

**AIRPORT ADVISORY BOARD MEETING**  
**City of Las Cruces, New Mexico**  
**March 17, 2016**

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

Members Absent: Doug Newton

Others Present: Lisa Murphy, Airport Manager; Lori Romero, Airport Administrative Assistant; Cheryl Rodriguez, Delta Airport Consultants, Inc.; Rusty Chapman, Delta Airport Consultants, Inc.; Chris Mount, Fire Prevention Lieutenant; Charles Drexler, Francis Aviation; Nick Gogolew, Francis Aviation; Hal Kading, Southwest Aviation; Mike Kading, Southwest Aviation; Dan Privette, guest and Todd Bentley, owner.

**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. **February 18, 2016:** Chairman Wood asked if everyone had a chance to read through the minutes from the last meeting. Board Member Laney motioned to approve the minutes; seconded by Board Member Zaklan. Motion passed, minutes accepted. Board Member stated that Lori did a very, very good job. Chairman Wood stated that Lori does a remarkable job, that you could miss the meeting and you would not miss a thing that was said and thanked Lori. Lori replied, thank you and you are welcome.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

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

Mrs. Murphy read the following report:

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**Airport Manager's Report**  
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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 well underway. Delta Airport Consultants will be at the meeting to provide an update on this project.

**Osprey Exercise:** The VT-22 Ospreys from Yuma will be at LRU to conduct a fueling exercise on April 6, 2016. There will be several Ospreys and a C-130 fuel tanker. They will probably arrive at LRU late in the afternoon.

**NMSU UAS Open House:** NMSU Physical Science Lab will be holding an open house this evening between 6-7:30 pm at their hangar (far west side of airport).

**Assignment of Leases:** We have recently received two requests for assignments of existing airport land leases: Parcels 13 and 37. Just as a reminder, when a tenant builds a hangar on the airport, they own the hangar but not the land that the hangar is built on. Since the airport land cannot be conveyed, the tenant must enter into a land lease with the City. Airport land leases typically have a term of 20-30 years. If the hangar owner wishes to sell the hangar before the lease has expired, they will need to assign the land lease to the hangar buyer. Airport land lease terms usually allow assignment with the approval of City Council and also state that the title to improvements on the parcel must be vested with the Lessee. So, if you own the hangar, the land lease must be in your name.

**b. Appointment of Vice-Chair:**

Chairman Wood stated that they needed the appointment of a Vice-Chair and asked if anyone wanted to step forward into this position. Board Member Laney made a motion to nominate Board Member Dearing. Seconded by Board Member Zaklan. Motion passed. Chairman Wood asked Board Member Dearing if he would like to be the Vice-Chair. Board Member Dearing replied, yes, he would accept the position. Chairman Wood thanked Board Member Dearing. Board Member Dearing was appointed Vice-Chair.

**c. Assignment of Lease, Parcel 37:**

Chairman Wood noted that everyone should have in their packet or should have received a copy of this lease to review so they know what is going on here. Ms. Murphy stated that Glenn Porter with Picacho Valley Group, LLC is selling his hangar

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to RACI Management Company, Inc. which Mr. Royal Jones is the President. It is a hangar sale transaction and the lease assignment takes care of the City part of it, which is the ground. Chairman Wood stated that he had one question regarding this. The original lease was 20 cents a square foot and is supposed to be adjusted every five years according to CPI, so what is it at today. Ms. Murphy replied, it is still 20 cents. Chairman Wood stated so in 2009 was when the lease was executed. Ms. Murphy replied, yes, it needs to be recalculated this year. Board Member Dearing stated so it was supposed to be recalculated in 2014. Ms. Murphy replied, yes, it should have been, but she will do it this year. Board Member Dearing stated that on the insurance, they are supposed to provide an annual certificate of insurance to the City, do we maintain those, do we get those each year from all the lessee's. Do they get them from the insurance companies? Ms. Murphy replied, right. Chairman Wood asked, so we need to make a motion as to whether we agree with the assignment of this lease, is where we are at. Ms. Murphy replied, yes. Board Member Zaklan motioned to approve the assignment of lease request; seconded by Board Member Laney. Chairman Wood stated that the only comment he had was that the City do what they say and adjust the lease rate accordingly so that the new owner knows what it is. Board Member Dearing agreed. Motion passed; the Board unanimously recommended approval of the assignment of lease request for Parcel 37.

### DISCUSSION ITEMS:

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

Chairman Wood wanted to note that all the pictures/drawings that he and Rusty put up here on the walls were from that work session, brainstorming ideas they had and Delta took those ideas back and used them in their work in creating a new action plan. Mr. Chapman stated that he will comment on those in a minute.

