



**CIVIL AVIATION BOARD
REGULAR MEETING
AGENDA FOR JANUARY 5, 2021
Virtual Meeting via Google Meet – 5:30 p.m.**

DUE TO GOVERNOR LUJAN GRISHAM'S ORDER LIMITING THE NUMBER OF ATTENDEES AT GATHERINGS, THE CIVIL AVIATION BOARD MEETING WILL NOT BE OPEN TO THE GENERAL PUBLIC. THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT) AND TO CALL IN QUESTIONS THEY MAY HAVE TO (575) 763-9200, WHICH WILL BE SHARED WITH THE BOARD

1) **ROLL CALL**

2) **INTRODUCTION OF GUESTS AND VISITORS**

- a) Introduction of Airport Director James Harris – City Manager Justin Howalt

3) **APPROVAL OF MINUTES OF OCTOBER 6, 2020 MEETING**

4) **AIRPORT DIRECTOR'S REPORT**

- a) Airport Ramp/Hangar Lighting Grant Request
- b) Runway 12/30 PAPI Install Grant Request
- c) Airport Signage Grant Request
- d) Fencing Project Update
- e) January 26th – 29th T-Hangar Inspection with Clovis Fire Department (CFD)
- f) Airport Rules and Regulations Update
- g) Terminal Project Update
- h) Updates to ACM, AEP, SICP, Airport Master Record, and Flight Publications

5) **DISCUSSION**

- a) Monthly fuel billing

6) **FOR THE GOOD OF THE ORDER**

- a) Date and time of next meeting – 5:30 p.m., Tuesday, February 2, 2021

7) **ADJOURNMENT**



In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Civil Aviation Board met on January 5, 2021 in a Virtual Meeting via Google Meet, Clovis, New Mexico, 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 Donnie Lewellen
Vice Chairman TJ Curtis
Commissioner Rube Render
Member John King
Member Lonnie Leslie
Member Jamie Martinez
Member Stephen Verdile

ABSENT: n/a

ALSO PRESENT: Mr. James Harris, Airport Director
Mr. Gary 'Lee' Baker, Maintenance Supervisor
Ms. Cynthia Baca, Admin Assistant
Mr. Justin Howalt, City Manager

Chairman Donnie Lewellen called the meeting to order at 5:30 p.m. and stated there was a quorum.

2. INTRODUCTION OF GUESTS AND VISITORS

Chairman Lewellen welcomed the guest present at this meeting. Mr. Justin Howalt gave a brief introduction of Mr. James Harris the newly appointed Airport Director.

3. APPROVAL OF MINUTES

Member Stephen Verdile made a motion to approve the minutes from the November 4, 2020 meeting. Member Jamie Martinez seconded the motion, which passed by acclamation.

4. AIRPORT DIRECTOR'S REPORT

a. Airport Ramp/Hangar Lighting Grant Request

Mr. James Harris will request City Commission approve a grant request from the State to update the lighting in the following areas: T-Hangars, Ramp, and the Parking Lot and will take the request before City Commission on Thursday.

b. Runway 12/30 PAPI Install Grant Request

Mr. Harris will request City Commission approve a grant request from the State to install a PAPI on both ends of Runway 12/30.

c. Airport Signage Grant Request

Mr. Harris will request City Commission approve a grant request from the State to replace Airport signage.

d. Fencing Project Update

Mr. Harris will request City Commission approve a Federal grant request to update Airport fencing. In this instance, the FAA will fund 90%, the State will fund 5% and the City will fund 5%. Molzen Corbin will be at the Airport on the 18th to perform a survey and the fencing will follow the current fencing lines while removing random gates.

e. January 26th – 29th T-Hangar Inspection with Clovis Fire Department (CFD)

Mr. Harris, Mr. Lee Baker, and the Fire Marshall will perform a T-Hangar Inspection the end of January. They will be looking at insulation, paint, and pest control issues, etc. A letter has been submitted to all T-Hangar tenants.

f. Airport Rules and Regulations Update

Mr. Harris had updated the Rules and Regulations.

- g. Terminal Project Update

Terminal Project is ongoing.

- h. Updates to ACM, AEP, SICP, Airport Master Record, and Flight Publications

Mr. Harris has updated the ACM, AEP, SICP, Airport Master Record and all Flight Publications.

5. DISCUSSION

- a. Monthly Fuel Billing

Mr. Harris stated there will no longer be Monthly Fuel Billing to local pilots. Local pilots can have a credit card put on file in the AV Fuel system.

6. FOR THE GOOD OF THE ORDER

- a. Date and time of next meeting – 5:30 p.m., Tuesday, February 4, 2021

7. ADJOURNMENT

There being no further business to come before the Board the meeting adjourned at 6:13 p.m.

Chairman

SEAL
(ATTEST)

City Clerk



**CIVIL AVIATION BOARD
REGULAR MEETING
AGENDA FOR FEBRUARY 2, 2021
Virtual Meeting via Google Meet – 5:30 p.m.**

DUE TO GOVERNOR LUJAN GRISHAM'S ORDER LIMITING THE NUMBER OF ATTENDEES AT GATHERINGS, THE CIVIL AVIATION BOARD MEETING WILL NOT BE OPEN TO THE GENERAL PUBLIC. THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT) AND TO CALL IN QUESTIONS THEY MAY HAVE TO (575) 763-9200, WHICH WILL BE SHARED WITH THE BOARD.

- 1) **ROLL CALL**
- 2) **INTRODUCTION OF GUESTS AND VISITORS**
- 3) **APPROVAL OF MINUTES OF JANUARY 5, 2021 MEETING**
- 4) **AIRPORT DIRECTORS' REPORT**
 - a) Taxiway A Project Update
 - b) T-Hangar & Ramp Lighting Project Update
 - c) Terminal Tree Removal
 - d) T-Hangar Inspection Results
 - e) Self-Serve Fuel Update
 - f) Runway 12/30 PAPI Installation
 - g) Airport Equipment Building Grant Request
 - h) TSA/Terminal Progress
 - i) Airport Fencing Update



5) **DISCUSSION**

- a) Airport Name Change from Municipal to Regional
- b) Airport Logo
- c) Monthly Fuel Billing

6) **FOR THE GOOD OF THE ORDER**

- a) Date and time of next meeting – 5:30 p.m., Tuesday, March 2, 2021

7) **ADJOURNMENT**

In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Civil Aviation Board met on February 2, 2021 in a Virtual Meeting via Google Meet, Clovis, New Mexico, 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 Donnie Lewellen
Member John King
Member Lonnie Leslie
Member Jamie Martinez
Member Stephen Verdile

ABSENT:

Vice Chairman TJ Curtis

ALSO PRESENT:

Mr. James Harris, Airport Director
Mr. Gary 'Lee' Baker, Maintenance Supervisor
Ms. Cynthia Baca, Admin Assistant
Mr. Justin Howalt, City Manager
Mr. Steven Hewett
Mr. Jared Morris

Chairman Donnie Lewellen called the meeting to order at 5:31 p.m. and stated there was a quorum.

2. INTRODUCTION OF GUESTS AND VISITORS

Chairman Lewellen welcomed the Board Members at this meeting.

3. APPROVAL OF MINUTES

Member Stephen Verdile made a motion to approve the minutes from the January 5, 2020 meeting. Member John King seconded the motion, which passed by acclamation.

