



Airport Advisory Commission
Tuesday, May 5, 2026 at 2:00 P.M.
Roswell Air Center Conference Room
1 Jerry Smith Circle, Roswell, New Mexico 88203

Chair:

Vice Chair:

Commissioners: Jon Hitchcock, Shawn Powell, Carrie Hollifield, Clayton Hightower, 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 Tuesday, April 7, 2026, regular Airport Advisory Commission Meeting.
- E. Election of Chair and Vice Chair (Bobbi Thompson)
- F. Newly Elected Chair Resumes Meeting
- G. **Non-Action Items**
 - 2. Air Center Operations Report (Omar Gonzalez)
 - a. Fiscal 2027 Budget Review
 - b. June- No Purchase Orders Issued
 - 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 39 Inspection
 - b. Airfield Update
10. Air Center Property Report (Michelle Sanchez)
 - a. Vacancy Report
 - b. Restaurant Report
11. Events Report (Bobbi Thompson)
 - a. Air Races
12. Commission Reviews
 - a. Rules and Regulations
 - b. Discussion on Security Cost
 - c. Sale of Buildings
 - d. Land Holdings
 - e. Airline Revenue Support
- H. **Commission comments for future agenda items**
- I. **Reports/Announcements - Members, Commission, Staff**
- J. **Public Participation**
- K. **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: 05/05/2026

COMMITTEE: Airport Advisory Committee

CONTACT: Bobbi Thompson

CHAIR:

DEPARTMENT NAME:

Approval of minutes from Tuesday, April 7, 2026, regular Airport Advisory Commission Meeting.

Attachments

4/30/26 AAC Draft Minutes

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, April 07, 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:

Chair Kunkel

Commissioner Hollifield

Commissioner Powell

Commissioners Absent:

Vice Chair Espiritu

Commissioner Hitchcock

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, ROW Property Manager

Omar Gonzalez, Deputy RAC Director

Paul Vigil, RAC Supervisor

Timothy Jennings, Mayor

Amalia Martinez, City Clerk

Angela Garcia, Deputy City Clerk

Hess Yntema, City Manager

Guests Present:

Gabe Lopez

Mike Garcia

Tim Archibeque

Cliff Waide

Jay Dupont

Guests Attending via GoToMeeting:

ZS

Guest

C. Approval of the Agenda

Commissioner Hollifield made a motion to approve the agenda. Commissioner Powell seconded. The voice vote was unanimous. With Vice Chair Espiritu and Commissioner Hitchcock being absent. Motion passed 3-0.

D. Approval of the Minutes

1. Approval of minutes from the March 10, 2025, regular Airport Advisory Commission meeting.

Commissioner Powell made a motion to approve the agenda. Commissioner Hollifield seconded. The voice vote was unanimous. With Vice Commissioner Espiritu and Commissioner Hitchcock being absent. Motion passed 3-0.

E. Non-Action Items

2. Air Center Operations Report

a. Revenue/Expenses

Omar Gonzalez reported on year-to-date revenues. Building and land leases totaled \$2,264,326.93, parking revenue totaled \$593,369.35, landing fees totaled \$53,036.40, and fuel flowage fees totaled \$105,758.52.

c. Demolition on Buildings 112, 115, and 66

Omar Gonzalez reported on demolition activities. The contractor has completed demolition and is currently leveling the area. Aersale is awaiting the release of Building 66 from the ATF. A meeting was held with the Air Center, Aersale, and the New Mexico Insurance Fund; however, no timeline has been provided for the release or demolition.

3. Air Operations Report (Omar Gonzalez)

a. Passenger Boarding

Omar Gonzalez reported on passenger boarding for American Airlines, stating that passenger boardings for March 2026 totaled 3,337, compared to 4,457 during the same period the previous year. This may reflect a reduction in flights.

A report on United Airlines was presented, including a review of daily activity data. Chair Kunkel requested a graph with clearer correlations to improve comprehension of the information.

b. Airport Flight Operations

Omar Gonzalez reported on flight operations, March totaled 5,183 operations, which represents an increase compared to the previous two years.

c. Aircraft Parking

Omar Gonzalez reported aircraft parking of 172, which is down 30 compared to the previous year.

4. Project List

a. ADB Lighting & Electrical Vault (Lochner)

A written report was provided and displayed on PowerPoint, including estimated timelines for completion. Chair Kunkel expressed concern regarding the FAA shutdown and its potential impact on project funding.

b. Master Plan & ALP Update (Lochner)

There were no updates to report on the Master Plan or ALP.

c. BLM Taxiway Update (Lochner)

A written report was provided and presented via PowerPoint, including estimated timelines for completion. The BLM Taxiway project is approximately 65% complete, with current work focused on concrete pouring, electrical cabling, and wiring. Completion is estimated for April 2026.

d. Taxiway Charlie Update (Lochner)

A written report was provided and presented via PowerPoint, including estimated timelines for completion. Bobbi Thompson stated that contractors have moved to Taxiway C while awaiting resolution of BLM funding for electrical work.

