



Airport Advisory Commission
Tuesday, February 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, January 06, 2026, regular Airport Advisory Commission Meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report
 - a. Revenue/Expenses (Commissioner Hitchcock)
 - b. Strategic Plan Updates
 - c. 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 With Written Report
 - 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. Snow Removal
 - b. Regulator
 - c. Grandstands
 9. Air Center Property Report (Michelle Sanchez)
 10. Terminal Expansion RFP (Omar Gonzalez)
 - a. Proposal on Holding Room Due Today
 11. Events Report (Omar Gonzalez)
 - a. NAVY, Airlines, Air Races, Military, and STOL.
 12. Lochner
 13. Restaurant Update
- 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: 02/10/2026

COMMITTEE: Airport Advisory Committee

CONTACT: Bobbi Thompson

CHAIR: Bud Kunkel

DEPARTMENT NAME:

Approval of minutes from the Tuesday, January 06, 2026, regular Airport Advisory Commission Meeting.

Attachments

1/6/26 AAC Draft Minutes

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, January 6, 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 2:01 P.M

B. Roll Call

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

Staff Present:

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

Guests Present:

Tim Archibeque, Diego Lopez, Terry Barber and Amy Butler.

Guests Attending via GoToMeeting:

Mike Provine, Shawn Jipp, Matt Tomasson, ZS, and 4 additional guests

C. Approval of the Agenda

Vice Chair Espiritu made the motion to approve the agenda, and Commissioner Powell seconded. A voice vote was unanimous. Motion passed 5–0.

D. Approval of the Minutes

1. Approval of minutes from the December 9, 2025, regular Airport Advisory Commission meeting.

Commissioner Hitchcock requested a revision to the language on page 5, item 2.a., second paragraph, first line, recommending that the word “excluded” be replaced with “separated.”

Commissioner Hitchcock moved to approve the revised minutes, and Commissioner Hollifield seconded. A voice vote was unanimous. Motion passed 5–0.

E. Non-Action Items

2. Air Center Operations Report (Bobbi Thompson)

a. Revenue/Expenses

Bobbi Thompson presented revenue and expense data for December. The presentation included a bar graph illustrating revenue, expenses, and net income, which reflected a positive cash flow.

b. Update on New Carrier

Ms. Thompson provided an update on the new carrier. SkyWest will provide ground handling services, including flight crew support. SkyWest employees have been onsite at the Roswell Air Center (RAC) on multiple occasions and are training the required personnel for the new airline service. As the launch date approaches, SkyWest plans to conduct a tabletop exercise with its staff. Omar and Paul have been working closely to finalize space allocations. KR Security has been relocated, and plans to move them into the holding area were discussed.

Chair Kunkel asked about the ticket sales report. Ms. Thompson advised that Gary Foss of Arkstar is working to provide the report. Ms. Thompson also noted that Mr. Foss submitted a proposed marketing plan, which has been forwarded to the City for approval. An inaugural event for SkyWest's first flights were also discussed.

c. Demolition on Building 112, 115, and 66

Ms. Thompson provided an update on building demolition activities. She reported that a meeting is scheduled for Friday, January 9, 2026, regarding Building 115 with the insurance company to address the current hold on demolition.

Due to this hold, the land is currently unavailable for use.

Ms. Thompson also reported that the ATF is continuing its investigation into the fire at Building 66 to determine the cause before the building can be released for demolition. The site for Building 66 is currently secured.

Building 112 is nearly fully demolished, and once completed, both Buildings 112 and 115 will be cleared down to dirt level.

3. Air Operations Report (Omar Gonzalez)

a. Passenger Boarding

Mr. Gonzalez reported that passenger boarding increased from 3,486 in December 2024 to 6,315 in December 2025.

b. Airport Flight Operations

Mr. Gonzalez reported that flight operations increased from 1,412 in December 2024 to 1,448 in November 2025.

c. Aircraft Parking

Mr. Gonzalez reported that aircraft parking totaled 172 in December 2025. Ms. Thompson noted that the listing was incorrect. Mr. Gonzalez explained that a new security software system reflects 204 aircraft currently parked on the airfield. He further stated that some customers are removing aircraft for demolition without reporting the aircraft as parked in the designated demolition area.

Chair Kunkel stated that if customers had reported their aircraft accurately, parking levels would have been consistent with the previous year. Plans to adjust the counts and collect applicable parking fees will be further discussed.

4. Project List

a. ADB Lighting & Electrical Vault (Lochner)

Lochner provided an update on the ADB lighting and electrical vault project. Lochner reported that the state grant has been submitted, and the federal grant has been prepared and is pending signatures prior to submission to the FAA. Once executed, a letter of award will be issued.

