

COUNTY OF CURRY )  
CITY OF CLOVIS ) ss.

The Civil Aviation Board met on April 4, 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 Chairman Donnie Lewellen  
Member Russ Backoff  
Member Dr. James Jennings  
Member Donald Sharer  
Member Karl Spence

ABSENT: Commissioner Chris Bryant

ALSO PRESENT: Mr. Kyle Berkshire, Airport Director  
Mr. Dan Neelley, KSA  
Mr. Carlos Arias, GA Pilot  
Mr. Kristopher George, GA Pilot

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

## **II. INTRODUCTION OF GUESTS AND VISITORS**

Chairman Phelps welcomed all guests to the meeting.

## **III. APPROVAL OF MINUTES**

Member Russ Backoff made a motion to approve the minutes of March 7, 2017 as presented. Vice Chairman Donnie Lewellen seconded the motion, which passed by acclamation.

## **IV. OLD BUSINESS**

### **A. Boutique Air - Denver Route Update**

Mr. Berkshire stated Boutique is checking for interest in the Denver Route and are discussing the idea of having a poll. Boutique has not scheduled or planned any flights.

### **B. Construction on Circle Drive**

Mr. Berkshire stated construction on the circle is almost complete.

## **V. NEW BUSINESS**

### **A. Civil Air Patrol Encampment**

Mr. Berkshire stated Civil Air Patrol Encampment, which is a school that trains on the use of gliders, has contacted the Airport and want to have their Encampment at Clovis Airport this summer. People from all over New Mexico, Texas, Arizona and Colorado will come for the Encampment. The Airport is

arranging motel accommodations for approximately 30-36 participants with 12-25 of those being children.

#### B. Spring Fly-In

The Airport is planning a Fly-In early June and Mr. Berkshire asked that Board Members offer any suggestions at the May Board Meeting. Mr. Berkshire stated AeroCare will have their helicopter at the Fly-In along with Civil Air Patrol and he will ask Boutique to show their plane.

#### C. Plans for Old FBO Building

Mr. Berkshire stated when the fuel tanks are completed the next project, the old FBO building, will happen approximately a year later. Plans are to remove the back portion of the old FBO, remodel the front portion, add 3 offices (for Airport Administration) and make it a General Aviation building for the local pilots. Two Horse Construction and other companies are drawing up plans with a welcome area and a covered patio. The Corporate Pilots seem to prefer the Terminal because of the set up and cameras. Mr. Berkshire asked the Board Members for their input.

#### D. Election of Chairman

Chairman Phelps stated he would be stepping down as Chairman effective April 18. Chairman Phelps asked for nominations for the position of Chairman.

Member Karl Spence nominated Vice Chair Donnie Lewellen, which passed by acclamation.

#### E. Election of Vice Chairman

Chairman Phelps asked for nominations for the position of Vice Chairman.

Vice Chairman Lewellen nominated Member Donald Sharer for the Vice Chairman position, which passed by acclamation.

Member Sharer asked Chairman Phelps if he had to leave the Board because of his new position as Interim City Manager. Chairman Phelps stated he did not know if rules forbid the City Manager to serve on the Board and didn't bother researching because he felt it appropriate to step down anyway. Chairman Phelps stated he enjoyed working with everyone and hopes that the Airport keeps moving forward.

### VII. OTHER BUSINESS FOR DISCUSSION

#### A. Fuel Sales

Mr. Berkshire stated Commissioner Chris Bryant asked for an update on fuel sales. Mr. Berkshire plans on bringing the prior months' fuel totals to each Board Meeting. The following are approximate gallons and totals:

	January 2017	February 2017
Jet A	10,035	15,400
100 LL	2,800	3,400
<b>Gross Gallons</b>	<b>12,835</b>	<b>18,800</b>
<b>Total Fuel Sales</b>	<b>\$ 30,000.00</b>	<b>\$ 54,000.00</b>

The totals for March and April have not been tallied. Mr. Berkshire stated he would have the 2016 totals by the next Board Meeting.

**B. Hoffman Hangar Fire**

Mr. Berkshire stated there was a fire in the Hoffman Hangar on the second floor where AeroCare/ MedTrans are based out of. The employees were able to get out. The second floor was a complete loss. The preliminary report is stating it was an electrical fire. The hangar belongs to Ronald Byrd and Jerry Monk. AeroCare has since moved to town, their helicopter is based at the hospital. Their new hangar on the North side of the Airport should be completed by next week.

**VIII. ADJOURNMENT**

There being no further business to come before the Board the meeting adjourned at 6:00 p.m.