COUNTY OF CURRY )

CITY OF CLOVIS ) ss.

The Civil Aviation Board met on January 3, 2017 in the Clovis Municipal Airport Terminal, 459 County Rd 11.5, Texico, New Mexico, in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Chairman Tom Phelps

Vice Chair Donnie Lewellen

Commissioner Chris Bryant

Member Russ Backoff

Member Dr. James Jennings

Member Donald Sharer

Member Karl Spence

ABSENT: N/A

ALSO PRESENT: Mr. Kyle Berkshire, Airport Director

Ms. Cynthia Baca, Administrative Assistant

Mr. Larry Fry, City Manager

Mr. Kevin Wilson, CNJ

Chairman Tom Phelps called the meeting to order at 5:30 p.m. and established the presence of a quorum.

1. **INTRODUCTION OF GUESTS AND VISITORS**

Chairman Tom Phelps welcomed all guests to the meeting.

1. **APPROVAL OF MINUTES**

Vice Chair Lewellen made a motion to approve the minutes of November 1, 2016, as presented. Commissioner Bryant seconded the motion, which passed by acclamation.

1. **OLD BUSINESS**
2. Updates for Ongoing Projects

Chairman Phelps explained that Mr. Berkshire was currently off-loading fuel and would join the meeting soon. Meanwhile, Ms. Baca would go over the notes that Mr. Berkshire left.

Ms. Baca noted that most of the signs are already up and that the Airport is waiting on the AV Fuel sign to replace the current Phillips 66 sign and the large Hoffman sign next to the snow building will be changed to “Welcome to Clovis Airport” with an AF Fuel sign below it. Chairman Phelps commented that he liked the new sign at the entrance.

Corporate hangar construction continues to move along. Aero Care hangar is 2 months out from completion. Concrete was just finished and the hangar will be erected soon.

We completed our Part 139 inspection in December. There were only a couple of minor notes in the ARFF Department for testing of the chemical in the truck.

Fuel sales continue to grow every month.

Ramp project is right on schedule. The PER should be finished by the end of the month and will be moving into the Design Phase.

**V. NEW BUSINESS**

1. New Mexico Aviation Day

Ms. Baca stated that Mr. Berkshire was elected to the Board of Directors for the New Mexico Airport Managers Association and will be joining the other 3 Directors in Santa Fe on January 25-26 during the session for Aviation Day to lobby for New Mexico Airports.

**VII. OTHER BUSINESS FOR DISCUSSION**

1. Implementation of “No Alcohol Policy”

Mr. Fry mentioned that the issue of Alcohol at the Airport will be on the Agenda for Thursday nights’ City Commission Meeting to introduce the ordinance. It will not be considered or voted on. They could take action to advertise the ordinance for public hearing at the next meeting or a future meeting. Member Dr. Jennings asked if this involved keeping it the way it is or totally getting rid of it. Mr. Fry stated that it involves what this Board recommended. Chairman Phelps stated that it is just a recommendation and that the Commission has to approve it. All we did in November was to push it forward to the Commission and as Mr. Fry said, they will consider it at their next meeting will ultimately vote on it at the first meeting in February. Commissioner Bryant stated that it will be for Consumption of Alcohol. No action will be taken on Possession, it will stay as is.

Chairman Phelps asked for any news on the self-serve pump. Mr. Berkshire stated that the self-serve station has been placed on the back burner until the Jet A fuel tank is completed.

1. **ADJOURNMENT**

There being no further business to come before the board the meeting adjourned at 5:42 p.m.