

**AIRPORT ADVISORY BOARD MEETING**  
**City of Las Cruces, New Mexico**  
**June 16, 2016**

Members Present: Robert Wood, Chairman; Joe Dearing, Vice-Chairman; Tom Laney; Gay Lenzo; Doug Newton; Ross Palmer and Dennis Zaklan.

Members Absent: 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; Rusty Chapman, Delta Airport Consultants; Julie Thiessen, Delta Airport Consultants; Chris Mount, Fire Prevention Lieutenant; Christine Logan, New Mexico Economic Development Department; Scott Andre, Francis Aviation; Nick Gogolew, Francis Aviation; Hal Kading, Southwest Aviation; Mike Kading, Southwest Aviation; Ron Karp, Lonestar Aviation and Carl Bogardus, EAA.

**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. **May 19, 2016:** Chairman Wood stated the Board should have already reviewed the minutes from last month and asked if there was a motion to accept them or corrections. Board Member Laney motioned to approve the minutes as written; seconded by Vice-Chairman Dearing. Motion passed, minutes accepted.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

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

Mrs. Murphy read the following report:

**Airport Manager's Report  
June 16, 2016**

**Airport Plan Update:** Rusty Chapman of Delta Airport Consultants will be at the AAB meeting to present a report on the Action Plan progress to date.

**City Council Items:** The assignment of lease for Parcel 34 from Gail Mathews to Lynco Flight Services, LLC, was approved at the June 6, 2016 City Council Meeting. The assignment of lease for Parcel 13 (Wooten and Lynco to Amador Holding and Leasing Company, LLC), will go to City Council on July 5. There are a few more lease assignments in the pipeline but they are not ready to bring forward yet. Lease assignments are considered routine and are usually approved on the consent agenda.

**Airfield Work:** Surface painted runway designation signs on Taxiways B and C, as well as the centerline of Taxiway Alpha, were repainted on June 13-14 to address a Part 139 deficiency. With the completion of this project, we will have closed out all deficiencies noted in our April Part 139 inspection.

**Election Season Visits:** So far LRU has had two election season flights use the airport, Bernie Sanders on May 21 and Bill Clinton on June 2. Secret Service coordinated these visits and there was a great deal of security.

**Maintenance Grant:** The New Mexico Department of Transportation-Aviation Division is again offering maintenance grants this year. The grants, with a maximum amount of \$10,000, help airports offset costs associated with airport maintenance items such as light bulbs, sign panels, herbicide and paint.

**Runway 4-22:** A total of 53 responses were received for the Runway 4/22 survey, which I will be handing out at today's meeting. 92% of respondents indicated that they thought the runway should remain open.

**Taxilane Pavement:** I am working with the City Streets section to come up with a plan to address deteriorating taxilane pavements. A surface treatment may be a possible solution.

**Landscaping:** The landscaping of some of the bad-looking areas between Harry Burrell and Crawford Boulevards will take place at the end of June. I look forward to sprucing up this very visible part of the airport.

**Airport Facebook Page:** The Airport Facebook page is up to 130 "likes". I welcome pictures and suggestions for posts.

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**Quarterly Fueling Inspection:** The City's Fire Prevention section conducted their quarterly inspection of the FBO's fuel trucks and fuel farm areas. No major issues were noted.

**SWPPP:** Our environmental consultant has completed our updated Stormwater Pollution Prevention Plan (SWPPP) and will be providing training to airport staff and the two FBO's. This is one of those regulatory items the airport must comply with due to the fueling activities that take place here.

Board Member Newton asked about the edge lights on 12-30. Mrs. Murphy stated that they have a contractor who was supposed to do that by now and they have not. Board Member Newton stated that it is a safety item; Mrs. Murphy agreed. Chairman Wood asked if there is any course of action to expedite that. Mrs. Murphy replied, Cheryl has contacted them and it may be too late now based on the fiscal year and she may have to contract another provider.

Chairman Wood introduced the newest member to the Board, Mr. Ross Palmer. He stated that he is a user of the airport in many different ways and has been on the Board before and they are glad to have his participation.

#### **b. Approval of Airport Business Plan:**

Chairman Wood stated that they are going to have the approval of the Airport Business Plan which they have been in the process of reviewing this document. They have all been through this, they have accepted this as they went along; they have given their input. So where they are right now is to vote on whether to accept.