4. AIRPORT DIRECTOR'S REPORT

a. Taxiway A Project Update

Mr. James Harris stated Taxiway A project is currently ongoing.

b. T-Hangar & Ramp Lighting Project Update

Mr. Harris stated the project has been awarded to Snider Electric. The grant for this project is 100% funded by the State of New Mexico. Snider Electric bid \$13,000 below the award. The extra money will be used for similar lighting projects. Lighting upgrades have been made to the Maintenance Building. Exterior LED lighting upgrades will be to the T-Hangars, Ramp, parking and General Aviation (GA) areas. Lighting upgrades to the Fire and Snow Buildings may be added once the current projects are completed.

c. Terminal Tree Removal

Mr. Harris stated due to complaints about trees next to the terminal being a safety issue they have been removed. The terminal looks a lot better, more open and more inviting.

d. T-Hangar Inspection Results

Mr. Harris stated he couldn't finish the inspections due to how severely neglected they were by tenants and the Airport. There were multiple issues such as poor pavement conditions, door issues, water intrusion, wild animals, lighting, and wiring etc. Mr. Harris is researching different options for t-hangar doors. Mr. Harris has been speaking daily with New Mexico State employees about what can be done to help the Airport. Once a plan is devised it will be brought to the Board.

e. Self-Serve Fuel Update

Mr. Harris stated he's still waiting on 4K Environmental to finish his quote. Mr. Harris estimates it will be below \$100,000.00. The plan is to pipe into the existing tanks which Mr. Harris believes will be more cost effective. In the future another tank can be added to what is already there. There is enough room to expand to the left.

f. Runway 12/30 PAPI Installation

Mr. Harris stated the project is in the design phase. Molzen Corbin had the surveyors come out to survey the locations and get the measurements. The new PAPI's will run back to the lighting vault where they're supposed to be and it's going to have its' own regulator.

g. Airport Equipment Building Grant Request

Mr. Harris is still waiting on Engineers estimates and has talked to Anthony with the State about the equipment and trucks sitting out in the weather getting beat up and getting funding to build an equipment building. The state has helped us fund most of the equipment so it's in their best interest that we keep it up. Anthony spoke to his bosses and they're willing to look at it as long as it stays under \$150,000.00.

Mr. Harris has it on the Agenda for the City Commission Meeting to request to be able to apply for that grant.

h. TSA/Terminal Progress

Mr. Harris stated the work in the terminal is ongoing. The walls have been put up, the plumbing is finished and they just need to install fixtures and toilets. They are waiting for the glass to be shipped. This project is still on track for April completion time.

i. Airport Fencing Update

Mr. Harris stated the project is still in design. The surveyors were out and took a current layout of the current location of the fencing and they wanted to know where we wanted to put the actual gates we wanted to keep and which ones we wanted to eliminate.

5. DISCUSSION

a. Airport Name Change from Municipal to Regional

The Airport serves the City of Clovis and the surrounding communities with essential air service. We are the only airport providing commercial passenger services within 100 miles and who supports the communities of both Eastern New Mexico and West Texas by connecting those communities to other regional and national markets. By definition, our Airport is a Regional Airport.

Mr. Harris stated to change the name of the Clovis Municipal Airport to Clovis Regional Airport would expand upon the growth and potential of the Airport and is a marketing strategy that can be used to boast the Airports' popularity in the area. As a Regional Airport, Clovis will invite more businesses and air travelers to the City and make it easier to market the Airport to potential cargo operators who will see Clovis as not just another local Airport but a spring board to other business opportunities in and around the City.

b. Airport Logo

Mr. Harris stated the new logo will go with the new name of the Airport and showed the Board Members examples of the top logo designs. Mr. Harris stated the CVN identifier will not change. A motion from Chairman Lewellen was made to table the voting of the new logo design and place it on the Agenda for the next meeting. Member Stephen Verdile seconded the motion, which passed by acclamation.

c. Monthly Billing

Mr. Harris stated there will no longer be Monthly Fuel Billing to local pilots. Local pilots can have a credit card put on file in the AV Fuel system. A memorandum has been sent to all t-hangar tenants.

6. FOR THE GOOD OF THE ORDER

- a. Date and time of next meeting – 5:30 p.m., Tuesday, February 2, 2021

7. ADJOURNMENT

There being no further business to come before the Board the meeting adjourned at 6:30 p.m.

Chairman

SEAL
(ATTEST)

City Clerk



**CIVIL AVIATION BOARD
REGULAR MEETING
AGENDA FOR MARCH 2, 2021
North Annex, Clovis Carver Library, 701 N. Main – 5:30 p.m.**

DUE TO GOVERNOR LUJAN GRISHAM'S ORDER LIMITING THE NUMBER OF ATTENDEES AT GATHERINGS, THE CIVIL AVIATION BOARD MEETING WILL NOT BE OPEN TO THE GENERAL PUBLIC. THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT) AND TO CALL IN QUESTIONS THEY MAY HAVE TO (575) 763-9200, WHICH WILL BE SHARED WITH THE BOARD.

- 1) **ROLL CALL**
- 2) **INTRODUCTION OF GUESTS AND VISITORS**
- 3) **APPROVAL OF MINUTES OF FEBRUARY 2, 2021 MEETING**
- 4) **AIRPORT DIRECTORS' REPORT**
 - a) Interview on Airport Improvement
 - b) Taxiway A Update
 - c) ARFF Station Update
 - d) T-Hangar, Ramp, Parking Lot Lighting Update
 - e) PAPI 12/30 Installation Update
 - f) Self-Service Fuel Update
 - g) Airport Fencing Update
 - h) NMDOT Grant for Tractor



5) **DISCUSSION**

a) n/a

6) **FOR THE GOOD OF THE ORDER**

a) Date and time of next meeting – 5:30 p.m., Tuesday, April 6, 2021

7) **ADJOURNMENT**

In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Civil Aviation Board met on March 2, 2021 in a North Annex, Clovis Carver Library, 701 N. Main, Clovis, New Mexico, 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 Donnie Lewellen
Vice Chairman TJ Curtis
Member John King
Member Lonnie Leslie
Member Jamie Martinez

ABSENT:

Member Stephen Verdile

ALSO PRESENT:

Mr. James Harris, Airport Director
Mr. Gary 'Lee' Baker, Maintenance Supervisor
Ms. Cynthia Baca, Admin Assistant
Mayor Mike Morris
Mr. Justin Howalt, City Manager
Ms. Selene Chavez

Chairman Donnie Lewellen called the meeting to order at 5:30 p.m. and stated there was a quorum.

2. INTRODUCTION OF GUESTS AND VISITORS

Chairman Lewellen welcomed Mayor Mike Morris and the Board Members at this meeting.

3. APPROVAL OF MINUTES

Member Jamie Martinez made a motion to approve the minutes from the February 2, 2020 meeting. Vice Chairman TJ Curtis seconded the motion, which passed by acclamation.

4. AIRPORT DIRECTOR'S REPORT

a. Interview on Airport Improvement

Mr. James Harris stated Channel 10 out of Amarillo interviewed him on projects and Dallas flights. This is a great way of getting our Airport and services recognized.

b. Taxiway A Update

Mr. Harris stated the construction has been affected by the weather and the paving has been pushed back. The project is still on schedule. Taxiway A and B will be closed 2 -3 weeks. NOTAM's have been updated and lighted X's are placed on the runway.

c. ARFF Station Update

Mr. Harris stated the ARFF Station sustained water leaks during cold weather. The leaks were repaired 2 to 3 days later. The water was shut off to portions of the Airport for repairs. The Fire Department is taking care of costs. Member Martinez asked if steps had been taken to prevent future damage. Mr. Harris stated hot pipes that are double insulated will be installed to prevent future mishaps.

