The following are summary minutes for the meeting of the City of Las Cruces – Airport Advisory Board on June 18, 2020. The meeting was held via Zoom Meeting at https://zoom.us/j/91332694292?pwd=ZFRIL0VaNjhDaIVPUVVRUkRiV2FXZz09

Members Present:
John Darden, Chairman
Ross Palmer, Vice-Chairman
Wes Baker, Member
Jerry Clark, Member
John Darden, Member
Ted Linnert, Member
Dee Dee Irick, Member
Yvonne Flores, City Council Liaison

Members Absent:
Dan Privette, Member

Others Present:
Andy Hume, Airport Administrator
Lori Romero, Airport Admin. Asst. – Recording Secretary
Tim Archibeque, Armstrong Consultants
Dale Amon, Immortal Data
Tom Reynolds, Project Manager
Jim Ratje, Aero Newton
Ted Sanders, Tenant
Capt. Daniel Roberts, NM National Guard

1. Call to Order: Chairman Darden called the meeting to order at approximately 12:30 p.m.

2. Determination of Quorum and Acknowledgement of Guests: A quorum was noted. Chairman Darden asked Vice-Chairman Palmer if he would lead them in the Pledge of Allegiance. Vice-Chairman Palmer recited the Pledge of Allegiance.

Vice-Chairman Palmer introduced members of the public, Dale Amon and Tom Reynolds. Mr. Hume introduced the new Board Member Dee Dee Irick. Also joining is Tim Archibeque from Armstrong Consultants.

3. Approval of Meeting Minutes:
   a. May 21, 2020 Regular Meeting: Chairman Darden asked the Board if there were any corrections to the minutes. He asked if there was a motion to approve the minutes. Vice-Chairman Palmer motored to approve the
minutes; seconded by Board Member Clark. Motion passed unanimously; minutes approved.

4. Action Item: None

5. Discussion Items:
   a. National Guard Readiness Center Update: Mr. Hume showed the drone video and introduced Mr. Archibeque. Chairman Darden asked if the video was the same as last meeting. Mr. Hume stated this video is updated on a monthly basis, and this is the most recent video from June. Mr. Archibeque stated they are wrapping up most of the site work at the National Guard, most of the utilities are in, working on some electrical right now, and one piece of the apron, from the apron into the base, they are working on. All the asphalt is in, fence is in, water/sewer is in. The plan is getting the building, except for the interiors, finished by July. Move-in date will probably be October/November. Pretty much the building will be completed, and all the site work done by the end of July. He still needs the operations manual from the Guard when they are flying into this location, which is owed by the Guard with their 7460 that was required from them. He expects to have the operations manual soon, but for sure by the time they actually open up this facility.

   Board Member Linnert stated the facility looks nice and asked what is the purpose of the facility. Mr. Archibeque stated it is basically a readiness center and will house the Lakota helicopters that fly on the border. Mr. Archibeque stated the facility will take up to Blackhawks too. Chairman Darden shared that when he was in the Army and the Reserves, they would come in and listen to people lecture and go out and train. His assumption is that is what the Readiness Center would be, training to be pilots. Mr. Archibeque stated the bays are for the helicopters, basically for a shop. They also have inside a training facility, classrooms, kitchen, and actually some bunks also.

   City Council Liaison Flores asked precisely where this Readiness Center was to be located. Mr. Archibeque stated it is between the armory and the airport. City Council Liaison Flores also asked if it was going to be operational next year. Mr. Archibeque stated it would October/November this year. City Council Liaison Flores asked if it was scheduled to be fully operational earlier than October/November. Mr. Archibeque stated it was supposed to be operational in April, which was the original date, but there were some issues with the foam system in the hanger itself. Mr. Hume pointed out some features and landmarks on the video for reference of where this National Guard Readiness Center will be located. Mr. Hume stated there were questions on how the fuel will get to the National Guard, and he pointed out the connecting road. There will be an access agreement between the City and National Guard for fuel so that fuel trucks do not have to leave the airport and go all the way around, they can just come down Gasoline Alley and then directly into the National Guard facility. Chairman
Darden asked if the developable area owned by the City just toward the
Organ Mountains from the Guard Readiness Center, east, if the Board
would be involved in the process as far a future development for the airport.
Mr. Hume responded that is correct and pointed out the Airport boundary
line and everything to the north is Airport property and everything south is
actually part of the Industrial Park.

b. Airport Manager's Report and Project List: Mr. Hume welcomed Board
Member Irick again and stated she is the General Manager of Francis
Aviation. Board Member Irick stated she is excited to be part of this Board
and excited to see some positive change at the Airport in Las Cruces.