Mr. Chapman stated that he had received via email a couple of comments, last week or so, that can very easily be added in there; if they want to make their approval subject to that. One comment is they have a list of stakeholders, community outreach group; someone suggested they add Hispanic Chamber of Commerce and also real estate community, LCAR, Las Cruces Association of Realtors; they can simply add those Boards to the others on the list, if they want them to do that on page 32.

Chairman Wood made a motion to accept the Airport Business Plan and so then now they are going to have an amendment to that motion. He asked Mr. Chapman to repeat what those amendments will be once again so that Lori can have them. Mr. Chapman stated that on page 32 to add to the list of community outreach groups, the Hispanic Chamber of Commerce and the Las Cruces Association of Realtors. Discussion was held. Chairman Wood amended his motion; seconded by Board Member Lenzo. Chairman Wood stated that they have to vote on whether to accept that amendment and then they will vote whether they accept the Airport Business Plan with the amendment as is. Chairman Wood stated that the amendment is to add to page 32, the two bullets, the Hispanic Chamber of Commerce and the Las Cruces Association of Realtors. Motion passed, they approved the amendments to the motion. Chairman Wood stated that they

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will move on to voting whether to accept the amended Airport Business Plan. Board Member Laney motioned to move to accept with the amended two bullets; accept the Airport Business Plan as submitted with these; seconded by Board Member Newton. Chairman Wood asked Mr. Chapman if they can still send in their comments. Mr. Chapman replied, yes, until they are completely through with the Action Plan, they will accept comments. Chairman Wood stated that if anyone is going through this, even though they have accepted this, he still says that they can revisit, probably at a later time if need be, just in case they come up with other questions that might need changing. Mrs. Murphy stated that she has all the Action Plan chapters and sections, the Business Plan, everything that has been prepared to date, in the Airport Manager's office, if anyone wants to come in and look at it and she can also email it to people. Chairman Wood moved to vote on whether they were going to accept the Airport Business Plan as is with the amendments. Motion passed, Airport Business Plan accepted as is with the amendments.

### **DISCUSSION ITEMS:**

#### **a. Status of Airport Master Plan:**

Mr. Rusty Chapman with Delta Airport Consultants introduced Ms. Julie Thiessen. She is an engineer at their Albuquerque office; she joined their firm recently and has almost 20 years' experience.

Mr. Chapman stated that he wanted to go over the Project Status Report which he handed out at today's meeting. He stated that he would give a descriptive of each task, talk about the status of it, where you the Board will be at from here on out and where they would want their comments. Task 1, Study Design, has been completed, that was at the beginning. Task 2, they did a Data Collection/Inventory, they completed ecological, cultural and obstruction analysis surveys; all that information was on their working paper one, which they provided comments on. All this will be in the final of everything they will give them back, when they get completely through, so they will have more run through all of that at the very end. Those items have been completed; that also included the forecast which is task 3. The next two items are task 4 and 5 which they have been talking about some in here at the last couple of meetings. Facility Requirements is a chapter which Lisa will get very soon which discusses the runway length, some of the aprons, facilities, hangars, etc. The Alternatives Analysis, they presented several alternatives in here. The alternatives that the Board and Delta seem to be zeroing in on, they do not need to do it today, when they get both of these documents in July, they will probably need to start moving forward with those for FAA submission. He went over the overall airfield layout which is called Alternative Two. The alternative of the three for the terminal facilities what they are hearing from input that is two FBO locations, one in the general vicinity where this building is and the other where Southwest Aviation is, but pulled back from the taxiways. So that is preservation for two FBO's and that would

