

**AIRPORT ADVISORY BOARD MEETING
City of Las Cruces, New Mexico
September 15, 2016**

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

Members Absent: Gay Lenzo, Dennis Zaklan and City Council Liaison Ceil Levatino.

Others Present: Lisa Murphy, Airport Manager; Lori Romero, Airport Administrative Assistant; David Maestas, Transportation Director; Rusty Chapman, Delta Airport Consultants; Cheryl Rodriguez, Delta Airport Consultants; Michael Danner, Firefighter; Nick Gogolew, Francis Aviation; Richard Bransford, Francis Aviation; Hal Kading, Southwest Aviation; and Earl Comyford, EAA Chapter 555.

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.

DETERMINATION OF QUORUM AND ACKNOWLEDGMENT OF GUESTS:

Chairman Wood stated something he would like to do that he started at the last meeting. If there are some new people here or anyone who would like to introduce themselves so they are familiar with who is here in the room. He asked if they would like to introduce themselves to go around the room and do so. Chairman Wood thanked everyone and appreciates them being here.

APPROVAL OF MINUTES:

- a. **July 21, 2016:** Chairman Wood asked if everyone had a chance to review the minutes from the July 21st meeting. He stated that they did not have a meeting in August, so the last minutes were from the July meeting. He asked if there were any additions, deletions or corrections. Board Member Laney stated that Lori had sent out revised minutes. Chairman Wood replied, right, we got Lori's revisions. Vice-Chairman Dearing motioned to approve the minutes as revised; seconded by Board Member Laney. Motion passed, revised minutes accepted.

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UNFINISHED BUSINESS: None

NEW BUSINESS:

a. Airport Manager's Report:

Mrs. Murphy read the following report:

Airport Manager's Report
September 15, 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. Chapter 3, Facility Requirements, has been drafted and provided to Airport Advisory Board members for comment.

USPA Fly-in and Safety Seminar: The United States Pilots Association will hold a fall fly-in in Las Cruces, September 29-October 2. Highlights will include an FAA WINGS safety seminar on Flying Tips for Older Pilots, a visit to the War Eagles Air Museum, and an opportunity for attendees to fly their personal aircraft to Spaceport America. The organizer, Dr. Bob Worthington, expects that 17-18 aircraft will participate.

Charter Flights: The first of the NMSU football season charters will arrive at the airport on Saturday, September 17 at 9:54 pm. The charter company, Swift Air, will be using a 737-400 aircraft.

Navy: I received a call from Lieutenant Commander Ken Dalton of Corpus Christi Training Wing 4 about a possible January-March 2017 training detachment. As always, the Navy will not commit until shortly before their arrival and they do work with other airports, so a detachment is never a sure thing.

City Council Items: The NMDOT Maintenance grant will be going to City Council for acceptance at the September 19 meeting. These grants are offered every year to help airports cover the costs of airport maintenance items, such as light bulbs, sign panels, herbicide and AWOS datalink service. The grant amount is \$10,000.

Runway 12/30 Lights: The Runway 12/30 edge lights had been fixed but unfortunately, after the recent rains, they started having outages again. We are working with the electrical contractor to determine what the problem is. This is very disappointing, as we thought the problem had finally been fixed.

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Taxilane Pavement: The first phase of the two-step cape seal surface treatment, a chip seal, had been applied to the deteriorated taxilane pavement near the EAA hangar. The next step, a micro surface, will be applied by a contractor sometime next week. The micro surface seals the chip seal aggregate and will provide a smooth surface for the pavement. Staff will evaluate if this type of treatment may be a way to address other deteriorated taxilane pavements at the airport.

Airport Wildlife Training: The airport manager attended a day-long class on airport wildlife management in Albuquerque on August 11. This training allows the airport to effectively administer its Wildlife Hazard Management Plan and stay in conformance with our Part 139 operating certificate.

Airport Manager's Association Meeting: The airport manager attended the quarterly meeting of the New Mexico Airport Manager's Association in Albuquerque on August 12. Presentations were given on the New Mexico Airstrip Network Initiative and on the FAA's hangar use policy.

Mrs. Murphy stated that she just received word that the EAA will be doing a Young Eagle's event on October 8th.

