Don Fisher)**

28
29 Airport security for the races was discussed, including ongoing efforts to help
30 secure the area during the event.
31

32 **9. Airfield Conditions Report (James Perez)**

33 **a. Part 39 Inspection Report Findings**

34
35
36 Inspection findings were discussed, along with ongoing efforts to address
37 the identified issues.
38

39 **b. Airfield Update**

40
41 Ongoing airfield operations were discussed, including vegetation control.
42

43 **c. Airport Emergency Plan (AEP) Training**

44

1 The AEP training was discussed, including its positive outcome and
2 potential future updates.
3

4 **10. Air Center Property Report (Michelle Sanchez)**

5
6

7 **a. Vacancy Report**

8

9 The vacant property report was discussed, with no changes noted since
10 the previous meeting.
11

12 **b. Restaurant Report**

13

14 Top Flight revenues were discussed, highlighting an increase in business
15 activity.
16

17 **11. Events Report (Omar Gonzalez)**

18

19 **a. Air Races**

20

21 The projects and small tasks required prior to the air races were
22 discussed, including parking and the burial of power lines.
23

24 **12. Commission Reviews**

25

26 **a. Rules and Regulations**

27

28 Discussion was held regarding updates to the document. A redlined
29 version will be prepared for committee review, and further discussion on
30 proposed revisions to the Rules and Regulations will continue at the next
31 meeting.
32

33 **b. Discussion on Security Cost**

34

35 Discussion was held regarding security and the associated costs,
36 including consideration of potential measures to reduce expenses.
37

38 **c. Airline Revenue Support**

39

40 Bobbi Thompson suggested airline word-of-mouth marketing support for
41 the flights through the air center to increase revenue. She also gave an
42 overview of potential challenges and drawbacks associated with the flight
43 services.
44

45 **H. Commission comments for future agenda items**

46

1 No comments.

2
3 **I. Reports/Announcements - Members, Commission, Staff**

4
5 No reports or announcements.

6
7 **J. Public Participation**

8
9 None

10
11 **K. Adjourn**

12 Commissioner Waide made a motion to adjourn the meeting, and Commissioner Powell
13 was the second. A voice vote was unanimous. Motion passed 4-0 with Vice Chair
14 Hollifield absent. The meeting was adjourned at @ 3:56 PM.