The smaller water tower also froze during the cold weather and it took 6 days to transfer water. Mr. Justin Howalt stated the water levels are being tracked and the City and Airport are working with Roman Well and EPCOR for a possible secondary supply if levels become too low.

d. T-Hangar, Ramp, Parking Lot Lighting Update

Mr. Harris stated the lights in the parking lot and others on poles started getting changed out today. Mr. Harris also stated the T-Hangar lights would be more difficult to change out. There will not be any lighting upgrades inside of T-Hangars as of now. If the electricians have to go in to a T-Hangar, the tenants will be given a 24-hour notice.

e. PAPI 12/30 Installation Update

Mr. Harris stated the PAPI 12/30 Installation is still in design. Moltzen Corbin got their task order today and their expected completion for the design is May.

f. Self-Service Fuel Update

Mr. Harris stated Capital Outlay was going to be used originally but DOT will fund the Self-Service Fuel Island 100% along with any repairs to the fuel farm containment system and any piping or pumps that might need to be replaced. It will go before City Commission for approval. Once in place an after-hours call-out fee will be implemented which will benefit the Airport.

Mr. Harris was told the piping is wrong for distribution at the fuel farm so he contacted 4K Environmental to come out and do an assessment and a quote on repairing and bringing the fuel farm up to code. After the assessment, 4K Environmental determined that the piping was not incorrect and the only thing that needed to be repaired was the containment basin, the liner in the basin is out of code. A new fuel farm is not needed, the tanks are in great shape and although the piping is not ideal it is still within regulation.

g. Airport Fencing Update

Mr. Harris stated the Airport Security and Wildlife Fencing is still in design and has been approved by FAA. Mr. Harris is pushing for security fencing all around the Airport but still wants it to be inviting.

h. NMDOT Grant for Tractor

Mr. Harris stated the 1976 John Deere at the Airport works great but is outdated. Anthony Gilbert, Airport Development Administrator with NMDOT offered 100% fully funded grant for new make and model tractor.

5. DISCUSSION

a. Airport LOGO

Mr. Harris stated he picked the LOGO earlier than what was originally planned due to constraints. He had a timeline of 3 days and went with the best design. The Airport did hold a pole with visitors to the Administration Office.

b. Mayor Mike Morris

Mayor Morris stated he's excited about everything going on at the Airport and what it represents for the community. Mayor Morris also stated appreciation to the Board Members and the Airport Director.

Mayor Morris also stated he is going to ask Commission if he can sit on the Civil Aviation Board due to his interest in the direction of the future of Clovis Regional Airport.

6. FOR THE GOOD OF THE ORDER

a. Date and time of next meeting – 5:30 p.m., Tuesday, April 6, 2021

7. ADJOURNMENT

There being no further business to come before the Board the meeting adjourned at 6:17 p.m.

Chairman

SEAL
(ATTEST)

City Clerk



**CIVIL AVIATION BOARD
REGULAR MEETING
AGENDA FOR APRIL 6, 2021**

North Annex, Clovis Carver Library, 701 N. Main – 5:30 p.m.

THE PUBLIC IS INVITED TO ATTEND THE MEETING, HOWEVER THE NUMBER OF MEMBERS OF THE PUBLIC THAT ATTEND IS LIMITED DUE TO THE NEW MEXICO PUBLIC HEALTH ORDERS FOR SOCIAL DISTANCING. THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT) AND TO CALL IN QUESTIONS THEY MAY HAVE TO (575) 763-9200, WHICH WILL BE SHARED WITH THE CLOVIS CITY COMMISSION.

- 1) **CALL TO ORDER**
- 2) **INTRODUCTION OF BOARD MEMBERS**
- 3) **ROLL CALL**
- 4) **ELECTION OF CHAIRMAN & VICE CHAIRMAN**
- 5) **APPROVAL OF MINUTES OF MARCH 2, 2021 MEETING**
- 6) **AIRPORT DIRECTORS' REPORT**
 - a) Taxiway A Construction Update
 - b) Terminal Construction Update
 - c) Hangar Lighting Project Update
 - d) Update on Runway 12/30
 - e) Self-Service Fuel Update
 - f) Airport Fencing Update
 - g) New Tractor Update
 - h) New ARFF Truck



i) Interviews for Additional Maintenance Person

j) New Denver Air Aircraft

k) New FBO Amenities Update

7) **NEW BUSINESS**

a) FBO Improvement Plan

8) **FOR THE GOOD OF THE ORDER**

a) Date and time of next meeting – 5:30 p.m., Tuesday, May 4, 2021

9) **ADJOURNMENT**

In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.



**CIVIL AVIATION BOARD
SPECIAL MEETING
TOUR OF AIRPORT PROJECTS
AGENDA FOR 2:00 P.M., MONDAY APRIL 12, 2021
AIRPORT TERMINAL, 459 County Road 11.5, Texico, NM 88135**

I. ROLL CALL

II. TOUR OF AIRPORT PROJECTS

III. ADJOURNMENT

In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.



CIVIL AVIATION BOARD REGULAR MEETING AGENDA FOR MAY 4, 2021

North Annex, Clovis Carver Library, 701 N. Main – 5:30 p.m.

THE PUBLIC IS INVITED TO ATTEND THE MEETING, HOWEVER THE NUMBER OF MEMBERS OF THE PUBLIC THAT ATTEND IS LIMITED DUE TO THE NEW MEXICO PUBLIC HEALTH ORDERS FOR SOCIAL DISTANCING. THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT) AND TO CALL IN QUESTIONS THEY MAY HAVE TO (575) 763-9200, WHICH WILL BE SHARED WITH THE CLOVIS CITY COMMISSION.

- 1) **ROLL CALL**
- 2) **INTRODUCTION OF GUESTS AND VISITORS**
 - a) New Airport Employee Introduction
- 3) **APPROVAL OF MINUTES OF APRIL 6, 2021 MEETING**
- 4) **AIRPORT DIRECTORS' REPORT**
 - a) Update on the Taxiway A Reconstruction Project
 - b) Update on the TSA Terminal Construction Project
 - c) Update on the Hangar Lighting Project
 - d) Update on the Runway 12/30 PAPI Lighting Project
 - e) Update on the Airport Fencing Project
 - f) Update on the Self-Service Fueling Station
 - g) Update on the Parking Lot Paving Project
 - h) Update on the New Tractor Purchase



i) Update on the Acquisition of a new ARFF Vehicle

j) Airport Terminal Sign Replacement

5) **OLD BUSINESS**

a) Request for Action for the Approval of the FBO Improvement Plan, James Harris

b) Request for Action for the Approval of the Airport Monument Sign Design, James Harris

6) **FOR THE GOOD OF THE ORDER**

a) Date and time of next meeting – 5:30 p.m., Tuesday, June 1, 2021

7) **ADJOURNMENT**

In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.

1 COUNTY OF CURRY)
2 CITY OF CLOVIS) ss.

3
4 The Civil Aviation Board met in regular session, Tuesday, May 4, 2021 at the Clovis-Carver
5 Library, North Annex, 701 N. Main, in full conformity with the laws of the State of New Mexico
6 and the ordinances and resolutions of said city with the following members present:
7

8 Chairman TJ Curtis
9 Vice Chairman Lonnie Leslie
10 Member John King
11 Member Matthew Elbus (via telephone)
12 Member Jamie Martinez
13 Mayor Mike Morris
14 Member Stephen Verdile

15
16 ALSO PRESENT:

17 Justin Howalt, City Manager
18 Vicki Reyes, Assistant City Clerk
19 Lee Baker, Maintenance Supervisor
20 James Harris, Airport Director
21 Mayor Pro Tem Chris Bryant
22 James Burns

23 **Agenda Item No. 2 – Introduction of guests and visitors**

24
25 A. New Airport Employee Introduction

26
27 Mr. Harris advised the new employee resigned this morning.

