

COUNTY OF CURRY                    )  
CITY OF CLOVIS                    )            ss.

The Civil Aviation Board met in regular session, Tuesday, April 13<sup>th</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:

Vice Chairman Lonnie Leslie  
Member Robbie Telles  
Member Stephen Verdile  
Mayor Mike Morris  
Member Jamie Martinez

ABSENT:

Member Matthew Elbus

ALSO PRESENT:

Amanda Brungart, Airport Director  
Lee Baker, Airport Maintenance Supervisor  
Justin Howalt, City Manager  
Claire Burroughes, Assistant City Manager  
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**

Ms. Burroughes advised she and Ms. Brungart were present at the previous meeting, but were not listed in the minutes and Mr. Howalt was absent. Mr. Verdile moved to approve the minutes of April 4, 2023; Mr. Martinez seconded the motion. Mayor Morris abstained. The motion carried.

## **Agenda Item No. 4 – Old Business**

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

Mr. Howalt advised regarding the matter. He apologized for missing the previous meeting and had subsequently met with Mr. Leslie, Ms. Brungart and Mr. Baker.

The line going diagonally across the plan cannot be crossed by the building. When Molzen Corbin started shifting the building to the east they did not want to cross the RBZ no go line. There is room enough to increase the gates if the need to.

They looked at the access road between the proposed and existing terminals. The included access road from the new apron to the old apron, keeping it behind the fence line allowing them to access the area and store equipment on the old equipment space.

During the previous meeting there was a discussion regarding threat levels from a parking standpoint. The national security threat level determines this. There is parking adjacent to terminals throughout the US. From an operational standpoint, if the threat level was increased, they would barricade the area off or tow vehicles away where needed. As far as the site plan is concerned, they do not need to move the site plan.

Mr. Leslie said they discussed potential parking for the restaurant if there was a rotary meeting. He asked where they would park. Mr. Howalt envisioned the parking on the loop road could be reserved on the north side for restaurant parking. There would also be access to short-term parking.

Mr. John Pate with Molzen Corbin said Mr. Howalt had done a good job of explaining it and they had no comments.

Regarding the floor plan and the modifications from the feedback received, Mr. Howalt said the restaurant was on the southeast corner. They have expanded the restaurant area to take up the east half from north-south allowing them to put glass windows providing visibility to the airfield. They have also shown an area for the restaurant. They would build a shell initially and would then work with the lessee regarding what the kitchen would look like.

In taking up the east side of the building they have revised the CVN storage etc. There was discussion regarding where the air carrier could store equipment. They do not want to show it as a leased space as the FAA limits funding for leased space. The airline ticket office would not typically be funded. Mr. Howalt said he wanted to leave the administrative offices there because they are trying to get funding from FAA. They have a vision for the FBO area but not the funding. They would like to use as much FAA and state funding as possible. Mr. Howalt said the FBO could hold other air carriers that don't need TSA that could be run from the facility.

Mr. Howalt advised the above were the main changes, as well as the insight into the funding.

Mr. Leslie advised the work on the restaurant looks great. He asked would they stub out some plumbing. Mr. Howalt said they would put in floor drains and plumbing where hoods and flat tops would go. Mr. Leslie said and the restrooms too.

Mayor Morris advised he and Mr. Martinez said in the minutes there was discussion regarding reaching out to other entities like DAC. He asked if there had been time to do that. Mr. Howalt said the air carriers are tenants and other than the ticket counter they are not utilizing the airport itself. They have not had time. They are trying to put themselves in a position for the next grant to make sure the plans are completed for when the next grant cycle comes open in the fall.

Mr. Leslie said he toured the Frisco, Texas library with the mayor of Frisco. He said conference rooms were very needed in a city. He thought that could be another way the city could help organizations to get more people out to the airport. He was interested in naming rights. Key Lime Pie in the Sky.

Mr. Martinez asked if they could consider a local restaurant like Leals who could branch out there. Mr. Howalt said he liked the vision and the names and who the restaurateur could be. He advised they would have to go out for RFP because of procurement.

Mr. Leslie asked Ms. Brungart and Mr. Baker what their thoughts were. Ms. Brungart said this was the best option and she liked the design of the restaurant and the service road which would give the fire department better access for emergencies. Mr. Baker said he liked it and thought they could make it work.

Mr. Verdile liked the explanation on the funding. He did not know the FAA broke it out as they did. He said there would be some tweaking. He asked for a funding explanation going forward. Mr. Howalt said once they get a detailed design the walls may move a little bit. The funding will be through the Airport Terminal Program ATP which is set up to make improvements to airports. They have put in two applications previously and the feedback is they were not far enough along. They worked monthly with Andy Velajos with FAA who provides updates to his supervisors. The application to FAA will be for \$14 million dollars. He spoke with the State Aviation and asked if they would consider funding. If the feds don't come through with the full amount the state is saying they would help fill the gap. They will work with them about the wording in the grant. The state funding can pay for the leased space. Eventually they will break down the tenant space and common area. TSA pays a lease, but FAA will pay for TSA space.

Mr. Verdile said while they are waiting on the funding stream. Mr. Howalt said the City of Clovis is paying for the design funding. Molzen Corbin will take this to 100% design construction which will help with the funding application. They are using price per square foot concept. Great opinion of probable cost will be available as Molzen's work is finished. Mayor Morris said they would not approve the grant application as the numbers are not tight. He applauded Mr. Howalt and diligence to stay with this. He has met with the FAA in making sure we have a tight application. They haven't just dreamed it up. They need it. Mayor Morris thanked the board for their work.

Mr. Leslie appreciated Mr. Baker for keeping things going and welcomed Ms. Brungart.

Mr. Verdile moved to approve the plans as presented; Mr. Telles seconded the motion which carried by acclamation.

#### **Agenda Item No. 5 – For the Good of the Order**

None.

#### **Agenda Item No. 6 – Adjournment**

There being no further discussion the meeting adjourned at 5:56 p.m.