Mr. Kading asked Mrs. Murphy if she could elaborate a little bit on the FAA policy on hangar use. Mrs. Murphy stated that the FAA has come up with new guidelines on what can be kept in hangars and what cannot. Essentially what they are saying, it should be an airworthy aircraft in the hangar; what they told them, you do not have to do anything about this until, such time as they enter a new lease with someone. Mr. Chapman stated that historically they say an aircraft, they recognize now that not all hangars, that there may not be an aeronautical need to use a hangar. If you do not have a specific aircraft that needs a hangar, you can put other things in there, like a boat, for example, but the boat needs to come out when someone needs it for an aircraft. He stated that he can get them the policy or Lisa can. Mrs. Murphy stated that she will get clarification and bring it up at the next meeting whether you can have an aircraft that is on its way to becoming airworthy and not just an old hangar queen that is never going to fly again. Discussion was held.

Chairman Wood asked Mrs. Murphy if they need to do anything in preparation if the Navy does decide to come to the airport, are they pretty much ready with fuel and all that stuff. Mrs. Murphy replied, that she would have to defer to the FBO about fuel. She is sure there is a lot they must do regarding staffing, fuel deliveries, trucks that are large enough and such. She stated that they are pretty much prepared, they did a lot before they came last time to accommodate the new aircraft they were using. Discussion was held.

Chairman Wood asked Mr. Maestas about the new surface that they have put out there. How long will it take to evaluate that before they decide whether they are going to use it more extensively. Mr. Maestas replied, once the new micro surface is in

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place and he recently found out that it will probably be somewhere in the week of the 26th, that they will be out here. Once they put that down, they will evaluate it in phases, they check at the end of the first year, that is where they typically have guaranteed performance, where if things fall apart, they can have the contractor come back. They will do another evaluation at the third-year mark, that is where they can get an idea how long a life cycle they can get out of it. At the first-year mark, they will have a pretty good idea, so they will know then if they can use it for other taxilanes. Discussion was held.

Chairman Wood stated on the Navy coming another question is, the condition of the parking areas and all that. They had problems with the asphalt last time, where are they on that now. Mrs. Murphy replied, they did the slurry seal before they came last time and that is still in place, she thinks the surface is adequate. Vice-Chairman Dearing asked if they asked for any type of cost proposal. Mrs. Murphy replied, yes and that has been sent. She asked Mr. Gogolew with Francis Aviation if they had sent them their information as well. Mr. Gogolew replied, yes ma'am.

Mr. Chapman stated that he wanted to add to the hangar usage that he just sent to Lisa that frequently asked questions that FAA put out a couple of months ago, there are about 20 of them. One of the questions relates on what you can do in a hangar and they do permit constructing amateur built or kit built aircraft provided activities are conducted safely.

b. Assignment of Lease, Parcel 24, Mesilla Capital Investments, LLC:

Mrs. Murphy stated that she believes the Board received information that was sent out to them before about the leases. She stated that they are discussing both items b and c concurrently here, if that is alright. Chairman Wood replied, yes. Mrs. Murphy stated that Mesilla Capital Investments, LLC is a company that is owed by Dr. De La Vega who is a tenant here at the airport; he leases two parcels, 24 and 36. Both parcels contain the big single bay hangars. Dr. De La Vega has requested that the leases for both parcels be assigned from Mesilla Capital Investments, LLC, which he owns to Icarus Aero, LLC, which is another company he owns. The leases are different, one lease, Parcel 24, it started in 1998 and is a 30-year lease and Parcel 36, originated in 2006 and is a 20-year lease. If the Board recommends approval, she will take this forward to Council to just move them from one of Dr. De La Vega's companies, Mesilla Capital Investments, LLC to another one of his companies, Icarus Aero, LLC. He has not indicated that there be any change to the use of his hangars.