28 **Agenda Item No. 3 – Approval of minutes of April 6, 2021**

29 Member Martinez made a motion to approve the minutes of April 6, 2021 as presented; Vice
30 Chairman Leslie seconded the motion, which passed by acclamation.

31 **Agenda Item No. 4 – Airport Directors’ Report**

32
33 A. Update on Taxiway A Reconstruction Project

34
35 The week of May 10 they will put down the permanent markings. They completed a punch list
36 walk through of the area and noticed small deficiencies. They will come back to clean up and fix
37 the deficiencies.

38 B. Update on the TSA Terminal Reconstruction Project

39 They are waiting on a few punch list items to be completed and have wiring to install for TSA.
40 They are waiting on a layout for the equipment and are still looking at a June 1 open date. They
41 will begin setting up the week of May 16. Chairman Curtis asked what the projected date to
42 have everything active and have their first passenger go through. Mr. Harris advised June 1.
43 The airport is planning a water cannon salute on the opening date. Chairman Curtis stated they

1 need to get as much publicity for this as possible. Member Leslie asked how many employees
2 TSA had. Mr. Harris advised the minimum TSA can operate is three employees. Mr. Howalt
3 advised they continue to work with TSA on the modular building. TSA sent plans to the city on
4 the building. The city will lease them the modular unit as well as the administrative office inside
5 the terminal. The city will also charge tenant improvements.

6 Member King asked if they were relocating staff or were they going to train local residents. Mr.
7 Harris advised they were going to bring in four people from Albuquerque to work and train
8 anyone that has applied.

9 Mayor Morris advised in conversations with CAFB, TSA will be key for military personnel to
10 travel. Mr. Howalt advised if they get Cannon using the service regularly and get up to 10,000
11 enplanements that will bring in an additional \$1 million every year.

12 C. Update on Hangar Light Project

13 They finished the T-hangar lighting area. There are cost savings with LED high efficiency
14 lighting. They do not have an expected completion date. Chairman Curtis asked if they were
15 updating the indoor lighting. Mr. Harris advised not with this project, but he is going to request
16 funds to do that next year. They hope to pave the hangars that aren't paved. There are a few that
17 need some work.

18 Member Leslie asked about the doors. Mr. Harris advised there was one company he knew of
19 but this would be an expensive project. He is looking at bifold doors or a by-swing door.

20 D. Update on the Runway 12/30 PAPI Lighting Project

21 This is still in design and no completion date on the Precision Approach Path Indicator (PAPI)
22 lighting. They ran into a lot of wiring issues with the Taxiway Alpha project. Chairman Curtis
23 asked if they gave a master plan with the markings. Mr. Harris advised they just marked them
24 but he is going to ask for state funds to get a map of all of the wiring. Chairman Curtis advised
25 they need to make themselves more efficient and cost effective. Mr. Howalt advised they need
26 to go back to see if they have survey information. When they did the runway extension, they
27 should have something on that to get to the engineers to compile into one document.

28 E. Update on the Airport Fencing Project

29 Bids opened on Sunday and final designs were approved by FAA. They are waiting on the cost.
30 This is a full perimeter fence for securing the passenger aircraft. The closing date is May 27.
31 Chairman Curtis asked how the cost share worked. FAA pays 90%, state pays 5% and the city
32 pays 5%. Chairman Curtis asked if the bid was published. Mr. Howalt advised they are
33 published on Bid Net. Chairman Curtis asked if that should be placed on Facebook and the
34 website. Mr. Howalt advised they could but a lot of construction companies are tied into plan
35 rooms and are automatically notified when plans come out. Chairman Curtis advised it would be
36 beneficial to notify the public by all means.

37

1 F. Update on the Self-Service Fueling Station

2 Innovative Fuels from Amarillo won the bid, and it is on the commission agenda for approval
3 May 6th. It is a four-week turnaround for parts. They are still waiting on DOT funding and then
4 they will be good to lay asphalt. They have doubled fuel sales for the year, this month alone.

5 They had a DC3 come in that wanted fuel and they asked for a start cart, but the airport doesn't
6 have one. It's an assisted start for old DC engines. Member Martinez asked what the cost of
7 one would be. Mr. Harris advised around \$60,000. Member Martinez asked if that would fall
8 inline with an airport service plan. Mr. Harris advised it was just an extra service. He advised
9 they advertise on the website where they can update fuels. They have the option of updating
10 services. Right now, all of theirs are turned off except fuel.

11 G. Update on the Parking Lot Paving Project

12 This area was paved on April 14. They had enough funding to do 80% of the parking lot and the
13 other 20% will be in this year's budget. The rest will cost around \$50,000. They have a septic
14 system that would need to be removed. The only thing on the septic system is the FBO and the
15 fire department.

16 H. Update on the Tractor Purchase

17 The new tractor arrived on Saturday. It will help with mowing. They will go for state funding
18 for another new tractor and will trade the old John Deere in for a newer one. Mr. Howalt advised
19 depending on trade in value they could auction. Chairman Curtis asked if the funds come back
20 to the airport. Mr. Howalt advised it does go back into their budget. Mr. Harris advised they
21 have been awarded \$750,000 in grants from the state since he started.

22 I. Update on the acquisition of a new ARFF Vehicle

23 Mr. Harris advised the FAA put a stop to a new ARFF vehicle and said they are not doing it now.
24 The backup is a vehicle that is larger than what they currently have and meets the current ARFF
25 index. The current truck limits the capabilities unless they can hook a hydrant up to it. their
26 backup is similar to the Rosenbower C3 "air wolf series". If they end up going with the smaller
27 vehicle and they did meet ARFF Index B they would be eligible for funding for the bigger truck.
28 Chairman Curtis asked if the FAA gives funds to the airlines to distribute. Mr. Harris advised
29 they fund directly to the airport. Member Elbus asked if the index was based on a singular
30 vehicle. Mr. Harris advised it depends on the aircraft. The ARFF index is one vehicle with
31 500 gallons of foam and dry chem and enough water to mix with the foam. With the new aircraft
32 that is over 90 feet it meets that but not the five departures a day. They want a commitment from
33 the airline, but they are not ready to do that.

34 Mr. Howalt asked if they purchased the smaller vehicle could the smaller vehicle plus the
35 existing vehicle meet the requirement for Index B. Mr. Harris advised it doesn't. Mr. Howalt
36 asked if they would keep buying us ARFF vehicles. Mr. Harris advised they would as long as
37 the index continues to rise. Mr. Howalt asked if there was a match requirement. Mr. Harris
38 advised 90%/5%/5%.

1 Member Martinez asked if they were going to continue to use the older truck. Mr. Harris
2 advised they would use it as a brush fire truck.

3 J. Airport Terminal Sign Replacement

4 Mr. Harris advised the current sign still says Clovis Municipal Airport. The new sign will have
5 the new airport logo and it will be backlit.

6 **Agenda Item No. 5 – Old Business**

7 A. Request for action for the approval of the FBO Improvement Plan

8 Vice Chairman Leslie asked if they had considered phasing the plan. He asked what they would
9 do first. Mr. Harris advised he had not come up with a phasing plan. The first phase would
10 probably be purchasing the equipment. The FBO itself can wait but the equipment and services
11 need to happen now. Vice Chairman Leslie suggested they include that since Mr. Harris is the
12 expert on this. Mr. Howalt agreed as well. They establish most of their projects with short,
13 medium, and long term goals. This is a component that is necessary to the plan. That gives them
14 the vision of what they need to go after when they are looking at grants. Member King asked if
15 there was an individual master plan for the airport. Mr. Howalt advised there was and the FAA
16 pays for that to be updated. It doesn't go into much detail though and gives highlights of the
17 overall airport.