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be long term; he thinks that is Alternative One. The next step on all of that would be one, to hear some feedback from the City and the Board on the acceptance of those. Then those alternatives would be placed in the Airport Layout Drawings; they go to the FAA along with these chapters. He stated that they have received some comments regarding the layouts. Chairman Wood stated to the Board that if they have more comments to send them to him and he will distribute them to Lisa and David and then on to Delta. Mr. Chapman asked them to keep looking at those, if they have comments send them, they would like to settle on something at the next Board meeting; that was basically task 5 and 6. Task 7, Sustainability Analysis, they have not talked about that in here since the very beginning but part of their scope is to prepare a sustainability plan, basically for the airport. The City has one, what they have done is adapted the airport's to the City's. They have already drafted this; Lisa will be getting this before the next Board meeting. Task 8, Strategic Business Plan, which they just talked about. Task 9, Minimum Standards and Rules/Regulations, which they have drafted; they received Lisa's comments. The Board saw the first draft and they coordinated that with the public and tenants and they are waiting to see if they get comments from that. Delta would like to get them a final draft by the next Board meeting. Discussion was held. Task 10, Wildlife Hazard Management Plan, was completed, FAA approved it and will be included as an Appendix in the Action Plan. The only recommendation in there was to have a better fence around the airport. Task 11a, Airport Layout Plan, that is the major document that at the end of this, the FAA will receive along with other documents. Task 11b, Airport Boundary Survey, was completed and they reported on that several months ago. The map was updated to include land acquired in 1997 on the north side as part of a land swap; it is now shown on the property map; this map will be submitted to the FAA. The timing of all of this; they need to settle in on an alternative analysis, hopefully maybe at the next meeting and then they can start packaging all this up for FAA submission.

Board Member Zaklan entered the meeting at approximately 1:04 p.m.

Mr. Chapman wanted to mention one other item that really was not in their scope of work but the Board had a lot of discussion last month about leases and they got some written comments about that. He stated that he can share this with Lisa and not that they want to make things complicated at their airport, but some airports do have a leasing policy. He has some examples he can share with them if they want later. There is also a national guide book for leasing airport property; there is a section in there about best practices. Some airports are a lot more complicated than this airport and they have all kinds of different types of leases but there is some information out there on leases that he can share with them. So this is the overall status report of these items. Delta will get a hold of FAA and get some items in their hands and will follow up and work with them.

Vice-Chairman Dearing asked Mr. Chapman if he could come up with some maintenance costs for the future regarding Runway 4-22. Mr. Chapman stated that he and Julie went out and took a look at this runway and looked at some of the

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cracks. He mentioned that if they are exploring the option of keeping this runway open, he can do an estimate, it will probably be a full reconstruction of the runway. They can do a cost estimate to reconstruct the whole runway. Discussion was held. Chairman Wood stated that this is what he was asking for, for Runway 4-22 to be on the agenda next month and if possible to have some cost figures because what they are doing is a vision plan here. So what is the vision, what would it cost, even with the survey they have here, can they walk into City Council and say we need x number of dollars. The historical and future aspects need to be looked at before they can make a suggestion. Mr. Chapman agreed that decision is important to the vision plan overall.

Mr. Maestas asked Mr. Chapman how soon would he like to have comments regarding the different alternatives on the layouts; he was hoping for the next meeting, correct. Mr. Chapman replied, yes, but he did not know if they need something more formal from Delta. He stated that over the next couple of weeks, if they have any more comments on these layouts, please give them to them. Mr. Maestas stated that the other item he had and this is just for clarification for him and Lisa, on the minimum standards and rules and regulations, what he is hearing from the Board, if you guys are okay with the City saying, this is how we want to approach it because they do not feel they have the expertise on those specific technical items, if that is the case, then yes, they will get with them, because they definitely feel it needs to be addressed as they mentioned. In fact, concurring with Lisa, it needs to be placed, the chapter they have of the Municipal Code 7.5 and they want to make it policy rather than have it codified. Chairman Wood stated that is what he thinks the consensus of the Board over the past few meetings were; these are mainly legal aspects, really out of their realm. He stated that yes, if the City could do what David is suggesting. Mr. Chapman stated that they will be hanging around after today's meeting if anyone has questions but they still need comments through Lisa. Chairman Wood stated that he has received and forwarded some of the comments on the plans that Rusty submitted here and if the Board has any more ideas or comments, please forward them on, different options or different variations of the options, draw up your own plan, whatever and they will send them to them. Mrs. Murphy stated that regarding especially the minimum standards and also the rules and regulations, she is going to send out another plea for comments because it is still important especially for the businesses out here to take a look at. Chairman Wood thanked Mr. Chapman for this presentation.

