The following are summary minutes for the meeting of the City of Las Cruces – Airport Advisory Board held on July 18, 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  
Wes Baker, Member  
John Darden, Member  
Ted Linnert, Member  
Yvonne Flores, City Council Liaison

Members Absent:  
Ross Palmer, Vice-Chairman  
Gay Lenzo, Member  
William Soules, Member

Others Present:  
Andy Hume, Airport Administrator  
Griselda Martinez, Interim Economic Development Director  
Kent Freier, Molzen-Corbin  
Nathan Wilcox, Lynco Flight Services  
Don Jansen, Public  
Lara Jansen, Public  
Francisco Franco, NMSU student  
Carlos Ibarra, NMSU graduate  
Lori Romero, Airport Admin. Asst. - Recording Secretary

1. Call to Order: Chairman Privette called the meeting to order at approximately 12:35 p.m.

2. Determination of Quorum and Acknowledgement of Guests: Chairman Privette determined a quorum present and introduced newest Board Member Ted Linnert and asked guests to introduce themselves.

3. Review & Consider Approval of Meeting Minutes:  
   a. May 23, 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 Baker. Motion passed; minutes accepted.

   b. May 23, 2019 Work Session: Chairman Privette asked for a motion to approve the work session minutes. Chairman Privette moved to approve
the minutes as presented; seconded by Board Member Darden. Motion passed; minutes accepted.

4. Action Items:
   a. Chapter 7.5 - Aviation: Chairman Privette stated that he thinks they are looking for approval to approve this document. He stated that the copy they all should have would be the one with his comments on the side. He said a lot of this was definitions; things that can be corrected at a later date. One of the things he was strongly interested in is, several different times when they cite that training records need to be provided to the City. He thinks that those training records need to be provided to the City without request. If they are due to the City in a yearly basis, they should be provided to them without request. Mr. Hume stated that staff would appreciate that and what he can do, if this is the version that goes forward, what staff would do, they would create that calendar and distribute that to all of the tenants, business owners and so on and so on. So, that they will know what those due dates are and they can program that into their own calendar.

   Board Member Darden stated that with respect to Section 2.4.B - Firearms and Weapons, there are a lot of them that have concealed carry permits who will come out here to the airport to go to the shooting range together and he certainly objects to how 2.4.B is written. Chairman Privette stated that the way he understood it, no person, except for those that are authorized. So, if you have a concealed carry permit, then you are authorized to carry that weapon, is that correct. Mr. Hume replied, that is correct. Chairman Privette stated right there on 2.4.A. Discussion was held. Mr. Hume stated what if they just change the wording and say, persons may carry or transport firearms according to Federal, State and Local laws. Board Member Darden replied, that would be fine. Chairman Privette stated that would be a good predecessor to B as well. Mr. Hume stated that if that change is agreeable, staff will go ahead, since they have proposed an amendment, what they would need, once they get to the end of this discussion, if they are comfortable with moving this forward as an action item to City Council, they would ask that they would recommend this for approval with amendments and staff is making a note of those and they will make those as appropriate. Chairman Privette replied, okay. Review and discussion of this document continued.

   City Council Liaison Flores entered the meeting at approximately 12:55 p.m.

   Chairman Privette stated that he is on Section 4.1.R.1. Airport tenants are required to participate in the safety training within 15 days; it seems that that should be as soon as possible, instead of within 15 days. Mr. Hume replied, we could reduce this to seven days. Chairman Privette stated that a lesser number would be good with him; five would be good. Chairman Privette stated that on Section 5.4 – Fuel Storage Tanks. He thinks they need to have a minimum quantity as to what constitutes fuel storage. Is a five gallon can in his hangar, fuel storage? Mr. Hume replied, Section Five
used to be a much, much longer section so, a lot of this section was pulled out and put into a much more comprehensive Fueling and Fuel Farm Operations Manual. So, they will define that in that manual, as to what constitutes a size for a storage tank because that may be subject to change. Discussion was held.

Chairman Privette stated that on Section 6.5: Use of Flammable Materials, he guesses this will probably be addressed in Hangar Use Policy but welding torches, heat guns those are open flames, possibly. Mr. Hume stated that they will address this in the Hangar Use Policy. Chairman Privette replied, alright. In certain places in his notes, he has put appendix. He just thinks that at the end of the document, they should have everything, like where they quote NFPA or a specific ordinance. He thinks their appendix should have that at the end; that this are all the different places where we have quoted.