Chairman Wood asked if there is any discussion on this. Board Member Palmer asked, so he is not asking for a restatement of the lease time. Mrs. Murphy replied, no. Board Member Palmer said, so the lease time stays the same. Mrs. Murphy replied, correct. Vice-Chairman Dearing asked Mrs. Murphy if there are any issues on compliance on the hangars. Mrs. Murphy replied, no, not that she is aware of. Board Member Newton made a motion to approve the assignment of lease request for

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Parcel 24; seconded by Board Member Palmer. Motion passed; the Board unanimously recommended approval of the assignment of lease request for Parcel 24.

c. Assignment of Lease, Parcel 36, Mesilla Capital Investments, LLC:

Board Member Palmer made a motion to approve the assignment of lease request for Parcel 36; seconded by Board Member Newton. Motion passed; the Board unanimously recommended approval of the assignment of lease request for Parcel 36.

d. Unified Development Code Land Use Maps:

Mrs. Murphy stated that everyone should have received this packet of information. Dona Ana County is going through an adoption of what they call, Unified Development Code. Vice-Chairman Dearing had requested that this be brought to the Boards attention because of what some of the potential land use was being shown around the airport. She asked him if her understanding was correct. Vice-Chairman Dearing replied, yes, but it is difficult to tell with these maps what they are proposing, but it looks like residential. Mrs. Murphy stated that what they are showing as far as she can tell, they are showing residential development which is yellow; all of that is in Picacho Hills, Picacho Mountain and Coronado Ridge, which has all pretty much been platted and is the process of development. So, her question to the Board here is, is there any sort of official position or statement that the Board wants to make that they could pass on to the County in terms of these proposed Land Use Maps, that would perhaps aid them in their efforts. Chairman Wood stated that his concern is and Joe probably felt his concern is to make sure there is communication between the two entities, the City and the County on this issue. Mrs. Murphy stated that she would be happy on behalf of the Board to get in contact with the County. She stated that another thing that they need to make sure, that Cheryl pointed out, is that the County had an ETZ, Extra-Territorial Zone, basically an airport zone that was intended to protect the airport from incompatible land uses around the airport because we are kind of an island of City surrounded by County. It does not refer to this here but to say to refer to another chapter in another document; so, she will follow up on that as well. She believes that most of the green area is intended to be rural residential area, that is her understanding. Vice-Chairman Dearing stated that if she communicates his idea to them is that they continue what was in the ETZ, if that is possible. Review and discussion of the maps was held. Mrs. Murphy stated that if the Board would like to postpone taking any action on this and letting her see if she could find additional information, she could do that. Chairman Wood replied, that he did not foresee them taking any action at this point. He thinks it was bringing up the topics and be aware of what was going on. Vice-Chairman Dearing asked if it would be possible to get some sort of communication between the County, even have someone come here and talk. Mrs. Murphy replied, yes. Vice-Chairman Dearing said, maybe that would be best. Mrs. Murphy replied, okay, that sounds like a good idea;

alright, I am so directed. Chairman Wood stated that the issue is to keep the communication going on between the two entities and asked Vice-Chairman Dearing if he agreed. Vice-Chairman Dearing replied, yes, that they might not even have an idea that they have concerns.

DISCUSSION ITEMS:

a. Status of Airport Master Plan:

Mr. Chapman stated that he wanted to talk a little bit about short term airport needs and the long term will capture some of the things that they talked about last time they were here a couple of months ago. On short term needs, just to let them know, next week Jane is coming down from the State and Delta's team will be here to talk about some of the immediate needs that are not necessarily development oriented but more about seal coats and pavements, electrical vault issues and things of that nature. Some things that need to be prioritized to remediate, FAA grants, etc. Some of that discussion feeds into the Action Plan; for example, you should rehab 8-26, there are some things you can do to extend the life of that. Delta met with Lisa this morning about those items and next week those discussions will go on and perhaps at the next Board meeting, the Board can get CIP information.

Mr. Chapman stated that now he wanted to discuss long term needs. Last time they discussed with them, they were trying to reach a preferred alternative that the Board was happy with. They indicated clearly that they want 4-22 to stay open, so they had to go in and show a new layout alternative to show 4-22 open, which he went over. As far as terminal layouts, the one issue that needs to be resolved before they move forward and send this to FAA is the discussion on National Guard. As they know, their Readiness Center down here, they are improving that or building some more facilities. They have indicated they want to build a heliport down there and they have also had discussions with the City about some direct access into this area. They have filed notice with the FAA to study that. First, the FAA is looking at the airspace and the helipad; they may still come back to the City to discuss a possibility of some sort of connection down here. Delta thinks the best thing is to move forward and show future airport activity down here. Chairman Wood asked, so it is in the FAA's hands right now, it is moving forward, it sounds like, waiting for FAA approval. Mr. Chapman replied, one aspect of it, FAA is studying and is awaiting FAA approval on the helipad down here. Chairman Wood asked Mr. Chapman, so you are waiting FAA decision on that, does this affect his work, what he is doing. Mr. Chapman replied, that he will go over each of the chapters in a second; he will answer that in a minute. He went over some of the past terminal discussions. Discussion was held.