Mr. Chapman stated that he wanted to update the Board on a few items in the action plan. His focus today will be on the following items; the business plan recap, a couple of items they might have gotten earlier this week, the minimum standards and regulations, the airport plan itself and one item, the national guard plans, it somewhat impacts what they are doing. He stated that the Board had reviewed the business plan and gave them comments and they incorporated them. They are finalizing that document and giving it to Lisa and David at the end of this month. David had a few comments also which they have incorporated. He went over the vision statement that the Board adopted, the mission statement they settled on and the strategic goals that are in the document and they have some recommended steps to help get at some of these. The four areas are service at the airport, relationship with the community at large, exceptional customer service and strengthen the finances of the airport in relations to the business part. These are all discussed in more detail in the business plan which they have seen. He wanted to recap, where they are with this document, the final is going to the City at the end of this month. Mr. Chapman asked Ms. Murphy

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if the plan would be that Delta gives the City the final and they give it to the Board for last minute comments. Ms. Murphy replied, yes.

Mr. Chapman stated that there were two documents they were asked to update; the Airport Minimum Standards and the Rules and Regulations. They gave those to the City at the end of January, City staff has been looking at them and Delta wanted to make sure they at least had them, they might not have had time to review them and they understand that. The Board can take all the time they need over the next month to review those and give them comments and the City can also give them comments. On the minimum standards those are for commercial aeronautical services on the airport. These are all suggestions for them, if they do not like them, they just need to tell them. They cleaned up some of the definitions to make them more consistent between the two documents. Going back on format, they would recommend based on what they have seen at other airports is not to have either the minimum standards or the rules and regulations delineated and spelled out in code, it is easier to just reference them so it is easier to revise them later; that is a suggestion. Mr. Chapman asked Ms. Murphy if she had sent the Board the email he had sent her, where he had some questions? Ms. Murphy replied, that she thought she had but did not recall. Mr. Chapman stated that he will send his email back to her and if she is comfortable with that, she can forward to the Board, so they can see some of the questions they are asking the Board. Ms. Murphy replied, yes. Mr. Chapman went over some of the questions Delta had with the Board regarding minimum standards. Board Member Dearing stated that he did not find the grandfathering clause for the current leases in there. Mr. Chapman replied, if it is not in there, it is going to get in there. Chairman Wood stated that he did not see it either. Mr. Chapman stated that sometimes it is in your leases where it will say that. Chairman Wood stated that it says in the last section, existing leases; agreements or permits of existing operators supersede these minimum standards; it is on the last page. Discussion was held.

Ms. Murphy stated that when she had first come out to the airport in 2005, they had just adopted the minimum standards. What had concerned her was that some of the required levels seemed too high and then they got codified and made into actual law; they are actually in the Municipal Code. Chairman Wood asked, how difficult would that be to be taken out of what it is in. Board Member Dearing replied, just rescind that ordinance. Ms. Murphy replied, yes, just amend or rescind it. Chairman Wood asked if that would be a suggestion that Delta might make to the City. Mr. Chapman replied, absolutely. Board Member Dearing asked, how would those be approved, in the alternate, would it just be the Advisory Board approving them. Mr. Chapman replied, no, he thinks the City Council does it by resolution. Ms. Murphy agreed. Board Member Zaklan stated that the Board does not approve, they make a recommendation for approval or they recommend these changes to whatever. If that is what they as a Board would like, that is what he thinks gets put in the minutes and they send them down, to say we recommend you make this change to take it out of the ordinance. Chairman Wood stated, yes, there you go, there is one of our

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comments or that would have been if they were aware of that, that would have come as one of their comments.

Mr. Chapman discussed the service hours. He thinks that their current hours are nine hours, normal hours of operation. Is that long enough? City Council Liaison Levatino asked, would that depend on how busy the airport was? Ms. Murphy replied, yes. City Council Liaison Levatino asked Ms. Murphy if she thought the codes were amended so that sort of information or standards go into the lease rather than be codified and law. Ms. Murphy replied, yes, somethings like the regulations, that needs to be law. Chairman Wood stated that he would like to rescind what he had already said, he thinks that maybe they should put this on as a “new item of business” for the next meeting and they should make a motion regarding so they have direct access to Council regarding their feeling on this, that it should be removed. City Council Liaison Levatino stated that what she was thinking was that she should be asking that they do a work session on this. Chairman Wood asked, that City Council do a work session. City Council Liaison Levatino replied, yes. Chairman Wood stated so by the Board making a motion to have this removed from that document and implement that resolution, that would stimulate you guys to have a work session. City Council Liaison Levatino replied, yes. Chairman Wood asked to have that added to “New Business” for next meeting because he thinks this is pretty critical. City Council Liaison Levatino stated that at this point, the sooner they make a decision that they want her to request it, the better because at this point, they are pretty much booked for the rest of the year already. Mr. Chapman stated that if this group wants to review these in detail, Delta can have a work session with them to discuss them along with the rules and regulations. He mentioned that what some airports do, they coordinate these with airport users and sometimes preferably with the City Attorney before this gets too far along. Chairman Wood asked City Council Liaison Levatino to proceed with this. City Council Liaison Levatino, replied, sure, I can get it on, if they want her to get it on in three months or however long but they need to get it to the other Rusty, the attorney. Chairman Wood stated that he did not think the Board has to review this document before it is asked to be removed; so this process will continue on. Discussion was held.

