



Airport Advisory Commission

Tuesday, April, 7 at 2:00 P.M.

Roswell Aircenter Conference Room

1 Jerry Circle, Roswell, New Mexico 88203

Chair: Bud Kunkel

Vice Chair: Mike Espiritu

Commissioners: Jon Hitchcock, Shawn Powell, Carrie Hollifield

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 Tuesday, March 10, 2026, regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report (Omar Gonzalez)
 - a. Revenue/Expenses
 - b. Demolition on Buildings 112,115 and 66
 - 3. Air Operations Report (Omar Gonzalez)
 - 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. Airport Security Report (Don Fisher)
8. Airfield Conditions Report (Paul Vigil)
 - a. Grandstands
 - b. Part 139 Inspection
9. Air Center Property Report (Michelle Sanchez)
 - a. Vacancy Report
 - b. Restraurant Report
10. Events Report (Omar Gonzalez)
 - a. NAVY, Airlines, Air Races, and STOL.
- 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
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**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Airport Advisory Commission

1.

Meeting Date: 04/07/2026

COMMITTEE: Airport Advisory Committee

CONTACT: Bobbi Thompson

CHAIR: N/A

DEPARTMENT NAME:

Approval of minutes from the Tuesday, March 10, 2026, regular Airport Advisory Commission Meeting.

Attachments

3.10.26 AAC Draft Minutes

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, March 10, 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 Hitchcock
Commissioner Hollifield
Commissioner Powell

Commissioners Absent:
Chair Kunkel
Vice Chair Espiritu

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

Guests Present:
Gabe Lopez
Mike Garcia
Tim Archibeque

Guests Attending via GoToMeeting:
Terry Barber
GTM4
Rita Kane-Doerhoefer
2 additional guests

C. Approval of the Agenda

Commission Hitchcock started the approval by removing 9. a., which has been discussed at a previous meeting and item 12., is covered under 8. b.. Commissioner Hollifield made a motion to approve changes to the agenda. Commissioner Powell seconded. The voice vote was unanimous. With Chair Kunkel and Vice Chair Espiritu being absent. Motion passed 3-0.

D. Approval of the Minutes

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

Commissioner Hitchcock started the discussion on the minutes with paragraph under 10. a. In the last sentence, "The evaluation committee will review the technical submissions on Friday, January 13", which did not take place. Bobbi asked to remove the entire sentence.

Commissioner Hitchcock moved to item G. second paragraph. The use of the word donate was not consistent with what will take place with the land. The word was changed and the sentence now reads: "Commissioner Hollifield announced on behalf of Brown Brothers Ranch that the ranch has agreed to a use agreement for land for the development of an emergency landing strip for Unlimited and Sports Race aircraft classes".

Another adjustment was made by Mayor Jennings, in the Roll Call section, to have his title changed from "Major" to "Mayor", due to grammatical error.

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

E. Non-Action Items

2. Air Center Operations Report

a. Revenue/Expenses

Bobbi Thompson reported revenue and expenses. The Air Center is currently at 59.9% of projected revenue and 79.4% of projected expenses, primarily due to completed grants pending reimbursement. For capital expenditures, the Air Center is at 36.8%. Ms. Thompson also provided an update on the capital account.

c. Demolition on Building 112, 115, and 66

Bobbi Thompson reported that demolition of Buildings 112 and 115 should be completed within one month. For Building 66, Aersale is awaiting

release from the New Mexico Self Insurance Fund. Upon release, Aersale will salvage their materials and equipment, establish a ground lease with general liability coverage, and assume responsibility for demolition costs. Building 66 has been released by ATF but not yet by the New Mexico Self Insurance Fund.

3. Air Operations Report (Omar Gonzalez)

a. Passenger Boarding

Omar Gonzalez reported on American Airlines passenger boarding which decreased from 4817 in February 2025 to 3,607 in February 2026 but has increased from January 2026.

Omar also reported United Airlines passenger boarding, which included daily arrivals and departures for AM and PM.

b. Airport Flight Operations

Omar Gonzales reported on flight operations which increased from 3,433 in February 2025 to 3,976 in February 2026.

c. Aircraft Parking

Aircraft parking totaled 166 in February 2026 compared to 204 in February 2025. Alicia Morales mentioned that American Airlines sold their planes to Aersale and Logistic no longer holds their planes at the Roswell Air Center.