Mr. Hume stated that he is not sure where they are at, but in Section 6, page 7, 6.A. – Airport Employee Safety Training, again that is 15 days. Do they want to reduce that to seven days? Chairman Privette replied, yes. Mr. Hume stated that what he would submit is that maybe the employees probably go by the same deadline. Chairman Privette replied, absolutely and that training information should be supplied without demand.

Chairman Privette stated okay here is one that has been interesting to him. Section 7 – Fixed Based Operators. It has come up many, many times about MOGAS and the distribution of MOGAS. It is Section 7.A.2., only FBOs shall be permitted to provide commercial aircraft fueling. Many people have asked him about that, what about MOGAS or self-service or something like that. Are we going to require them to become an FBO? Or should we say something like, it is preferred that only FBOs sell fuel or something, that is kind of his question on that. Mr. Hume stated that fueling has been one of the most researched and debated topics of this entire process because there is so much regulation that goes on with it and as perhaps some of you know, we have had a couple of misfuelling incidents. On this particular case, the focus on this one is specific to commercial. So, if we got charters for NMSU, if we find out that air service is economical and we can bring that air service in, those would be serviced by FBOs or retail sales. This does not include memberships, so if you have a club and they have a tank and through their dues, members of the club can have access to the fuel, maybe at a reduced price, this does not include things like that. Mr. Hume stated to Chairman Privette what he is suggesting, that if he is hearing correctly, is that for retail operations, there may be somebody that wants to set up a self-serve tank and have a tank available and walk up with their Master Card, swipe it and fill up their plane. Self-fueling is allowed for in the regulations. What they would be talking about here is a specialized fueling operator; different from an FBO. Mr. Hume stated that there are a couple of different ways they can go about this. Way number one is, if the current wording allows enough flexibility for current conditions, they can move forward as is.
Option number two is, they could say that retail sales, that FBOs would be preferable to operate retail sales. What that would do is, it would open up a potential market for someone who wants to specialize in fuel sales. What that would require though is in Section 8 – SASO, page 11, they would need to add minimum standards for specialized fuel operations, which they can do that. Chairman Privette replied, okay. Mr. Hume stated that he would have to do some research on that because that was not an option they had considered. That is one of two options that they can go. Discussion was held. Mr. Hume stated that if they want to do that and the Board is comfortable, staff will review Section 8 and see if specialized fuel sales can be included under one of these or add another item. Then what the Board will have to decide is, are they comfortable with staff just going forward and doing that or would they want to table action on this and come back next month, because that is a substantive change. Staff would need some direction on that. Discussion was held. Mr. Hume stated that option number three would be, FBOs shall be permitted for commercial and retail operations, and they would add another sentence, any other fueling operations not offered by. Mr. Hume stated that something he would suggest is, that it sounds like what they need to do is, table this as an action item and what staff will do, they will put together the three options and they will say, if we do this, this is the other changes that might need to be made in the document. If this is the will of the Board, then what he would need is a motion and a second to table this item to the August meeting and bring it back as an action item at that time. Chairman Privette agreed to table it just for the fuel situation and be consistent with that and said they should continue through the rest of this document.

Chairman Privette stated that one of the questions he had on Section 8 – SASOs, is it seems that they identify specific hours for some of the businesses and not for other businesses. For example, flight training, there is so much on-line and by appoint stuff, why does the flight training guy have to be on the field for five days a week. Mr. Hume stated that what he would submit is that they remove any references to required hours or days of the week for SASOs. Chairman Privette replied, okay.

Chairman Privette stated Air Cargo Operations, number F, are the FBOs required to collect landing fees. Mr. Hume stated that what he would like to do is strike this reference, the whole F, because fees are typically adopted by a separate resolution. So, what they can do is address this item in a separate resolution with City Council. One of the upcoming items they have to review is the fee structure at the airport. Chairman Privette replied, okay, I am good with that.

Chairman Privette stated that on his notes on crop dusting, any licensing, proof of business, proof of liability should be equal across any business, right. Mr. Hume replied, yes, sir, what they will do, all these are in Section 1, so these can be stricken from here. City Council Liaison Flores asked if they were referring to Section G, crop dusting and that will be stricken. Mr.
Hume replied, yes, that entire Section G will be stricken. Discussion was held.

