



Airport Advisory Commission
Tuesday, March 10 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, February 10, 2026, regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report (Bobbi Thompson)
 - 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)
 - a. Access Building Control Update
 8. Airfield Conditions Report (Paul Vigil)
 - a. Regulator
 - b. Grandstands
 9. Air Center Property Report (Michelle Sanchez)
 - a. Revenue Loss on Building 66
 10. Terminal Expansion RFP (Omar Gonzalez)
 - a. Proposal on Holding Room
 11. Events Report (Omar Gonzalez)
 - a. NAVY, Airlines, Air Races, and School Visits.
 12. Grandstands (Mac Rogers)
- 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 25-28. 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: 03/10/2026

COMMITTEE: Airport Advisory Committee

CONTACT: Bobbi Thompson

CHAIR: Bud Kunkel

DEPARTMENT NAME:

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

Attachments

2/10/26 Draft Minutes

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, February 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 25-28.

A. Call to Order

The meeting convened at 2:00 P.M.

B. Roll Call

Commissioners Present: Chair Kunkel, Vice Chair Espiritu, Commissioner Hitchcock, and Commissioner Hollifield. With Commissioner Powell being absent.

Staff Present:

Alicia Morales, RAC Sr. Administrative Assistant
Bobbi Thompson, RAC Director
Don Fisher, RAC Airport Security Manager
Edward Heldenbrand, City Councilor
Hess Yntema, City Attorney
Mac Rogers, City Project Manager
Michelle Sanchez, ROW Property Manager
Omar Gonzalez, Deputy RAC Director
Paul Vigil, RAC Supervisor
Timothy Jennings, Major

Guests Present:

Amy Butler
Cliff Waide
Gabe Lopez
Mike Garcia
Terry Barber
Tim Archibeque

Guests Attending via GoToMeeting:
Shawn Jip and 2 additional guests

C. Approval of the Agenda

Commissioner Hitchcock made the motion to approve the agenda, and Commissioner Hollifield seconded. A voice vote was unanimous. Motion passed 4–0, with Commissioner Powell being absent.

D. Approval of the Minutes

1. Approval of minutes from the January 6, 2025, regular Airport Advisory Commission meeting.

No revisions were suggested.

Vice Chair Espiritu moved to approve the revised minutes, and Commissioner Hitchcock seconded. A voice vote was unanimous. Motion passed 4–0, with Commissioner Powell being absent.

E. Non-Action Items

2. Air Center Operations Report

a. Revenue/Expenses (Commissioner Hitchcock)

A summary of revenues and expenses was presented to the Committee and displayed via PowerPoint. Commissioner Hitchcock explained the difficulty in separating appropriations and grants from operational revenues due to the current Tyler financial system setup, which limits the ability to clearly identify true operating revenues exclusive of grants. While grants are specifically identified, they are reflected within overall expenses.

Commissioner Hitchcock discussed the Passenger Facility Charge (PFC) account, noting a revenue decrease of approximately \$17,000 compared to the prior year.

Commissioner Hitchcock stated that, due to system limitations, he is unable to fully separate revenues and expenses from grants at this time. The City of Roswell is in the process of implementing new financial software to address these issues. Additionally, Toni from Finance has requested access to Delfi to improve grant tracking.

b. Update on New Carrier

Ms. Bobbi Thompson reported on the new carrier. She stated that nearly all Capital Improvement Plan (CIP) items related to the carrier are complete.

c. Demolition on Building 112, 115, and 66

Ms. Thompson reported that Building 115 is scheduled for demolition but is pending salvage work by Aersale for metal recovery. Amy Butler of

Aersale has contacted corporate leadership regarding the salvaged materials.

For Building 66, the ATF has released the site. Ms. Butler is awaiting confirmation from the New Mexico Self Insurance Fund before Aersale can proceed with salvage operations. The insurance company is expected to visit the Air Center to photograph the secured area.

3. Air Operations Report (Omar Gonzalez)

a. Passenger Boarding

Passenger boarding decreased from 6,315 in December 2025 to 2,830 in January 2026. Due to heavy snow days and decreased flights by American Airlines.

b. Airport Flight Operations

Flight operations increased from 1,583 in January 2025 to 1,719 in January 2026.

c. Aircraft Parking

Aircraft parking totaled 192 in January 2026 compared to 202 in January 2025

4. Project List

a. ADB Lighting & Electrical Vault (Lochner)

A written report was provided and displayed on PowerPoint, including estimated timelines.

b. Master Plan & ALP Update (Lochner)

Bobbi Thompson reported on the Master plan and ALP. The Master Plan remains under FAA review. Although vetted in May 2025, review was delayed due to the federal government shutdown. The FAA's Fort Worth office has assigned different planners, and the project has been reassigned to a new project manager for review. The Air Center anticipates approval within approximately 30 days. No objections have been raised; the review remains pending.

The Airport Layout Plan (ALP), which reflects the development recommendations outlined in the Master Plan, is also under review. A mid-January meeting was held; however, limited progress was made.

c. BLM Taxiway Update (Lochner)

A written report was provided and displayed on PowerPoint with estimated timelines.

d. Taxiway Charlie Update (Lochner)

A written report was provided and displayed on PowerPoint with estimated timelines.

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

A written report was provided and displayed on PowerPoint with estimated timelines.

Ms. Thompson noted that the main restroom is now fully operational. The restrooms near the baggage area are being converted into two unisex restrooms and contraction remains on schedule. Some wall tiles in the main restroom will be replaced or chemically cleaned due to discoloration at the contractor's expense.

