The following are summary minutes for the meeting of the City of Las Cruces – Airport Advisory Board held on May 23, 2019. The meeting was held at the Las Cruces International Airport, Conference Room, 8960 Zia Boulevard, Las Cruces, New Mexico.

Members Present:
- Dan Privette, Chairman
- Ross Palmer, Vice-Chairman
- John Darden, Member
- Wes Baker, Member
- Gay Lenzo, Member
- Yvonne Flores, City Council Liaison

Members Absent:
- William Soules, Member

Others Present:
- Andy Hume, Airport Administrator
- Hal Kading, Southwest Aviation
- Rob Wood, Public
- Mike Radtke, Public
- Oscar Reyes, Mesilla Valley Aircraft
- Eugenia Montoya-Ortega, Public
- Greg Shervanick, Public
- Mike Kading, Southwest Aviation
- Nathan Wilcox, Lynco Flight Services
- Brian Kotowski, Francis Aviation
- Kent Freier, Molzen-Corbin
- Robert Palacios, Public
- Jim Ratje, Airport Tenant
- Ted Linnert, Public
- Brett Hahn, EAA/Brahn Comprehensive Solutions
- Griselda Martinez, Interim Economic Development Director
- Cynthia Campo, Economic Development Management Analyst
- Sam Snow, Airport Tenant
- Lori Romero, Airport Admin. Asst. - Recording Secretary

1. **Call to Order:** Chairman Privette called the meeting to order at approximately 12:33 p.m.

2. **Determination of Quorum and Acknowledgement of Guests:** Chairman Privette determined a quorum present and welcomed guests.
3. **Review & Consider Approval of Meeting Minutes:**
   
   **a. April 18, 2019 Regular Meeting:** Chairman Privette asked for a motion to approve the regular minutes. Board Member Darden moved to approve the minutes as presented; seconded by Board Member Palmer. Motion passed; minutes accepted.
   
   **b. April 18, 2019 Work Session:** Chairman Privette asked for a motion to approve the work session minutes. Board Member Darden moved to approve the minutes as presented; seconded by Board Member Lenzo. Motion passed; minutes accepted.

4. **Action Items:** None

5. **Discussion Items:**
   
   **a. Disadvantaged Business Enterprise Public Meeting:** Chairman Privette asked Mr. Hume to introduce. Mr. Hume reported that DBE is a federal requirement when using federal funds. The process must be gone through every three years. Mr. Hume introduced Mr. Frier from Molzen-Corbin to give more information on the process for determining the DBE goals and how to move forward. Mr. Frier presented information about DBE program and how businesses are vetted to participate. Mr. Frier explained how the calculation on how to arrive at the percentage of how much a project will go to a DBE. Mr. Frier outlined the three projects that will have the DBE requirement, and showed the DBE calculations for those projects. Chairman Privette asked if there were any questions. Mr. Hume stated that since there was no public input regarding DBE, staff will have the goals and presentation put on the Airport website and the City Clerk’s office for no less than 30 days. Staff will notify the Board when that is completed, if there is any comments that came up. Otherwise staff will move forward with these goals, as presented.

   **b. Airport Manager’s Report and Project List:**
   Mr. Hume stated that the hard copy was not ready for distribution. Mr. Hume gave some other updates.
   - Mr. Hume reported that the underground storage tank has been removed. The airport received the grant for the perimeter fence, totaling $900,000.00. The design process if 70-80% done. The Airport will be ready to move forward on the project, as soon as FAA provides the funding. Ms. Martinez commented and thanked the team that worked together to get the grant submitted.
   - Mr. Hume also reported that the electrical improvements project is completed. The project focused on taxiway Brave and Charlie – transitioning from incandescent to LED lights.
   - Mr. Hume reported on the T-hangar drainage project on the west side. The project should be awarded very soon. Proper notification to the tenants will occur, to minimize disruption as much as possible during the project.
   - Mr. Hume mentioned the recent announcement that Virgin Galactic
and their operations are headed to New Mexico. Space flights will be coming up soon. This brings up a serious problem of a lack of hangar space.

- Mr. Hume discussed the interpretation of building code relative to hangar design and development. Delays and interpretations of building codes (related to hangars) in plan reviews by the NM Construction Industries Division on most airports is a big problem. Mr. Hume drafted a position paper, sent it to Molzen-Corbin, other Airport Managers, and the State Aviation Division for a review and comments. Mr. Hume will keep the Board updated as things progress.

- Mr. Hume will complete the written comments of his report and distribute it to the Board and tenants by Tuesday of next week.