#### **b. Airport Gate Code Changes:**

Mrs. Murphy stated that in the past she would give presentations called "Airport 101" at the Board meetings which covered things such as, Part 139 requirements, what the actual City code says about the Airport Advisory Board, airport funding, just all sorts of things and she tries to keep them interesting and short.

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Today she wanted to talk about the airport gate codes, get some input and advice. She came out here as Acting Airport Manager in 2004, made permanent Airport Manager in 2005 and that was the last time the gate codes were changed. She does not mean giving people new codes; basically they get rid of all the existing gate codes and make people come in and get a new one. She knows people give out their code to others and that is not good and she cannot prevent people from doing that. She really wants to wipe the slate clean and start over, so some of the codes that are floating out there, will go away. She went over the training for inside-the-fence driving PowerPoint presentation at today's meeting. This is the presentation she gives to everyone before she gives them a gate code; everyone she gives a gate code to is not necessarily a pilot or has anything to do with aviation. Board Member Zaklan stated that from a security perspective, he highly recommends doing this over a period of time. It will be easier for people, if they do this over a period of time, a couple of weeks or month period. Another thing they might want to do just for their own purposes is, what codes they currently have, what codes they currently have afterwards and which ones are sort of non-existent to make sure those are totally deleted. Board Member Palmer stated that he lives in a community with about 40 people. He does the gate code issue and one thing he has done to make it easier is once a year they change one number of the gate code; they have a four-digit code like they do here. This is one of the ways, you could do it that might help to simplify it; it has worked essentially well for them. Mr. Hal Kading stated that it would not take a great deal of fence change to eliminate a bunch of people having access to the airfield at both ends. It could be changed so that they could have access to PSL and the shops that Oscar has, that would keep a lot of people off the airfield; if you move those gates at both ends and added some more fence. Discussion was held. Mrs. Murphy stated that she got great ideas, comments and feedback. Ms. Mayra De La Canal stated that at least maybe during working hours that if Lisa sees anyone out at the airport maybe make them see the video. Board Member Zaklan agreed that that was a good idea, instead of him giving his code out to somebody that is going to work on his hangar. He would contact Lisa and say this person is coming and give them a temporary code. Mrs. Murphy agreed that that was a good idea. Chairman Wood stated that Lisa had brought this issue up about driving on the airport, a number of years ago. They discussed this whole thing because it was out of control, literally, so he knows what she is trying to stop. Mrs. Murphy stated that she just wanted them to know that she wants to do this, it has been too long, solicit input, which she got good input on, thank you all, and show them the presentation they show people.

### **PUBLIC INPUT:**

Mr. Ron Karp stated that as a pilot, Runway 4-22 is a definite asset to any airport in this part of the world. The past three flights that they have had, in the past five days, Runway 4-22 is the preferred runway and it is currently not available. Secondly, it was mentioned, airport surfaces and he guesses it is a sand/tar mix. If they go down and look at what was put down last year or the year before, just west of the shades,

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square patch there, in front of the small National Guard hangar. Recently a knobby tire, heavy vehicle rode on there and you can see where the tires were digging that up and that surface is anything but flat. So repairing some of those areas with that type of repair and there are cracks on there now. He stated that as a pilot also when they fly cross country twice a year, they tend to go more to an airport that has more runways.

Ms. Christine Logan with the NM Economic Department stated that she has been working with some other airports in the area and thought she would stop by to remind them that the NM Economic Department works directly not only with the businesses in economic development but also with the local government. If there is anything they can do, technical assistance, data, research, they have a finance team, from infrastructure to identify funding sources, things like that; directly for the businesses, they have business attraction programs, business retention, expansion and private funding. Some of the things she is working on is a list of the tax benefits that could apply to aviation-related businesses. A three-page document of things she is working on with local governments and what the State can do, included in your tax dollars. They are a resource for this airport too, so do not hesitate to reach out and if they are dealing with a business that needs help, just feel free to make that connection and she will do whatever she can to help. Chairman Wood asked if there is anything she can offer in marketing. Ms. Logan stated that the New Mexico Partnership that does their marketing has recently gone to a MRO tradeshow, Maintenance, Repair and Overhaul. They put together a brochure about the aviation benefits of New Mexico, being able to do work in testing year round and things like that and tax credits and things that apply. They have gone twice and for marketing New Mexico, it is a big issue. Roswell and Moriarty, those are both airports that have really added a lot of people doing maintenance. It has been added as something that is JTP qualified, their Job Training Program, that does reimbursement. She stated that there are a lot of marketing opportunities out there. Chairman Wood asked Ms. Logan if she is fairly connected to City staff. Ms. Logan replied, yes, she meets with Ms. De La Canal on a regular basis. She spends a lot of time driving by here; she covers seven counties.