Chairman Wood stated that on Section 7 regarding FBO's, the fueling aspect of this does not fit them at all, the City owns tanks, you are saying that the FBO has to have tanks, something needs to be changed here on the requirements for an FBO as far as fuel because they have different scenarios. Mr. Chapman said he will make note of his comments. Discussion was held.

Chairman Wood stated that he did not realize that the two documents that Delta sent them, they need to review them, respond in exactly the way they have done in the past with these two documents, is that what Delta would like? Mr. Chapman replied, they work with the City, yes, they would very much welcome the Advisory Board's opinions on these documents. Chairman Wood told the Board to review the

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documents, send their comments to him and he will forward to Lisa and David and then it goes back to Delta.

Mr. Chapman went over the rules and regulations document and told the Board to take a good look at that because he does not know what is in the hangars here. He does not know if they need the section about flying clubs. Ms. Murphy replied, we need that. She stated that the rules and regulations basically address the airport safety, do not drive into moving aircraft, speed limits and things like that.

Chairman Wood stated that he has a copy of Section 7.5 of the Municipal Code but the rest of the Board does not and asked Ms. Murphy if she thought it was something they should all have and if they could get that to them. Ms. Murphy replied, yes, that it is no problem, whatsoever. Board Member Dearing stated it would be good to get a copy. Chairman Wood stated that it would be advantageous so they can see what they already have and what they are trying to adopt here. Mr. Hal Kading asked when are the stakeholders going to get a shot at this. Mr. Chapman suggested that the City share however they feel with the stakeholders and ask for comments. Chairman Wood asked if the City could be more involved with the stakeholders with the process. Mr. Kading stated that he thought they would have a public hearing. Mr. Chapman said if the City gets the documents out and they get comments, then they could come together and have a public hearing. Mr. Chapman suggested that they revisit the process at the next meeting; the Board agreed. Mr. Chapman stated that next month he would like to talk in a lot more detail about and in a couple of weeks they are going to give them a chapter on facility requirements, runway length requirements and terminal area layouts. They will also talk about the National Guard's plans next month, if they have a little more information on their plans; the Board and Ms. Murphy agreed.

Chairman Wood asked the Board to review what Delta has provided to them and they can email him their comments. He will send the Board an email about that and Lisa will forward Rusty's email to Chairman Wood and he can forward to the Board. Chairman Wood asked Lisa if she could send him Chapter 7.5 of the Municipal Code and he will forward to the Board. Ms. Murphy replied, yes, and that is what David wants her to do, that she sends items to Chairman Wood and he could disseminate to the Board. Chairman Wood replied, that is fine and that is what he will do and he thanked Mr. Chapman.

### **PUBLIC INPUT:**

Mr. Hal Kading informed the Board that a long time airport supporter passed away this past week, Mr. Chuck McLean. He believes he had been on the Airport Board, was real active with the EAA and Young Eagles. He made the airport a big part of his life after he came to Las Cruces. Chairman Wood stated that was a great loss and thanked Hal for letting them know.

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Mr. Dan Privette wanted to comment on a couple of issues. He stated that regarding the fuel tank issue verbiage; it just needs to states that the FBO needs to secure a certain level of tankage and that could be either by lease or ownership. It would just have to prove that they either own or they have engaged in a lease or something like that to meet the minimum standards. He also wanted clarification as to the Boards function here. Board Member Zaklan stated that the Board is an advisory board to the Airport Manager and basically the City's through that, Lisa as the Airport Manager, turns around and says, Rob, this is an item that is going to be on the next board meeting, it comes up, you discuss it, you come up with a recommendation, the Board makes a recommendation back to Lisa, which then goes to the City to get resolved. Ms. Murphy stated that what it says in the ordinance with the Boards is, Airport Advisory Board advises the City Council on the policy matters pertinent to the operations of the airport. They would not go address City Council directly, unless they have been invited by City Council to do that but like the lease we just discussed, we have to run it through Board first, then she takes the recommendation to Council. So the Board's opinions, do go to Council. Mr. Privette asked Ms. Murphy how often does she meet with City Council regarding the airports concern. Ms. Murphy replied, she goes when she has something for Council approval, accepting a grant or a lease. Mr. Privette stated that at one point he had attended one of the City Council meetings where she was giving a status of the airport account. How often does that happen? Ms. Murphy replied, it has been a couple of years and Cheryl gave the last one. Ms. Murphy stated that they have an excellent resource in Councilor Levatino. Chairman Wood stated that any time they have something specific that they want to go to Council, they should talk to her about it because she has asked the Board, tell me what you want me to take to Council. Discussion was held.

**BOARD MEMBER COMMENTS/SUGGESTIONS:**

Board Member Zaklan stated that he thinks they made progress today. Chairman Wood said he is glad they were all here today and it is going to be a great, be out at the UAV hangar tonight. He thanked Board Member Zaklan for putting that on and they will be looking forward to that.

**ADJOURNMENT:**

Chairman Wood asked for a motion to adjourn the meeting. Board Member Zaklan motioned to adjourn the meeting; seconded by Board Member Lenzo. Motion passed, meeting adjourned at 1:54 p.m.

  
Robert Wood, Chairman

  
Lori Romero, Recording Secretary