

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Civil Aviation Board met in regular session, Tuesday, April 4th, 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:

Vice Chairman Lonnie Leslie
Member Robbie Telles
Member Stephen Verdile
Member Matthew Elbus

ABSENT:

Mayor Mike Morris
Member Jamie Martinez

ALSO PRESENT:

Amanda Brungart, Airport Director
Lee Baker, Airport Maintenance Supervisor
Claire Burroughes, Assistant City Manager
Vicki Reyes, Assistant City Clerk
Vince Payne, Molzen Corbin (virtual)
John Pate, Molzen Corbin (virtual)

Vice-Chairman Leslie 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 February 16, 2023

Member Verdile made a motion to approve the minutes of February 16, 2023; Member Telles seconded the motion, which passed by acclamation.

Agenda Item No. 4 – Airport Director’s Report

a. New Airport Director introduction

Vice Chairman Leslie advised they were happy to have Amanda Brungart here. Ms. Brungart gave a brief background no her experience. She advised this was her dream position and is excited for this experience. She comes from Durango, CO with her husband and son. Vice Chairman Leslie advised they were excited to be working with her.

b. TSA – ASP change

They have received multiple letters from TSA stating their airport security plan needed to be corrected. The ASP has not been corrected and received a warning letter. They are going to come out and explain what needs to be changed. Vice Chairman Leslie asked what TSA’s biggest concern was. Ms. Brungart advised they need to update their security measures that weren’t updated in the document.

c. Project Update

Airport Perimeter Fencing Project

Valley fence has been working to replace the old gates. IT is establishing connection to the card readers. They hope to have this completed in the next couple of weeks.

Runway 12-30 PAPI Lighting Update

They are installed and conduit needs to be run another 250 feet. They will start that on April 7th. They also have to pour a concrete pad which will start on April 10th. That project should be completed by the end of the month.

Airport Equipment Storage Building

The garage openers have been ordered and then installed in 1-2 weeks of arrival.

Terminal Roof Repair Update

They are anticipating another week before the project can start. Member Telles asked what the timeline was. Mr. Baker advised a month. Member Verdile asked if they were repairing or replacing. Mr. Baker advised they were replacing.

Administration Office Move Update

They have decided not to relocate the building. They will do repairs and preventative maintenance including roof repair. They will use money allocated for that to repaint the runway. Member Verdile asked if they were going to relocate to the new terminal. Ms. Brungart advised they may use the new FBO but nothing is definite.

Vice Chairman Leslie asked how Mr. Baker felt about having the main maintenance building in its new location. Mr. Baker advised the design of the maintenance building is mainly to store equipment and the current maintenance building will remain where it is. Vice Chairman Leslie asked if that worked for him. Mr. Baker advised he didn't see a need to have it in there.

d. Monthly Operations Report

Fuel Sales & Enplanements

Ms. Brungart advised they had a 20% increase in fuel sales for this month. The airline has been taking more fuel. CAFB have contacted them to fuel their planes for the Air Show on April 22nd. Enplanements weren't available but she should have that number later this week.

Agenda Item No. 5 – Old Business

a. Discussion and recommendation regarding site plan for new terminal construction

Ms. Burroughes advised at the February 16th meeting they discussed the proposed airport terminal. Molzen Corbin have created a fifth option which the board has a copy of. Mr. Payne advised they took the components that appeared to be most acceptable from the four options discussed at the February meeting. They have a one way access to the terminal and a one access

in and one way access out to the ramp. The additional taxiway access was for two potential aircraft and that has been included. They also left room on the east side of the terminal for additional construction if needed.



CLOVIS TERMINAL SITE PLAN - OPTION 5

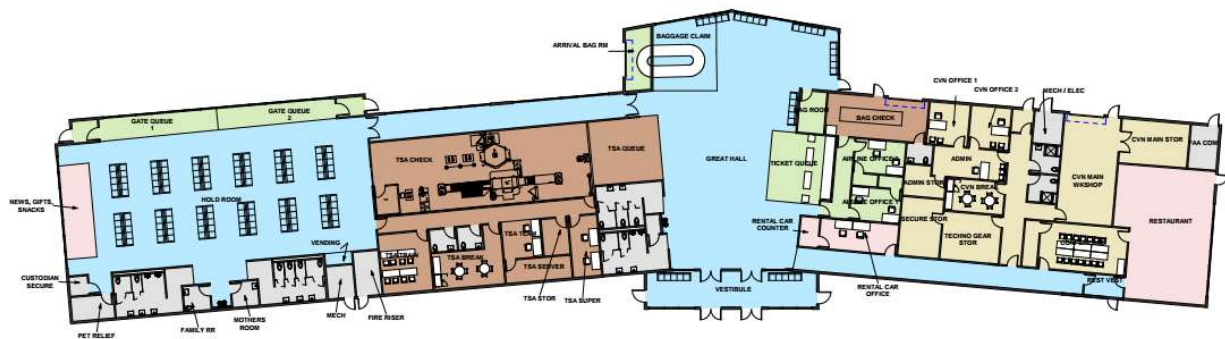
Scale: 1" = 40' 0"