Mr. Hume stated that even after approval, there is some latitude for administrative changes. So, since there has already been a couple of instances pointed out where duplication of items in here. So, what staff is going to do, is they are going to comb through SASOs one more time and make sure that any of those extraneous items are cleaned up. Since these are minimum standards, everybody has to comply with insurance and laws and stuff.

Chairman Privette made a motion to approve the Rules and Regulations and Minimum Standards, except for the article about fueling and he would like to table that issue, but he would like to approve everything else as amended by what they have talked about today, except for the SASO area on fueling and they will get further clarification on fueling and what is allowed and what could be allowed, if it is not provided by a current FBO; seconded by Board Member Darden. So, they will have that information at their August meeting. Motion passed; all members present were in favor.

5. Discussion Items:
   a. Airport Manager's Report and Project List:
      - Mr. Hume reported that all City sunshades are full.
      - Mr. Hume also reported that two really cool things he wants to note, the first is, they had a very successful inspection, very pleased, the airport team did a phenomenal job during the inspection process. A couple of things he wanted to mention is, last year they received both a letter of compliance and also a letter of investigation. They got no letters of investigation this year. He included in their packet, the letter of compliance that they did receive. These are items they need to work on. They can generally assume they will get a letter of compliance every year. Again, a very highly successful inspection and staff is already working on addressing these items of compliance on or before the deadlines.
      - Mr. Hume also reported that something that was unexpected, they received an award from their training program. They got the 2018 Excellence Award for Airport Training from their on-line training support through the AAEE. They have been rolling the on-line training in stages. He wants to thank everyone who has been involved with that. The next phase is now going to be rolling it out to all the tenants and that should be happening in the next 30 days.
      - Mr. Hume wanted to mention one more item. He encourages all to attend the Open House on Wednesday, July 24th. He will send out another reminder next week and thank you to the folks at EAA for hosting us again.

Chairman Privette inquired about new leases. Where are they at as far as Construction Industries Division regulations and all of that, as far as
hangar building and setbacks and making it more friendly to make more hangars and t-hangars. Mr. Hume replied, the City's Community Development Dept. Director, Mr. Larry Nichols, has made direct contact with the CID's Acting Director up in Santa Fe and has requested that CID return to the City; the inspection and permitting for hangar development. He has no further updates. In addition to that, the New Mexico Airport Manager's Association has adopted a resolution to perhaps move forward to the State Legislature, this legislative session, in support of better understanding and regulation of the code. There has been some progress on that, he does not have any final decisions, but he will keep them updated. Chairman Privette stated that they all need to be aware that continual airport development is hinged around what is determined there. There are people laying and waiting ready to build t-hangars and sunshades and they are being hampered by the rules and regulations and the sooner they get that accomplished, the better off they are going to be as far as airport development.

Chairman Privette inquired about the compliance report. The first thing on the compliance report is training. The fencing and the gates and the training need to be our number one priority in his mind. They have had near misses and various traffic incidents that need to be addressed and all of those happened due to the lack of training, right. This stuff needs to be rolled out as soon as possible.

b. **2019 FAA Part 139 Inspection:** Mr. Hume addressed this item during his Airport Manager's Report.

c. **Economic Development Dept. Peak Performance – Strategic Plan:** Dr. Martinez presented. She provided a handout of the summary of the strategic results, the mission statement, the programs but she is going to walk through the different items of her presentation. She spoke about the process the Department went through and then she narrowed it down to the specific items for the Department. She stated that if they have any questions or updates regularly, they can do that as well. Chairman Privette thanked Dr. Martinez for her presentation. Mr. Hume stated that what they will do, the PDF that was printed out as a handout, he will send that out with the Airport Manager's Report, so they will get a broader audience and field questions that come in. Mr. Hume stated that he wanted to make a quick note on something that Dr. Martinez mentioned. Over the next 12 to 18 months, they are going to have in the neighborhood of 5 million dollars' worth of just grant projects going on. The GA apron, the fence, a drainage master plan going on, so we will be really, really busy in the next 12 months and excited on what those investments will bring. Dr. Martinez stated that another component to resources, as she mentioned, is they are working closely with the other departments, for these construction projects, even though they have the assistance of Molzen-Corbin, they still have to do internal processing of the items. So, they are working closely with Public Works as more supported with a project manager for the construction process. So, it
has been really rewarding to see how they have been able to realign resources for better results for the airport.

