



Airport Advisory Commission

Tuesday, January 6, 2026, 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 December 9, 2025, regular Airport Advisory Commission meeting.
- E. **Non-Action Items**
 - 2. Air Center Operations Report (Bobbi Thompson)
 - a. Revenue/Expenses
 - b. Update on New Carrier
 - d. 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 Update (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 (Molzen Corbin)
 - 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. Water Line Break
 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
 - a. NAVY, Airlines, Air Races, and STOL.
 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: 01/06/2026

COMMITTEE: Airport Advisory Committee

CONTACT: Bobbi Thompson

CHAIR: Bud Kunkel

DEPARTMENT NAME:

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

Attachments

December 2025 Minutes

**Regular Meeting of the Airport Advisory Commission
Roswell Air Center Conference Room
Tuesday, December 9, 2025, 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 2:03 P.M

B. Roll Call

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

Staff Present:

Omar Gonzalez, Deputy RAC Director

Paul Vigil, RAC Supervisor

Don Fisher, ROW Airport Security Manager

Alicia Morales, Sr. Administrative Assistant

Mac Rogers, Project Manager

Guests Present:

Michael Garcia, Tim Archibeque, Gabe Lopez, Gabriel Nelson, and Toni Gomez.

Guests Attending via GoToMeeting:

Michelle Sanchez (Property & Contracts Coordinator – caller and video), Mike Provine, Shawn Jipp, Matt Tomasson, ZS, and 3 additional guests

C. Approval of the Agenda

Changes were made to the December 9, 2025, agenda. A motion was made to move Public Participation (Item H) under Non-Action Items to allow Gabriel Nelson of Sharbro Energy, LLC to speak.

Commissioner Hitchcock made the motion, and Commissioner Powell seconded. Motion passed 4–0.

D. Approval of the Minutes

1. Approval of minutes from the November 20, 2025, regular Airport Advisory Commission meeting.

Chair Kunkel reviewed changes and corrections with the Commission. Commissioner Hitchcock moved to approve the revised minutes, and Commissioner Hollifield seconded. Motion passed 4–0.

E. Non-Action Items

1. Public Participation

Gabriel Nelson, pilot for Sharbro Energy, LLC, expressed concerns regarding the increased security measures at Roswell Air Center. He explained that pilots are now required to scan a badge and enter a six-digit access code when entering and exiting secured area. Mr. Nelson noted that these requirements have resulted in delays and operational challenges, particularly for pilots based in Roswell.

Mr. Nelson inquired whether security requirements could be reduced from SIDA to AOA access, which would require badge scanning only. Don Fisher, Airport Security Manager, explained that Roswell Air Center is currently operating under a TSA settlement agreement, which requires additional security procedures. Mr. Fisher stated he would discuss Mr. Nelson's concerns with TSA and remain in communication with Mr. Nelson regarding any potential updates.

2. Air Center Operations Report

a. Financial Overview (Toni Gomez)

Ms. Gomez presented the financial overview and budget information. She explained that income statements are pending completion of the 2024 audit; however, she provided the finalized 2024 statement, the 2025 statement, and a 2026 projection through Quarter 5. Ms. Gomez noted that updated financial statements will be provided on a monthly basis going forward.

Chair Kunkel and Commissioner Hitchcock requested that grant funding be excluded from total revenue figures. Ms. Gomez noted that the City will soon transition to the Oracle financial system, which will allow grants to be automatically separated. Chair Kunkel stated that Commissioner Hitchcock will meet with Ms. Gomez prior to future meetings to review budget information.

b. Revenue/Expenses (Omar Gonzalez)

Mr. Gonzales indicated that no additional overview was necessary, as the financial information had already been adequately presented.

c. Update on New Carrier (Omar Gonzalez)

Mr. Gonzalez reported that United Airlines has completed two site visits and expressed strong interest in partnering with Roswell Air Center. Training for new staff begins on December 15, 2025, with service anticipated to commence on February 17, 2026. Chair Kunkel requested ticket sale data be provided to help evaluate future marketing needs and outreach efforts.

d. Demolition on Building 112 & 115 Update (Omar Gonzalez)

Mr. Gonzalez reported that demolition remains in progress, with insurance-related delays affecting work in the burned areas. Work continues on unaffected portions of Building 112. Demolition is nearing completion and will resume fully upon receipt of insurance clearance. A meeting is scheduled with Amy Butler (Aersale) and the insurance company to discuss next steps.

