

**AIRPORT ADVISORY BOARD MEETING
City of Las Cruces, New Mexico
April 21, 2016**

Members Present: Robert Wood, Chairman; Gay Lenzo; Doug Newton and Dennis Zaklan.

Members Absent: Joe Dearing, Vice-Chairman; Tom Laney; Ross Palmer and City Council Liaison Ceil Levatino.

Others Present: Lisa Murphy, Airport Manager; Lori Romero, Airport Administrative Assistant; David Maestas, Transportation Director; Mayra De La Canal, Economic Development Coordinator; Cheryl Rodriguez, Delta Airport Consultants, Inc.; Rusty Chapman, Delta Airport Consultants, Inc.; Chuck Drexler, Francis Aviation; Nick Gogolew, Francis Aviation; Hal Kading, Southwest Aviation; Mike Kading, Southwest Aviation; Marty Ditmore, EAA – hangar owner; Ron Karp, Longstar Aviation; Dan Privette, guest and Jane Lucero, NMDOT – Aviation Division.

CALL TO ORDER:

Airport Board Chairman, Robert Wood, called the meeting to order at 12:30 p.m. in the conference room located at 8960 Zia Blvd; and a quorum was noted.

APPROVAL OF MINUTES:

- a. **March 17, 2016:** Chairman Wood asked if the Board had a chance to read the minutes from the last meeting. Board Member Zaklan motioned to approve the minutes; seconded by Board Member Lenzo. Motion passed, minutes accepted.

UNFINISHED BUSINESS: None

NEW BUSINESS:

a. **Airport Manager's Report:**

Mrs. Murphy read the following report:

**Airport Manager's Report
April 21, 2016**

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Airport Plan Update: Rusty Chapman and Cheryl Rodriguez of Delta Airport Consultants will be at the AAB meeting to present their report on the Action Plan progress to date.

PAPI Installation: The PAPI installation is substantially complete and is just awaiting the final flight check by the FAA to ensure correct calibration. The PAPIs were featured in the April 8 City Manager newsletter as a sustainable project due to the PAPIs having LED lights, which last much longer and require less maintenance than incandescent bulbs. The FAA has indicated the flight check will take place in 2-3 weeks.

Osprey Exercise: The Osprey ground refueling exercise took place on April 6. First, a C-130 did a touch and go on Runway 12, then another C-130 tanker arrived and staged on Runway 30, then two VT-22 Ospreys arrived. The City's Public Information Office had sent out a press release the day before so we had a number of citizens come out to view the exercise. It was great as we were able to set up an observation area where they had a good view of the operation. The press was there as well: both KFOX and KRWG had television coverage of the event and there was a story in the Las Cruces Sun News.

Upcoming City Council Items: The assignment of lease for Parcel 37 from Picacho Valley Group, LLC to RACI Management Group, Inc. will be heard at the May 16, 2016 City Council meeting. If recommended for approval today, the assignment of lease for Parcel 13 from Wooten and Lynco to Amador Holding and Leasing Company will go to City Council on June 6. Lease assignments are considered routine and are usually approved on the consent agenda.

FAA Part 139 Inspection: Richard Middleton, FAA Certification Inspector, was on site April 12-14 to conduct LRU's annual Part 139 inspection. It went well, with minor deficiencies such as faded airfield markings and missing a training deadline by a month. The certification inspector not only inspects the airfield but also the ARFF personnel and equipment and the fueling agents. Overall, it is a good experience and I always learn a lot.

Runway 4-22: Latitudinal cracks on Runway 4-22 have recently gotten worse, to the point where they could impair the directional control of the aircraft. As such, the runway has been temporarily closed. Staff is evaluating options for the future of this runway.

NMSU Student Film: A group of NMSU film students used the airport and Hal Kading's PV2 Harpoon as the setting for a short film that was a spoof of the final scene of *Casablanca*. Thanks to Hal for allowing the students to use his plane and his ramp area for the filming.

