



Airport Advisory Commission
Tuesday, June 2, 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: 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 May 5, 2026, regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report (Omar Gonzalez)
 - a. Revenue and Expenses
 - b. Building 66
 - 3. Air Operations Report (Paul Vigil)
 - a. Passenger Boarding
 - b. Airport Flight Operations
 - c. Aircraft Parking
 - 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. Terminal Restrooms & Generator Update (Molzen Corbin)
 - f. SE Waterline (Mac Rogers)
 - g. Capital Improvement Plan (CIP) 2026 Project Update (Lochner)
 - h. Museum Taxiway and Gate Update (Mac Rogers)
 - 5. 2024 Flood Damage Repair Report (Mac Rogers)
 - 6. Challenger Drive Drainage (Mac Rogers)
 - 7. Grandstands (Mac Rogers)

8. Airport Security Report (Don Fisher)
9. Airfield Conditions Report (James Perez)
 - a. Part 139 Inspection Report Findings
 - b. Airfield Update
 - c. Airport Emergency Plan (AEP) Training
10. Air Center Property Report (Michelle Sanchez)
 - a. Vacancy Report
 - b. Restaurant Report
11. Events Report (Omar Gonzalez)
 - a. Air Races
12. Commission Reviews
 - a. Rules and Regulations
 - b. Discussion on Security Cost
 - c. Airline Revenue Support

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.

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Airport Advisory Commission
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**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Airport Advisory Commission

1.

Meeting Date: 06/02/2026

COMMITTEE: Airport Advisory Committee

CONTACT: Bobbi Thompson

CHAIR:

DEPARTMENT NAME:

Approval of minutes from the May 5, 2026, regular Airport Advisory Commission Meeting.

Attachments

5/5/26 Draft Minutes

Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, May 05, 2026, 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 26-12.

A. Call to Order

The meeting convened at 2:00 P.M.

B. Roll Call

Commissioners Present:

Commissioner Hollifield

Commissioner Powell

Commissioner Hitchcock

Commissioner Hightower (online)

Commissioner Waide (online)

Staff Present:

Alicia Morales, RAC Sr. Administrative Assistant

Bobbi Thompson, RAC Director

Don Fisher, RAC Airport Security Manager

James Perez, Airfield Maintenance

Mac Rogers, City Project Manager

Michelle Sanchez, RAC Property Manager

Omar Gonzalez, Deputy RAC Director

Hess Yntema, City Manager

Guests Present:

Doug Marsillett, Sky West

Tania Stevenson, SkyWest

Cassandra Melendez, American Airlines

Ed Heldenbrand, City Council

Guests Attending via GoToMeeting:

Kym Branch, Sky West

Guest (x4)

C. Approval of the Agenda

Commissioner Hollifield made a motion to approve the agenda. Commissioner Hightower seconded. A voice vote was unanimous. Motion passed 5-0.

D. Approval of the Minutes

1
2 **1. Approval of minutes from the April 7, 2025, regular Airport Advisory**
3 **Commission meeting.**

4
5 Commissioner Hollifield made a motion to approve the agenda. Commissioner
6 Hitchcock was the second. A voice vote was unanimous. Motion passed 5-0.
7

8 **E. Election of Chair and Vice Chair (Bobbi Thompson)**
9

10 Commissioner Hitchcock was nominated by Commissioner Hollifield for Chair with no
11 other nomination. Motion passed 5-0.
12

13 Commissioner Hollifield was nominated by Commissioner Powell for Vice Chair. Powell
14 made a motion to approve the nomination. Commissioner Hitchcock seconded. Motion
15 passed 5-0
16

17 **F. Newly Elected Chair Resumes Meeting**
18

19 **G. Non-Action Items**
20

21 **2. Air Center Operations Report**
22

23 **a. Fiscal 2027 Budget Review.**
24

25 Omar Gonzalez discussed Fiscal Year 2027 budget.
26

27 **b. June- No Purchase Orders Issued**
28

29 Omar Gonzalez discussed there will be no purchase orders being issued
30 in the month of June 2026 due to the new fiscal year.
31

32 **3. Air Operations Report (Paul Vigil)**
33

34 **a. Passenger Boarding**
35

36 Omar Gonzalez reported on behalf of Paul Vigil. He stated that American
37 Airlines recorded 4,974 departing passengers. He also discussed
38 passenger activity for SkyWest, noting approximately 1,200 passengers
39 for both arrivals and departures.
40

41 **b. Airport Flight Operations**
42

43 No report
44

45 **c. Aircraft Parking**
46

1 In April, 164 aircraft were parked on the airfield, reflecting a decrease of
2 12 from the previous month.

3 4 **4. Project List**

5 6 **a. ADB Lighting & Electrical Vault (Lochner)**

7
8 A written report was presented via PowerPoint, including estimated
9 timelines for completion. Bobbi Thompson discussed the current status of
10 the project.

