

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Civil Aviation Board met in regular session, Tuesday, July 5, 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:

Member Stephen Verdile
Member Jamie Martinez
Member Matthew Elbus
Vice Chairman Lonnie Leslie
Mayor Morris

ABSENT:

Member John King
Chairman TJ Curtis

ALSO PRESENT:

James Harris, Airport Director
Justin Howalt, City Manager

Vice Chairman Leslie called the meeting to order at 5:33 p.m. and established the presence of a quorum.

Agenda Item No. 3 – Approval of minutes of June 7, 2022

Member Elbus made a motion to approve the minutes of June 7, 2022 as presented; Member Martinez seconded the motion, which passed by acclamation.

Agenda Item No. 4 – Airport Directors Report

Airport Perimeter fencing project update

Mr. Harris advised they are still doing cleanup. The project started January 17, 2022 and is estimated to be completed in August.

Runway 12-30 PAPI lighting update

No ETA

Airport equipment storage building

The door openers are backordered with no ETA. The electrical is complete and they are waiting for the meters to be set.

Terminal Floor project

They are waiting on the VCT tiles in the lobby.

Terminal Roof Repair

They are waiting on a quote from Nick Griego. It's a priority for NMDOT. Vice Chairman Leslie asked if the roof would be repaired before the floor. Mr. Harris advised it was doubtful.

Parking Lot expansion

The funding for moving the admin offices came in from a grant. Mark Carpenter Plumbing is working on the septic and water lines and Triple M will work on installing new service. Joe Bennett will conduct the move and Nick Griego & Sons will construct footings.

NMDOT Aviation Grant for Airport Improvements

He received a grant from the NMDOT for \$188,000.

- Move Airport Admin Building: \$50,207.43
- Replace Airfield Lighting Generator: \$75,000.00 (Estimate)
- Replace Interior T-Hangar Lighting Fixtures (LED): \$17,613.31
- Move and Replace Airport Rotating Beacon (LED): \$21,832.69
- Purchase Heavy Duty, Walk Behind ACFT Tug: \$15,300.00
- Purchase Medium Duty, Walk Behind ACFT and GSE Tug: \$7,870.00
- Project Total: \$187,823.43

Mr. Howalt advised there was no match for this.

GSE Update

The loaner GPU and the aircraft flat tire dolly have arrived. The new chocks and tie down straps and walk behind tugs have been ordered. The initial one hour is \$50. Vice Chairman Leslie asked if this would bring more planes in. Mr. Harris advised it would. They had to turn people away because they didn't have one. Mr. Howalt advised it was a \$50 minimum charge up to one hour and then prorated after that.

Monthly Airport Operations Report

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							
Total	262	102	0	100%	4,978	4,891	9,865

There were 5,418 total operations for the year and last year their total was 4,000. They are on track to surpass 10,000 total operations. Vice Chairman Leslie asked what was included in the total operations. Mr. Harris advised takeoffs and landings are counted.

Aviation Fuel Sales

Aviation Fuel	Volume Sold (Gallon)	Total Revenue
100LL	4,205.8	\$28,997.78
Jet A	15,753.7	\$85,670.54
Monthly Total	19,959.5	\$114,668.32
Year To Date	241,518	\$942,288.62

Aviation Fuel Type	Current CVN Aviation Fuel Price:	Regional Average Aviation Fuel Price:	National Average Aviation Fuel Price:
100LL	\$7.18	\$7.29*	\$7.48*
Jet A	\$6.74	\$7.10	\$7.32
100LL (Self-Serve)	\$5.93		
Jet-A (Self-Serve)	\$5.49		
*National and Regional average prices include self-service fuel pricing.			

CAP Glider Encampment

Mr. Baker advised the Civil Air Patrol will bring in three gliders and 4-5 airplanes for training. They will take students in the glider as part of the training and this will be a week and a half camp. The students will live at ENMU and have their classes there. This will be from July 6-17.

26 STS Jump Training

The USAF will have jump training from July 10-30 and will be using C-130's. They let both parties know there would be odd operations happening. They will use the equipment building to rig the parachutes. They will train Cannon airmen and other airmen from around the country. The airport has two drop zones and Cannon will be using both.

Member Elbus asked how that would work with aircraft arriving. Mr. Harris advised they would coordinate in the Unicom frequency. A lot of the parachuting will be done in the evenings.

Mayor Morris asked how the jump training came about. Mr. Baker advised they asked if they could set up a drop zone and they surveyed the airport. They picked a convenient and safe location that would allow for free fall jumps. He worked with Mr. Howalt on an MOU and the base named it the Clovis drop zone.

Mr. Harris advised Clovis is the backup for Melrose if needed.

Agenda Item No. 5 – Old Business

None.

Agenda Item N. 6 – New Business

None.

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

Mr. Harris advised they have the capacity to do monthly billing for fuel for tenants. They are working on that now for Denver Air. They buy fuel direct from Clovis, but want to be able to be billed monthly. He would like to offer this to the tenants. Vice Chairman Leslie asked if this would save money for anyone. Mr. Harris advised it was only a benefit for anyone that had the AV Fuel contract. Buying direct from the airport they can only tax certain amounts. Mr. Howalt advised 8.1875% is the current GRT and as a governmental entity they only charge 5%. There is gasoline tax on 100LL. The taxes on aviation fuel is complicated so they started to visit with AV Fuel to see what they were charging from a tax standpoint. State Aviation also did a powerpoint on this a couple of years ago to make sure entities were charging the correct amount.

Mr. Howalt advised there was a separate tax rate for outside a municipal boundary. At the last legislative session the state reduced the states portion by .125%. the airport is located in the county and they have always charged a different GRT. When they sell a product they would be selling the 5% versus what the county's is.

Mayor Morris asked if they remit sales tax to the county for fuel sales. Mr. Howalt advised they do.

Vice Chairman Leslie advised the next meeting would be at 5:30 p.m., Tuesday, August 2.

Agenda Item No. 8 – Adjournment

There being no further business to come before the board the meeting adjourned at 6:07 p.m.