18 Member Martinez asked about the rental cars. Mr. Harris advised Ms. Burroughes hasn't given
19 an update, but she is working on it. He sent another email to Hertz and Enterprise headquarters.
20 He is going to contact the Hertz in Amarillo to see if they can work out some sort of agreement.
21 They do need something. Member Martinez advised a lot of visitors came into Cannon for
22 testing and had to fly into Amarillo and Lubbock, but there were no rental cars. Mr. Howalt
23 advised they have been working with a local company that may be able to provide a rental car
24 service. They are working to see if exclusivity was something the city wanted to make work.
25 They are still working through those details. Member Martinez asked if the city would be
26 interested in a shuttle service to get people from the airport into town. Mr. Howalt advised they
27 have discussed using CATS but there are rules tied to them because they were purchased with
28 federal funds. Not knowing what schedules look like made it not feasible to use CATS.

29 Vice-Chairman Leslie made a motion to table approval of the master plan for the FBO until the
30 next meeting so they can have a scope of work with a time frame and include rental cars; Mayor
31 Morris seconded the motion, which passed by acclamation.

32 B. Request for action for the approval of the Airport Monument Sign Design

33 Mr. Harris advised they don't want to do away with the current sign they want to repurpose and
34 move it to the terminal area to say "Welcome to Clovis". Mr. Burns advised he is very
35 impressed to learn what is happening currently at the airport. It will be very beneficial for Clovis
36 and Cannon. His son did this project to earn his badge as an Eagle Scout when he was younger.
37 He spoke with Steve Summers, who was one of the airport directors, and was told the airport
38 needed a sign. The projects the scouts have done are very important. Vice Chairman Leslie

1 asked if there was a way to remove the sign from the pillars. Mr. Burns advised there probably
2 was. The concrete that was poured has rebar and Reuben Encinias did the concrete work. Mr.
3 Harris advised they would look at the bottom of the sign and leave the pillars.

4 Mr. Howalt advised they could contact Joe Bennett to move the sign. Mr. Harris advised he
5 would like to get a plaque made for the sign as well.

6 Vice Chairman Leslie made a motion to approve going forward with a new sign; Mayor Morris
7 seconded the motion, which passed by acclamation.

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

9 Mayor Morris advised they feel very good about the momentum and direction the airport is
10 moving towards. He complimented Mr. Howalt on continuing to look for options to help grow
11 the airport.

12 Mr. Howalt advised the water supply for the airport is from a single well. The water levels
13 within the well is something they continue to monitor. Over the years they had discussions with
14 NM American Water and now EPCOR on what it would take to extend water to the airport.
15 They have always kept this in the back of their mind that if the need arose, they could get water
16 to the airport. They learned Moriarty used state LEDA funds to extend their water line to the
17 airport. One requirement was to show plans for an industrial park at the airport. This has been
18 discussed and is in the airport master plan. They could take the well offline and would not need
19 the elevated storage tank. They also discussed the potential for them to act as an operator and
20 maintainer for the city. EPCOR could handle the 3rd party contract. They would have to extend
21 the line about a mile and a half.

22 Mr. Howalt advised through the American Rescue Plan the City of Clovis is expected to receive
23 \$8.9 million in two increments. They will get 50% upfront and a year later they will get the
24 remaining 50%. From an infrastructure stand point there have only been three items have been
25 allowed for infrastructure projects, sewer, water and broadband. They will continue to explore
26 options.

27 Vice Chairman Leslie asked in regard to the water line, if the property owners in that area would
28 have an opportunity to tie in. Mr. Howalt advised they would be able to.

29 Mayor Pro Tem Bryant asked with Denver Air taking over they have been working on the
30 Defense Travel System. He asked for an update. Mr. Howalt advised in conversations they have
31 had with leadership at the base they show up in the defense travel system when they returning to
32 Clovis, but not when they are leaving. They show up in all of the major GDS systems so there is
33 no reason they shouldn't be showing up in DTS. They have had several conversations and they
34 can't seem to figure it out. They are working on a way around on it. They can identify flights
35 and then provide it to DTS and book directly through them. Once TSA is up they will emphasize
36 it. Member Elbus advised they always prioritize government fair which is usually out of
37 Lubbock or Amarillo and is usually more expensive. Mr. Howalt advised directly from DTS it
38 would look more expensive but there could be some exceptions made to use the local service.

1 Member Martinez asked for the date and time for the first flight out of TSA. Mr. Howalt advised
2 June 1, but not sure of the time. Member Martinez asked about advertising for the opening. Mr.
3 Harris advised he would speak with Kelsey Knight and they would figure out something big.
4 Member Martinez asked for an update once they have something more solid.

5 Mr. Harris will invite the board to the airport once TSA is ready to go. Vice Chairman Leslie
6 asked if there was a time frame for the fence. Mr. Harris advised they have not got one. They
7 can operate with the way the fence is now. They have to have a designated ramp observer
8 though until they depart the ramp. When the new fence comes in the ramp observer will go
9 away.

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

11 There being no further business to come before the board the meeting adjourned at 6:53 p.m.

12

DRAFT



**CIVIL AVIATION BOARD
REGULAR MEETING
AGENDA FOR JUNE 1, 2021**

North Annex, Clovis Carver Library, 701 N. Main – 5:30 p.m.

THE PUBLIC IS INVITED TO ATTEND THE MEETING, HOWEVER THE NUMBER OF MEMBERS OF THE PUBLIC THAT ATTEND IS LIMITED DUE TO THE NEW MEXICO PUBLIC HEALTH ORDERS FOR SOCIAL DISTANCING. THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT) AND TO CALL IN QUESTIONS THEY MAY HAVE TO (575) 763-9200, WHICH WILL BE SHARED WITH THE CLOVIS CITY COMMISSION.

- 1) **ROLL CALL**

- 2) **INTRODUCTION OF GUESTS AND VISITORS**
 - a) New Airport Employee Introduction

- 3) **APPROVAL OF MINUTES OF MAY 4, 2021 MEETING**

- 4) **AIRPORT DIRECTORS' REPORT**
 - a) Taxiway A Reconstruction Project Update
 - b) Hangar Lighting Project Completion
 - c) Airport Fencing Project Update
 - d) Runway Approach Lighting Update
 - e) Self-Service Fueling Station Update
 - f) Airport Sign Replacement Project Update
 - g) Terminal Front Parking Space Removal and Drive Lane Marking Installation Project
 - h) Airport Marking Project
 - i) Airport Equipment Storage Building
 - j) Fuel Farm Light Pole Replacement



k) Terminal Landscaping Project

l) TSA Opening Update

5) **OLD BUSINESS**

a) Request for Action for the Approval of the FBO Improvement Plan, James Harris

6) **FOR THE GOOD OF THE ORDER**

a) Date and time of next meeting – 5:30 p.m., Tuesday, June 1, 2021

7) **ADJOURNMENT**

In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.