Room Schedule			Room Schedule			Room Schedule		
Room Name	Department	Area	Room Name	Department	Area	Room Name	Department	Area
AIRLINE OFFICE 1	AIR CARRIER	130 SF	TSA UNI SEX	BUILDING SUPPORT	43 SF	SECURE CORR	PUBLIC	153 SF
AIRLINE OFFICE 2	AIR CARRIER	130 SF	TOILET STOR	CVN	57 SF	QUEST HALL	PUBLIC	1000 SF
AIRLINE STOK 1	AIR CARRIER	25 SF	CVN OFFICE 1	CVN	141 SF	BAG CLAIM	PUBLIC	Not Placed
AIRLINE STOK 2	AIR CARRIER	25 SF	CVN OFFICE 2	CVN	141 SF	REST CORR	PUBLIC	57 SF
AIRLINE COR	AIR CARRIER	130 SF	ADMIN	CVN	184 SF	VIEWING	PUBLIC	27 SF
GATE QUEUE 1	AIR CARRIER	215 SF	CVN MAIN WASHOP	CVN	588 SF	WEST VEST	PUBLIC	15 SF
GATE QUEUE 2	AIR CARRIER	203 SF	CONFERENCE	CVN	242 SF	BAGGAGE CLAIM	PUBLIC	216 SF
GATE 1 VEST	AIR CARRIER	40 SF	ADMIN STOR	CVN	85 SF	BAG CHECK	TSA	354 SF
GATE 2 VEST	AIR CARRIER	47 SF	CVN BRIDGE	CVN	138 SF	TSA BRIDGE	TSA	248 SF
BAG ROOM	AIR CARRIER	82 SF	SECURE STOR	CVN	200 SF	TSA TRAIL	TSA	173 SF
TICKET QUEUE	AIR CARRIER	215 SF	TECHNO DEAR STOR	CVN	254 SF	TSA SERVICE	TSA	125 SF
ARRIVAL BAG ROOM	AIR CARRIER	132 SF	CVN MAIN STOR	CVN	221 SF	TSA TRAIN	TSA	230 SF
CVN UN 1	BUILDING SUPPORT	81 SF	CVN CORR	CVN	272 SF	TSA STOR	TSA	80 SF
WOMEN UN 1	BUILDING SUPPORT	218 SF	CVN VEST	CVN	48 SF	TSA SUPER	TSA	124 SF
COURTROOM	BUILDING SUPPORT	25 SF	RENTAL CAR OFFICE	LEASE	184 SF	TSA CORR	TSA	147 SF
MALE UN 1	BUILDING SUPPORT	217 SF	RENTAL CAR COUNTER	LEASE	47 SF	TSA CHECK	TSA	130 SF
CVN UN 2	BUILDING SUPPORT	80 SF	NEWS, GIFTS, SHOPS	LEASE	230 SF	TSA QUEUE	TSA	Not Placed
MEN UN 1	BUILDING SUPPORT	217 SF	RESTAURANT	LEASE	1800 SF	TSA QUEUE	TSA	215 SF
WOMEN UN 2	BUILDING SUPPORT	217 SF	VEHICLE	PUBLIC	550 SF			
MOTHERS ROOM	BUILDING SUPPORT	70 SF	HOLD ROOM	PUBLIC	231 SF			
FAMILY RR	BUILDING SUPPORT	70 SF						
WOMEN UN 3	BUILDING SUPPORT	217 SF						
PET RELIEF	BUILDING SUPPORT	80 SF						
COURTROOM SECURE	BUILDING SUPPORT	25 SF						
FIRE RISER	BUILDING SUPPORT	94 SF						
IT/AA COR	BUILDING SUPPORT	101 SF						
MECH	BUILDING SUPPORT	75 SF						
TSA UNI SEX	BUILDING SUPPORT	40 SF						
TSA UNI SEX	BUILDING SUPPORT	40 SF						

Room Schedule		
Room Name	Department	Area
SECURE CORR	PUBLIC	153 SF
QUEST HALL	PUBLIC	1000 SF
BAG CLAIM	PUBLIC	Not Placed
REST CORR	PUBLIC	57 SF
VIEWING	PUBLIC	27 SF
WEST VEST	PUBLIC	15 SF
BAGGAGE CLAIM	PUBLIC	216 SF
BAG CHECK	TSA	354 SF
TSA BRIDGE	TSA	248 SF
TSA TRAIL	TSA	173 SF
TSA SERVICE	TSA	125 SF
TSA TRAIN	TSA	230 SF
TSA STOR	TSA	80 SF
TSA SUPER	TSA	124 SF
TSA CORR	TSA	147 SF
TSA CHECK	TSA	130 SF
TSA QUEUE	TSA	Not Placed
TSA QUEUE	TSA	215 SF
Grand Total		1800 SF

GROSS BUILDING AREA = 20,145 SF



FLOOR PLAN - OPTION 5

Scale: 3/32" = 1' 0"



Member Verdile advised they eliminated the rental parking. He asked if they were going to put in in short term parking. Member Telles advised they discussed there not being enough for rental parking. Mr. Payne advised it would be a designated area.

