



Airport Advisory Commission
Tuesday, October 6, 2026 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: Omar Gonzalez

- A. **Call to Order**
- B. **Roll Call**
- C. **Approval of the Agenda**
- D. **Approval of the Minutes**
 - 1. Approval of minutes from the August 18, 2026, regular Airport Advisory Commission meeting.
- E. **Non-Action Items**
 - 2. SkyWest/ United Report (Gary Foss)
 - 3. Air Center Report (Omar Gonzalez)
 - a. Building 66
 - b. Request for Additional Personnel
 - 4. Air Operations Report (Paul Vigil)
 - a. Revenue and Expenses
 - b. United/ SkyWest Minimum Revenue Guarantee (MRG) Report
 - c. Passenger Boarding
 - d. Airport Flight Operations
 - e. Aircraft Parking
 - 5. Project List
 - a. ADB Lighting & Electrical Vault (Lochner)
 - b. Master Plan & ALP Update (Lochner)
 - c. BLM Taxiway Update (Lochner)
 - d. Capital Improvement Plan (CIP) 2026 Project Update (Lochner)
 - e. Rehabilitate Taxiways A, J, C, G & H Pavement Maintenance
 - f. Terminal Restrooms (Molzen Corbin)
 - g. Terminal Emergency Generator (Molzen Corbin)
 - h. NCAR Grading and Drainage Improvements (Mozen Corbin)
 - i. SE Waterline (Mac Rogers)
 - j. Museum Taxiway and Gate Update (Mac Rogers)

6. 2024 Flood Damage Repair Report (Mac Rogers)
7. Challenger Drive Drainage (Mac Rogers)
8. Airport Security Report (Don Fisher)
9. Airfield Conditions Report (James Perez)
10. Air Center Property Report (Michelle Sanchez)
 - a. New Lease
 - b. Vacancy Report
 - c. Restaurant Report
11. Events Report (Fred Telling)
 - a. Air Races
12. Commission Reviews
 - a. Rules and Regulations

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: **October 1, 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: 10/06/2026

COMMITTEE:

CONTACT:

CHAIR:

DEPARTMENT NAME:

Approval of minutes from the August 18, 2026, regular Airport Advisory Commission meeting.

Attachments

8/18/26 AAC Draft Minutes

1 **Regular Meeting of the Airport Advisory Commission**
2 **Roswell Air Center Conference Room**
3 **Tuesday, August 18, 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 2:01 P.M.
11

12 **B. Roll Call**
13

14 **Commissioners Present:**

15 Chair Hitchcock
16 Vice Chair Hollifield
17 Commissioner Powell
18 Commissioner Waide
19

20 **Commissioners Absent:**

21 Commissioner Hightower
22

23 **Staff Present:**

24 Alicia Morales, RAC Sr. Administrative Assistant
25 Bobbi Thompson, RAC Director
26 Don Fisher, RAC Airport Security Manager
27 Mac Rogers, City Project Manager
28 Omar Gonzalez, Deputy RAC Director
29 Paul Vigil, Airfield Maintenance
30

31 **Guests Present:**

32 Fred Telling, RARA
33 Robert Sherman, Walker Aviation Museum
34

35 **Guests Attending via GoToMeeting:**

36 Guests (3)
37 Mike Provine, Lochner
38

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

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

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

1 **1. Approval of minutes from the June 2, 2026, regular Airport Advisory**
2 **Commission meeting.**

3
4 Commissioner Waide made a motion to approve the minutes from the June 2,
5 2026, regular Airport Advisory Commission meeting. Vice Chair Hollifield was the
6 second. A voice vote was unanimous. Motion passed 4-0, with Commissioner
7 Hightower absent.
8

9 **E. Non-Action Items**

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

12
13 **a. Revenue and Expenses**

14
15 The Commission reviewed revenues and expenditures, including current
16 insurance costs and anticipated increases for the upcoming fiscal year.
17 Discussion also focused on the Capital Expense account and recent
18 budget adjustments. The Chair requested a detailed breakdown of the
19 Capital Expense account for further review.
20

21 **b. Building 66**

22
23 ATF has released the perimeter around Building 66, allowing Aersale to
24 collect equipment located outside the building. No updates were available
25 regarding when ATF will release the building.
26

