

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Civil Aviation Board met on December 5, 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 Donnie Lewellen
Vice Chairman Donald Sharer
Commissioner Chris Bryant
Member Russ Backoff
Member John Hepfer
Member Dr. James Jennings

ABSENT:

Member Karl Spence

ALSO PRESENT:

Mr. Joshua Matekovic, Interim Airport Director
Ms. Cynthia Baca, Admin. Assistant
Mr. Lee Baker, Airport Maintenance
Mr. Glenn Eisenmann, USAF
Mr. Dan Neelley, KSA Engineers
Mr. Carlos Arias, GA Pilot
Mr. Ace Boles, GA Pilot
Mr. Michael Bridges, GA Pilot
Mr. David Richards, City Attorney
Mr. Steven Shultz, 27 SOW/Safety Office
Mr. Scott Daggeto, 27 SOW/Range Mgmt.

Chairman 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

Commissioner Chris Bryant introduced Justin Howalt, City Manager. Mr. Howalt introduced Mr. Joshua Matekovic as the newly appointed Airport Director. Chairman Lewellen welcomed all guests to the meeting.

III. APPROVAL OF MINUTES

Member Russ Backoff made a motion to approve the minutes of September 5, 2017. Member John Hepfer seconded the motion, which passed by acclamation.

IV. OLD BUSINESS

A. Hangar Lease Agreements

Mr. Matekovic stated 39 of the 74 Hangar Leases have been turned in. As per the letter that was sent out explaining to Tenants, the last day to turn in Leases, the 45th day, is the end of this month. After the 45th day we will begin to place our locks on the remaining hangars in which Leases have not been received or no prior arrangements have been made and another

letter will be sent out giving the remaining Tenants 30 days to contact us, if there are no arrangements made, the hangar will be emptied out. Parts and small items will be stored in one of our storage units and their plane will be moved out on to the Apron. So far, most Tenants seem pretty receptive of the Lease Agreement. We do have 4 hangars that are empty and expect to have those filled soon.

B. Reconstruction of Runway/Taxiways

Mr. Dan Neelley stated the Project is currently in the Preliminary Design Phase, will be in Bidding Phase at the end of next summer and then will go forward with the Reconstruction of 12-30 and the Apron.

C. FAA Annual Inspection

Mr. Matekovic stated the FAA will be coming out from December 12 thru December 14 for the Annual Inspection.

D. Fuel Sales

Commissioner Bryant asked how fuel sales were coming along. Mr. Matekovic stated that some recent fuel loads were priced higher which caused us to raise our prices. Other than that, fuel is moving pretty regularly.

V. NEW BUSINESS

A. Gate Card Policy

Mr. Matekovic stated several reasons for the Policy update such as security, unauthorized access to the Airport and movement areas in accordance with the FAA. Most of the information has remained the same as what was on the Gate Card Form that was originally filled out, including pricing. Consequences for unauthorized use such as tailgating and handing out their Gate Card to unauthorized persons are listed as well. There is also a limit as to how many Gate Cards are issued per family. All items in the Policy are in accordance with the FAA.

Commissioner Bryant questioned the next to the last paragraph on the Gate Card Policy which states that the person may have 1 card for themselves and 1 card for their spouse but on the second page there is a section that states the 1st card is \$25.00 and each additional card is \$5.00. Should the Policy state "\$5.00 for the 2nd authorized card"? Chairman Lewellen stated businesses would need the additional cards for their employees.

Mr. Carlos Arias asked if simply being able to fly a plane does not justify the means to have a gate card. Mr. Arias also asked if that mean that if he comes out to fly a plane that he won't be able to get a Gate Card? Mr. Matekovic stated there are access gates which individuals can walk through. Mr. Arias asked if he had 600 pounds of stuff to load in an airplane, would he be expected to carry that to the hangar. Mr. Matekovic stated Mr. Arias could get with an Airport employee to be escorted in his vehicle to the hangar. Mr. Arias asked if he had a partnership to a plane if that would allow him to get a Gate Card. Mr. Matekovic stated it was on a case to case basis and if he was to be appointed a designee of someone, with a written recommendation or request along with the registration, he could then possibly get a Gate Card. Chairman Lewellen stated he is understanding that just because you get a written

letter from someone, that letter doesn't guarantee a Gate Card. There will not be Gate Card access to those who don't have a legitimate reason to be at the Airport. Final approval of a Gate Card would be up to the Airport Director and the City Manager.

Mr. Howalt stated this is a recommendation to City Commission. They would give final approval of the Policy.

Member John Hepfer made a motion to pass the Security Gate Card Policy, Commissioner Chris Bryant seconded the motion, which passed by acclamation.

VI. OTHER BUSINESS FOR DISCUSSION

- A. A few members from Cannon AFB attended the meeting to discuss issues concerning restricted airspace violations, at least 14 for the year, and the effect that it has on their operations. They asked if we could post a voice message on AWOS stating "Restricted Areas Active". Both Chairman Lewellen and Mr. Matekovic stated that the system is not set up for voice. Mr. Matekovic will contact the FAA technician to see if a message can be typed in. Chairman Lewellen stated it would be a viable option.

Chairman Lewellen stated several years ago we would have a 6 month Safety Meeting with ATC and Safety personnel, which was very productive and would like to see that brought forward. Members from Cannon AFB agreed and would contact Mr. Matekovic.

VII. ADJOURNMENT

There being no further business to come before the Board the meeting adjourned at 6:01 p.m.