Mr. Carl Bogardus stated that he sees a lack of coordination between the local activities in the Las Cruces area and promoting the airport. For example, we just got through with a major wine festival. There was a bus to go from town to the wine festival but it did not come by here to pick up passengers, why not? He thinks there is a lack of coordination, like he said, between what is happening in town and availing the airport facilities to people who might want to come and watch that, whether it is concerts or anything like that. Ms. Logan stated that T or C does a very good job to connecting their airport to events, the rodeo, festivals at the lake; they do a good job with their advertising, such as fly in, we will give you a ride. Grant County has tried it a couple of times but their airport according to tourist standards, is too far away from their events. It is something they can definitely learn from people from all over the

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State, what they are doing. Village of Columbus had a Poncho Villa event and it tied in to a lot of things around the airport.

#### **BOARD MEMBER COMMENTS/SUGGESTIONS:**

Board Member Newton stated that Runway 4-22 is a real asset to the airport, not only from the standpoint, just the crosswind need of the runway. It also has an incentive to bring maybe the Navy and some of the unmanned activities in. We have had a bit of activity with the CAP gliders. He thinks that layout plan needs to include an idea at least to keep Runway 4-22 open. While talking about security at the airport, it is not really about security or driving, but the parking of automobiles in the taxilanes is a problem. There are several places that people come in and just park there; there should be designated areas in the airport to park. Thirdly, the US Pilots Association is planning a fly-in to the Las Cruces area in October and he has not heard anything mentioned about it. They are planning and taking reservations to go to the War Eagles Air Museum and to the Spaceport. He asked Mrs. Murphy if anyone has contacted her. Mrs. Murphy replied, no and she thinks that would be great. Board Member Newton stated that it is even advertised in Flying, this month. Mrs. Murphy asked, what dates. Board Member Zaklan replied, he believes it is either in October or September. He said he will look for Bob Worthington's email to him because he wanted him to speak. He told Lisa if he finds it, he will send that to her to give her some background. Board Member Newton said he will get a hold of Bob; he will be talking to him today. Mrs. Murphy replied, that will be fine, have him call me. Chairman Wood thanked Board Member Newton.

Chairman Wood mentioned that the State has done the Pavement Analysis which they all have copies of, of what the state of the pavement is out here, it is really critical. If you put a band-aid over asphalt, it is a band-aid. Asphalt is a living type of material and if you do not keep it maintained, it is always going to deteriorate. For next month, Chairman Wood asked for next month to be on the agenda is discussion of Runway 4-22, cost analysis, some historical data about it, things why the FAA does not back it and things like that. Also at next month's meeting, Ms. Jane Lucero with the NM State Aviation Division will be here. She is an incredible person, she is an incredible source of information about what the State has to offer and she knows a lot about our airport and all the airports in the State.

Vice-Chairman Dearing mentioned that there was an announcement two days ago that Fed-Ex Ground is building a new warehouse distribution center in Santa Teresa. He wonders if the City had any proposals in, does the City have any knowledge that that was coming up or were they allowed to submit a proposal. Ms. Logan replied, Fed-Ex talked to their contractor about a proposal about building one in Las Cruces and then they determined that it would be better to build a larger one and go to Santa Teresa. Partially it was matter that they decided to get much bigger than what they fit on what they were looking at in Las Cruces and the permitting process was easier over there. Vice-Chairman Dearing said it would really be nice to get a full report on that, if it is available. He stated that the last Economic Development person for the

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City, Gary, they were asking him to develop a brochure on the airport. He was wondering if they could possibly re-up that again and see if there was any data left from what was previously looked at. Now that they have the Master Plan, they have more details, more things to put in it. It would be good if they could get something, even a little tri-fold, that they can hand out around the City. Mrs. Murphy stated that the last one she did was back in 2007; they did some tri-folds. Vice-Chairman Dearing mentioned that they still have some of those at the CVB. Mrs. Murphy replied, yes and they are way out-of-date; so that would be a great idea.