Mr. Hume stated there are a lot of shifts in the airport leases. The lease
administration part of things is being shifted from the Airport to Land
Management, who actually handles all of the City's leases. Land
Management has a great workflow and standardized way of handling all of
the administration. Mr. Hume will continue to work closely with them. Mr.
Hume also mentioned doing an analysis of language in the leases and being
sure it is updated to reflect insurance requirements and other legalities, to
standardize all the wording in the leases. They are also going to look at the
rate and fee structure, which right now is $0.10 per square foot per year
lease rate. Land Management is gathering information from approximately
a dozen other airports within our region, Texas, Colorado, and looking at
regional fee structures and rate structures. Also looking at what are the
current maintenance needs and costs, and development needs and costs
that are coming up in the future. How do we make sure that we are
investing in the Airport today, but also setting ourselves up for future growth
at the Airport. Mr. Hume stated they are looking forward to the analysis.
There will be a public review period. He will also bring it to this Board for
review and comment, perhaps a work session to be able to get more in
depth.

Mr. Hume hopes everyone has had an opportunity to get to the Airport in
the last couple of weeks. He stated this month has been very busy, and
right now on the airfield there are no fewer than five different contractors
working on five different projects totaling about $4 million. Terminal apron
reconstruction at about $2.8 million; striping project, as part of regular
maintenance at just over $90,000; crack seal and seal coat for Alpha, Bravo
and Charlie, 8-26; pavement maintenance on a lot of the taxi lanes, taxi
lanes 7-10 are completed, and now working on taxi lanes 1-4. Last item is
the perimeter security fence. They are trying to maintain as much access
as they can, but being sure safety and security of all the tenants and all
contractors remain intact.

Mr. Hume mentioned the landscaping master plan, improving aesthetics
and improving other aspects, i.e. signage, and wayfinding, creating a sense
of place, coming down Crawford from the Interstate, you feel like you have
arrived at the Airport and know where you are at.
Mr. Hume is happy to report that runway 8-26 extension project is going to be officially kicked off. Runway extensions consist of three phases, environmental assessment, design, and construction. For runway 8-26, the environment assessment is funded for this fiscal year, and the funding for the design is next fiscal year. One good thing about this fiscal year is that normally we would have 5% local match, but through the CARES Act the FAA is funding 100% of this project. Mr. Hume stated that they will continue to make progress in other ways with that savings. Mr. Hume stated Monday was "Happy Paving Day." He is pleased to see the paving begin for Phase 1 of the terminal apron. The concrete holding pad has been poured. The asphalt paving is being done around it. Probably starting within the next couple of days, they will be switching over to Phase 2 of the project. Phase 2 takes care of the rest of the general aviation apron that was not covered in Phase 1 (everything from the old paving to the west shown in the picture). Mr. Hume also mentioned the importance of continuing two-way communication between Airport Management and staff and the Board as the end users. Mr. Hume mentioned that a NAVaid was out that was not noticed immediately by the staff, and was brought to their attention after approximately three days. Mr. Hume wants to encourage everyone to please notify staff as quickly as possibly via text, e-mail, phone call of any issues so that they can be addressed right away, as the safety and security of the Airport is paramount.

Mr. Hume mentioned projects and current task orders they have with Molzen-Corbin. Runway 8-26 extension is funded and just awaiting approval of the grant application that goes in front of City Council on July 6th. Mr. Hume stated he is proud of the airport field staff, especially over the last couple of weeks. They have been working with the contractors to be sure they get in and out of the area safely, NOTAMS are in place, lighted X's are functioning properly. Mr. Hume asked that the Board please thank the airport field staff for all their hard work.