6. Public Input: Ms. Jansen stated that they went to a couple of those workshops for the City planning. Dr. Martinez asked for Elevate Las Cruces. Ms. Jansen replied, yes and she was so impressed. The City people really wanted to know what they were interested in and what they wanted to see. So, she was really impressed and that was really impressive too. Dr. Martinez thanked Ms. Jansen for sharing.

Mr. Hume stated that the program that Francisco is involved in. He needs to conduct 30 interviews as part of his process to move forward. Mr. Hume has reached out to about a dozen of them so far. Please let him know if they are interested in participating and being part of the interview process. Either contact Francisco or himself to bring them together for those interviews. Mr. Franco stated that it would be a quick interview, two, three or four questions, about five minutes and he would really appreciate it because it would really help him out. Chairman Privette stated that he would really be up for that himself; he will get with him after.

Chairman Privette stated that he wanted to say a few things. He has noticed quite a few things happening around the airport and without a doubt, things are getting fixed, things are moving forward; he is impressed with that. He is thankful for the new direction, but as always, they could always do more. He does not think Andy has enough help around here. There is definitely more room for two or more assistants for him to get more work done. He thinks he needs more help and he does not think they should wait for the next fiscal year to get him new help. He thinks that is something that could happen sooner than later. Our face on the street side needs to improve. He would like to see a higher presence of Parks, if Parks is responsible or who is responsible, if Streets is responsible for this side, but streets are in pretty poor repair. Dr. Martinez replied, that part of the funding that they received from the State appropriation will be utilized for the street side and the priorities that they listed for that funding came from the feedback that the Board had provided before specific to the street side. So, they will be putting efforts, not just for the streets, but also to bring some beautification, as much as they can, with the funding. Discussion was held. Chairman Privette inquired if the street side already belongs to the City of Las Cruces, why do they have to apply for additional monies for something that is already here. It should be part of the City that is being done already. Dr Martinez replied, as they change to a customer approach, internally they have been having this conversation for about a year and a half on being a priority and as they go through the budgeting cycles, each Dept. had their own priorities. So, they made it a priority to not take monies away from their priorities but to supplement that funding. Because not just maintenance, but the repairs that need to be done, they made it a priority to get additional funding. They want to make sure they diversify as much as possible on the funding sources. It was just another strategy to bring more money to the City. Mr. Hume stated that he wanted to add a couple of items to that. The first is that the roads up here are within the City cycle and they are supplying money to get them bumped up in the rotation because they are in such poor repair. So, they might not be eligible for another
three to five years; we cannot wait that long. So, this money, will get them bumped up in the cycle. The other thing, the Economic Development Dept. for the past few months has had specific meetings with the Director of Public Works and his Deputy Directors, and they are working through these exact questions. He is very happy to say that the Public Works Director and his Deputy Directors are in line with it. They have had very fruitful discussions on it. They actually meet twice a month.

Board Member Darden stated that he lives downtown and they had Extreme Landscaping trying to do stuff. Once the City took it over, which the Chairman is trying to ask, all of a sudden it is clean. They have dedicated people. The trees are being watered. If you could get those people out here. City staff or Parks and Recreation, whomever does it. Once they have it on their board, they do a great job. Mr. Hume stated to Board Member Darden that what he is referring to is called zone management and it is an incredibly effective way. Airport staff has proposed to initiate zone management including the Airport and the West Mesa Industrial Park. What happens right now, Extreme Landscaping that you see, is part of Parks and Recreations budget for areas that they do not have zone management. Dr. Martinez stated that as they start with beautification efforts, they will make sure to maintain it, not just do it once and let it go.

Mr. Hume stated that beginning next month and continuing on for the next couple of months, maybe they could get back to a work session as in the past, and have those type of discussions, on this one topic and they could use that to refine the priorities that Dr. Martinez talked about. City Council Liaison Flores asked Mr. Hume, work sessions for the Board. Mr. Hume replied, yes, for the Board. City Council Liaison Flores stated that for City Council as well, regarding priorities. Mr. Hume replied, sure.

7. Presentation: None

8. Board Member Comments/Suggestions: None

9. Future Presentation/Discussion Items:
   a. Airport Master Plan review and discussion (August)

10. Next Meeting Date – August 15, 2019

11. Adjournment: Meeting adjourned at approximately 2:39 p.m.

[Signature]
Dan Privette, Chairman

Approved: 8-15-19