Runway 12-30 Edge Lights: We continue to have problems with the edge lights on Runway 12-30, and thus have shut them off. Getting this electrical issue fixed is the airport's top priority.

Airport Emergency Plan Review: I will be holding an Airport Emergency Plan review session on Monday, April 25. This is an annual requirement and I typically have very good participation from all agencies that have roles under the plan.

b. Assignment of Lease, Parcel 13:

Chairman Wood stated that this item will be “tabled” at this point. Mrs. Murphy stated that they will need to “table” it until the next meeting to be held on May 19th.

c. Inclusion of Minimum Standards in Municipal Code:

Chairman Wood asked Mrs. Murphy if she was going to talk about the inclusion of minimum standards or were they going to have this openly discussed. Mrs. Murphy replied, I do not have anything prepared; she was under the impression that they were going to discuss. Mr. Chapman stated that he was going to discuss a little on that and they need to add that item to our discussion, if they can do that. Chairman Wood stated that something he asked for last meeting was he would like the Board to have copies of Chapter 7.5 of the Municipal Code. Mrs. Murphy replied, I will talk a little about that. Chairman Wood stated that he has that and it is really informative to have this and understand what they are talking about, as far as the legal aspect of all this, what is in the Municipal Code; what is legal. He would just like for everyone to have an opportunity to review that. Chairman Wood asked Lori if she could just coordinate how they could get that. Lori replied, she was asked to send by email to just Joe Dearing, so she did. Mrs. Murphy said, yes. Chairman Wood replied, oh you did. Lori replied, yes. Chairman Wood replied, oh, okay and that the Board needs as much information as they can in their hands. Lori stated that she will email the Board a copy of Chapter 7.5 of the Municipal Code. Chairman Wood replied, thank you and as discussed at the last meeting whether this should be in the Municipal Code or not, so first off, the Board needs to understand what is in the Municipal Code before they can really have a clear picture of that.

DISCUSSION ITEMS:

a. Status of Airport Master Plan:

Mr. Rusty Chapman stated that last month they talked about minimum standards for commercial activities and rules and regulations for how people behave on the airport, basically. He mentioned that what is in the Municipal Code may be more like rules and regulations than actual minimum standards. Mrs. Murphy stated that the way the

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City has it set up, Chapter 7.5, as they know, aviation and it addresses how people behave on the airport, about driving on the airport, not going to close and all that but then it does include the minimum standards; the minimum standards are codified as an ordinance.

Mr. Chapman stated that where they are with the draft minimum standards and rules and regulations update; they got a handful of comments from the Board and also Lisa gave them a hangar use policy which is an established policy here at the airport. Mrs. Rodriguez said it was adopted by the Board, so it is a stand-alone document that they want to make sure it is integrated into the overall rules and regulations. It was a document created by the Airport when they started doing hangar inspections. Mr. Chapman stated that they are in process of integrating that document and will probably turn that back around to Lisa next week. He thinks the City needs to decide if they want to move on with these documents; do they go to the general public, let them review it; do they send it to FAA, some airports send them to FAA, FAA does not have to review and approve them. He will put that on his email to Lisa when he sends the revised version. Board Member Zaklan stated that from his perspective, a comparison of 7.5 is going to have to be done because if you have minimum standards in both places and the one on the left from the City is the one that is written in stone, then this one is going to have to match it, if it is going to be published. If it is not going to be published and they are going to try to change this, then it can be in a draft form and then go to the City and figure out how to make that work. Mr. Chapman stated that they used what they had already in the ordinances and what they can do is give the Board a side by side comparison. Board Member Zaklan stated that he thinks that would be a great idea and that covers all parties really well.