Vice-Chairman Palmer asked about the commercial air service assessment that kicked off last fall with meetings downtown. Mr. Hume stated that it is ongoing. Staff has maintained communication with the consultants and continued with the analysis, and are going to be providing some of the preliminary results to the Economic Development PRC and hopefully shortly thereafter hope to have them down here soon and figure out a good location for a public input meeting that will allow COVID safe practices. Vice-Chairman Palmer asked about possible GPS approaches from the FAA. Mr. Hume stated the work that will be done with the environmental assessment will help get the information needed to submit the application. He stated with the environment assessment they will need to do an obstruction assessment, and those pieces of information are required to submit with our application. Vice-Chairman Palmer asked about driving on the airfield, were the words "do not" intended to be in the sentence. Mr. Hume stated he did not intend to use the word "not."
Board Member Clark asked if they are going to see the Las Cruces Municipal Code Chapter 7.5 before the Board is expected to support it in a Council meeting. Mr. Hume stated the previous iteration of the Board did a thorough review and made a recommendation already. Mr. Hume stated he will e-mail the Board’s recommended version to be adopted to everyone to review it and discuss at a future Board meeting. Mr. Hume stated they are still moving forward based on the previous Board’s recommendation. Board Member Clark asked if the Guard’s operational manual is going to be distributed to the Board Members. Mr. Hume has no problem with dispersing that but wanted Mr. Archibeque’s opinion and the Guard. Mr. Archibeque stated he would double check on that and see how the Guard feels about sharing that. He does not know if it is public knowledge or just for the airport itself. He feels it should be public knowledge because it just shows their approach into their helipad. Chairman Darden stated it is a matter of public record and as a matter of interest to the airport community where the helicopter is going to be flying and that the Guard has a priority over him under the rules for priority. We should be sure everybody knows where the helicopters or going or going to be going. Board Member Clark asks if someone builds or creates a structure within the Industrial Park, can they get access to the Airport/aircraft access. Mr. Hume stated it is a case-by-case basis. There are a few areas that could be used for direct aircraft access from outside the airfield onto the airfield, but very few. The Industrial Park and Airport only share a very small common boundary. The way that the taxi lanes are currently located also limits the potential access points as of right now.

Board Member Linnert stated the barrier fencing along the new perimeter fence lying on the ground, is it meant to keep various creatures off the airfield or preserve integrity of the fence itself. Mr. Hume stated it is an anti-burrowing fence and generally intended to keep large and small animals from accessing the airfield. Chairman Darden stated he has concern about moving the leasing away from the Airport. He stated the City Attorney has explained to them their limited role and limited influence on the leasing. He believes the Board should have some input on a lease before the City approves it. He believes the comments from the various Board Members before a lease is finalized would be important. Perhaps sending out the proposed lease to Members of the Board asking for direct comments might work if you are in a fast track. He is concerned about totally moving things away from this Board. Regarding issues with NAVaids, the City might want to create a liaison with the FBO’s to make sure any complaints get passed to proper people. He feels pilots grip to the first person you see and that is the person topping the tank out. He was wondering about some issue on computers where people can check the weather/travel, the terminal office might be a good location.

c. **Airport Advisory Board Ordinance:** Mr. Hume shared the section of the
Municipal Code under Chapter 2, Article IV which is Boards, Commissioners, and Committees, and then under Division 3 which is non-standard boards, including the Airport Advisory Board. Mr. Hume will continue to follow-up with the Legal Department and provide any additional information or answer any specific questions from this meeting. Mr. Hume stated that Attorney Jennifer Vega-Brown had attended the Airport Advisory Board meeting about a year ago and gave a presentation about Board goals and responsibilities. Mr. Hume will resend Attorney Jennifer Vega-Brown's presentation from last year.

