

COUNTY OF CURRY )  
CITY OF CLOVIS ) ss.

The Civil Aviation Board met on March 7, 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  
Ms. Claire Burroughes, City of Clovis  
Mr. Kurt Munz, The Eastern New Mexico News  
Mr. LA Davis, D & D Equipment

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 February 7, 2017 as presented. Commissioner Chris Bryant seconded the motion, which passed by acclamation. Chairman Tom Phelps abstained from voting due to the fact that he was not present at the February meeting.

## **IV. OLD BUSINESS**

### **A. Fuel Farm Update**

Mr. Berkshire stated that the Fuel Farm purchased from the previous FBO is in the process of being updated. The goal is to get it compliant and in use with the least amount of funds possible. Bassco Services from Dallas, Willborn Tank & Fueling Systems from Amarillo and Mr. LA Davis have all given quotes on new tanks. Willborn had the lowest bid for the pumps and filters. They are licensed to do the work in New Mexico. They will come on March 17 to install the pump skids, the hoses, etc. It should take approximately 3 days to get the tanks up and running. The fuel tanks have been cleaned and an epoxy liner has been installed. Mr. Elmer Smith from the New Mexico Environmental Department has given his approval on the current tanks. The Canadian military is here doing some work and Boutique is taking on a lot more fuel. It's getting difficult operating out of a 3,000 gallon tank truck. We get a load every 3-4 days depending on the amount of traffic. These tanks need to get done and in service, then we can purchase 10,000 gallons at a time. The prices will also drop significantly, due to no short load fees and numerous trucking fees. Mr. Berkshire has to review the budget and move \$52,000 within the

Airport budget to complete the project. Hopefully this will be approved at the next City Commission meeting on March 9. The next step will be getting the self-serve operational.

Chairman Phelps asked if State or Federal need to approve the tanks. Mr. Berkshire stated that Mr. Elmer Smith, NMED is who oversees our area and has been working side-by-side with the contractors on this project and they both keep him updated on everything that is going on. Vice Chair Lewellen asked if Mr. Smith has signed off on the tanks. Mr. Berkshire stated that he has. Member Backoff asked if Mr. Smith or anyone else knows how long the upgrades will be good for. Mr. Berkshire stated that the Environmental Department is always making changes. Vice Chair Lewellen stated that the guy that inspected his tanks did not give them a signed document but said that the tanks were compliant then later down the road they came back and said that they weren't compliant. They wanted to see our compliance records and the Jet fuel tank didn't have compliance records. We need to be sure to get a signed document from Mr. Smith stating that these tanks meet New Mexico standards. Mr. Berkshire stated that one of the tanks that belonged to Blue Sky was not included in the sale/purchase and was removed because it was not approved.

Member Backoff asked if the Jet tank was lined. Mr. Berkshire stated that it was not lined but that the containment is. Mr. LA Davis stated that his understanding is that if it's for Jet fuel it needs to be stainless steel or lined. Mr. Davis also went on to explain the different types of tanks.

Vice Chair Lewellen stated that AV Fuel will have to sign off on the tanks. Mr. Berkshire stated that AV Fuel has not signed off on the tanks, but have kept in contact with Mr. Smith. Once Mr. Smith and the Fire Marshall sign off on the tanks, AV Fuel will be good with it. Commissioner Bryant suggested that a call be made to the State Aviation Office to get a list of current regulations

#### B. Sale of Anderson Hangar

Mr. Berkshire stated that the sale of the Anderson Hangar to Mr. Tom O'Malley has been approved by the Commission.

#### C. Moby/O'Malley Final Drafts

Mr. Berkshire stated that all final drafts for the sale from Moby to Mr. O'Malley have been signed.

#### D. Parachuters Update

Mr. Berkshire stated that he put in three calls to different people within the Military Parachute Operations and only one responded. Mr. Berkshire was told that they were hoping to parachute this summer, but it might not happen until next year. Due to lack of funding they have been put on the back burner but they are still showing interest.

### V. NEW BUSINESS

#### A. Canadian Convair 580 Project

Mr. Berkshire stated that the Canadian Military is here until March 18<sup>th</sup>. They're doing some missions/training with Cannon AFB. The big Convair 580 that's on the ramp is theirs. There are about 12-15 personnel. They're purchasing anywhere from 500-700 gallons of fuel per day.

#### B. Boutique Air – Denver Route

Mr. Berkshire stated that Boutique has called us and are asking about any interest we might have in taking away the mid-afternoon flight, currently to Dallas, and replacing it with a Denver route. It would be 3 times per week. Commissioner Bryant asked if there was any indication of any interest to Denver. Mr. Berkshire replied that there have been a couple of requests but hears more interest for Albuquerque. Chairman Phelps stated that the benefit of Denver is if they're flying on Southwest Airlines, they can get a connection to Denver. Commissioner Bryant stated that his only concern to Denver is that with the Essential Air funding. He's not sure if we can continue receiving the funding if another flight is added. Mr. Berkshire stated that Mr. Larry Fry spoke to Mrs. Jane Lucero, NM State Aviation and she stated that it wouldn't affect anything because they could swap it and still be covered by the EAF. Boutique also stated the same thing. Commissioner Bryant stated that when he spoke to Mrs. Lucero some time ago that she stated that Grant County is subsidizing 2 different flights, although she wasn't sure of the situation or conditions. It's something we need to make sure that's available if we decide to look into the Denver flight. Member Sharer stated that the Denver flight would benefit people going west. Member Spence stated that he didn't think that they would do it unless it was funded by the EAF. Ms. Claire Burroughs stated that the route needs to be established and asked Mr. Berkshire to find out if EAF will cover it. Mr. Berkshire stated that he would. Commissioner Bryant stated that this subject should be put back on the agenda for the next meeting. Ms. Burroughs asked if there was a timeline for starting. Mr. Berkshire stated that they did not have a timeline and were just putting feelers out. Mr. Berkshire also stated that passengers would have to go through security in Denver unless Boutique works out something with the FBO.

## **VII. OTHER BUSINESS FOR DISCUSSION**

### **A. Fuel Sales**

Commissioner Bryant asked that the Board get an update on fuel sales at the next meeting.

## **VIII. ADJOURNMENT**

There being no further business to come before the Board the meeting adjourned at 6:19 p.m.