Mrs. Rodriguez stated that procedurally right now, Chapter 7.5, as Lisa said, rules and regulations and minimum standards, so the work they have done to revise and update the rules and regulations and the minimum standards from an action perspective, the Advisory Board will review and make recommendations as a policy document up to City Council, at the time of the City Council meeting, it would be a repealing of Chapter 7.5 and replacement with the rules and regulations, at which at the same time, a decision needs to be made of whether or not the City wants to continue to codify minimum standards or adopt minimum standards via resolution as a policy document. Mrs. Murphy stated that one of the things they want to get Delta's expertise on is, is it a good thing to just have it as a policy document or is it a good thing to have them as an ordinance. Mr. Chapman replied, most airports do not have anything in their code about it, or they might reference both. Some airports will have the rules and regulations which those seem like they should be more of an ordinance than minimum standards for commercial activities. The rule and regulations are sometimes in there and minimum standards are referenced that way you can update them easily. Chairman Wood stated that from his perspective he would like Delta to make the recommendation and the Board can vote on this, he is not sure where they do this. Mr. Chapman replied, that when they first sent them to the City, they did

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recommend that most communities do not put them in there. Chairman Wood stated that from a Board's perspective and he has a feeling that they discussed this last time, that they should vote on whether the City should create a work session and decide themselves whether they want this in the code or not based on your advisories. Mr. Chapman replied, let us get the revised documents and they can even put a cover letter on that and make that as a recommendation and the City needs to decide. Discussion was held.

Mrs. Rodriguez stated that procedurally on how to move the minimum standards and rules and regulations forward, it is like Rusty said, what they have now, they have the Airport Advisory Board and City staffs' comments on the preliminary draft. The next step that they are going to need, they are going to need some public input on the documents, so they are going to need a decision from City staff and/or the Advisory Board on how they want to solicit the public feedback. So they will need direction on how they want to solicit the public feedback, do you want to put this document on the City's website so they can review it, have it available at the Airport Manager's Office, how do they want to do that. Then at the May meeting, after they have had time to solicit public feedback, they can just bundle that all together for the May meeting to look at, review and discuss. Then perhaps, at the June meeting, then the Board can take action on how to recommend this document up to City Council and then they can look at timelines after that. Board Member Zaklan asked what is the comment period for the City, is it 30 days. Mrs. Rodriguez replied, in her previous experience, it has been 30 days but it is up to the discretion of staff on how they want to assign that. Mr. Maestas stated that he believes 30 days will be sufficient. Board Member Zaklan motioned that they put the document on the City Airport website; City make an announcement stating that is out there for public comment; set up something where they are going to comment to; they can make that determination and then they can move forward with it. Chairman Wood stated, so the motion is that the City put this document out for public comment on the airport website. Seconded by Board Member Newton. Chairman Wood stated that they are trying to get this information out so that other people have the opportunity to give feedback on this because Delta keeps asking for that and that Board wants that. Chairman Wood asked Mr. Maestas if that worked for him. Mr. Maestas replied, yes, that works but that he would still recommend that they have the document available in the Airport Manager's Office for review as well, because some people may not have access to the website. Board Member stated that he would be happy to modify his motion to say, let us put it on the City website and a copy at the Airport Manager's Office for those that may not use a computer. Chairman Wood asked the Board, all in favor of that, they all agreed, motion passed. Mr. Chapman stated that they will have the revised document to Lisa next week. Chairman Wood stated, just to clarify, the rules and regulations that Delta has are just going to be a document for review; how it is handled by the City as far as code and all that, that is a whole separate issue. Mr. Chapman replied, right. Chairman Wood stated that he had asked City Councillor Levatino to maybe bring this up at one of the City Council work session, that this is coming up to be discussed; whether it should be in the code or not.