Ms. Thompson noted that the generator for the terminal has been selected and will be the same as another generator on site to maintain consistency across Air Center equipment.

f. SE Waterline Update (Mac Rogers)

Mac Rogers reported on the SE Waterline. Good progress has been made to bring utilities to the SE corner of the air field. Phase two is mostly complete it is at 95 percent. The sewer line has also made good progress, and is about a quarter of the way there. Mac. Rogers stated that work will be amplified with a completion date of the end of March 2026.

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

No report was provided.

h. Museum Taxiway and Gate Update (Molzen Corbin)

Mac Rogers reported Molzen is coordinating with a private contractor in regards to the gate however, no timeline is currently available

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

Mac. Rogers reported that the City avoided the FEMA appeal process after validating airfield fuel damage, primarily related to debris removal.

A letter from legislators to the State has been received and reviewed. Reimbursements increased during January, with expectations for similar progress in February. Repair work is now underway.

6. Challenger Drive Drainage (Mac Rogers)

Paperwork to initiate the project is nearly complete. Once finalized, construction will begin and is expected to take approximately 30 days.

7. Airport Security Report (Don Fisher)

Don Fisher Reported on airport security. Don Fisher stated that the NAVY had come in Last Tuesday, February 3, 2026, and brought in over 70 people. Everyone was able to get processed with paperwork and testing and are now out flying.

Security team is shifting to the Air Races and starting preliminary meetings with KR Contracting to make a list of some work to be prepared for September.

Don Fisher also addressed the RPD arrangement requiring an officer at the security checkpoint during operational hours, including an additional hour of presence during United Airlines departures and American Airlines operations.

8. Airfield Conditions Report (Paul Vigil)

a. Snow Removal

Mr. Vigil provided a report on snow removal and displayed photos on the PowerPoint. He reviewed the equipment utilized for snow operations and referenced the Airport Certification Manual (ACM), which identifies a designated “point of attack” for snow events. Runway 3-21, which is equipped with an Instrument Landing System (ILS), is designated as the first runway to be cleared.

b. Regulator

Mr. Vigil provided an update on the main vault regulator and displayed photos on the PowerPoint. The images showed both the primary regulator and the backup regulator. A transfer switch has been ordered for the backup unit and is scheduled for installation next week. The backup regulator will ensure continued operations in the event the primary regulator fails.

c. Grandstands

Mr. Vigil provided an update on the grandstands and displayed photos on the PowerPoint. He reported that the concrete work has been completed and that the steel crew is continuing installation. Project completion is anticipated by the end of April 2026.

9. Air Center Property Report (Michelle Sanchez)

Michelle Sanchez provided the Air Center property report and displayed the current vacancy list on the PowerPoint.

10. Terminal Expansion RFP (Omar Gonzalez)

a. Proposal on Holding Room Due Today

Bobbi Thompson provided an update on the terminal expansion, reporting that proposals have been received. She stated that the Evaluation Committee will review the technical submissions on Friday, January 13, 2026, and will make a recommendation to City Council.

11. Events Report (Omar Gonzalez)

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

Omar Gonzalez reported that the Navy is currently utilizing the Air Center through mid-April.

He noted that United Airlines remains scheduled to begin operations on February 17, 2026.

Omar Gonzalez stated that the Air Races site has been evaluated for electrical lines that require burial. Xcel Energy is preparing a proposal for the Air Center. Some existing lighting fixtures will be re-purposed. Additionally, a separate line located south of the Air Center that crosses a roadway will require boring.

On February 25, 2026, representatives from the Air Center will visit Roswell High School. Also, the Aerospace Engineering class from the Early College program is scheduled to tour the control tower.

STOL has applied a dust-control treatment to the dirt surrounding the runway and is to return for training in May 2026.

Bobbi Thompson reported on the marketing plan developed by Gary Foss, that is with Arkstar. Bobbi Thompson stated there will be an influx of

marketing on Facebook, a billboard, and advertising to surrounding communities.

12. Lochner

Bobbi Thompson reported that Lochner has undergone personnel changes and will have a new representative overseeing the Air Center's projects. She stated that previous Lochner staff have departed and are now with LJA Aviation, which provides similar services.

Bobbi Thompson noted that the Air Center's Master Plan will remain with Lochner and continue to be managed by the same individual who originally assisted in its development.

13. Restaurant Update

Bobbi Thompson provided an update on the restaurant, noting that significant progress has been made toward opening. The restaurant currently has two certified servers and a certified bartender who are actively preparing for operations. A soft opening is scheduled for February 17, 2026, coinciding with the inauguration of the first United Airlines flights. The soft opening will feature a limited menu.

A fire inspection has been completed, along with multiple thorough cleaning efforts. All necessary permits and licenses have been obtained. The restaurant will operate six days per week from 9:00 a.m. to 5:00 p.m., with two days extending hours until 9:00 p.m. Marketing efforts are also underway, with radio advertising set to launch.

F. Commission comments for future agenda items

None

G. Reports/Announcements - Members, Commission, Staff

Bobbi Thompson announced that United Airlines will host an inaugural event featuring guest speakers. The air center will provide refreshments and promotional swag for the event.

Commissioner Hollifield announced on behalf of Brown Brothers Ranch that the ranch has agreed to donate land for the development of an emergency landing strip for Unlimited and Sports Race aircraft classes. The agreed-upon dimensions for the airstrip are 6,000 feet by 60 feet.

H. Public Participation

Amy Butler from Aersale inquired about the status of the BLM taxiway project. Bobbi Thompson stated that the project is expected to be completed in March 2026. Amy. Butler also asked about the access road that has been closed due to construction and when it would re-open.

Omar Gonzalez responded that he is unsure of the exact timeline due to construction delays but will review the situation and provide an update once more information is available.

I. Adjourn

Vice Chair Espiritu moved to adjourn the meeting, and Commissioner Hollifield seconded. Motion passed 4–0, with Commissioner Powell being absent. The meeting was adjourned at 3:32PM