

**AIRPORT ADVISORY BOARD MEETING
City of Las Cruces, New Mexico
February 18, 2016**

Members Present: Robert Wood, Chairman; Tom Laney; Gay Lenzo; Dennis Zaklan and City Council Liaison Ceil Levatino.

Members Absent: Joe Dearing and Doug Newton.

Others Present: Lisa Murphy, Airport Manager; David Maestas, Transportation Director; Lori Romero, Airport Administrative Assistant; Mayra De La Canal, Economic Development Coordinator; Steve Mims, Deputy Fire Chief; Cheryl Rodriguez, Delta Airport Consultants; Bryan Elliott, Delta Airport Consultants; Rusty Chapman, Delta Airport Consultants; Hal Kading, Southwest Aviation; Mike Kading, Southwest Aviation; Nathan Wilcox, Lynco Flight Services and Jill Wilcox, Lynco Flight Services.

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.

Chairman Wood stated that the first thing he would like to do is to make a motion for something to be added to the New Business area that they did not have time to get on to this. He stated that they have a vacancy on the Board now which just occurred and they are not going to resolve that today but he just wanted to make sure it is added to New Business, so that the Board is aware and the public is aware before the next meeting and that there is a Vice-Chair position open also and they do not need to be resolved today, but he just wanted them on the docket. Chairman Wood motioned to add these items to the agenda under New Business; seconded by Board Member Laney. Motion passed, Board vacancy and Vice-Chair position opening approved to be added under New Business. Mr. Hal Kading asked who left the Board. Chairman Wood replied, Jerry Leyendecker.

APPROVAL OF MINUTES:

- a. **January 21, 2016:** Chairman Wood asked if everyone had an opportunity to review the minutes from last month's meeting. Board Member Laney stated that they were very thorough minutes, a very good job. Lori replied, thank you. Chairman Wood replied, thank Lori, she does an awesome job. He told Lori that she does very good, thank you. Lori replied, thank you. Board Member Lenzo

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motioned to approve the minutes; seconded by Board Member Zaklan. Motion passed, minutes accepted.

UNFINISHED BUSINESS: None

NEW BUSINESS:

a. Board Vacancy and Vice-Chair position opening:

Chairman Wood mentioned that they do have a position open for a new Board member, if anyone knows of anyone that would like to be on the Board, please get your application in to the City Clerk? Lori replied, yes. Chairman Wood stated that he believes the Mayor does the selection. The other thing is, is if any of the Board members would like to take the position of Vice-Chair, for them to please think about it before the next month's meeting.

Mr. Maestas introduced Ms. Mayra De La Canal, the new City of Las Cruces Economic Development Coordinator. He stated that once she gets an opportunity she can get with the Board and if there are questions they would like to pass on to her from the Board and any interaction they can deal with her directly by email or they can send their questions to Lisa and she can forward them to Ms. De La Canal. Chairman Wood thanked Ms. De La Canal for attending today's meeting and stated that she can feel free to contact the Board as well. Ms. De La Canal thanked the Board for inviting her to today's meeting and stated that she looks forward to collaborating with them.

b. Airport Manager's Report:

Mrs. Murphy read the following report:

Airport Manager's Report February 18, 2016

PAPI Installation: The pre-construction meeting will be held during the first week of February. Work is expected to take approximately 30 days.

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

Airport System Plan: New Mexico Department of Transportation-Aviation Division hosted an open house to solicit comments on the draft plan. NMDOT-AD updates the Airport System Plan periodically. It is a statewide planning document that is not

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specific to any particular airport, but contains information pertinent to all airports in New Mexico. NMDOT expects to have it done by May of 2016. Several members of the AAB attended the open house, as well as the airport manager.

Corporate Aircraft of Note: We try as much as we can to track corporate aircraft that come into LRU. Some of the corporate aircraft that have recently used the airport include, Furniture Row, McCoy's, Wells Fargo, Wilson & Company, Dillard's, Bank of America, Sierra Irrigation and Truck Stops of America, have all flown into LRU to conduct business in Las Cruces. We will keep reporting on these corporate visitors.

Landscaping: We are working with the City's Parks section to improve the landscaping at the intersections of Crawford and Zia and Harry Burrell and Zia, and areas adjacent to the covered parking. These areas currently are nothing but unsightly shrubs and weeds. I greatly look forward to a much improved "gateway" to the airport once Parks completes the work.

Hangar Inspections: The Las Cruces Fire Department will be performing hangar safety inspections soon. Right now, we are working with them to get the most up-to-date tenant information. More information will be provided as to when the inspections will actually begin.