1 COUNTY OF CURRY)
2 CITY OF CLOVIS) ss.

3
4 The Civil Aviation Board met in regular session, Tuesday, June 1, 2021 at the Clovis-Carver
5 Library, North Annex, 701 N. Main, in full conformity with the laws of the State of New Mexico
6 and the ordinances and resolutions of said city with the following members present:

7
8 Vice Chairman Lonnie Leslie
9 Member John King
10 Member Matthew Elbus (via hangouts)
11 Member Jamie Martinez
12 Mayor Mike Morris
13 Member Stephen Verdile

14
15 ABSENT: Chairman TJ Curtis

16
17 ALSO PRESENT: James Harris, Airport Director
18 Justin Howalt, City Manager
19 Lee Baker, Maintenance Supervisor
20 Vicki Reyes, Assistant City Clerk
21 Dennis Weist, Airport employee
22 Tobijiah Corey, Airport employee

23
24 Vice Chairman Leslie called the meeting to order at 5:31 p.m. and established the presence of a
25 quorum.

26
27 **Agenda Item No. 2 – Introduction of guests and visitors**

28
29 James introduced two new employees to the airport, Toby Corey and Dennis Weist.

30
31 **Agenda Item No. 3 – Approval of minutes of May 4, 2021 meeting**

32
33 Mayor Morris made a motion to approve the minutes of May 4, 2021 as presented; Member
34 Verdile seconded the motion, which passed by acclamation.

35
36 **Agenda Item No. 4 – Airport Directors’ Report**

37
38 **Update on Taxiway A Reconstruction Project**

39
40 Taxiway Alpha is 99% complete. There were some issues with the radius’ from the taxiway to
41 the ramp. They resurveyed and sent the report back to KSA. There were issues with the center
42 line markings seeming a bit steep. They will give him a report on any changes that may need to
43 be made. Member Martinez asked what worst case scenario was. Mr. Harris advised they would
44 have to use some of their contingency money to repair. Mr. Howalt advised if they weren’t built
45 per plans it would be per the constructor’s expense to perform those services.

46

1 Hangar Lighting Project Completion

2
3 This is complete. He will get a picture of everything lit up to the board.

4
5 Update on Airport Fencing Project

6
7 The fencing project bids opened last Thursday and the winning bid came in at \$1,415,000. It
8 will be 100% FAA funded. The grant application was sent to FAA for approval because the
9 amount was more than estimated. Mr. Howalt advised what they don't approve for the full
10 amount the City of Clovis would have to make up. Vice Chairmen Leslie asked if it was 6 feet
11 tall with barbed wire. Mr. Harris advised that was correct.

12
13 Update on Runway Approach Lighting

14
15 Runway 1230 is still in design and there is no ETA.

16
17 Update on Self-Service Fueling Station

18
19 The ramp extension was paved last week and added an additional 1,875 square feet to the self-
20 serve location. They had to move a culvert and ditch south and put new pavement down. Vice
21 Chairman Leslie asked when plains would be able to fuel. Mr. Harris advised all of the parts had
22 been ordered so once they arrive they will build the station at their warehouse and ship the entire
23 station.

24
25 Airport Sign Replacement Project

26
27 This for the terminal sign. They are waiting on the installation team to give them a date for
28 install. Member Martinez asked who was doing the work on the sign. Mr. Harris advised Clovis
29 Sign was.

30
31 Terminal Front Parking Space Removal and Drive Lane Marking Installation Project

32
33 This project was completed Thursday. With TSA there is no parking within 50 feet of the
34 terminal so they had to eradicate all the front parking. They made 6 handicap, 1 purple heart and
35 two regular spaces. They created three lanes, a fire lane, a pickup/drop off lane and a drive lane.
36 Vice Chairman Leslie asked how many spaces there were in the parking lot. Mr. Baker advised
37 around 104.

38
39 Airport Marking Project

40
41 The grant request was approved by the City Commission and it was sent back to State Aviation.
42 This is 100% and they are waiting to get signatures so they can start the engineer and design.
43 This will entail the entire airside of the airport, taxiway edge lines, taxiway center lines, runway
44 markings and some of the ramp parking spaces.

45
46 Airport Equipment Storage Building

1
2 They are waiting on State Aviation to let them know if the City will have match funding. He
3 should have an answer by the end of the week. Vice Chairman Leslie asked if they were storing
4 anything in the maintenance building. Mr. Harris advised currently they are storing a sweeper,
5 the new tractor and some other equipment. The big push is for the tractors because right now
6 they sit out in the environment all year.
7

8 Fuel Farm Light Pole Replacement

9

10 The light pole at the fuel farm was knocked down during the high wind storms. That was the
11 second time this has happened that he knows of. They used old light poles to replace it when it
12 fell in the past. They had Norris Electric do an assessment and remove the old pole. They are
13 waiting on an estimate so they can file an insurance claim.
14

15 Terminal Landscaping Project

16

17 Mr. Baker came up with an idea to xeriscape the circle around the terminal, add a small fountain
18 with a pond and install flag poles. They are waiting on designs and then will bring it before the
19 Civil Aviation Board. Mr. Baker also had the idea to encompass the old monument sign on the
20 corner into the landscape design so it will be more visible. Vice Chairman Leslie advised Mr.
21 Harris would be the speaker at Rotary this week and that would be an opportune time to ask
22 Rotary if they would want to put the sign in. Mr. Howalt advised Rotary was a main contributor
23 for the Welcome to Clovis sign.
24

25 Update on TSA Opening

26

27 Today was the official start of TSA screening. Screening started an hour and a half prior to
28 aircraft departure. Everything went well and police and fire assisted. The aircraft departed with
29 12 passengers and no delays.
30

31 The passenger numbers are steadily rising. The highest passenger load was 36. They had a full
32 flight for the last two nights. The board approved the design and it will happen next fiscal year.
33

34 **Agenda Item No. 5 – Old Business**

35

36 Vice Chairman Leslie asked for an update on the sign on the highway. Mr. Harris advised the
37 board approved the design, but he will have to wait until next fiscal year to have it built and
38 installed. Vice Chairman Leslie asked if there was a redesign on using the towers. Mr. Harris
39 advised not yet. It depends on how the sign comes off.
40

41 Request for action for the approval of the FBO Improvement Plan

42

43 Mr. Harris advised some of the board members wanted to know the phasing of the project and he
44 wasn't able to email that to the board. He added a new section for planning and implementation
45 and phased out how they plan to start getting the equipment next fiscal year. It started with a
46 ground power unit and a lavatory cart to service aircraft that have bathrooms. The GPU is

1 utilized by aircraft on the ground. It also helps with certain aircraft that need it to start their
2 engines. Vice Chairman Leslie asked where that money came from. Mr. Harris advised the
3 yearly operating budget. It will bring down the total price of the FBO project if they do it this
4 way. Mr. Howalt advised they discussed how to phase in the actual FBO. First, they need to
5 look at the planning and design efforts, which they may be able to go after Capital Outlay
6 funding through the State Legislature. It's an open timeline on funding because that type of
7 funding is undetermined. They will have to work through. Vice Chairman Leslie advised it's
8 exciting to see how that continues on.

9
10 Member Martinez asked about the rental car situation. Mr. Howalt advised they met with a local
11 company that is working on their business plan. They are waiting to hear back.

12
13 Vice Chairman Leslie asked about gasoline sells. Mr. Harris advised they are close to topping
14 their numbers from 2020. Vice Chairman Leslie asked how they have gotten so many
15 helicopters in lately. Mr. Harris advised the airport's name is getting out there.

16
17 The jet fuel truck pump is going out and they are not able to fuel as fast as they can so they are
18 looking for a new pump. The problem is that they don't make that type anymore. Vice
19 Chairman Leslie asked how many gallons it takes to fill a military helicopter. Mr. Harris advised
20 around 140 gallons for the Blackhawk helicopters. Member Martinez advised Blackhawks will
21 normally carry 362 gallons. Mr. Harris advised they were on their way to Santa Fe when they
22 stopped at the airport. Vice Chairman Leslie asked how much a pump cost. Mr. Harris advised
23 around \$2,000. Mr. Howalt advised the problem is finding the part. They are trying to find a
24 refurbished pump because the cost of a new pump is more affordable than the cost of a new
25 truck.

