The following are summary minutes for the meeting of the City of Las Cruces – Airport Advisory Board on February 20, 2020. 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
Wes Baker, Member
Jerry Clark, Member
John Darden, Member
Gay Lenzo, Member
Ted Linnert, Member
Yvonne Flores, City Council Liaison

Members Absent:

Others Present:
Andy Hume, Airport Administrator
Lori Romero, Airport Admin. Asst. – Recording Secretary
Kent Freier, Molzen-Corbin
Hal Kading, Southwest Aviation
Mike Kading, Southwest Aviation
Tom Reynolds, Project Manager
Cynthia Campo, Management Analyst
Tim Archibeque, Armstrong Consultants
Bob Treulich, Neighborhood Leadership Association
Rob Wood, Public
Don Jansen, Public
Laraine Jansen, Public
Ron Karp, Lonestar Aviation

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 stated that he would like to start with introductions. He introduced himself as well as the new Board Member Jerry Clark. He then asked for everyone else to introduce themselves as well. Board included Ted Linnert, Ross Palmer, Gay Lenzo, Wes Baker, John Darden. Guests included Lori Romero, Yvonne Flores, Andy Hume, Tim Archibeque, Hal Kading with Southwest Aviation, Mike Kading with Southwest Aviation, Rob Wood, Lara Jansen, Don Jansen, Ron Karp with Lonestar Aviation, Bob Treulich with the Neighborhood Leadership Association,
Cynthia Campo, Tom Reynolds who is the project manager for the airport, and Kent Freier with Molzen-Corbin. Chairman Privette thanked everyone for coming.

3. Approval of Meeting Minutes:
   a. January 16, 2020 Regular Meeting: Chairman Privette asked the Board if they had a chance to look at the minutes; please let him know if they have anything they feel needs to be changed, otherwise he will give them a chance to look things over. Vice-Chairman Palmer asked for clarification on page two, line 29 where it said, "a security vehicle causing damage to the City" and whether it meant damage to the gate. There was agreement that was the intent. He also asked for clarification regarding lines 40 to 43 discussing waiver of segregation and stated that it meant subrogation. Page four, line seven, there was a question regarding the statement on requirements of 25, 50, and 10,000. It was meant to be $25,000 and $50,000 and $100,000. Vice-Chairman Palmer stated page five, line 17, 18, and 20 regarding the Board liability, line 20 states Mr. Conley will have to research City authorized Board versus a private Board and asked if there has been feedback on that yet. Mr. Hume responded, no, that there are still a couple of outstanding questions waiting for responses on. Page five, line 43 there was a comment regarding diction of using up instead of as. There was discussion of the content and what was meant by the line. There was further discussion as to whether the minutes could be changed or just correcting the language. Mr. Hume suggested that the way it is written in the paragraph it is clear enough and clarification isn’t needed. Vice-Chairman Palmer moved to page seven regarding a question of purchasing equipment and doing own painting. He asked Mr. Hume if that has been looked into yet. Mr. Hume said that he hasn’t had a chance yet.

Chairman Privette asked if there were any more comments on the minutes and asked for a motion to accept the minutes as corrected and discussed. Vice-Chairman Palmer motioned to approve the minutes; seconded by Board Member Lenzo. Motion passed unanimously; minutes approved as written with corrections discussed.

4. Action Item:
   a. Selection of Chair and Vice-Chair (Tabled from January 16, 2020): Chairman Privette commented that he’s thankful for being elected but his new employment and schedule has created schedule conflicts. He would still like to continue to serve on the Board. Vice-Chairman Palmer commented that Board Member Darden volunteered to take the job if Chairman Privette stepped down. Board Member Darden is willing. Vice-Chairman Palmer is willing to continue serving as Vice-Chairman. Board Member Lenzo nominated Mr. Darden for Chairman; seconded by Board Member Privette. Motion passed unanimously; Board Member Darden was selected as Chairman. Board Member Linnert nominated Vice-Chairman Palmer for Vice-Chairman; seconded by Board Member Lenzo. Motion passed unanimously; Vice-Chairman Palmer was selected as Vice-
Chairman. Chairman Darden thanked the Board for electing him as Chairman.