Mr. Chapman stated that where they are with the Action Plan, all the appendixes, that they talked about over the last several months, like the Strategic Business Plan, Sustainability Plan, Wildlife Hazard Management Plan and some others, they have

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packaged all that up and it has gone to the State and the FAA for their review. Chapter Three of the Action Plan, Facility Requirements; Chapter Four is the Alternative Analysis that they talked about. They are waiting to see how the National Guard situation plays out because they want to say, here is the preferred alternative and they can document some of the things they talked about. They want to package it up and get those two chapters to the State and FAA and it needs to capture what the City wants, with the alternative that they agree on. It goes to the FAA and then all of this gets put onto their formal airport layout plan drawings. Vice-Chairman Dearing said back to the Army, has anyone talked to the State Armory Board. He asked Mrs. Murphy if the permit she said was submitted, was it submitted to the FAA from the State Armory Board. Mrs. Murphy replied, it was from the National Guard and it is a FAA, it is a form, Notice of Construction but no, she has not spoken to anyone from the State Armory Board. Vice-Chairman Dearing stated that maybe this Board should go on record and say, that they feel it is not a good idea to consider that because of safety issues and recommendations from the plan consultants, something like that and send that to the Army Board and see what happens, at least get us on square one. Chairman Wood stated that he thinks the only safety issue was this whole issue about connecting through the fence, it was the big issue. Mr. Chapman stated that it also interferes with the future development of the airport on that side. Mrs. Murphy stated also regarding the helicopters taking off and the air pattern. Chairman Wood asked Mr. Chapman if he could advise the Board how this is going to affect airport development. He hopes he can come back and say, if they do this, then we are going to be restrained in this area. Discussion was held.

Vice-Chairman Dearing stated that essentially there are two things that are unsettled on the Action Plan. One of them is Runway 4-22 and they are working on that and the other thing is what to do with the National Guard. He asked if there was anything else. Mr. Chapman replied, no and 4-22 is basically settled from a planning state point, from funding that is another matter. Chairman Wood stated that they are just leaving it for now, just leaving it on the drawing. Vice-Chairman Dearing stated well then why don't they just leave it like this and send it to FAA and say they do not think it is wise to allow a connection to the Army property. Mr. Chapman stated that they could put something in this chapter, that they have not seen yet, about this that discusses that they have looked at other plans in the area; the National Guard expanding their area and they can weigh in on how that affects the airports development. Chairman Wood stated to Mr. Chapman that the City Council is going to need that advice from him, that is truly important. Mr. Chapman stated that it goes in the chapter or they could do it separately. Mr. Maestas stated that what he thinks would be a good consolidation for them to have is to give their points, to say either these are the concerns about through-the-fence access, they give their alternatives, this is their number one proposal, they have analyzed the other one, these are concerns with it and then the Board renders a decision based on that to say they do or do not agree to through-the-fence access based on these opinions. Then we as a City, we can do two things. One we can forward something to the State Armory Board to give them our understanding of the situation and then when we do

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present it to Council, it will help them with their decisions and if they need to make some tough decisions, they have some backing from you guys. Chairman Wood replied, right, he thinks what they already mentioned, a taxiway that cuts out that section, means they have no access out there, that makes no sense, they do not want that, they will not approve that, he does not think. Mr. Maestas stated that they did let them know that when they had the conference call, basically told them that their answer was no and they did not like that answer. So, any support that they get from the Board simply just helps them out. Chairman Wood asked Mr. Maestas if he wanted them to make a motion on this or is he just taking what they are saying now, is this good enough. Mr. Maestas replied, as it is not an action item, it is a discussion item, he does not know that they should. He feels that they have given Delta direction on how to proceed and the Board can formalize their response afterwards. Mr. Chapman stated that they will try to plan to get that chapter to them before the next Board meeting. Mr. Maestas stated that once they have the chapter, if they want to make a formal decision on that, then that would be okay. Board Member Laney stated that they need to know their plan before they can take any action against or for but until they know what they are doing. Mr. Maestas replied, correct, but once they provide you the options you have basis for your decisions. Discussion was held.