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Mr. Chapman stated that the next thing he would like to talk about is the Master Plan and Airport Layouts. The Board received a PDF by email this week on three alternatives and he handed out copies to the Board today as well. They are looking at three separate alternatives for airfield and three separate alternatives for terminals. This are based on earlier feedback they had at an open house. He stated that what they would like to do is hand this out to them and over the next month for them to be thinking about it and next month when they come together, they can start making a decision on what layout to adopt that goes in the formal Airport Layout Plan. Chairman Wood asked, so they are not asking for written comments on this; when they get together next month, they can discuss. Mr. Chapman replied, they can do that; they do welcome written comments now based on the drawings and they also welcome questions that they might have. Chairman Wood stated that as in the past, if the Board has comments, send them to him, he will send to Lisa and David and they will forward them on to Delta. Mr. Chapman went over the alternatives and discussion was held. He stated that next month they will be going into a little more detail on this and work with them to try to help them adopt something.

Chairman Wood asked to modify the agenda so that Mrs. Murphy could present on Item V. b., Runway 4-22.

Chairman Wood asked if they thought they had adequate amount of open tie down space. Mr. Chapman replied, they had a couple of guys' study that and they think they do. Ms. Lucero interjected that they whole reason they started this Action Plan was because they wanted to rehab their apron and the FAA said that they had too much apron. So this is how this all started with the tie down issue because the FAA thought they had too much apron out here for the airport. Chairman Wood thanked Ms. Lucero and said that is good to know.

Ms. De La Canal stated that she had a comment that even though they are contemplating this project for the next 20 or 30 years, that it would also be good if they start contemplating requests for interest within the aviation industry and she can help them with that. Chairman Wood replied, okay, great and they want that.

Mr. Chapman stated that the last thing he wanted to mention is that the Board saw a previous version of the Business Plan and there are a couple of chapters that they have not yet seen; the City was looking at them first. They are going to share, this is the final draft of the Business Plan and stated to Lisa that they would welcome the Board's feedback on it; they at that point now. Chairman Wood asked, when would you like to have comments back on these. Mr. Chapman replied, within three weeks, that way they have a chance to review their comments before the next meeting. Mrs. Rodriguez stated that they could do it by May 12th, that gives them time to wrap it all up before the May 19th meeting.

Mrs. Lucero stated that regarding Runway 422 from the funding agency's standpoint of view, she hates to let pavements go, but she cannot afford to do it; she does not

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have the money to rehab it. Chairman Wood asked Mr. Maestas if he has the money to rehab it. Mr. Maestas replied, what he would like to hear what the people who use that runway feel about it. He would need to hear the feedback from the people who use it, to know how to proceed with that runway. Ms. Lucero stated that she would need to know too from the funding agency point of view. Chairman Wood asked, how is the City going to connect with the users and find out what they want to do with this runway. Discussion was held.

Board Member Newton stated that when the Ospreys were here, in essence, closed the airport; the military needs it and we should accommodate them but they need to have a plan to leave a runway open. In the same line, the helicopters coming up from El Paso primary, are just creating a general aviation havoc when they are trying to do some sort of training. They need to get their training officer down at Biggs; he would be glad to contact them and have them come up and come up with a training plan for those helicopters. When they are orbiting, they sit there on auto pilot and put out the turbulence in all directions and they can turn over the light airplanes. They come in from all directions; they do not adhere to traffic pattern. When the Navy is there, we get things coordinated and planned. Thirdly, this airport is going to get money by utilization. There is going to be a real shortage of pilots; there is going to be a training schools springing up. This would be the ideal place to bring one of those big training schools in here; something like that would make this airport boom and the area can support it. Chairman Wood replied, sounds great for economic development. Chairman Wood asked Board Member Newton if he could contact the person that is over the helicopter training here. Board Member Newton replied, I would be glad to. Chairman Wood asked if he could be invited to one of the Airport Advisory Board meetings. Board Member Newton stated that he would need to coordinate with Lisa on that. Mrs. Murphy replied, right, that she and Doug have had many conversations on this; they just showed up. She does not know where they were coming from. She got a phone call from the Public Information Office down at Bliss because the storage unit guy down on the frontage road put in a formal complaint and he did not know. Board Member Newton stated that it is basically two groups; the Biggs group and the NM National Guard. Ms. Lucero told Mrs. Murphy if she needs help, at the State level, she can put her in contact with the Military Base Planning Commission. When she has issues, she has issues with them at all of her airports, she can put her in contact with them and they can contact them for her; she will get Lisa the contact information. Mrs. Murphy replied, that will be really helpful; they need to explain their operations, like the Navy does.