Vic Chairman Leslie asked if they have discussed this with the rental car companies. Ms. Burroughes advised they don't currently have a rental car company at the airport. They have talked with various organizations, including Hamilton's, but they don't have an agreement. Enterprise was taking vehicles and leaving the keys at the front desk, but they have a shortage of cars. Ms. Brungart advised it has been a struggle to get rental cars. Vice Chairman Leslie asked if she saw the same problem in Durango. Ms. Brungart advised she didn't.

Vice Chairman Leslie advised they hoped the restaurant would bring citizens out to the airport and having windows that would face the runway and taxiway. He asked if they could move the restaurant so that was possible. Mr. Payne advised they could look into that.

Member Verdile asked how high the ceiling was in the great hall. Mr. Payne advised they are planning for this to be a similar structure system to the east and west. He thought maybe 16-17 foot in height.

Member Elbus asked Mr. Baker if he wanted changes to the maintenance building. Mr. Baker advised he didn't see a need for the the office space and maintenance hall. If the restaurant was moved to the north and the kitchen at the front of the building with everything opened up was his vision. Member Elbus asked if they should remove the rooms on the northeast side or just move them. Mr. Baker advised where the admin offices and storage rooms are located not in that location. Member Elbus advised the restaurant is only 15x20. Mr. Baker advised something similar to the College common area is what he envisioned to be able to eat and watch the planes. Vice Chairman Leslie agreed that the main part of the restaurant is for people to be able to watch the planes.

Ms. Brungart asked if there were a lot of airports in New Mexico that have access. She advised having a larger restaurant would be a big draw if they can advertise it that there is a view to the ramp. Vice Chairman Leslie advised they need to look into the size of the kitchen. Restaurants have closed because of a small kitchen. Member Elbus advised half of the North Annex would be the size of the restaurant. He advised they have a terminal aspect and a separate restaurant that is open to the public that has views of the terminal. Vice Chairman Leslie advised they would like Molzen Corbin to look into this.

Ms. Brungart advised keeping the restaurant as one entity would be best because they get airline traffic as well. It does need to be bigger though. With the admin offices in the FBO side they wouldn't need the office space in the restaurant area. Member Telles advised they discussed having the restaurant on the east end of the building so people flying in could be within walking distance. Ms. Brungart advised she liked the flow of design 5.

Member Telles asked if they would be moving office space to the east. Mr. Payne advised he started running into restriction lines, but didn't want to go too far east because it was getting cramped. They moved it a little though.

Member Verdile asked if the city had a position on the airport offices location. Ms. Burroughes advised they did not have an official position at this time. The size of the existing FBO and moving the administrative section with conference rooms would take up the majority of the new FBO. They should probably keep the administrative offices where they are in the proposal. She advised they could move the restaurant around to accommodate what they want to achieve without the maintenance building.

Mr. Payne advised if they need to review the space they can re-review that with the board. Ms. Burroughes advised they would be happy to go back and discuss that. Vice Chairman Leslie advised that is something that should take place now that Ms. Brungart is on board. Mr. Payne agreed. Vice Chairman Leslie advised they value Mr. Bakers experience and expertise so they want him to be a part of this as well.

Mr. Payne advised the idea of going back to look at the program is the best move forward. Vice Chairman Leslie thanked them for the opportunity to have the input that they need.

Member Elbus asked if they need to include anyone else in terms of the design. Ms. Brungart advised TSA has had their input considered but she was not sure of Denver Air Connection. Vice Chairman Leslie advised it would be a good idea to get Denver Air's input. He advised in discussions with building the Civic Center they found a chef to use his expertise for the kitchen. He thought it would be a good idea to consider that as well. Ms. Burroughes advised they could reach out to a couple of the commissioners that are in the restaurant business.

Ms. Burroughes advised she would share this information with Mr. Howalt.

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

Ms. Burroughes advised the Legislative Session is finished and they approved \$50 million for aviation. The city was not included in that so they will have some sort of application process where they can apply for funding.

Mr. Baker advised the NMML Aviation Conference is May 10-12 in Ruidoso. If there is anyone that would like to attend, they can contact Ms. Reyes. Ms. Burroughes advised the city would pay for hotel and registration.

Agenda Item No. 8 – Adjournment

There being no further business to come before the board the meeting adjourned at 6:15 p.m.