3. Air Operations Report (Paul Vigil)

a. Passenger Boarding (Paul Vigil)

Mr. Vigil reported that passenger boarding increased from 3,491 in November 2024 to 4,760 in November 2025.

b. Airport Flight Operations (Omar Gonzalez)

Mr. Gonzales reported that flight operations increased from 1,783 in November 2024 to 1,990 in November 2025.

c. Aircraft Parking (Paul Vigil)

Mr. Vigil reported that aircraft parking totaled 184 in November 2025, compared to 213 in November 2024.

4. Project List

a. ADB Lighting & Electrical Vault (Lochner)

Lochner reported that the funding budget for the ADB Lighting and Electrical Vault project has been completed and submitted to the FAA along with the Capital Improvement Program (CIP). The total estimated cost is approximately \$5.3 million. Grant applications include \$4.7 million in FAA funding and \$600,000 in State funding, with the City's portion estimated at \$62,000.

Funding has not yet been awarded. Upon award, an official notification letter will be issued to the City to proceed with contractor selection. Upon finalizing the award with a contractor, equipment will be ordered. Lochner noted that Bixby can assist in developing a contingency plan should regulatory requirements change.

Lochner has been coordinating with ADB Lighting regarding equipment manufacturing and noted that all equipment is made to order, which extends the construction timeline. Chair Kunkel requested that Jay from ADB Lighting attend a future meeting to review this item. Commissioner Hollifield raised concerns regarding potential price increases; Lochner confirmed that once a bid is awarded, pricing will remain locked through project completion.

Lochner outlined the anticipated project process as follows: FAA and State funding approval, award issuance, City Council and Finance approval, incorporation into the City budget, issuance of an Invitation to Bid (ITB), contractor selection, final award execution, followed by commencement of construction and equipment manufacturing.

b. Master Plan & ALP Update (Lochner)

Lochner reported that the FAA planner previously assigned to the project has departed. A meeting is being scheduled with the new planner to complete the Master Plan narrative. The Airport Layout Plan (ALP) has been under FAA review since July 2025, with delays due to the shutdown. Lochner is hopeful to meet with the FAA before the holidays.

c. BLM Taxiway Update (Lochner)

Lochner reported that base course paving is currently underway. During construction, a waterline was discovered that requires upgrades to meet code requirements. This discovery has extended the project completion date by approximately one week from the original January 26, 2026 deadline. Lochner is awaiting confirmation from the contractor regarding the revised completion date.

Chair Kunkel requested coordination with Jim Sexe to ensure that all updated plans are properly documented with the City. Omar Gonzalez volunteered Paul Vigil to follow up with Mr. Sexe.

d. Taxiway Charlie Update (Lochner)

No new updates were reported at this time. Upon completion of work on Taxiway Lima, contractors will transition to Taxiway Charlie. A pre-construction meeting is anticipated in January or February, depending

upon scheduling availability. Taxiway Charlie is expected to be a 30-day project.

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

Contractors are completing Phase One of the restroom improvements this week. Molzen will review the completed work prior to proceeding with renovations to the east restrooms. The entire project is anticipated to be completed by the end of February 2026.

Molzen is finalizing the generator design, with adjustments made to ensure code compliance. Final construction drawings are expected next week. Molzen will proceed with construction procurement and will continue to provide the Commission with updates regarding electrical manufacturing and delivery timelines on the generator.

f. SE Waterline Update (Mac Rogers)

Mac Rogers reported that Phase One of the SE Waterline project is nearing completion. Contractors will next begin construction on the sewer line. The projected completion date is March 2026.