Mr. Maestas stated that what he can do is have staff work on sending out a simple questionnaire to the tenants. It would be, simply, they would start off with should Runway 4-22 stay open, should we still have it. If so, what type of aircraft to service, if yes, prioritize it for us, versus ramp or apron repair, whatever they think. Then from there, it will help them narrow down the type of work they think eventually could be done to meet the needs of tenants and at that point they will know what the cost is and they can go ask for some money from somewhere. Chairman Wood replied, that

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the huge challenge with the way he wants to approach this, is that a lot of their customers are not just the tenants; they are transient aircraft. So that is where it is really hard, who is using it; that is where the FBO's, the management staff at the airport can give some feedback such as what runways are they using and size of aircraft. Mr. Maestas stated on that part they would have to do it separately; yes, they will get with the FBO's because they need to know if it is being used by somebody else and to what extent. Chairman Wood stated that it is up to the FBO's to let them know who uses the airport, to try to give them those numbers and what type of planes.

b. Runway 4-22:

Mrs. Murphy stated that this was just informational and caught her by surprise. She knew Runway 4-22 had some longitudinal cracking down the center line; it had been crack sealed and had some latitudinal cracking as well, some of which had been crack sealed as well. She knew the cracks were pretty bad but she thought it was still a safe runway. Unfortunately, when she was out there during the Part 139 inspection, she stated that imagine they have a tail dragger landing on that runway and gets its tail wheel caught. She does not think that would be a good situation. She showed various photographs on a slide show she put together, so they could compare to what she was talking about. She stated that it is not just one crack, there are several; she is just showing them the worst one. She stated that the inspector had an issue with this. She stated that the possible options right now are; preliminary options, none of them have been explored in detail yet. They can shut in down permanently; they can do a partial closure or they can repair it. The certification inspector suggested that they just close a certain portion of it and get a portion as a light duty cross wind runway and move the threshold down there but there are a lot of considerations on that. She asked what they all thought. Chairman Wood replied, that historically, the FAA will not give funding to repair that runway, is that correct. Mrs. Murphy replied, yes, historically that is correct. Chairman Wood asked, so it would all be on the City to repair that, that they cannot get a grant; would NM State Aviation Division give them any money to repair that. Mrs. Murphy replied, it would be highly unlikely. Chairman Wood replied, okay, he just wanted to cover all the options available. Discussion was held.

PUBLIC INPUT:

Mr. Ron Karp stated that there were a couple of things he would like to bring up. He stated that he had dropped off a bag of chunks of pavement at Lisa's office. He was working on the 421 in front of his hangar, a fuel truck went by and kicked those chunks up. It just continues to deteriorate; that taxiway is really, really bad. He cannot start the engines on the 421 on the taxiway, for fear of ruining the props. The EAA had also told him about the same thing. The second thing, in his mind is a safety issue. He was coming in IFR on the 26th of December and he had to change the instrument approach from 30 to 12 because right off the south end of the airport,