27 **c. Submitted application of Trade Port Designation**

28
29 The Commission discussed the ongoing effort to designate the Roswell Air
30 Center as a trade port destination. Staff reported that an application has
31 been submitted and is currently under review. The anticipated review
32 period is approximately six months, after which a determination is
33 expected.
34

35 **3. Air Operations Report (Paul Vigil)**

36
37 **a. United/ SkyWest Minimum Revenue Guarantee (MRG) Report**

38
39 The MRG report was not available prior to the meeting and therefore was
40 not presented.
41

42 **b. Passenger Boarding**

43
44 The Commission reviewed passenger boarding statistics for commercial
45 air service at the Roswell Air Center. American Airlines reported 4,174
46 departing passengers in June 2026 and 4,645 departing passengers in

1 July 2026. SkyWest reported 1,539 departing passengers in June 2026
2 and 1,756 departing passengers in July 2026. The report reflected an
3 increase in passenger enplanements for both carriers between June and
4 July, indicating continued growth in passenger activity at the airport.
5

6 **c. Airport Flight Operations**

7

8 Airport flight operations were not discussed during the meeting.
9

10 **d. Aircraft Parking**

11

12 The Commission reviewed aircraft parking activity at the Roswell Air
13 Center. Staff reported a total of 157 parked aircraft in July 2026, which
14 remained unchanged from June 2026. The July 2026 total reflected a
15 decrease compared to the 203 aircraft parked during the same period in
16 July 2025.
17

18 **e. Received Rural Air Service Enhancement (RASE) \$2M for 2026**

19

20 The committee discussed the approved \$2 million Rural Air Service
21 Enhancement (RASE) grant for 2026. The grant funding will be used to
22 cover the second quarter of SkyWest's minimum revenue guarantee
23 (MRG).
24

25 **4. Project List**

26

27 **a. ADB Lighting & Electrical Vault (Lochner)**

28

29 A written project status report was presented via PowerPoint. Staff
30 provided an update on the ADB Lighting and Electrical Vault project and
31 reported that the project remains on schedule for completion within the
32 current fiscal year. Discussion focused on the project's progress and
33 anticipated timeline for completion.
34

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

36

37 Bobbi Thompson provided an update on the Airport Layout Plan (ALP),
38 reporting that the Federal Aviation Administration (FAA) has approved and
39 signed off on both the Airport Master Plan and the ALP. She stated that
40 copies of the approved documents are expected to be distributed upon
41 receipt.
42

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

44

45 A written project status report was presented via PowerPoint, and staff
46 reviewed the progress of the project. It was reported that work has

1 resumed following approval of the change order. During a visual
2 inspection, cracks were identified in several blocks, and the contractor will
3 be responsible for completing the necessary repairs in accordance with
4 project requirements.

5
6 **d. Taxiway Charlie Update (Lochner)**
7

8 Bobbi Thompson discussed the Taxiway Charlie project and confirmed
9 that the project is complete.

10
11 **e. Capital Improvement Plan (CIP) 2026 Projects Update (Bobbi**
12 **Thompson)**
13

14 Bobbi Thompson discussed the Capital Improvement Plan (CIP), which
15 will continue to be monitored. An updated CIP will be submitted in October
16 2026 in conjunction with the transition to the new federal fiscal year.

17
18 **f. Terminal Restrooms Improvement & Generator Update (Molzen**
19 **Corbin)**
20

21 Mike Provine of Lochner discussed the terminal restroom improvements
22 project, which is in the final stages of closeout. Lochner is working with
23 Mac Rogers to complete the closeout process.

24
25 Mr. Provine also provided an update on the terminal generator project,
26 stating that the final drawings have been submitted to the City and the
27 project is awaiting advertisement for bids.

28
29 **g. SE Waterline Update (Mac Rogers)**
30

31 Mac Rogers discussed the Southeast Waterline project, which is nearing
32 completion. The anticipated completion is within the next one to two
33 months.

34
35 **h. Museum Taxiway and Gate Update (Mac Rogers)**
36

37 Mike Provine discussed the Museum Taxiway and tow road project, stating
38 that the project is currently on hold until the museum identifies the
39 required pavement materials. The materials are anticipated to be available
40 in early 2027.