Mr. Hume stated via conversations with the Board that there were two questions, the make-up of the Board, which consists of seven members that are appointed by the Mayor with advice and consent of the City Council. Members may reside in the City or the Extra-territorial Zone, which is the five-mile area around the City. Also discussed was, who do we get on the Board who has a wide variety of experience, and brings a wide variety of knowledge and wisdom to the Board, consisting of bank and finance, insurance, real estate, industrial development, aviation, government, and construction. Chairman Darden stated he does not know if there is anything they can do as this is an ordinance, but can request through Councilor Flores that City Council consider additional changes. Mr. Hume agreed. He also stated after having reviewed the composition as it is stated in the ordinance, it is very consistent with other non-standard boards as far as how many members and who appoints them. Mr. Hume stated he likes the fact that members who reside in the City or in the area immediately surrounding the City and believes it is a good thing because we have areas like Picacho Hills which is really not in the City, areas where in the north and south valley, where we have individuals who participate in aviation in our area. Limiting it only to within City limits would be quite restrictive. Mr. Hume also mentioned the wide variety of suggested skillsets for prospective members. When there is a new seat open on the Board, Mr. Hume works with the City Clerk, Christine Rivera, and she sends the resumes/information to Mr. Hume. He states the height, depth, and breadth of experience of the current Board is really impressive. Mr. Hume believes the current composition of the Board is well reflective of the section on composition in the ordinance. Chairman Darden stated the previous Board Members seemed to know a little bit about the other Board Members that had come on after them, and that perhaps if the information/resume was available for each Board Member it could be shared with the other Board Members to know a bit about each person and some history. City Council Liaison Flores stated it could be a dicey subject and a question that should definitely be posed to the City Clerk and the City Attorney as to whether the resumes should be distributed. Chairman Darden was fine with whatever is legal.

6. Presentations: None

7. Public Participation: Ted Sanders stated that he is a tenant at the Airport, flight instructor, member of the National Association of Flight Instructors and on their
Board of Directors. He has done several presentations at AirVenture and other places. He developed a presentation for their professional development program on press releases etc. after accidents and incidents on an airport or having to do with aviation. He would be willing when the Board is together in one room, to put on that presentation, should the Board desire. Chairman Darden stated at some point they might want to have a work session to do that instead of a public meeting. He stated this gets to his point that he has raised once before that there are a lot of people here in Las Cruces, be at the Airport, or retired to Las Cruces, or just moved into Las Cruces that have a wealth of experience. We need to find out who these people are and whether they are willing to help the City and the development of the area around the airport, whether they are willing to help at the airport, whatever behooves the Airport Board he is happy to have their involvement in some fashion or another.

8. Board Discussion: Board Member Clark has no problem making his resume public and he would provide that to anyone on the Board that would like to see it. Board Member Linnert states he would allow the Board Members to see his resume. Mr. Hume stated he will send out a quick e-mail to the Board Members and if each gives approval through that, then he can put the resumes together and send it around to all Board Members. Chairman Darden stated that would be fine and he has no problem sharing his resume. He also apologized for not attending various meetings due to family matters.

9. Future Discussions: None from the Board Members, other than what was on the white board. Mr. Hume asked if the Airport Manger’s report was meeting the Board’s needs and if there were areas to expand or other areas that need attention. Chairman Darden asked about the master plans that have existed for the Airport and a comment that was made at a previous Board meeting was that there are master plans and then they are shelved and nothing done about them. He stated it would be beneficial if the Board would be able to have access to the most recent master plan for the Airport and any comments regarding it. Mr. Hume stated the current Airport Plan is located on the City website and he will send the link to the Board Members, also including that link in the Airport Manager’s report. Mr. Hume suggested for the next meeting a master plan presentation including a history of master planning at the Airport, and then include in the Airport Manager’s report or an annual report as to the process of implementation. Mr. Hume is a planner by education and experience and he will not let a master plan sit on the shelf. Chairman Darden was more interested in the current master plan and make sure actions taken are in accordance with the master plan and make changes consciously. If what the Board is doing diverges from the master plan, then get to the nitty gritty and see if changes are needed and comments passed to Councilor Flores so she can pass them on to Council because ultimately Master Plans are approved by Council.

10. Next Meeting Date: July 16, 2020.

11. Adjournment: The meeting adjourned at approximately 1:40 p.m.
John Darden, Chairman

Approved: August 20, 2020