The following are summary minutes for the meeting of the City of Las Cruces – Airport Advisory Board held on March 21, 2019. The meeting was held at the Las Cruces International Airport, Conference Room, 8960 Zia Boulevard, Las Cruces, New Mexico.

Members Present:
Ross Palmer, Vice-Chairman
Gay Lenzo, Member
William Soules, Member
Dan Privette, Member
John Darden, Member

Members Absent:
Wes Baker, Member
Yvonne Flores, City Council Liaison

Others Present:
Hal Kading, Southwest Aviation
Mike Kading, Southwest Aviation
Griselda Martinez, Economic Development Deputy Director
Andy Hume, Airport Administrator
Kent Freier, Molzen-Corbin
Rob Wood, Public
Brett Hahn, EAA/Brahm Comprehensive Solutions
Daniel Roberts, National Guard
Jennifer Vega-Brown, City Attorney
Oscar Reyes, Mesilla Valley Aircraft
Ellie Stager, Public
John Flynn, Tenant
Phil San Filippo, Economic Development Director
Lori Romero, Airport Admin. Asst. - Recording Secretary

1. **Call to Order:** Vice-Chairman Palmer called the meeting to order at approximately 12:35 p.m.

2. **Determination of Quorum and Acknowledgement of Guests:** Vice-Chairman Palmer determined a quorum present and introductions were made.

3. **Election of Officers:** Vice-Chairman Palmer reported there were two open positions, Chairman and Vice-Chairman and asked the Board for nominations for Chairman and Vice-Chairman. Board Member Lenzo nominated Board Member Privette for Chairman. Board Member Soules moved that nominations cease. The Board voted to approve Board Member Privette as the new Chairman. Board
Member Soules nominated Vice-Chairman Palmer to continue as Vice-Chairman. The Board voted to approve Vice-Chairman Palmer to continue as Vice-Chairman. Chairman Privette took over the meeting at this time.

4. Review & Consider Approval of Meeting Minutes:
   a. January 17, 2019: Chairman Privette asked for a motion to approve the minutes. Board Member Darden mentioned that the name of “Mr. Rick Jackson” was missing from the minutes on the first draft. The name is now in the minutes being reviewed. Board Member Lerzo moved to approve the minutes as corrected; seconded by Board Member Darden. Motion Passed, five to zero. Minutes accepted.

   Vice-Chairman Palmer recommended that Ms. Vega-Brown’s presentation be addressed before the Discussion Items.

5. Action Items: None

6. Presentation:
   a. Review of Airport Advisory Board Role and Responsibilities (Legal Department) Chairman Privette introduced Ms. Jennifer Vega-Brown, City Attorney. Ms. Vega-Brown discussed the basic concept of the Airport Advisory Board functions according to the City Charter and City Ordinances. Ms. Vega-Brown stated that the authority for the Airport Advisory Board is found in Article II, Section 2.14 of the City Charter. Airport Advisory falls under section Article IV, Division of the City Ordinances. The Airport Board is an advisory board. The ordinance mandates that the meeting fall under Robert’s Rules or other Council approved rules. The City has approved its own rules of procedures while will be approved by ordinance within the next month. Those rules will govern all Boards and Commissions. The rules will have a guideline for the agenda and specific rules and procedures for making motions, voting on motions, and general meeting procedures. Ms. Vega-Brown gave a brief overview on the requirements of the Open Meetings Act (OMA). This Board must report to City Council, Board activities and major decisions. All Boards fall under the City’s Ethics Ordinance. Airport Advisory Board is a non-standard Board – solely appointed by the Mayor with advice and consent of the City Council. The primary function of the Airport Advisory Board is “To advise City Council or make specific recommendations involving policy matters that are pertinent to the Airport operation.” The Board cannot interfere with the day to day operation or administration of City functions. The presentation was followed by a question and answer period on OMA, work sessions, etc.

7. Discussion Items:
   a. Minimum Standards for Commercial Aeronautical Service Providers. Chairman Privette introduced Mr. Hume for comments. Mr. Hume reported about the updating of the Airport Master Plan developed in 2017. Mr. Hume presented the document labeled 5.3, the most current draft of the Rules and Regulations. The draft has been reviewed by the Board, staff and Mr. Hahn
(Brahn Comprehensive Solutions). This draft has all comments received to date. The document was sent out for public comment (45 days). Staff recommended following Mr. Darden’s suggestion to have a work session to review the document.

**Board Comments:** Board Member Darden noted that he had emailed his comments to Mr. Hume. Chairman Privette requested that Mr. Hume arrange for a work session to discuss the draft. Vice-Chairman Palmer noted he had also emailed his comments to Mr. Hume. Chairman Privette asked Mr. Hume how they moved from the adopted 2003 version to the current document. The version presented is not the 2016 version. Mr. Hume will research and respond back to Chairman Privette. The document in hand was the document that was part of the Airport Master Plan. Chairman Privette proposed that the Board have monthly work sessions in addition to the Board meetings.