Chair Kunkel asked about contingency planning related to potential issues with the current electrical vault. Lochner stated that discussions with other air centers indicated similar challenges with equipment turnaround times. Lochner noted that ADB can assemble equipment if issues arise; however, no formal contingency plan is currently in place.

Mr. Gonzalez added that there are two separate electrical vaults, making the likelihood of both failing simultaneously, minimal. He explained that if one vault were to go offline, the Roswell Air Center (RAC) could rely on the other. Each vault contains three transformers, and in the event of a transformer failure, the system can be configured, so that one transformer

controls the taxiway, and another controls the runway. Multiple mitigation options are available if issues occur.

Ms. Thompson noted that the full cost of the electrical vault project is not currently reflected. Lochner stated that the correct amount will be shown once the grant is submitted but was unable to provide an explanation for why it is not currently displayed.

b. Master Plan & ALP Update (Lochner)

Lochner provided an update on the Master Plan and Airport Layout Plan (ALP). The Master Plan and ALP reports have been completed and submitted to the FAA and are currently under review. Ms. Thompson has been coordinating with the ABO to schedule a post-completion meeting. Lochner noted that the lead planner was unavailable during the holidays and anticipates scheduling the meeting upon their return, with a tentative timeframe of mid-January.

c. BLM Taxiway Update (Lochner)

Lochner provided an update on the BLM Taxiway project. Lochner reported meeting with the contractor at noon and noted that work is ongoing. Project completion is estimated for mid- to late February.

Ms. Thompson noted that a change order has been issued for the waterline and that cost estimates for the electrical work are still pending. Lochner stated that cost estimates have been reviewed with the engineer, and that meetings with State Aviation resulted in funding approval for the changes. Omar Gonzales and Ms. Thompson also met with the contractor and confirmed that the pending funding for the water and electrical work is not expected to cause any delays. Lochner expects to have additional cost information by the end of the week.

d. Taxiway Charlie Update (Lochner)

Lochner provided an update on Taxiway Charlie. Lochner stated that work will begin on Taxiway Charlie upon completion of Taxiway Lima. The project is expected to be completed by the end of February for Taxiway Charlie.

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

Molzen Corbin reported that contractors are currently working on the second set of restrooms. Demolition is underway and is expected to continue through the end of next week. Work will then proceed with wall

framing, electrical and plumbing installation, and drywall, with completion anticipated by the end of January. Overall project completion is projected for the end of February. Chair Kunkel raised concerns regarding the tile flooring, and Ms. Thompson noted that the contractor paid for the tile flooring to be cleaned and waxed, which has significantly improved its appearance.

Molzen Corbin reported that generator plans were submitted prior to Christmas and that Mike Provine will be in town next week to review the generator project. Chair Kunkel asked about the anticipated turnaround time for generator construction. Molzen Corbin stated that the estimated timeframe is approximately four months and noted that he would provide a more precise schedule once available.

Chair Kunkel also asked about the timing of generator placement. Molzen Corbin explained that additional work is required before the terminal can receive power from the generator and stated that he would follow up with the generator production agency regarding their lead times. Molzen Corbin also noted that he will coordinate with Mac Rogers and the City regarding the bidding process. Once the bid is awarded, the generator can be ordered, and Molzen Corbin will follow up with Andy to confirm the project schedule.

f. SE Waterline Update (Mac Rogers)

Mac provided an update on the Southeast Waterline project. Mac reported that contractors are completing conduit installation this month for future telecommunications services and have made significant progress installing the water and sewer lines. Project completion is anticipated by the end of March 2026.

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

Lochner provided an update on the CIP 2026 projects. Lochner reported that the plan was adjusted in accordance with recommendations from Ms. Thompson and the FAA, resulting in a favorable outcome for the Roswell Air Center. The revised plans have been sent back to the FAA. Lochner noted that the process will resume in May, at which time additional projects will be added.

h. Museum Taxiway and Gate Update (Molzen Corbin)

Molzen provided an update on the Museum Taxiway and gate project. Molzen noted that limited progress occurred during the holidays, particularly related to gate installation. Work on the gate design is scheduled to take place this week and next.

Molzen stated that Mike Provine will be onsite next week to review the crossing area at YO Road and will coordinate with Mac Rogers and the City. He also reported ongoing discussions with gate personnel regarding available options to allow aircraft to pass through a manual gate, which remains a current challenge.