Chairman Privette inquired which plan was selected to mitigate the problem of draining around the T-hangars. Mr. Hume replied the plan is for a trench drain around T-hangars 250 and 260. Mr. Hume commented that the asphalt between the hangars needs to be rehabbed. But the trench drain should alleviate the majority of any flooding problems by the hangar occupants. Then funding will be budgeted for the larger project.

Board Member Darden left the meeting at approximately 12:54 p.m.

c. Meet Prospective new AAB members:
Chairman Privette reported that there has been an extended vacancy for an Airport Advisory Board member. There are several people who applied to be on the Board. Chairman Privette asked the applicants to introduce themselves and give a little background.

i. Brian Kotowski – Mr. Kotowski has been working at Francis Aviation for a few years and in FBOs for almost 10 years. This board opening is an opportunity to get more comprehensive airfield experience.

ii. Ted Linnert – Mr. Linnert got his flying license at age 16. Has been involved in aviation for most of his life. He has a bachelor’s degree in Aviation Management. He passed the Airport Manager’s Exam from American Association of Airport Executives. Mr. Linnert spent three years in the Peace Corps. He worked for the EPA for 8 years and is now retired.

iii. Michael Radtke – Mr. Radtke received his pilot’s license in 2018. He works for a non-profit, Education Policy Reform in Dona Ana County. His primary goal is early childhood education. He is on the Policy Council for the Las Cruces Public Schools Head Start Program. Mr. Radtke’s aspirations is to continue with advanced trainings in aviation, go on to commercial and flight instructor and work his way to ATP.

iv. Sam Snow – Mr. Snow is a professional engineer, mastered in New Mexico, Texas and Washington. He has been flying since 1978. He
has a hangar and some airplanes on the field. Mr. Snow is very interested in seeing the airport get more going.

Chairman Privette asked the applicants to step out of the room. Chairman Privette made some comments. Mr. Hume clarified that the Board would not be voting but giving a recommendation/consensus of somebody to move forward. Staff will then present that to the Mayor. And then at an upcoming Council meeting, during Board Appointments, the action will be taken.

Chairman Privette reiterated that he is pleased there is a renewed in the Airport Advisory Board. Board Member Lenzo commented that all the applicants sound good. She remarked that someone with a business experience would help round out the Board and be a good balance. Vice-Chair Palmer stated that he agreed with Board Member Lenzo’s comments. Ms. Martinez asked if the Board sees someone with those qualifications in the current pool, or if the Board wanted, in the future, staff to encourage people with business experience to be applicants. Board Member Lenzo commented that it depends on who is currently sitting on the Board—looking for a balance. She also commented that Mr. Snow has been in business and he is an engineer, and those are very desirable. Mr. Wood commented that it is important to keep diversity on the Board. Ms. Montoya-Ortega thought they were all good candidates, and no matter which applicant was selected, that the Airport Advisory Board would use the other applicants in some way.

City Council Liaison Flores entered the meeting at approximately 1:12 p.m.

The applicants were brought back in for additional questions, with the exception of Mr. Kotowski, who had left the building, and then the applicants were asked to step out of the room again. The Board discussed the candidates. There was then some discussion between City Councilor Liaison Flores and Ms. Martinez about Economic Development and the airport’s role. Mr. Hume commented that he felt having a business perspective would bring value as well. The Board indicated their consensus to recommend Mr. Sam Snow. Staff will bring that forward to the Mayor. When the candidates came back into the room, Chairman Privette explained that this process was new for the Board, as it was first time there were more than one applicant for a vacancy. He thanked them all for their interest, announced the Mr. Snow was being recommended for the appointment. He encouraged the others to please stay involved in the meetings and activities at the airport.

6. Public Input: Mr. Hal Kading asked for more information about extending runway 8-26. Chairman Privette replied that was a goal in the master plan. Also, public input was very positive toward that goal, and so it has been moved up on the priority list to get it started sooner. Mr. Hume reported that the runway will be extended from 6,000 to 8,600 feet. Mr. Hume also gave some additional
information on the runways re-design. Mr. Wilcox asked if the funding for the perimeter fence is the access for the National Guard Readiness Center being incorporated into this design? Mr. Hume replied in the affirmative. Mr. Wood announced the Spaceport America Cup will be June 18th.

7. Presentation: None

8. Board Member Comments/Suggestions: None

9. Future Presentation/Discussion Items:
   a. Economic Development Dept. Peak Performance – Strategic Plan (June)


11. Adjournment: Meeting adjourned at approximately 1:45 p.m.

Dan Privette, Chairman

Approved: 7/18/2019