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

A written report was provided and presented via PowerPoint, including estimated timelines. Chair Kunkel expressed concern regarding the project timeline, noting that no updated completion date was available.

There was no updated report on the generator.

f. SE Waterline Update (Mac Rogers)

Mac Rogers reported on the SE Waterline project, progress is continuing, with sewer installation underway and pending electrical materials. He estimated the project completion date to be June 2026.

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

There was no written update for the capital improvement plan.

h. Museum Taxiway and Gate Update (Molzen Corbin)

A written report was provided and presented via PowerPoint, including estimated timelines. Molzen Corbin is working with City Engineering on the YO Road crossing and associated utility crossings. Design completion is anticipated by the end of April.

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

Mac Rogers reported on flood damage, stating that FEMA continues ongoing communication. Project approvals and reimbursements have been slow during March 2026. The majority of the flood damage has been validated by FEMA and is currently under environmental review.

6. Challenger Drive Drainage (Mac Rogers)

Mac Rogers reported on the Challenger Drive project, which involves rerouting standing water to the south and east and utilizing existing base drainage. Preparatory work has been slow. Once initiated, the project is expected to take approximately 30 days to complete.

7. Airport Security Report (Don Fisher)

Don Fisher reported on security planning efforts for the upcoming Air Races. The team is reviewing challenges identified during the previous Air Races, including personnel recruitment and the timing of assigning security to designated areas. KR Contracting is developing a recruitment plan to place personnel on payroll earlier, which is intended to improve staffing levels and reduce shortages during the event.

8. Airfield Conditions Report (Paul Vigil)

a. Grandstands

Paul Vigil reported on the grandstands and included photographs. The project is nearing completion, with the rail installation finished. Minor damage to the asphalt occurred due to equipment use, and discussions have been held between Paul Vigil, Omar Gonzalez, and Bobbi Thompson regarding repair options.

b. Part 139 Inspection

Paul Vigil reported on the Part 139 inspection. He stated that the Air Center will undergo its annual FAA inspection during the first week of May. He met with the FAA in Texas regarding the Airport Certification Manual (ACM). The ACM required updates, and the Air Center team has been working to bring it into compliance with FAA standards.

9. Air Center Property Report (Michelle Sanchez)

a. Vacancy Report

Michelle Sanchez reported on the vacancy report. There have been minimal changes but noted efforts are underway for Jeff Stozzer's initial move-in to Building 72. Building 611 with Carlsbad Lifehouse is scheduled to go before City Council on Thursday, April 9, 2026, for approval of a ten-year lease at \$7 per square foot, with an annual CPI increase. Marketing signs for vacant properties have been received and will be installed on the available sites.

b. Restaurant Report

Michelle Sanchez reported on the restaurant. Staff at Top Flight are performing well. Top Flight is currently operating with food service only, with plans to open the bar in the near future. Sales have been fluctuating, with increases occurring during flight delays or cancellations. A phone has been provided to allow for call-in orders.

10. Events Report (Omar Gonzalez)

a. NAVY, Airlines, Air Races, and STOL.

Omar Gonzalez reported that the Navy continues training at the Air Center and is expected to remain on site for approximately another week.

The National Championship Air Races (NCAR) provided a written update. They are looking forward to returning this year. Air Race Insiders and season ticket holders will have access to a pre-sale ticket event through early April, with general ticket sales launching in mid-April. Bobbi

Thompson added that all seven classes are expected to participate, with increased participation in the F-1, Unlimited, Sports Class, and Jet categories, totaling approximately 110 to 144 race aircraft.

Omar Gonzalez reported that a contractor will be on-site to complete preparatory work for STOL operations.

Upcoming outreach events, including a visit from Monterrey Elementary to Aersale and Air Center participation in a job fair at Eastern New Mexico University–Roswell (ENMUR) on April 23, 2026.

F. Commission comments for future agenda items

No comments.

G. Reports/Announcements - Members, Commission, Staff

No reports or announcements.

H. Public Participation

I. Adjourn

Commissioner Powell made a motion to adjourn the meeting, and Commissioner Hollifield was the second. With Vice Chair Espiritu and Commissioner Hitchcock being absent. Motion passed 3-0. The meeting was adjourned at @ 2:48 PM.