26
27 Member King asked if they had a timeline for starting design and is there a projection of what it
28 would cost. Mr. Howalt advised they have the projection for getting the items needed for the
29 FBO. The design is something they will discuss with the City Commission regarding where the
30 funding will come from.

31
32 Member Martinez moved for approval; Member Verdile seconded the motion, which passed by
33 acclamation.

34
35 **Agenda Item No. 6 – For the good of the order**

36
37 Mr. Howalt advised the next meeting would be at 5:30 p.m., Tuesday, July 6.

38
39 **Agenda Item No. 7 – Adjournment**

40
41 There being no further business to come before the commission the meeting adjourned at 6:10
42 p.m.

1 COUNTY OF CURRY)
2 CITY OF CLOVIS) ss.
3

4 The Civil Aviation Board met in regular session, Tuesday, July 6, 2021 at the Clovis-Carver
5 Library, North Annex, 701 N. Main, in full conformity with the laws of the State of New Mexico
6 and the ordinances and resolutions of said city with the following members present:
7

8 Member John King
9 Member Matthew Elbus (via hangouts)
10 Member Jamie Martinez
11 Mayor Mike Morris
12 Chairman TJ Curtis
13

14 ABSENT: Vice Chairman Lonnie Leslie
15 Member Stephen Verdile
16

17
18 ALSO PRESENT: James Harris, Airport Director
19 Justin Howalt, City Manager
20 Claire Burroughes, Assistant City Manager
21 Lee Baker, Maintenance Supervisor
22

23 **Agenda Item No. 3 – Approval of minutes of June 1, 2021**
24

25 Member Martinez made a motion to approve the minutes of June 1, 2021 as presented; Member King
26 seconded the motion, which passed by acclamation.
27

28 **Agenda Item No. 4 – Airport Directors Report**
29

30 Update on Taxiway A Project
31

32 Mr. Harris gave a presentation regarding Taxiway A. They are waiting for the punchlist items to be
33 completed. KSA has been unresponsive. The leadoff lines are still there and two airlines have
34 tried to taxi onto a taxiway that is not there. One of the planes was a King Air. It is a possible
35 safety hazard. Mr. Howalt said KSA are the consulting firm who were doing the observation for
36 the plans. The City have reached out several times. They will reach out again and if not contact
37 the City Attorney. Chairman Curtis asked if they could put up signage in the meantime to direct
38 the aircraft. Mr. Harris advised K. Barnett is going to have sandbar come out and black it out
39 until they can come and eradicate them permanently.
40

41 Member Martinez asked what the follow up will be with legal. Mr. Howalt advised KSA did the
42 punch list and walkthrough. The city is waiting for KSA to do the punchlist so K. Barnett can
43 do the inspections. Should KSA continue to be non-responsive the quickest course of action
44 would be to have Molzen-Corbin try to close the project out. He has never had a design
45 consulting firm be non-responsive. They are contractually obligated to do this. They have not
46 been invoiced for the work they have not done.
47

1 Member King asked if the punchlist had been completed. Mr. Harris advised they have not been
2 as they are waiting for additional information and two signs on Alpha 1. They are going through
3 their inspection now. Member Martinez asked if the city attorney was already working on a
4 demand letter. Mr. Howalt advised they would start working on it tomorrow.

5
6 Update on Runway 12/30 PAPI Lighting Project
7

8 Final changes are being made to the plans. They will put the PAPIs at 400 feet Runway Safety
9 Area (RSA) in preparation for runway 4 in four or five years which will have the runway closed
10 for an extended period of time. They expect to be ready for bid at the end of next week. It is
11 400 feet from center line and 1,000 feet beyond. It will be an Invitation for Bid rather than an
12 RFP.

13
14 Update on the Airport Fencing Project
15

16 They have been discussing it a lot over the past couple of weeks. The inspector wants a 10'
17 fence and Mr. Harris agrees. The last time the inspector was there she saw three deer and so they
18 are pushing for a 10' fence. The inspector is calling other departments in the FAA for a higher
19 fence. They could re-bid the project or do a change order to the grant. Mr. Howalt said that
20 more than likely they would have to re-bid the project as the entire scope of the project would
21 change. There would not be a change in the type of fencing. It would be a change in height and
22 a 2' or 4' skirt. They would bury the bottom of the fence.

23
24 Update on the Self-Service Project
25

26 The final parts arrived and they started putting together the fuel skid. They expect to be
27 completed Friday, August 13th. It is on a skid which they will offload and put in the pipes.
28 August 13th they should get self-serve fuel.

29
30 Airport Signage Update
31

32 They are waiting for Clovis Sign to give them an install date. All the signs are complete but they
33 have been booked up and they are waiting for some free time
34

35 Passenger Enplanement Report
36

37 Mr. Harris presented the passenger enplanement numbers. The numbers the FAA likes to look at
38 are enplanements. The numbers for June are 651 which is a steady increase. The number they
39 need is 10,000 passengers and the entitlement would be one million dollars a year.

40
41 Chairman Curtis asked about the base and DTS. Mr. Howalt said that they were told that TSA
42 was not there yet and they hoped that once TSA was up and onboard it may show in DTS then.
43 He has reached back out to Cannon to see what could be done. The work around is having the
44 workforce go to Expedia and present it to DTS and then have DTS book it as a workaround.
45

1 Member King asked what the magic number was to get other locations from Clovis. Mr. Howalt
2 said it was not a magic number. CVN qualifies for EAS currently because a carrier could not
3 accomplish this without support. If another carrier came in and took the risk there was nothing
4 to stop them. Member King said they are flying out of Lubbock. Mr. Howalt said the preferred
5 flight is DFW to travel east but you can get there from DIA. Denver Air has been offering
6 special rates for military and spouses and they have been advertising with social media.
7

8 Member Martinez said they should make sure that Denver has a GSA paired agreement. Mr.
9 Howalt said they don't have to have that to be in DTS. The information they received is if
10 someone shows up in GTS they should show up in DTS. The pairs are bid out once a year to
11 respond to GSA. Member Martinez said they had to provide e-tickets for the air force. He
12 asked if Denver Air could do that. Mr. Howalt said they could do that through code share.
13

14 Fuel Sale Report

15
16 Like passenger numbers, this is steadily climbing 74,505 gallons pumped including last months.
17 \$313,000.00 revenue compared to \$468,000 in fuel sales last month. Mr. Harris put together a
18 price comparison both regionally and nationally. They have said the prices at CVN are higher
19 here but they are lower than the national and regional level. He showed a slide of the
20 comparisons to the board. They are steadily seeing bigger aircraft come in to get fuel and
21 military aircraft are coming in to get fuel. When they get self-serve the numbers will increase.
22

23 Mr. Howalt said they need to establish self-serve rates and the next meeting is August 3rd and
24 they will bring a recommendation to the Civil Aviation Board to make a recommendation to the
25 Clovis City Commission.
26

27 Member Martinez said last month they talked about fuel truck issues with pumping. Chairman
28 Curtis asked if they were missing sales due to unreliable equipment. Mr. Harris said they missed
29 one last month. Refueling the Jet A truck takes 45 minutes to an hour and the AvGas truck is
30 taking 45 minutes. With the higher fuel sales they are having to fill up when they do not
31 anticipate people come in. The trucks are a challenge and the piping is an issue. Since the fuel
32 farm was installed new regulations have come out that they are grandfathered into. The new
33 system has more alarms would drive the price up and he is looking for funding for that.
34