DISCUSSION ITEMS:

a. Status of Airport Master Plan:

Mr. Bryan Elliott with Delta Airport Consultants stated that what they wanted to do today was cover the elements of the Airport Business Plan they have been working on with them. This is just one element of the overall Action Plan; this is the strategic business plan aspect of it and there is the actual facilities aspect of the plan that Rusty is working on and they have been proceeding on with them as well. In terms of the business plan itself, there are essentially five elements that they are scoped to provide and work with them on. The vision and mission statement, the rates and charges analysis, a five year Performa, if you will, a benefit cost analysis and the Airport and City to continue to have their FAR Part-139 certificate and from that developing some recommendations and action plan. Why do we want to go down this path and develop a business plan? He thinks primarily it is to get everyone coalesced around a common understanding of where the airport is today from a business perspective. More importantly, where you as the stakeholders and the drivers of the airport really would like to see this facility be in the future. Today their focus is on the vision statement, the mission statement and the recommendations and action plans that are going to flow from the adoptions of these two elements of the document. He went over the feedback they had previously received from some of the Board members and stakeholders.

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In terms of the Vision Statement, there were five offered and the feedback they received indicated that this is the one he believed they should go with. "Our vision is to link people, places, and economic development through quality services, modern facilities and engaged stakeholders". Discussion was held. Mission Statement: "Our mission is to be a dynamic general aviation airport providing responsive and high-quality services to enhance the economic prosperity of the Mesilla Valley region". Discussion was held. Mr. Elliott continued with his presentation. So what are some of the goals to fulfill that vision, what are some of the goals that came out to make the mission statement live and real and carry forth? They seem to coalesce around four areas: secure high quality aviation services, strengthen relationships with the community, provide exceptional customer service and strengthen financial health. These four goals have to interlink to be successful. How can they do a marketing plan? There are several opportunities right here, first of all, NMSU has a business school and they can probably have a three or four year class in marketing to perhaps put a student to be involved with them and have a semester project that is how a lot of airports have done this. There is a national organization called the Airport Cooperative Research Program (ACRP) which is a group of folks that come together and they create various synthesis studies, guide books on how to do certain things related to airports. There was one actually published on how to create a marketing plan for small airports; it is a very good resource. Discussion was held. Mr. Elliott stated, again the vision, mission and goals, really was not his thinking, but it really was an attempt to take the feedback that they all provided to them and collaboratively develop these tools, if they will, and now what they hope is that they take them, use them and use them to carry on their vision. He thanked them all for their time and all the feedback they have provided them. Board Member Lenzo asked what ACRP stood for. Mr. Elliott replied, Airport Cooperative Research Program. Mr. Elliott and Mr. Chapman informed the Board that they can provide the link to ACRP to them. Ms. De La Canal informed the Board that she is from El Paso, previously worked for the City of El Paso Economic Development and still lives in El Paso. She stated that she is not sure if they are familiar with the Borderplex Alliance; they replied no. She stated that the Borderplex Alliance is a strong advocate for inclusion of Las Cruces at the El Paso Airport. They want to name it El Paso Las Cruces International Airport. She is not sure who started this effort, but it is going, it is moving. Board Member Zaklan asked, what would it do for us? Ms. De La Canal replied, recognition, in a way. She initially mentioned this to COO on her second or third day on the job, he was aware of, so she is not sure if they are the ones that started this request but it is there on the table. Ms. Murphy stated that that came up as she recalls, through the Mayor and he had approached the management of El Paso Airport about changing the name and El Paso was no, we like it the way it is. Discussion was held.

Chairman Wood stated that the NM Dept. of Transportation plan that they are working on, that whole document is online. He sent to all the Board Members their website for that, NMDOT Airports. It was quite an extensive study, it was amazing what they put together.

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City Council Liaison Ceil Levatino stated that she just came from a 2 ½ hour Economic Forecast at NMSU and it is not good for the State and for this area. They have adjusted down the projection for our growth from 2016 to 2.6%, which is not good to begin with, down to 1.8%. 87% of the people employed in this state are employed by either the State or local governments, 13% not. NM is struggling, our gross domestic products lags all of our neighboring states. The labor market is flat, we are going down and the commodity prices are down. We have the highest unemployment rate statewide and the highest unemployment rate in the country. This state is down 19,000 jobs since 2007. In Dona Ana County, we have lost 1,100 jobs in the last year. We are 43rd in the entire country in Economic Development. We literally have a negative growth, we have more people leaving the State than coming in. 27 of 33 counties have a net loss in population, including Dona Ana. How does that factor in to what we are realistically trying to do here? Mr. Elliott replied, with all of that, now is the perfect time to make these connections, stay engaged with any economic development, any tourism aspect going on in the region and be certain that whenever a message is going out about the region, that there is a good message with the airport somehow included. City Council Liaison Levatino agreed and that the question for all of them is, how? Chairman Wood replied, we need to write our State Representatives, we need to be involved, literally, not just sit here in Las Cruces. He encourages everybody to be in touch with their State Representatives as members of this Airport Advisory Board, so that they know that they exist and that they are interested in growth. He thanked Delta for their work, he loves their visionary approach.