5. Discussion Items:
   a. Airport Manager's Report and Project List: Mr. Hume began by commenting that he hopes the Board had enough time to look everything over before the meeting and welcomed Mr. Jerry Clark to the Board. He excitedly commented that there were five individuals who were interested in serving on the Board. Mr. Hume then moved into the projects that are going on; the posts going up and perimeter fence construction going counterclockwise around the perimeter because the west side is more hilly. He also commented that the old fence will stay up until the new fence is completed in approximately three months. Mr. Hume reminded everyone that the commercial air service assessment is an ongoing project and there will be surveys going out.

   Mr. Hume gave an update on the NAVAID upgrades. He spoke with the representatives from El Paso and all the work is completed. The work with the FAA has been the final calibration testing which is scheduled for next week. Once that is finished, it should be up and running by the end of the month. Mr. Hume commented that he is pleased with how the terminal turned out. He discussed the issues that have been fixed and thanked Rochelle Miller-Hernandez who helped with the design of the terminal, picking colors. The next portion of the project is to fix the exterior of the building. Mr. Hume said they will also be doing work to this building as well. The final big project is the terminal apron reconstruction which will begin on March 2nd. Mr. Hume added that the FAA has provided extra funding for the project so they will look to see what else can be fixed as well. Mr. Hume discussed the New Mexico Legislature and whether capital outlay funds will be granted for two projects. These projects include environmental assessment and design for extending runway 12-30, as well as building taxi lanes in support of more hangar development. There should be decisions made by tomorrow whether the funds will be received or not. Mr. Hume brought up that staff has seen a lot of vehicle traffic. He mentioned that now the gates are completed, if everyone could use the exterior roads instead of the airfield, it would be appreciated. Mr. Hume directed the attention to the last page which listed projects that are under review or need task orders signed.

   Board Member Baker asked when the implementation of security codes and badges will be done. Mr. Hume answered that training will begin next week and he would like to do beta testing as well. He anticipates that it will be ready by early next month. Chairman Darden suggested adding EAA people to be a part of the beta test. Mr. Hume agreed. Vice-Chairman Palmer asked why they have six runways total with only two approaches. He asked how people will get in if there is a wreck. He also mentioned that he heard that the FAA is considering authorizing an approach for 8-26 and asked Mr. Hume to comment on how to make that happen. Mr. Hume
responded that there is an application process, calibrate the approaches, etcetera. Mr. Hume continued that the process will take approximately two years and that they need to submit the application. Chairman Darden asked what the Board needs to do in order to make it happen. Mr. Hume answered that he doesn’t need anything from the Board and will provide an update on the submittal of that application next time as he moves it forward. Board Member Privette asked regarding the 8960 Zia renovation programming. Mr. Hume responded that he will send out the electronic version to everyone. Board Member Privette also asked if there was going to be restriping on the apron upgrade to emphasize vehicle traffic ways. Mr. Freier responded that there will be driving lane markers that will be painted once done. Board Member Privette asked about signage to alert people on how to gain access to the field if they don’t have a badge. Mr. Hume said that the training program will provide direction and there was discussion on who else needs the training.

b. Aviation Fuel Storage, Dispensing & Handling Guidelines: Chairman Darden asked if anyone had questions regarding the guidelines. There was a question regarding what AST refers to. Mr. Hume responded that it is Aboveground Storage Tank and that he will add it to the definitions. Vice-Chairman Palmer commented that the guideline is technical in nature and geared to people who are trained to handle fuel. He asked how they can know if there are any errors if they don’t have that training. Mr. Hume answered that the document is for those who handle fuel on a regular basis. It is brought to the Board in order to inform them that things are being run properly. Mr. Hal Kading asked if they could call it a fuel farm instead of AST and commented that he is appalled about the amount of insurance that is required. Mr. Hume responded that he will look where he can change AST to fuel farm. There was discussion regarding the insurance. Chairman Darden agreed with Mr. Hal Kading that insurance is too high. Mr. Hume responded that he is waiting for follow-up from Mr. Conley on that item. He also commented that it will not go into effect until the insurance issue is resolved.

