

COUNTY OF CURRY       )  
CITY OF CLOVIS       )       ss.

The Civil Aviation Board met in regular session, Tuesday, June 7, 2022 at the Clovis-Carver Library, North Annex, 701 N. Main, 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 TJ Curtis  
Member Stephen Verdile  
Member Jamie Martinez  
Member Matthew Elbus  
Vice Chairman Lonnie Leslie

ABSENT:                   Member John King  
                                  Mayor Morris

ALSO PRESENT:           James Harris, Airport Director  
                                  Justin Howalt, City Manager

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

**Agenda Item No. 3 – Approval of minutes of April 5, 2022**

Member Martinez made a motion to approve the minutes of April 5, 2022 as presented; Member Elbus seconded the motion, which passed by acclamation.

**Agenda Item No. 4 – Airport Directors Report**

**Airport Fencing Project Update**

This project is 95% complete. They are waiting on gate openers and hardware. The estimated completion is August. Vice Chairman Leslie asked what would open the gates. Mr. Harris advised the city's ID access card will tie into that system. They also purchased their own card making software and printer. Vice Chairman Leslie asked how long the cards would last. Mr. Harris advised for tenants it's 3 years and contractors are between 1-2 years.

**Runway 12-30 PAPI Lighting Update**

The winning bidder was Bixby Electric from Albuquerque, which came in at \$338,181.74. This project will start June 20, 2022. He will send the tenants a letter letting them know the schedule.

**Airport Equipment Building**

The doors are installed, but the door openers are backordered.

1 Terminal Floor Project

2  
3 This will replace VCT tiles in the lobby area and they are just waiting on materials. Nick Griego  
4 will work on this project.

5  
6 Terminal Roof Repair

7  
8 The terminal needs a complete roof replacement as the roof is over 25 years old and has been  
9 repaired multiple times. They are waiting on a quote from Nick Griego & Sons. Chairman  
10 Curtis asked if the FAA would take into account the cost of the repairs in consideration for  
11 design and terminal build. Mr. Harris advised they would consider it two separate projects.

12  
13 Member Martinez asked if they should replace the roof before the floor is replaced. Mr. Harris  
14 advised they were going to wait to see which quote they received first. Mr. Howalt advised they  
15 don't know what it would cost to fix the roof and still have to wait for potential funding.  
16 Replacing the floor will happen sooner.

17  
18 Parking Lot Expansion

19  
20 The plan is to move the airport administrative offices behind the FBO, remove the trees along the  
21 roadway, widen the entrance to the parking lot, and lay asphalt in the remaining parking and  
22 grass areas. This would add an additional 80 parking spaces. The estimated cost is \$277,707.43.  
23 They have sent estimates to NMDOT and the FAA for funding considerations.

24  
25 Member Elbus asked if this was inline on how they want the airport to be developed. Mr.  
26 Howalt advised they have a site plan in place.

27  
28 Taxiway A (North) Reconstruction/Runway 4-22 Surface Seal

29  
30 Molzin Corbin is working on the design and the surveying was completed in May. Mr. Harris is  
31 pursuing an FAA grant through the Airport Terminal Program from the Infrastructure Bill to  
32 relocate the airport terminal.

33  
34 Terminal Rehab/Relocation Project

35  
36 They are still waiting to find out which projects would be funded this year. Mr. Harris showed a  
37 conceptual design and the footprint of the terminal. Mr. Howalt advised the TSA space is for  
38 offices and breakrooms. The terminal space has two gates, seating, restrooms, coffee bar, a  
39 restaurant/bar design and a souvenir/gift shop space design. They have sent the conceptual  
40 design to the FAA as part of their grant request. Vice Chairman Leslie asked if there were any  
41 plans for the existing terminal. Mr. Howalt advised that would become the FBO space. If they  
42 receive funding for the terminal they have administrative offices built into the terminal, but if  
43 they don't receive funding they could phase out of that building to meet the funding needs. They  
44 worked with Dekker/Perch/Sabatini on several layouts.

Member Verdile asked how the funding worked for this. Mr. Howalt advised the city paid for the design to be done. They requested funding to construct terminals from the FAA. They could fund 100%.

Chairman Curtis advised he liked the idea of getting to keep the old terminal building to use as administrative offices. It validates the city and the airport. Chairman Curtis asked how general aviation would be able to access the restaurant. Mr. Howalt advised they would have to go through TSA. There would be potential to lease both spaces to one company. Mr. Harris advised they could deliver the food from the secure area to the FBO. Vice Chairman Leslie advised he always like the idea of having a restaurant in the FBO.

#### Ground Support Equipment

They ordered the JetGo 900 GPU and it is backordered with ETA. Mr. Harris spoke with Aerospecialities and they will send a loaner GPU free of charge until they receive theirs. It was ordered several months ago, but the order was never put in. The aircraft flat tire dolly is expected to be delivered on Thursday. The LAV cart is backordered. The old Jet truck has been repaired and the loaner Jet-A truck has been returned to AvFuel. The new fuel trucks are in service, 5,000 gallon Jet-A and 1,000 gallon 100 LL. They can hold 18,000 gallons of Jet-A and 9,750 gallons of 100LL.

#### Airport Statistics Update

Key Lime Air Flights:							
2022	Flights Scheduled	Flights Flown	Flights Cancelled	Completion Rate	Enplanements	Deplanements	Total Seats Occupied
January	54	54	0	100%	741	839	1,580
February	48	48	0	100%	731	737	1,478
March	52	52	0	100%	1164	1089	2253
April	54	54	0	100%	1034	952	1972
May	54	54	0	100%	1308	1274	2582
June							
July							
August							
September							
October							
November							
December							
<b>Total</b>	<b>262</b>	<b>102</b>	<b>0</b>	<b>100%</b>	<b>4,978</b>	<b>4,891</b>	<b>9,865</b>

Aviation Fuel	Volume Sold (Gallon)	Total Revenue
100LL	5,388.2	\$32,927.45
Jet A	25,186.6	\$141,641.00
Monthly Total	30,574.8	\$174,568.45
Year To Date	221,558.5	\$827,620.30

**SELF-SERVE:**

**100 LL: 2,493.500 gallons (\$14,786.39)**

**Jet A w/Prist: 2,153.600 gallons (\$11,069.63 )**

**Total: 4,647.100 gallons (\$25,856.02)**

<u>Aviation Fuel Type</u>	<u>Current CVN Aviation Fuel Price:</u>	<u>Regional Average Aviation Fuel Price:</u>	<u>National Average Aviation Fuel Price:</u>
<u>100LL</u>	<u>\$7.18</u>	<u>\$6.89*</u>	<u>\$7.08*</u>
<u>Jet A</u>	<u>\$6.05</u>	<u>\$6.94</u>	<u>\$7.20</u>
<u>100LL (Self-Serve)</u>	<u>\$5.93</u>		
<u>Jet-A (Self-Serve)</u>	<u>\$4.80</u>		
<u>*National and Regional average prices include self-service fuel pricing.</u>			

**Agenda Item No. 5 – Old Business**

None.

**Agenda Item No. 6 – New Business**

None.

**Agenda Item No. 7 – For the good of the order**

1 Chairman Curtis advised the next meeting would be at 5:30 p.m., Tuesday, July 5, 2022

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3 **Agenda Item No. 8 – Adjournment**

4  
5 There being no further business to come before the board the meeting adjourned at 6:20 p.m.

DRAFT