Chairman Wood asked Mr. Elliott if they are going to help them with the rates and charges issue. Is the Board supposed to be taking care of this or is the City. He is asking what is their role in this and asked Lisa for clarification on this or David or can someone give him this information. Are they supposed to be involved in this at all, in the establishment? Mr. Maestas replied, what they want to try to get to and part of this plan that Delta is working on does have a rate analysis portion and they need to get to the point where they are looking at it every year. How they review it, they are still trying to work that out, they will work that out through the plan. It will be the City that will do the review and like all the other items they can come to them as a Board, okay, this is what we are going to recommend, what do you think? You will be able to look at it and give us your opinion, yes or no, if you think it is okay. If it is based on fair assessment through FAA and all those items, you may not have any say at all, but they will give it to them for review. Then after that they will go to Council, say these are the rates that are going to be for next year and Council says, yes or no. Chairman Wood thanked Mr. Maestas for his clarification.

City Council Liaison Levatino asked if they could do a TIDD out here and would that help to raise the funds to do the things that they want to do. Mr. Maestas replied, it is really worth entertaining. He will take a look into that and see if it is something that is viable. Several Board Members asked what a TIDD was. City Council Liaison Levatino replied, a tax increment development district. She stated that is what they

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are doing to develop the downtown. They defined an area and a portion of the gross receipts taxes that are raised from all the business within that area, come back to the City to be used for economic development. Mr. Maestas stated that he will start the process to look into it.

Mr. Rusty Chapman with Delta Airport Consultants updated the Board on a few items on the overall Action Plan. One item they have recently delivered to the City is a draft update to the minimum standards for commercial activities and the rules and regulations. They are working with the City and at some point he assumes they will share with the Board the review. The other big element is the Master Plan. They have prepared the first couple of chapters which were the Inventory and Aviation Forecast. They have prepared those, they received a lot of comments in October and had an open house in November. On December 1st, they submitted the first couple of chapters to the State and FAA for review. The FAA has to approve the forecast and what they identify as a critical aircraft, the aircraft that most frequently comes in here. They are still waiting for FAA to weigh in on that, they just had a turnover in personnel and they need FAA to approve that. They are continuing to move on though with anticipation that they are not going to have any issues with that. They are currently working on facility requirements, which is the next chapter and that is where they go into a lot of detail. They expect to deliver that to them in March and closely after that they will be presenting a lot of alternatives layouts to them, facility requirements. They are blessed with a lot of land out here and an ability to develop, so they are going to present a plan that shows that growth. The bottom line is they are going to see a plan that meets their long term vision. A couple of things he wants to mention to them about alternatives that he wants them to be thinking about and they have been mentioned a few times in here. One of the things that they have been trying to accommodate is the two FBO situation and the disposition of those FBO's whether they are here five or ten years from now, this impacts kind of how each one develops. So they are going to have to give them alternatives, how they can adapt to that and accommodate the situation where both FBO's continue. The other issue has to do with 4-22. The FAA has clearly stated they are not going to put any money into it. So let us say, in five to ten years from now, what is that runway going to be doing. Are you going to put the money in locally, if you have it or not. If the runway was closed, you could develop the area up here, if UAS continues, it might be cheaper to build something down in here that is short for UAS. They think the future or non-future of that runway will be very important to the ultimate overall layout or possibilities of the airport. Board Member Zaklan stated on the UAS side that probably the smarter thing to do would be to take the NE section, plan and do something with it; it comes back to what is the Army doing. Discussion was held.

Mr. Chapman informed the Board that they will back each month to give a presentation to them and hopefully in March they will be standing here talking about facility requirements more specifically and have a little more meaning on these various alternatives for them to look at and maybe by then the Board will have a chance to look at the minimum standards and they can address issues on that.

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Chairman Wood asked if they were going to be presenting anything to them in the near future that they will need to review again and give feedback on as a Board. Mr. Chapman replied, that he would look to the City, they have given the draft minimum standards and rules and regulations and they would probably want their feedback on that. Chairman Wood asked, so we will be getting that from you Lisa or from them? Ms. Murphy replied, yes I have it and that she will send it out to Chairman Wood. Mr. Chapman stated that he is comfortable with Chairman Wood taking his email. Board Chairman replied, okay, so there is something that we need to review and you would like feedback back on? Mr. Chapman replied, correct, we would like feedback from the City. Chairman Wood replied, right, our feedback goes to the City and then to you.

PUBLIC INPUT: None

BOARD MEMBER COMMENTS/SUGGESTIONS:

Chairman Wood thanked the Board Members for getting their input in for the work that Delta has done, so they can use their comments. He really appreciates Delta taking their comments; he can see that they have used them and considered them each time. They greatly appreciate that hand-in-hand relationship which they struggled with that in the beginning. He wants to once again reiterate the NMDOT aviation study; NMDOT Aviation Division is awesome, the meeting the other day was excellent; he gained so much information. May is the State Aviation Conference coming up in Ruidoso and once again it is a great opportunity to meet people from the aviation division and obviously from the State economic forecast they are getting regarding the state of things; they need to work together as a group to see the bigger picture of general aviation in the State.

ADJOURNMENT:

Chairman Wood asked for a motion to adjourn the meeting. Board Member Zaklan motioned to adjourn the meeting; seconded by City Council Liaison Levatino. Motion passed, meeting adjourned at 1:47 p.m.



Robert Wood, Chairman



Lori Romero, Recording Secretary