Molzen further reported coordination with Xcel Energy to relocate power lines underground at the tow road crossing. While onsite next week, Molzen will assess the area to determine whether additional coordination with Xcel Energy is needed for future projects. Construction is anticipated to take approximately four months, depending on electrical work and gate installation.

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

Mac provided an update on the 2024 flood damage. Mac reported that he has been actively documenting FEMA claims related to the flood. A letter has been prepared in coordination with local legislators to the State to request a review of the reimbursement process. Mac noted that some progress has been made on reimbursements for cleanup costs incurred by the Air Center.

6. Challenger Drive Drainage (Mac Rogers)

Mac provided an update on the Challenger Drive drainage project. Mac reported that all environmental concerns have been resolved and that a requisition has been submitted against available funds. He stated that coordination and scheduling with contractors and engineers is underway, with project completion expected by the end of January.

7. Airport Security Report (Don Fisher)

a. Access Building Control Update

Don provided an update on access control. Don reported that there were no major updates at this time but noted that SkyWest employees have been receiving access badges. He also stated that coordination with the Navy is ongoing, with personnel expected to begin arriving in February. The application process for Navy access badges has been initiated.

8. Airfield Conditions Report (Paul Vigil)

a. Water Line Break

Paul Vigil provided an update regarding a waterline break that occurred in December 2025. He reported that locating the water shutoff valve was challenging, which resulted in the break lasting over two days before the

valve was found. The shutoff valve was eventually located in the parking lot of Built Wise and has since been added to the system map for future reference. Paul Vigil also noted that the city will update the Water Department's GIS system accordingly.

9. Air Center Property Report (Michelle Sanchez)

a. Revenue Loss on Building 66

Michelle Sanchez provided an update regarding revenue loss associated with Building 66. Ms. Sanchez reported that the current revenue loss for Building 66 is \$14,369.25 per month, totaling approximately \$172,000 annually.

Building 66 remains under a hold pending demolition. Ms. Sanchez noted that once site is cleared. The land is expected to be leased at a rate of \$0.25 per square foot, totaling approximately 9,775 square feet. The original building size was 39,100 square feet, and Ms. Sanchez noted that the goal is for demolition to proceed quickly in order to return the property to revenue-generating use. She also stated that a potential lease modification may be considered in future cases where a building or land is withheld from the air center and negatively impacts future development.

10. Terminal Expansion RFP (Omar Gonzalez)

a. Proposal on Holding Room

Omar Gonzalez provided an update on the terminal expansion project. Omar reported that a pre-bid meeting was held on January 5, 2026, during which contractors were escorted to view the area designated for the expansion. The new hold area will be approximately 4,000 square feet and while it will not be stucco, it will match the existing terminal.

Omar stated that bids are currently being received, and once a contractor is awarded, the construction period is expected to be approximately 90 days.

11. Events Report (Omar Gonzalez)

a. NAVY, Airlines, Air Races, and STOL

Bobbi Thompson provided an update on upcoming events. Ms. Thompson reported that the Navy will be arriving for their annual training. She also noted that the grand opening for SkyWest is approaching. Ms. Thompson stated that the Sport Class and Unlimited Class groups will be visiting next week to evaluate potential emergency runway sites. Both

groups have committed to returning for the 2026 Air Races. She also reported that STOL (Short Takeoff and Landing) will be coming in May to conduct training on the runway created for race activities. NATO is also scheduled to arrive next week.

Ms. Thompson shared that the International Aerobatic Club is considering Roswell as a host location for local, regional, and international aerobatic championships, which typically take place in late summer. She noted that the Air Races are currently under a three-year contract, with hopes for increased participation in 2026.

Ms. Thompson identified hotel availability and pricing as a current challenge for Air Race events but stated that efforts are underway to work with local hotels. She also reported coordination with engineers to develop additional RV hookup sites and partnerships with RV rental companies. Reservation dates for the Air Races have not yet been established.

Ms. Thompson concluded by noting that a company based in Washington is scheduled to visit in August to conduct wet runway testing.

12. Grandstands (Mac Rogers)

Mac provided an update on the grandstands for the Air Races. Mac reported that an agreement has been reached with the contractors regarding project changes resulting from FAA delays. He stated that he will continue coordinating remaining items and that contractors are expected to be onsite within the next couple of weeks to begin work. Project completion is anticipated in May 2026.

F. Commission comments for future agenda items

None

G. Reports/Announcements - Members, Commission, Staff

None

H. Public Participation

None

I. Adjourn

Vice Chair Espiritu moved to adjourn the meeting, and Commissioner Hollifield seconded. Motion passed 5–0 The meeting was adjourned at 3:16PM