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

Lochner reported that revisions to the Capital Improvement Plan (CIP) have been completed, including an updated budget estimate for the vault project design. Lochner is currently developing maintenance plans for Taxiways Charlie, Golf, Alpha, Hotel, and Juliet, which will include crack sealing, seal coating, and repainting.

h. Museum Taxiway and Gate Update (Molzen Corbin)

Molzen Corbin reported that a proposal has been received from Xcel Energy to run electrical wiring underground, a 100-foot powerline crossing the tow road. Molzen is evaluating gate options to allow aircraft to cross YO Road. Coordination with the City is ongoing, as YO Road will require some new construction. Molzen anticipates having drawings completed approximately three weeks after the holidays.

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

Mac Rogers reported that no updates are available at this time regarding FEMA reimbursements. City leadership has agreed to submit a letter requesting State review of the funding process. FEMA requires validation of costs and detailed damage documentation in order to process the full claim.

6. Challenger Drive Drainage (Mac Rogers)

Mac Rogers reported that he met on-site with Amy Butler (Aersale) to discuss drainage concerns and water intrusion in the building. Ms. Butler agreed with the proposed solution. Engineering has approved the proposed modifications to Challenger Drive, and the project will move forward. Completion is anticipated by the end of January 2026.

7. Airport Security Report (Don Fisher)

a. Access Building Control

Don Fisher reported that the access control system is operational with few to no issues. Chair Kunkel suggested that badge holders be informed of security procedures to help ease any concern and support compliance.

8. Airfield Conditions Report (Paul Vigil)

Paul Vigil reported that the paint crew is striping Runway 3-21, bringing the Air Center into FAA compliance. Funding has been received for striping of runway 3-21. While the runway is closed for painting, rubble removal is also being conducted. Additionally, the Air Center is providing space for Wildlife training scheduled to take place Friday for surrounding airports. Lastly, fencing is currently being installed around the burned Aersale building.

9. Air Center Property Report (Michelle Sanchez)

The property report was viewed on screen. All T-Hangars are fully leased. No new leases have been executed. However, lease discussions are ongoing with the Museum and the Roswell Police Department. Building 611 is currently vacant and is actively being marketed.

10. Terminal Expansion RFP (Omar Gonzalez)

Omar Gonzales reported that the Terminal Expansion Request for Proposals (RFP) is scheduled for City Council consideration on Thursday evening. Upon approval, the RFP will be released for solicitation. Three revisions were noted: the expansion must be at least 4,000 square feet, construction must be completed within 60 days, and the exterior design must match the existing terminal. The Commission expressed concerns regarding the short construction timeline and modifications to a temporary structure.

11. Events Report (Omar Gonzalez)

Omar Gonzalez reported that Air Center staff participated in the Roswell Christmas Light Parade, including showcasing the new ARFF truck. He further reported that the Air Center will be taking over operations of the Bar and Grill,

and that an experienced manager has been hired. Proposed hours of operation are 8:00 A.M. to 5:00 P.M., seven days a week, with the bar open three evenings per week until 9:00 P.M. All hours of operation are subject to change. Chair Kunkel expressed concerns regarding marketing efforts for the Bar and Grill.

F. Commission comments for future agenda items

Mac Rogers provided an update on the Grandstand Construction Project. FAA approval has been received to proceed at the original location, with modifications to construct the platform as a single structure. All parties have agreed to the changes and costs. Construction is expected to resume in January 2026, with an estimated 120-day timeline for construction completion.

G. Reports/Announcements - Members, Commission, Staff

None

H. Public Participation

None

I. Adjourn

Commissioner Hollifield moved to adjourn the meeting, and Commissioner Hitchcock seconded. Motion passed 4–0

The meeting was adjourned at 4:08 PM