6. Presentation: None

7. Public Input: Mr. Rob Wood, former Airport Advisory Board Chair, wanted to thank John and Ross for stepping up to being Chairman and Vice-Chairman. He also wanted to address the comment from Mr. Hal Kading regarding diversity of people on the Board. He mentioned that the guidelines when he was on the Board stated there was supposed to be various people and it is in the handbook. Mr. Wood also suggested that the Master Plan should be on the wall so the audience could review it. Mr. Mike Kading commented on the check in and check out of the main gates. He said that there are tenants that use the Southwest Aviation gate and will then show them always checking in and never checking out. Mr. Kent Freier commented that he brought a new clock for the Board. Mr. Hume thanked Mr. Wood and informed him that the ordinance has not been changed. He has commented that the staff doesn’t have a selection in the Board Members. He
commented that they are working on an updated version of the handbook.

8. **Board Member Comments/Suggestions:** Board Member Privette brought up the blowing dust situation and commented that the fence is coming apart in the wind. Mr. Hume said the millings from the apron project will be brought to the area to help mitigate the dust issue. Mr. Karp commented that he spoke with a gentleman yesterday that solved a dust problem with indigenous grass. Board Member Clark explained that he has 50 years of background in flying as well as a 30-year background in project administration and project management. He is also a member of the EAA chapter. Chairman Darden commented about commercial aviation throughout the years. Board Member Clark added to the discussion to include mentioning that there are people who want air carriage to come back. Chairman Darden also commented that he would like to hear more from the insurance issue and that he will oppose the driving insurance before the Council. He continued by stating that he wonders if there will be TSA and immigration spending that will be involved. City Council Liaison Flores asked for clarification regarding the TSA and immigration. Chairman Darden said his question is whether they will be required to have the presence of the TSA and immigration as if there is a commercial airline you are required to have the presence or the ability to have the presence for them. Mr. Hume responded that for the international portion Customs and Border Patrol does need to have a presence on the airfield. As it is not here, it would be phased in once there is any movement forward of passenger service. He added that they are planning for the possibility of TSA presence, but it may be a phased approach and that if there are 30 or fewer passengers, they do not need to have TSA. Mr. Hume said they would want to look at what the facility requirements are, which is part of what is being looked at with the passenger study, as well as if it’s something that would need to be phased if there is more funding needed.

Chairman Darden’s last comment was regarding the Board Members ordinance of needing diversity on the Board. He commented that the ordinance needs to be revisited and changed. There was discussion regarding the ETZ and mileage. Mr. Hume commented that regarding the insurance, he has been trying to poll the regional airports in regard to automobile insurance and what their requirements are. He has also reached out to AOPA for their practices as well. Mr. Hume introduced Tim Archibeque from Armstrong Consultants and said that if they have any questions in regard to the National Guard Readiness Center, he is there to answer those. Mr. Hume added that he uploaded a video to the Facebook page. Two of the new Councilors, Councilor Abeyta-Stuve and Councilor Bencomo, who’s this is her District now, came out for a tour last week. Chairman Darden mentioned that he asked that there be a presentation regarding the National Guard. He said there needs to be discussion regarding how each uses the air space so they can be good neighbors.

9. **Future Presentation/Discussion Items:** Chairman Darden mentioned that he would like to have a presentation from the National Guard. He also would like a presentation on the GPS approach, security, marking, adding a map for those who don’t know where they’re going, and checking in and checking out of the airport.
City Council Liaison Flores suggested that there should be another presentation by Mr. Conley to explain issues that have surfaced as well as receive updates on what he was going to follow up with. There was more discussion regarding the presentation about the insurance. There was discussion regarding the State Aviation Conference which will happen April 15th in Ruidoso.

10. **Next Meeting Date:** March 19, 2020

11. **Adjournment:** Vice-Chairman Palmer motioned to adjourn the meeting. The meeting adjourned at approximately 1:43 p.m.

[Signature]

**John Darden, Chairman**

**Approved:** May 21, 2020