

COUNTY OF CURRY )  
CITY OF CLOVIS ) ss.

The Civil Aviation Board met on February 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:

Vice Chair Donnie Lewellen  
Commissioner Chris Bryant  
Member Russ Backoff  
Member Dr. James Jennings

ABSENT:

Chairman Tom Phelps  
Member Donald Sharer  
Member Karl Spence

ALSO PRESENT:

Mr. Kyle Berkshire, Airport Director  
Ms. Cynthia Baca, Administrative Assistant  
Mr. Michael Foshee, Maintenance  
Mr. Stephen Linhardr, 27 SOW/SEF  
Mr. Kristopher George, 27 SO/AOS  
Mr. Robert Arduini, GA Pilot  
Mr. Matt Weinschenker, 27 SOW/Flight Safety

Vice Chair Donnie Lewellen called the meeting to order at 5:30 p.m. and established the presence of a quorum.

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

Vice Chair Lewellen welcomed all guests to the meeting. The guests introduced themselves.

## **III. APPROVAL OF MINUTES**

Commissioner Chris Bryant made a motion to approve the minutes of January 3, 2017 as presented. Member Russ Backoff seconded the motion, which passed by acclamation.

## **IV. OLD BUSINESS**

### **A. Ramp Project**

Mr. Berkshire stated that the first portion of the Ramp Project, the PER, is completed. The Project is moving into the design phase and should be completed by this summer. FAA funding is approved. By physical year 2018 the construction project will begin.

### **B. Fuel Farm Tanks**

Mr. Berkshire stated that work on the Fuel Tanks is continuing. Getting the Tanks compliant with the new filter system, an epoxy liner (that will be here on February 13<sup>th</sup>) for the containment system and then the piping will begin. The pumps will be up and running in approximately 3 weeks. Once this is completed, fuel will be ordered in larger quantities which in turn will lower the price for customers. The self-serve should be up in 2 to 3 months.

## **V. NEW BUSINESS**

### **A. Sale of Moby Hangar/Amendment to Existing Lease**

Mr. Berkshire stated that with the purchase of the Moby Hangar a new lease agreement was signed. This contained 3 hangars. The old Hoffman Hangar, the Quonset Hangar, and Anderson Hangar (the small square one that is in the corner). Mr. William O'Malley will be purchasing the Anderson Hangar from Moby, so Moby's lease will be amended to exclude that hangar. A new 40 year lease will be requested for Mr. O'Malley. The lease will be the same as all of the other standard leases at the Airport. Vice Chairman Lewellen asked for a motion to approve the sale of the Anderson Hangar from Moby to Mr. O'Malley. Commissioner Chris Bryant asked if there was any way that they could wait until Mr. Dave Richards does the lease and then do everything at one time. Member Backoff stated that they should wait to get approval of a consent point to go ahead and buy. Mr. Berkshire stated that Moby submitted a letter that states that they reached an agreement with Mr. O'Malley on January 9, 2017 to purchase the "Anderson Hangar" located northwest of the Quonset Hangar. In addition, the letter states that Moby is asking the Civil Aviation Board and the Clovis City Council to approve to cancel their current ground lease with the City of Clovis as of February 1, 2017. Commissioner Bryant stated that this letter changes his thoughts on how to proceed. Member Backoff moved that they go forward with the sale. Member Dr. Jennings seconded the motion, which passed by acclamation. Mr. Berkshire stated that he will note that the Board moved that they go forward with the sale and that a new ground lease be drawn up for Mr. O'Malley and an amended lease for Moby. Mr. Berkshire will bring both leases to the next meeting for approval.

### **B. Wheel Chair Ramp & Railing**

Mr. Berkshire stated that there were some OSHA/ADA issues regarding the lack of a wheel chair ramp and railing for the new office because of the heightened structure. This was completed last week. The money was in the budget and cost around \$4,200.00. It is now compliant as per the OSHA Inspector.

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

### **A. Status of Adoption of "No Alcohol Policy"**

Mr. Berkshire stated that he was unable to attend the Commission Meeting when the Policy was approved/adopted and asked Commissioner Bryant to let the Board know what was discussed. Commissioner Bryant stated that it was adopted on a 7 to 1 vote and that everyone understood the purpose of it. This particular ordinance give us the ability to enforce this ordinance if we see the need. Mr. Berkshire stated that from his standpoint as the Airport Director he wants everyone to know the he's not going to be constantly knocking on hangars. The reason for this is if a problem arises we now have a way to deal with it. Member Dr. Jennings stated that Mr. Berkshire took something away from the pilots and wanted to know if they get something in return. Vice Chairman Lewellen stated that he does not think that anything was taken away for the pilots and if you look back at the ordinance in the 80's. In the City Ordinance there was no alcohol allowed on the Airport/City property and it got to the point that no one could enforce it, certain people misinterpreted it.

### **B. Other Comments and Questions**

Mr. Kristopher George asked what it would take for everyone to pitch in and build a set of T-Hangars. He also stated that he had been on previous waiting lists for a T-Hangar and asked if the waiting list could be made public. Mr. Berkshire stated that funding for new T-Hangars will not come from the FAA and

that they would need to be funded locally. Mr. George asked if it was possible for people to go in and do some crowd sharing or fundraising to build hangars. Mr. Berkshire stated that Mr. George could always put together a proposal to bring to the Board and the Commission for approval. Mr. Berkshire also stated that when he started working at the Airport the waiting list had about 30 or so names. Mr. Berkshire called everyone on the list and narrowed it down to about 13 (who actively need hangars) and that Mr. George's name was not on the old list, he was added to the new list a few months ago. Mr. Berkshire stated that he had room in the FBO hangar for a single engine and offered to put Mr. George's plane in there. Mr. Berkshire also suggested that if Mr. George knows of anyone that has a hangar and their plane is going to be in the shop or temporarily gone that he could ask to sub-lease that person's hangar.

Mr. Stephen Linhardr stated that he was from the 27 SOW/Flight Safety at Cannon AFB. Mr. Matt Weinschenker is the Chief Safety and accompanied Mr. Linhardr. Mr. Linhardr handed out (MACA) Mid Air Collision Avoidance Handbook with information about how they fly, the local air space and also stated that that if anyone had any questions there was contact information in the Handbook. Vice Chairman Lewellen stated that there were meetings in the past with Flight Safety about every 6 months or so to discuss issues and keep everyone safe and would like to start up those meetings again. The Flight Safety representatives were in agreement and will contact Ms. Cynthia Baca to schedule a date and time.

Commissioner Bryant brought up the work at the turnaround in front of the Terminal. Mr. Berkshire stated that the Airport was awarded Capital Outlay money back in 2015 to replace the road surface with concrete at the turnaround. Commissioner Bryant stated that the project would start sometime in March.

Mr. Berkshire stated that the AeroCare hangar is about 95% completed and the living quarters will be set in the next few weeks. Mr. Daniel Lyndsey's hangar is about 65-70% complete. There is some room available in that area for smaller hangars.

Commissioner Bryant asked about Boutique Air's flights. Mr. Berkshire stated that there were delays in January that upset a few customers. Flights this month are off to a better start. Boutique will be adding a King Air to their fleet soon.

Member Backoff asked if there had been any information on the Jumpers from Cannon AFB. Mr. Berkshire stated that he hasn't heard anything from them. Commissioner Bryant asked Mr. Berkshire if he had any contact information and if he could contact the Jumpers to see where they're at and give that information to the Board at the next meeting. Mr. Berkshire stated that he would.

## **VIII. ADJOURNMENT**

There being no further business to come before the Board the meeting adjourned at 6:03 p.m.

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Chairperson

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City Clerk