

COUNTY OF CURRY            )  
CITY OF CLOVIS             )       ss.

The Civil Aviation Board met in regular session, Tuesday, January 3<sup>rd</sup>, 2023 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  
Vice Chairman Lonnie Leslie  
Mayor Mike Morris  
Member Jamie Martinez  
Member Robbie Telles

ABSENT:

Member Stephen Verdile  
Member Matthew Elbus

ALSO PRESENT:

Lee Baker, Interim Airport Director  
Justin Howalt, City Manager  
Claire Burroughes, Assistant 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 December 6<sup>th</sup>, 2022**

Mayor Morris made a motion to approve the minutes of December 6, 2022 as presented; Mr. Telles seconded the motion, which passed by acclamation.

**Agenda Item No. 4 – Old Business**

**Update regarding the airport terminal**

Mr. Howalt advised they have been seeking to construct a new terminal at the airport. They previously applied for federal funding but didn't receive it. They have applied for federal funding again and are working with the FAA in regards to this grant.

On October 21<sup>st</sup>, 2022, Mr. Howalt and James Harris went to Dallas to meet with Ignacio Flores, Director of the Office of Airports Southwest Region to promote the project. They were asked by Mr. Flores how quickly they could expend the funds if they received it as the federal government would like to expend funding as soon as possible.

City staff obtained a scope and fee from Molzen Corbin for the terminal design and provided them with the layout which had been prepared by architectural firm Dekker Perich. The commission approved this for \$1.1 million utilizing American Recovery Act to fund the work which will include preliminary and final design, bidding and construction phase services. This work has now started. This month they will start the environmental phase. Mr. Howalt advised he and Mr. Baker are meeting with the FAA every two weeks regarding the airport grants which includes the grant application for the terminal. He believed funding will be announced in March/April 2023.

Vice Chairman Leslie asked where the proposed new terminal will be. Mr. Howalt advised it would be located to the northwest of the existing terminal. They would have to relocate the septic tank that is currently there. They would also expand the existing parking lot. The existing terminal would not be part of the project and it would be used for the FBO. Vice Chairman Leslie thought this was a great idea. Mr. Howalt said it would separate general aviation from the commercial service. The proposed new terminal will include 2 gates.

Mr. Curtis applauded the effort and said it was nice to see this work going forward.

#### **Agenda Item No. 5 – New Business**

##### **a. Discussion and action regarding meeting dates of the Civil Aviation Board**

Mr. Howalt advised the Civil Aviation Board had previously discussed whether to meet monthly or move to quarterly meetings. Staff looked at the establishment of the board and it does not specify that the board should meet monthly. They had discussed moving it to quarterly or at the call of the chair which will give them the opportunity to advance on projects. Recognizing the value of board members time, Mr. Howalt recommended moving Civil Aviation Board meetings to quarterly meetings or at the call of the chair.

Mr. Curtis asked if he had received any push back regarding this. Mr. Martinez advised he would like updates in-between meetings if they were moving from monthly to quarterly. All the planning and execution he learned about the date two days before the event. Emails and monthly project updates would be good and he suggested a powerpoint and calendar of activities at the Airport. He felt that would be necessary. Mr. Howalt said they could provide updates via email.

Mr. Howalt advised in their search for an airport director they have expanded the search to AAE as well as the southcentral portion of that organization. They also have expanded the search to the Texas Municipal League as well.

Mr. Martinez advised one of the major complaints is the board finds out things after the fact. They needed to know what was happening before time.

Vice Chairman Leslie moved to approve moving meetings from monthly to quarterly meetings or at the call of the Chair with supplemental calendar and monthly reports from the airport director, and that communication would be maintained with the board in the interim; Mr. Telles seconded the motion which carried unanimously by acclamation.

#### **Agenda Item No. 6 – For the good of the order**

##### **Airport Fencing**

Mr. Howalt said with regard to Valley Fence – IT Director Stephen Rickman and he reviewed what was needed to complete the gates. They have all the equipment and are trying to set up a meeting with Molzen Corbin for the card readers. The existing fencing needs to be removed to bring the project to completion.