Chairman Wood asked the FBO's if a brochure in their FBO's would be something that people would pick up and then would gain more interest from it. Mr. Scott Andre with Francis Aviation replied, he thinks something bigger than a brochure. If you look as some of the major players out there in heavy economic development, they are at major conferences; they have booths at the conferences; they are advertising at the conferences; they are sponsoring events. Those are your opportunities to hit a bigger market. If you put a brochure at a FBO, you are capturing local guys; maybe a guy that has already been here. If you are looking to bring in new traffic, you need to go bigger. You have to get these Economic Development to get you into these major conferences. So a brochure is going to be very limited for exposure and there are way bigger opportunities out there. This could really be a good stop going west and coming back because FAA Part-139, has a nice little runway, has services available but nobody knows we are here. Chairman Wood stated that he really appreciates their input because this is their business. Mr. Andre replied, we go to conferences and you guys get a presence with us at these conferences. He just got back last week from Washington, D.C. at a major conference. So they are getting that visibility there but there should be some partnership because that is at their expense. Chairman Wood replied, right, hopefully he can get together with the City Economic Development people. Mr. Andre replied, we have been trying. Chairman Wood replied, she just left; she is the one you want to talk to and we are trying. Ms. Logan stated that they just finished a grant cycle with the State where they were giving out funding \$5,000 to \$15,000 to work with organizations, which the City could have applied to pay for the costs for traveling to those types of events or paying the registration. Interesting you cannot use that money to create a booth or pay for anything to hand out at that event but you could get there or pay for the registration or the booth fee. You could send someone that would be cheering for Las Cruces. Mr. Andre replied, and you could partner with us at our booth. Vice-Chairman Dearing asked could the grant be used to create the marketing materials. Ms. Logan replied, no, could not be used for marketing. Vice-Chairman Dearing asked if Delta does marketing. Mr. Chapman replied, we are starting to; we are getting ready to help an airport in Virginia with some marketing efforts; more of it is getting the word out; helping them with a website. The FBO's definitely need to get involved, that is who the major players are talking to as far as stopping here to get fuel. Economic development, there is a national guide book on marketing general aviation airports which he can send Lisa the link to it. Mrs. Murphy replied, I have it; she has a hard copy of it. Mr. Chapman stated that there are some ideas in there. Ms. Logan

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mentioned that NM True, the money is hard to get because there are a lot of people trying for it, it is tourism money but you could go for that. Mr. Chapman stated that their firm does not necessarily do marketing but they can provide some ideas, Chairman Wood replied, thank you; he feels totally on board as to what he is saying. As far as the community aspect of it, everybody that is out at this airport as a stakeholder, that is at these meetings; everyone that you talk to, mention the airport, the first thing out of your mouth, should be the airport. Las Cruces has a serious disconnect of what is out here; that is why what you are putting together, the landings here and what we are trying to put together for Council, so that they will have an idea what is going on out here. All that education at a community level, so we can get the community connected to what we are trying to do here. Mr. Andre stated that he could spend unlimited funds on his little stake hold but they are talking about the state of the runways and roads and entrance to the airport; you are going to bring in these business owners and they are going to get off and they are going to go out the door and hit potholes; so it has to be a group effort. They City has to actually invest in their own airport. If they want to make this a pretty good airport; they need to invest in it. He said he has been saying that to the Mayor and City Manager since he came on board and there has been no feedback coming back to him. Chairman Wood stated that he thinks that is the drive of this Board since he has been on this Board. They have really got to support you guys, the City has to come up to bat, if they are going to make this a quality operation. That is why the Vision Plan is a very important marketing tool; we really did not have anything. Chairman Wood stated that the thinks the best thing they have going right now is Mr. David Maestas at these Board meetings; that is the biggest move they have had from the City since he has been on the Board.

**ADJOURNMENT:**

Chairman Wood asked for a motion to adjourn the meeting. Board Member Newton motioned to adjourn the meeting; seconded by Board Member Laney. Motion passed, meeting adjourned at 2:00 p.m.



Robert Wood, Chairman



Lori Romero, Recording Secretary