Mr. Kading stated that he thinks they are missing a great opportunity here if they establish a through-the-fence operation. They can use that to justify others that they want, like a big aircraft manufacturer or something like that, if it is going to be an industrial park; what is to lose by letting the National Guard come through-the-fence. Chairman Wood replied, because you cannot run a road then you cannot take the road and run it. Mr. Kading asked, do you know how much that taxilane gets used. Chairman Wood replied, it would have to be fenced. Mr. Kading replied, they do it all over the country. Board Member Newton stated that San Diego has the same thing they described but it happens to be the Coast Guard and they have a gate that comes down and blocks a major highway for them to go back and forth to the airport; that has been there a long time. Mrs. Rodriguez stated that they wanted to fence and gate the taxiway as well. So, what that does, it completely blocks out emergency vehicle access to the western end of the airport too. So how does emergency vehicles or airport operations staff now access the west end of like runway 8 or 4 if they have to get through that service road. Chairman Wood stated that is what they proposed when they came and talked to them; that it would be fenced and there would be no access. Mrs. Rodriguez replied, yes, their requirements stated that it had to be completely secured. Mr. Chapman stated that if they need to go to Santa Fe and just sit down and talk to them, they could do that too. Chairman Wood stated that he thinks that would be a better option for Delta to discuss with them because they know more of the ins-and-outs of all of this, the legal ramifications, how it is going to affect them in the long-term planning process; then for them to sit here and discuss it. Mr. Chapman replied, yes, it would be good to find out where they trying to do and he will talk to them about that.

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Vice-Chairman Dearing asked Mr. Chapman if they get these items resolved, when will he send the draft plan to FAA. Mr. Chapman replied, once the City is acceptable with the plan, the chapter, within a week it will go to FAA. Vice-Chairman Dearing stated that that would be a good thing if they could get to that point; they have been working on this for several years. Mr. Chapman agreed. Chairman Wood asked, so on Chapter Three, does he need them to approve anything. Mr. Chapman replied, it was sent to Lisa, he thinks she shared it with them and he got a couple of comments that they are looking at. He stated that Chapter Four needs to go with it to FAA. Chairman Wood replied, okay, Chapter Three looked great and he thanked Mr. Chapman.

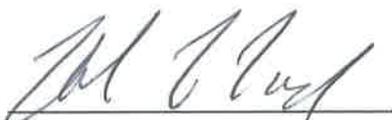
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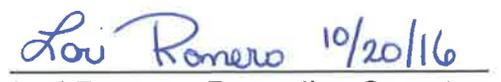
BOARD MEMBER COMMENTS/SUGGESTIONS:

Board Member Newton stated that the NOTAM mentioned something about 4-22 opening in September. Chairman Wood replied, Lisa had to leave. Board Member Newton stated that he was just wondering if that was just a date they had to put on it or does that mean something is going to happen. Chairman Wood replied, if he could get a hold of Lisa, just give her a call. Board Member Newton replied, yes, he will find out from Lisa. He stated that there are cracks still in that taxiway down there where they surfaced it and the cracks need to be filled in with something to make it smooth. Chairman Wood replied, let us bring this up right off the bat at next meeting. Board Member Newton stated maybe they will have it all down by then. He stated that he failed to realize how the gliders can use 4-22 and how fixed winged cannot. They opened it up last week for the gliders again; this is the second time it has been opened for glider operations. Chairman Wood replied, it has been noted, so hopefully Lisa can give them some more information. Once again, if he goes directly to her or if he has more questions and get them clarified. The glider issue, he knows he brought it up last time, is a serious issue as far as affecting the operations of the regular pilots out there.

ADJOURNMENT:

Chairman Wood asked for a motion to adjourn the meeting. Vice-Chairman Dearing motioned to adjourn the meeting; seconded by Board Member Laney. Motion passed, meeting adjourned at 1:33 p.m.


Robert Wood, Chairman


Lori Romero, Recording Secretary