41
42 **5. 2024 Flood Damage Repair Report Update (Mac Rogers)**

43 Mac Rogers provided an update on the 2024 flood damage repairs. He stated
44 that the state is reviewing the requests for repairs and reimbursement, with
45 approvals expected within the next couple of months. The City continues to

1 submit reimbursement requests to the state for infrastructure damages and will
2 receive the funds upon approval.

3 4 **6. Challenger Drive Drainage (Mac Rogers)**

5
6 Mac Rogers discussed the Challenger Drive drainage project. He stated that the
7 plans are to reroute drainage around the security gate using existing structures.
8 Confirmation of quantities for materials with the contractor and City Engineering
9 is still pending. The project is expected to take approximately two (2) months to
10 complete once construction begins.

11 12 **7. Airport Security Report (Don Fisher)**

13
14 Don Fisher discussed security preparations for the Air Races. He stated that the
15 security rails are in place and that training, badge testing, and badge distribution
16 are currently ongoing.

17 18 **8. Airfield Conditions Report (James Perez)**

19 20 **a. Airfield Update**

21
22 Omar Gonzalez provided updates on airfield operations and maintenance
23 activities. Crack sealing and pothole repairs were completed within the
24 secure airfield area, including repairs to the aircraft ramp. An update was
25 also provided on vegetation management efforts across the airfield and
26 other properties maintained by Airport Operations.

27
28 It was reported that repairs to the blast pad on Runway 3-21, previously
29 identified by the Federal Aviation Administration (FAA) for corrective
30 action, are ongoing. In addition, preparations for the upcoming Air Races
31 were discussed, including the installation of barriers and fencing with
32 assistance from Youth Challenge Program participants.

33 34 **b. Airport Inspection follow- Up and Documents**

35
36 Omar Gonzalez reviewed the results of the recent Federal Aviation
37 Administration (FAA) inspection. The FAA inspector noted that airport
38 documentation was well organized and readily accessible during the
39 inspection. However, updates were requested to the Airport Certification
40 Manual (ACM), Airport Emergency Plan (AEP), and Snow and Ice Control
41 Plan (SICP). Staff reported that the requested revisions have been
42 completed and submitted to the FAA for review and approval.

43 44 **9. Air Center Property Report (Michelle Sanchez)**

45
46

1 **a. New Leases**

2
3 Bobbi Thompson discussed the pending sale of Hangar 91 along with a
4 ground lease. Documents are being prepared for signing.
5

6 **b. Vacancy Report**

7
8 The vacant property report was not discussed during this meeting.
9

10 **c. Restaurant Report**

11
12 Bobbi Thompson discussed Top Flight revenues. A graph was prepared
13 and presented via PowerPoint for visual review.
14

15 **10. Events Report (Fred Telling)**

16 **a. Air Races**

17
18 Fred Telling provided an update on preparations for the upcoming Air
19 Races. He reported that a Zoom meeting was held with representatives of
20 the Unlimited Class and noted that flight training will be conducted for
21 certain pilots upon their arrival. Mr. Telling also discussed coordination
22 efforts with commercial airlines regarding flight schedules to
23 accommodate the Air Races and the scheduled Thunderbirds
24 performance. In addition, he reported that funding has been received for
25 the emergency landing strip project and that the project is nearing
26 completion and closeout.
27
28

29 **11. Commission Reviews**

30 **a. Rules and Regulations**

31
32 No discussion was held regarding this document.
33
34

35 **b. Draft Minimum Standards**

36
37 Bobbi Thompson discussed the status of the draft Minimum Standards.
38 She stated that the draft is currently being reviewed by the City Attorney's
39 Office and will be distributed by email.
40

41 **F. Commission comments for future agenda items**

42
43 No comments.
44

45 **G. Reports/Announcements - Members, Commission, Staff**

46

1 No reports or announcements.

2
3 **H. Public Participation**

4
5 Robert Sherman discussed the Walker Aviation Museum's future plans, including new
6 displays and a career program. Mr. Sherman also offered to seal the airplane display
7 areas to help reduce dust accumulation during storms.

8
9 **I. Adjourn**

10 The meeting was adjourned at 3:54 PM by Chair Hitchcock, due to issues with the
11 recording.