4. Project List

a. ADB Lighting & Electrical Vault (Lochner)

A written report was provided and displayed on PowerPoint, including estimated timelines of completion. Bobbi stated that they are waiting on parts for the vault replacement and will carry over into fiscal 2027.

b. Master Plan & ALP Update (Lochner)

No update was reported.

c. BLM Taxiway Update (Lochner)

A written report was provided and presented via PowerPoint, including estimated timelines of completion. Bobbi Thompson reported that Phase One of the Apron Rehabilitation, including Taxiway Alpha, has been

completed and paid. The project is currently in the application phase for concrete work. The BLM Loading Ramp is nearing completion. BLM Taxiway L is 55% complete; however, due to conflicts with water and power lines, a redesign is required to safely relocate the utilities beneath the taxiway. Construction is currently on hold pending final design. The projected completion date is May 2026.

d. Taxiway Charlie Update (Lochner)

A written report was provided and presented via PowerPoint, including estimated timelines of completion. Bobbi Thompson stated that the location has been selected and the lighting has been recessed. The Air Center has requested that Constructors, Inc. begin work on the project while awaiting final design for Taxiway L and is currently pending a response.

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

A written report was provided and presented via PowerPoint, including estimated timelines. Bobbi Thompson reported that the restroom project is progressing well and is expected to be completed by the end of March 2026. She also stated that the selected generator will match the type currently used on the airfield to maintain consistency. The project will be carried over into Fiscal Year 2027.

f. SE Waterline Update (Mac Rogers)

Mac Rogers reported on the SE Waterline project. He stated that the waterline at the southeast corner is 100% complete. Installation of the sewer line is ongoing but currently delayed due to the electrical switch required for the lift station, which has a long lead time. As a result, the project completion has been pushed to June 2026. The project will carry over into Fiscal Year 2027 with just under \$500,000 remaining.

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

No update was reported.

h. Museum Taxiway and Gate Update (Molzen Corbin)

Bobbi Thompson reported on the Taxiway project for the museum and provided a design packet. She stated that the taxiway will be funded by the museum, along with a land lease for the area occupied by the taxiway. The design is scheduled for completion in March 2026.

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

Mac Rogers reported that FEMA has temporarily ceased communication due to the government shutdown. However, FEMA continues to approve flood-related claims, with 44 projects approved in the past week. Reimbursements have also increased over the past month.

6. Challenger Drive Drainage (Mac Rogers)

Mac Rogers reported that the project scope remains unchanged; however, budgeting and procurement delays have slowed progress. The project is expected to be completed within 30 days from the start date.

7. Airport Security Report (Don Fisher)

a. Access Building Control Update

Don Fisher reported that during a previous government shutdown, the Air Center's screeners downstairs were temporarily shut down. He has been in communication with KR Contracting, confirming that payments under the SPD contracts, which provide the screeners, will continue during the shutdown. This ensures the screeners remain operational and will be reimbursed once the government reopens. The exact timeframe for reimbursement under the SPD contracts has not been specified.

8. Airfield Conditions Report (Paul Vigil)

a. Regulator

Paul Vigil provided an update on the main vault regulator and presented photos via PowerPoint. He noted that the backup regulator is fully wired and ready to operate in the event of a main regulator failure.

b. Grandstands

Paul Vigil provided an update on the grandstands and presented photos via PowerPoint. He noted that the grandstands are progressing well, with only the guard rails remaining. Completion is anticipated by mid-April 2026.

9. Air Center Property Report (Michelle Sanchez)

Michelle Sanchez presented the Air Center property report and vacancy list via PowerPoint. She stated there are no new vacancies and additional advertising signs have been ordered. She is coordinating with Roswell Sanitation to lease a bunker. She is also handling leases for the lighthouse, building 66, and building

91. Ms. Thompson added that the Bureau Land Management (BLM) is interested in purchasing the FEMA building (Building 500).

a. Revenue Loss on Building 66

This item was removed from the agenda at the approval of the agenda

10. Terminal Expansion RFP (Omar Gonzalez)

a. Proposal on Holding Room

Omar reported that the Air Center is awaiting designs from Molzen Corbin. Once received, the designs will be sent out for bid.

11. Events Report (Omar Gonzalez)

a. NAVY, Airlines, Air Races, and School Visits

Omar reported that the Navy continues training at the Air Center and will remain on site until mid-April. Both airlines are performing well within their designated areas. The Air Center is preparing for the upcoming Air Races, with discussions on marketing, vendors, and additional aircraft participation. A school visit with Roswell High School went well, and the Air Center has been invited to visit Goddard. The Goddard visit is scheduled for May 2, and Eastern New Mexico University is scheduled for May 23.

12. Grandstands

This item was removed at the approval of the agenda as the information will be covered during the discussion of item 8 b.

F. Commission comments for future agenda items

None

G. Reports/Announcements - Members, Commission, Staff

Mayor Jennings encouraged anyone interested in serving on the Airport Advisory Commission – or those who know someone who may be interested, to contact the City Clerk's Office at City Hall

H. Public Participation

I. Adjourn

Commissioner Hollifield made a motion to adjourn the meeting, and Commissioner Powell was the second. With Chair Kunkel and Vice Chair Espiritu being absent. Motion passed 3–0The meeting was adjourned at 3:15 PM.

DRAFT