



Civil Aviation Board

~ Minutes ~

701 N. Main
Clovis, NM 88101
www.cityofclovis.org

July 18, 2023

5:30 p.m.

North Annex, Clovis-Carver Library

I) CALL TO ORDER

Vice Chairperson Leslie called the meeting to order at 5:30 p.m. and established the presence of a quorum.

II) ROLL CALL

Present: Jamie Martinez
Lonnie Leslie
Michael Morris
Stephen Verdile
Robert Telles

Absent: Alejandro Mora

Others None

Present:

III) APPROVAL OF MINUTES

III.1) Approval of minutes of April 13, 2023

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RESULT:	ADOPTED
MOVER:	Michael Morris
SECONDER:	Robert Telles
AYES:	Jamie Martinez, Lonnie Leslie, Michael Morris, Stephen Verdile, Robert Telles
NAYS:	None
ABSENT:	Alejandro Mora

III.2) Approval of minutes of May 30, 2023

RESULT:	ADOPTED
MOVER:	Stephen Verdile
SECONDER:	Robert Telles
AYES:	Jamie Martinez, Lonnie Leslie, Michael Morris, Stephen Verdile, Robert Telles
NAYS:	None
ABSENT:	Alejandro Mora

IV) NEW BUSINESS

- IV.1 Discussion and action regarding selection of the 2023 Wings n Wheels t-shirt design, Amanda Brungart, Vicki Reyes

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Ms. Reyes advised the city held a t-shirt design contest for the official Wings ‘n Wheels t-shirt. They had 13 designs submitted and the Wings ‘n Wheels committee selected their top 5 for the Civil Aviation Board to pick from. The board reviewed the designs. Vice Chairman Leslie asked when they needed to decide. Ms. Reyes advised they need to order shirts as soon as possible so they would need a decision tonight. Ms. Brungart advised the winner will be an honorary judge for the car and air show, a gift basket from the city, two free t-shirts and multiple introductions at the event.

Member Verdile advised all of the designs looked great. He advised one of the designs was more focused on the car and it’s the airport they are trying to promote. The board agreed to remove the design with the red Cadillac “Wings ‘n Wheels”. Ms. Reyes advised they were asked to include a community car show, a static plane show and a military fly-in in their designs. Mr. Howalt advised they were also required to have the city branding and airport logo.

Mayor Morris advised he liked “Neon Wheels” and “Retro Feels”. Member Martinez agreed with Mayor Morris. He stated Retro Feels was his first choice. Member Telles, Vice Chairman Leslie and Member Verdile also agreed. Member Telles made a motion to approve the “Retro Feels” design; Member Verdile seconded the motion, which passed by acclamation.

Ms. Reyes advised they would announce the winner towards the end of the week along with the name of the designer. Vice Chairman Leslie thanked staff for the wonderful job.

RESULT:	ADOPTED
MOVER:	Robert Telles
SECONDER:	Stephen Verdile
AYES:	Jamie Martinez, Lonnie Leslie, Michael Morris, Stephen Verdile, Robert Telles
NAYS:	None
ABSENT:	Alejandro Mora

V) OLD BUSINESS

ARFF truck update

Ms. Brungart advised they may have funding to bid the ARFF truck. They are moving forward with the required documents. He asked if they have to give the other truck back. Ms. Brungart advised it was FAA

purchased so it has to stay at the airport. Mr. Telles asked if the new truck would fit in the existing facility. Ms. Brungart advised it wouldn't so they will have to build.

Summer fuel sales update

Ms. Brungart advised they had some positive increases in fuel sales. They were up 85% over winter sales. Vice Chair Leslie asked if they were still getting a lot of helicopters. Ms. Brungart advised they have slowed down.

Taxiway A & runway reconstruction update

Ms. Brungart advised this project has been bid and awarded. They look to phase this project and work with the airline. the runway will be done in the winter and the airline will have to downsize their aircraft. It should be started in September. Member Verdile asked if they were doing a mil and fill. Ms. Brungart advised they were doing a top seal.

Ms. Brungart advised they have been working with Tina in Economic Development to get enterprise rental cars but have not heard anything back. that is a huge stumbling block at the airport not having rental cars. Mr. Howalt advised they express an interest but there is a disconnect in the lower level management. They even looked at the possibility of the city being a vendor for enterprise. They will continue to work on this and if necessary they will reach out to the other companies. Member Martinez advised he thought they were there and should reach out to other companies. He asked if Roswell was having the same problem. Ms. Brungart advised they have several rental car companies. Mr. Howalt advised they would research the companies that are there and reach out to them.

Mr. Howalt advised they have sent letters to Curry County, the city, DOD and the tribes in the area. they will submit the preliminary assessment to the FAA and get all of that compiled. They are working on the design still and moving forward with that. They hope to have the plans completed by the end of the summer. Vice Chair Leslie advised the renderings were great. It is something to be proud of. Member Verdile advised he liked all the windows and natural light. Member Telles advised it looks very inviting and modern. It will be a welcome change.

Vice Chairperson Leslie asked how Denver Air felt about having to downsize the airplane. Ms. Brungart advised it was a bit of a challenge but they are working Denver Air on this. They have been told it would be a week at a time. Member Martinez asked how many weeks this would take place. Mr. Howalt advised that hasn't been established yet. They are still work on the construction and phasing plan.

Mayor Morris advised they were outstanding. He has flown Denver Air several times and it is very crowded and hot in the little terminal.

Vice Chairperson Leslie asked what the soonest that building could be completed. Mr. Howalt advised if they had funding it would take probably a year and half to two years.

Member Martinez asked where they were with the FAA on the funding. Mr. Howalt advised the feds have not released their next round but should by the end of summer or early fall. They can show that the city is ready to bid so it should be huge for them.

Mayor Morris advised he met with Denver Air and his goal was to access their interest in an aviation maintenance facility. He asked how they could stay ahead of any opportunities that could exist. They concluded that if the city built a maintenance facility there was no way they wouldn't occupy the building. they have a wonderful opportunity to have an aviation maintenance facility on the airport. Vice Chair

Leslie advised the constant flow of retirees that are highly trained aircraft mechanics would be desirable. Member Verdile advised they have a rare opportunity with the terminal and they need to take advantage of that.

VI) FOR THE GOOD OF THE ORDER

Ms. Brungart introduced Hanna Brown, Administrative Assistant. She comes from Idaho and is an Aviation Specialist with the National Guard. Vice Chair Leslie advised they look forward to having her at the airport. Ms. Brungart advised the maintenance supervisor position is open and the maintenance and custodian position is open and was changed to full time.

VII) ADJOURNMENT

There being no further business for the board to discuss the meeting adjourned at 6:14 p.m.

Chairperson

SEAL
(ATTEST)

City Clerk