##### **PAPI**

Mr. Howalt advised Bigsby is waiting for the equipment to come in which will be here in the middle of next month.

#### Interim Director

Mr. Howalt advised Mr. Lee Baker has been appointed as the interim director.

#### AARF Project

Mr. Howalt advised the FAA has approved the specifications. If they receive the funding from the Feds they will be ready to approve and move forward.

#### Water Project

Mr. Howalt advised the LEDA water project is nearing completion and the line has been put in between Clovis and the Airport. Mr. Howalt said on the Commission agenda this Thursday there is a request for EPCOR to take over the water system at the airport. EPCOR would provide the service there and the City of Clovis would become an account with EPCOR. Now the city spends money on chemicals and training and water sampling. It is not a big dollar amount but \$3,000 and \$1,000 in water sales. For EPCOR where they do this in house it would get Clovis out of the water business. We would be in the customer service business. Mr. Martinez said the man hours would be regained as part of not doing the water at the airport.

#### Enplanements

Mr. Howalt advised the City does not have the December numbers yet but it will be around 13,000 for the year. He had spoken with John Coleman with Denver Air and is working with Megan Darrow to put together a formal celebration.

Mayor Morris advised on November 21<sup>st</sup> he flew back from Denver and the flight was full. A couple were from Washington state and people around associated with Cannon. 50 passengers got off the plane. He advised it warms your heart to see this.

#### Car Rental

Chairman Curtis asked about the status of car rentals at the airport. Ms. Burroughes advised she recently spoke with Gary Hamilton (Hamiltons Car Dealership) who said they were still working to accomplish this. Chairman Curtis asked if CATS could provide this service. Turo are in town now (car sharing). Mr. Howalt advised Enterprise has some vehicles and you can rent them from the local Enterprise. Vice Chairman Leslie said doctors coming for interview with PRMC they are landing in Lubbock or Amarillo, but this may be the fault of PRMC. When they contact the doctor they need to check with them regarding Denver Air Connection.

#### Airport Sign

Vice Chairman Leslie advised he keeps looking at what they have out there now they have taken municipal out of the middle. Even if they did some sign in the future, could they get matching letters for the current sign to put the word "Regional" in there. Mr. Howalt said he would check on pricing for this. He could get a cost to replace the sign and come up with a whole new sign. Vice Chairman Leslie said they wanted to retain as much of the sign as they could as Jay Burns

did the sign for his Eagle Scout project. Mr. Curtis said he would like it to be professional and matching. Mr. Leslie said now you can tell something had been there (where the word had been removed).

Mr. Leslie said the chain link fence adds a lot to the airport.

#### Terminal Advertising

Mr. Telles said there was a discussion to do advertising at the terminal. He asked how that was going. Mr. Baker said he had talked with Stephen Rickman about it. Since Stephen Hewitt left, they are learning the system and are looking to see what they could do. They could advertise city events and the zoo, but for paid advertising they would have to work on that. Mr. Howalt advised he would work on that.

#### Fuel Sales

Mr. Telles asked if fuel sales had increase with the changes for Denver Air Connections. Mr. Baker advised Jet fuel is pretty much the same and the airline is selling from 800 to 1,000 gallons a day. He is ordering 7,500 gallons of Jet fuel a week.

Vice Chairman Leslie asked what about transient airplanes and helicopters? Mr. Baker advised a lot are Avgas and they are not moving so much of that. The transient planes mostly use the self-serve. Without being able to get into that system he does not what the numbers are. He hasn't ordered Avgas since September.

#### Terminal Roof

Mr. Baker advised they were waiting for the TPO for the roof. The contractor is Griego but WWRC are doing the work. They are waiting for the roof material and expect it to arrive next week.

#### **Agenda Item No. 7 – Adjournment**

There being no further discussion the meeting adjourned at 5:54 p.m.