**Public Comments:**

- Mr. Wood asked if Mr. Hahn was compensated for his advice on the document.
- Mr. Mike Kading commented on the flight training aspect of the minimum standards (page 15) --- a testing center has to be approved.
- Mr. Hal Kading asked if there was an established charge basis for leasing City facilities (i.e. fuel farm). All the rates and fees should be attached to the document. Mr. Hume replied that staff will ensure that is all attached.
- Vice-Chairman Palmer asked Mr. Hume the status of the insurance table. Mr. Hume said there is a matrix that is currently being reviewed with the Risk Manager.
- Question to Airport Manager about the square footage rental rate. Chairman Privette asked about the rate approved by Council and is being looked at again. Mr. Hume reported the $0.10 per square foot rate was approved by Council and staff has been using it for new leases. The rate is being reviewed because by lowering it, it makes it more difficult for the airport to become self-sufficient. Also, a review of the analysis done previously was illogical, and some of the options were not presented to City Council when it was presented for approval.
- Mr. Hal Kading asked a question about ownership reverting to the City at the end of the lease. Other options should be made available. Mr. Hume replied that that section would be reviewed and revised.

**b. Goals for 2019.** Chairman Privette introduced Mr. Hume for comments. Mr. Hume reported that much activity has been happening at the airport: Airport Master Plan; several projects are lined up. What’s next? Guide is the Master Plan. What does the Board want to prioritize?
Board Comments: On going goals – gates. Other goals: Presentation; Attracting business. Board Member Soules asked if the Navy Flight School would return? Mr. Hume reported that security is still an issue, but staff is working on doing what is needed. Chairman Privette stated that if security is an issue preventing customers from coming, it should be moved up on the list of goals. A suggestion was made to set up a task force to spear head the goals. Mr. San Filippo recommended having a strategy session. Mr. San Filippo offered to help the Board with that.

Public Comments: Mr. Hal Kading commented that a top priority should be to get food/restaurant to the airport.

c. Meeting date and time: Chairman Privette inquired in any of the Board Members or the public had suggestions for different date or time. Consensus was that the current day and time was agreeable. No change at this time.

d. Airport Manager’s Report and Project List:
Mr. Hume introduced Captain Roberts with National Guard. Captain Roberts gave an update on the construction of the Readiness Center. Ground breaking will begin in a week. Mr. Hume has some updates regarding water lines and an access road. Airport staff has been working with National Guards Airport Consultant. Left to do is a “Through the Fence Agreement.”

Mr. Hume introduced Mr. Kent Freier from Molzen-Corbin. Mr. Freier reviewed the report prepared on the T-Hangar Drainage issues: discussing the problems and possible solutions. In discussions with Mr. Hume, Mr. Freier proposed that the best solutions was Alternative 1 – costing $400-500,000. Mr. Hume reported that the most cost-effective solution to bring about some solving of the problem is alternative 3 (trench drain). Alternative 1 is cost prohibitive. Quotes are being solicited for the trench drain. The presentation was followed by a question and answer period with the Board.

Mr. Hume presented a list that had task orders with Molzen-Corbin. This is a tool to keep the Board apprised of status on projects.

Mr. Hume’s Airport Manager’s Report contained some comments from the Open House Session. Las Cruces Aviators is having the “Rusty Pilots” event on Saturday.

8. Public Input: Mr. Hal Kading wanted to know how the public / airport users will be affected by the gate modifications. Mr. Hume reported that the two main changes to the gates will be – both gates will be motorized, and all tenants will be issued card keys to go in and out of the gates. Anyone issued a key card or a punch code will have to do driver training. There was discussion about access scenarios and solutions.
9. **Board Member Comments/Suggestions:** Board Member Soules reported the Las Cruces Airport will be receiving $2,000,000 from the Governor's Airport fund. The monies will become available in July. Based on that news, Mr. Hume recommended that the Board revisit the City CIP presented in late 2018.

10. **Future Presentation/Discussion Items:**
   a. Economic Development Dept. Peak Performance – Strategic Plan (April)

11. **Next Meeting Date – April 18, 2019.** Mr. Hume and Chairman Privette will work on dates and times to propose to the Board for work sessions. Mr. Hume will bring CIP to the Board next month as a future discussion item.

12. **Adjournment:** Board Member Soules moved to adjourn the meeting. Board Member Darden second the motion. All approved. Meeting adjourned at approximately 2:54 p.m.

Dan Privette, Chairman

Approved: 4-18-19