11 12 **b. Master Plan & ALP Update (Lochner)**

13
14 Bobbi Thompson discussed the status of the projects and stated that she
15 will be in contact with the ADO.

16 17 **c. BLM Taxiway Update (Lochner)**

18
19 A written report was provided and presented via PowerPoint, outlining
20 estimated completion timelines. Bobbi Thompson reviewed the project's
21 progress, including delays and associated change orders.

22 23 **d. Taxiway Charlie Update (Lochner)**

24
25 A written report was presented via PowerPoint, including estimated
26 completion timelines. Bobbi Thompson provided additional details
27 regarding the current status of the project.

28 29 **e. Terminal Restrooms Improvement & Generator Update (Molzen** 30 **Corbin)**

31
32 A report was presented via PowerPoint, including estimated timelines.
33 Omar Gonzalez discussed remaining punch-list items for the terminal
34 restrooms.

35
36 Bobbi Thompson also discussed the status of the generator project based
37 on the report provided by Molzen Corbin.

38 39 **f. SE Waterline Update (Mac Rogers)**

40
41 Discussion was held regarding the SE Waterline project. Phase One was
42 reported as complete, and Phase Two is currently in progress. Additional
43 discussion included the electrical lift station.

44 45 **g. Capital Improvement Plan (CIP) 2026 Projects Update (Lochner)**

46

No report.

h. Museum Taxiway and Gate Update (Molzen Corbin)

A written report was presented via PowerPoint, including estimated timelines. Bobbi Thompson addressed the project's status based on the report provided by Molzen Corbin.

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

Discussion was held regarding the flood damage report, noting that the project has advanced beyond the Federal Emergency Management Agency (FEMA) environmental review phase.

6. Challenger Drive Drainage (Mac Rogers)

Discussion was held regarding the Challenger Drive drainage project, noting that final coordination efforts are underway among Engineering, Streets, and the contractor.

7. Grandstands (Mac Rogers)

Discussion was held regarding the grandstands project. It was noted that a punch-list of remaining items is outstanding, and ongoing coordination with the contractor continues regarding the grandstand ramps and pavement located in front of the grandstands.

8. Airport Security Report (Don Fisher)

Discussion was held regarding a Transportation Security Administration (TSA) inspection and strategic planning efforts for the National Championship Air Races (NCAR).

9. Airfield Conditions Report (James Perez)

a. Part 39 Inspection

Discussion was held about Part 39 inspection process, including its purpose and current findings.

b. Airfield Update

Discussion was held about current airfield operations activities, including rubber removal and vegetation control efforts being conducted throughout the airfield.

10. Air Center Property Report (Michelle Sanchez)

1
2
3 **a. Vacancy Report**

4
5 Discussion was held regarding the Air Center vacancy report and Building
6 72.

7
8 **b. Restaurant Report**

9
10 Discussion was held regarding the restaurant report, including monthly
11 revenue, customer service, future plans, and marketing efforts.
12

13 **11. Events Report (Bobbi Thompson)**

14
15 **a. Air Races**

16
17 Discussion was held regarding the National Championship Air Races
18 (NCAR), including contracts, arrival dates, certifications, opening dates,
19 ticket sales, and race course development, along with additional event
20 planning related to staffing, RV parking, vendors, and merchandise.
21

22 **12. Commission Reviews (Bobbi Thompson)**

23
24 **a. Rules and Regulations**

25
26 Discussion was held regarding the rules and regulations, and a request
27 was made for the Board to review the document for potential updates.
28

29 **b. Discussion on Security Cost**

30
31 Discussion was held regarding security costs associated with the Air
32 Center.
33

34 **c. Sale of Buildings**

35
36 Discussion was held regarding Air Center buildings under consideration
37 for sale, noting that some properties are currently in the process of being
38 sold.
39

40 **d. Land Holdings**

41
42 Discussion was held regarding Air Center land holdings under
43 consideration for sale.
44

45 **e. Airline Revenue Support**
46

1 Discussion was held regarding airline revenue support, and attendees
2 were encouraged to assist with word-of-mouth marketing efforts.
3

4 **H. Commission comments for future agenda items**
5

6 No comments.
7

8 **I. Reports/Announcements - Members, Commission, Staff**
9

10 No reports or announcements.
11

12 **J. Public Participation**
13

14 None
15

16 **K. Adjourn**

17 Commissioner Powell made a motion to adjourn the meeting, and Commissioner
18 Hollifield was the second. A voice vote was unanimous. Motion passed 5-0. The
19 meeting was adjourned at @ 3:15 PM.