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there was extreme icing and the weather readout was bright yellow, it was nasty and they were diverting airplanes around there. About two miles from the runway, it was about two quarters of a mile visibility; the ground had started turning white from the snow and he tried to put the runway lights on but it was during the day, it was 15:30 in the afternoon so no runway lights and the runway was turning white. He knows it does not happen very often but when it does, it is a safety issue as to where is the runway. If the lights had come on, then he would have known exactly where it was. Chairman Wood asked if the lights are set to only go on at night. Mrs. Murphy replied yes and she agrees with Mr. Karp. Board Member Lenzo agreed as well. Chairman Wood asked Mrs. Lucero what her experience on this is, any knowledge from other airports, do they have theirs come on during the day. Mrs. Lucero replied, yes they do. She stated that they were talking about rehabbing their vault and she believes there is something they can do in the vault to install the pilot controlled lighting that it would always be on. Mrs. Murphy stated that she had a pilot complain recently when the Ospreys were here and they were coming in on 4-22 and it was twilight and they would not come on. Chairman Wood asked Cheryl if they were going to get Bixby to take a look at this or are they looking for proposals for the vault enlargement. Mrs. Rodriguez replied, they are getting them to do a trouble shoot on 12 and 30 to see where the problem lies. When they did the PAPI pre-final inspection, Charlie Lamb was here, so he was troubleshooting somethings in the vault. How the system is behaving in the airfield and in the vault, it is not consistent; so there is something going on somewhere, they are not quite sure. So they have asked Bixby to see if they can troubleshoot that, so they are working with the City on procurement. Chairman Wood asked, so can it be looked at as why it does not come on during the day. Mrs. Rodriguez replied, yes, I am sure it can and she just sent a message to Charlie asking him about pilot controlled lighting for the day for 12 and 30. She is actually going to be in the office with Charlie and Ken Moody on Monday, so she can get the answer for the airport early next week.

Chairman Wood stated that he wanted to respond to the question about the deterioration of the taxiway. This is an ongoing problem; they have heard you guys complain about this; they have voiced this; they want something done about this. Mrs. Rodriguez stated that they are finalizing cost estimate right now for the City to repair the taxiway; so it is actively being looked at right now. Chairman Wood replied, that is good; that is what we needed to hear. Mrs. Lucero stated that if they have money, depending on the cost, if they have money, their budget right now at the State, their revenues are down cause of the oil and gas. Mrs. Rodriguez stated that is a cost estimate for a full reconstruction.

Mr. Dan Privette asked if they could think about reorganizing the layout of this operation in here. Most of the Board Members have their backs to somebody and you guys would like more public input and he does not think that this room is conducted for public input. Chairman Wood replied, he appreciates what he is saying and they will see if they can work this out. Mr. Privette said, maybe a semi-circle, perhaps, maybe just a better layout. Chairman Wood replied, sure, let us do that.

BOARD MEMBER COMMENTS/SUGGESTIONS:

Chairman Wood asked Board Member Lenzo where her new plane was; is it parked outside so they can take a look at it. Board Member Lenzo replied, it is being worked on.

Chairman Wood stated the he would like Mrs. Lucero to say something about the Aviation Conference. Mrs. Lucero stated that they are having their Aviation Conference in three weeks; it is May 11 thru May 13th in Ruidoso. They are having a system plan update; some people from FAA; they actually have an ARFF class for the firefighters, which is a separate function. Her consultants for the system plan will be there as well. She will be at the June AAB meeting. Chairman Wood stated that he finds that there is so much valuable information at the Aviation Conference. He mentioned to Mrs. Lucero that just in the few minutes she was here today, she has given them so much valuable information as well.

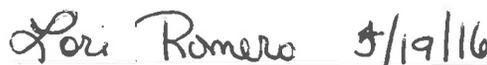
Mrs. Murphy stated that she wanted to mention to the pilots that a few weeks ago, well first of all the localizer has been out a lot and that is bad because a lot of pilots use their ILS for practice and flight training and for of course, weather. She kept reporting it as going out to our FAA Tech. Ops. and apparently it is an older system and it was not the usual brand that FAA installed at airports. They actually got a guy to come in; he was here for three days; he came in from eastern NM. He was experienced with this type of system and he was here for three days with Tech Ops. and they just reprogrammed the whole thing. So she is hoping it works from here on out.

ADJOURNMENT:

Chairman Wood adjourned the meeting; that they did not have to vote because they do not have a quorum now. Meeting was adjourned at 2:04 p.m.



Robert Wood, Chairman

 5/19/16

Lori Romero, Recording Secretary