35 ARFF Vehicle Report

36
37 On June 26th the auxiliary motor would not start and was down for 3 days so the airline could not
38 fly. The dry chemical system is pressurized so they were okay with a backup truck with an
39 internal truck as a backup. This kept them in their index. The truck flows more water faster and
40 has more off road capability. Denver Air was able to fly.
41

42 The vehicle procurement sheet to the FAA was submitted on June 14th to the FAA and they are
43 waiting for that to be reviewed. Mr. Harris is looking to acquire a new AARF truck. It is
44 important they have enough water and foam to handle any fire on the airport. He is trying to get
45 a 1500 truck.
46

1 Automated Water Observation Station Report

2
3 It went down on the 9th due a computer failure. It is crucial to operations and Denver Air was
4 unable to fly in for 3 days. They are doing a work around and working with Denver Air and
5 Cannon AFB for a waiver. They have to get with the FAA cert and they will approve or deny it.
6 The FAA ordered the parts and installed them. It went down again on June 25th but self
7 corrected overnight. FAA replaced the parts and ordered more parts. To have two incidents of
8 AWOS going down is rare. They are looking at getting airport employees and others to be
9 weather observers. They are working on an agreement with Cannon to use their weather
10 observers.

11
12 Acquisition of new Jet A & 100 LL Fuel Trucks

13
14 They are having challenges with current fuel trucks and the PTOs are not engaging as they
15 should and they are at 14 psi. For a jet A truck they should be pumping 30 psi at least. They are
16 over their useful lifecycle. It is a 1999 Isuzu. The proposed replacement is a 2020 Ford F450
17 1,000 gallon truck. 2021 5,000 gallon is the other. He felt they should get high capacity trucks
18 to handle the aircraft they are starting to see. They are working on funding options. Firstly they
19 could lease to purchase or secondly they could obtain a loan from the City. Mr. Howalt said they
20 can do this as they are an enterprise fund and pay it back over 9 years. They are working with
21 the Finance Department. Chairman Curtis asked if the FAA would help fund it. Mr. Harris said
22 they would not. Mr. Howalt said if there are increased fuel sales they will help to pay for this.

23
24 The trucks could be procured the Jet A truck in 2 month sand 100 low lead could be 6 months
25 depending on when he can get the ford chassis. They have the internationals in.

26
27 2022 Ford 1,000 gallon \$122,700
28 Jet A truck 2021 International 5,000 ga \$235,750.00

29
30 Clovis Wings and Wheels

31
32 Mr. Harris was starting to plan a fly in. They decided to do a wings and wheels event on
33 September 18th. Airports around the country have wings and wheels where they invite aircrafts
34 and cars and have a fun day. They will have sponsors and have war birds come in. They put
35 them on the taxiway and have a static display and put the cars on the taxiway. People will get
36 involved in the airport as a result.

37
38 It will be a good local event. The FAA's Safety Team will come out and give a presentation to
39 the pilots and non-flying public. They will do a presentation on the FAAS insurance and helps
40 price of insurance go down. He will get with Cannon Safety and have them do a presentation on
41 the air space.

42
43 There will be static displays from Cannon. Mayor Morris said there are a lot of car enthusiasts at
44 Cannon as well and he would help with that too.

45
46 Agenda Item No. 5 – New Business

1
2 None.

3
4 **Agenda Item No. 6 – For the good of the order**

5
6 Member Matinez asked if there was any follow on to the aircraft getting stuck. Mr. Harris
7 advised no repairs were needed. It was a medivac plane that got stuck.

8
9 Mayor Morris advised regarding DTS, they continue to follow up with the leadership at Cannon.
10 He asks Mr. Masters every time he sees him. There has to be a solution to this. They will stay
11 on it and get it figured out.

12
13 They spoke about the rental car situation at the last meeting and he spoke with the management
14 of Enterprise. It is the microchip issue, they have sold off their fleet and now they cannot replace
15 it. The management at Enterprise knows the city wants them to grow with with the airport.

16
17 Mayor Morris thanked Captain Matthew Elbus for joining them remotely.

18
19 Chairman Curtis thanked them for all their efforts behind the scenes.

20
21 **Agenda Item No. 7 - Adjournment**

22
23 There being no further business to come before the board the meeting adjourned at 6:19 p.m.
24



**CIVIL AVIATION BOARD
REGULAR MEETING
AGENDA FOR OCTOBER 12, 2021
North Annex, Clovis Carver Library, 701 N. Main – 5:30 p.m.**

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF MINUTES OF JULY 6, 2021 MEETING**
- 4) **AIRPORT DIRECTORS' REPORT**
 - a) Airport Fencing Project Update
 - b) Runway 12-30 PAPI Lighting Update
 - c) Self-Service Fueling Station Update
 - d) Airport Marking Project
 - e) Airport Equipment Storage Building
 - f) Fuel Farm Light Pole Replacement
 - g) Terminal Landscaping Project
 - h) Dirt Removal
 - i) ARFF Vehicle Acquisition Update
 - j) GSE Acquisition
- 5) **NEW BUSINESS**
 - a) Request for approval/action regarding the EAS contract recommendation, Justin Howalt
 - b) Airport Rate Revision
 - c) Airport Monument Sign
 - d) Water Rate Revision
- 6) **FOR THE GOOD OF THE ORDER**
 - a) Date and time of next meeting – 5:30 p.m., Tuesday, November 2, 2021



7) **ADJOURNMENT**

In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.

1 COUNTY OF CURRY)
2 CITY OF CLOVIS) ss.
3

4 The Civil Aviation Board met in regular session Tuesday, October 12, 2021 at the Clovis-Carver
5 Library, North Annex, 701 N. Main, in full conformity with the laws of the State of New Mexico
6 and the ordinances and resolutions of said city with the following members present:
7

8 Member John King
9 Member Jamie Martinez
10 Chairman TJ Curtis
11 Vice Chairman Lonnie Leslie
12 Member Stephen Verdile
13

14 ABSENT: Member Matthew Elbus
15 Mayor Mike Morris
16

17 ALSO PRESENT: James Harris, Airport Director
18 Justin Howalt, City Manager
19 Lee Baker, Maintenance Supervisor
20 Vicki Reyes, Assistant City Clerk
21

22 Chairman Curtis called the meeting to order at 5:32 p.m. and established the presence of a
23 quorum.
24

25 **Agenda Item No. 3 – Approval of minutes of July 6, 2021**
26

27 Member Verdile made a motion to approve the minutes of July 6, 2021 as presented; Member
28 King seconded the motion, which passed by acclamation.
29

30 **Agenda Item No. 4 – Airport Directors Report**
31

32 a. Airport Fencing Project Update
33

34 Mr. Harris advised the airport fencing project has been rebid and awarded to Valley Fence
35 Company in the amount of \$1,567,208.48. This is a 100% FAA funded project.

36 b. Runway 12-30 PAPI Lighting Update

37 Plans are finalized and ready for bid. Molzen Corbin sent the documents to open the bid. They
38 are expecting bids to be advertised next week.

39 Member King asked if there was a clear scope of work written for the project. Mr. Howalt
40 advised there were a full set of plans in place for the contractors to consider. They were able to
41 award all of the bid alternates. Chairman Curtis asked where Valley Fence was located.
42 Member King advised Albuquerque.

43 c. Self Service Fueling Station Update

1 All parts have arrived. Assembly of the fuel skid is almost complete and permits have been
2 approved. Expect to install end of this week or early next week. Chairman Curtis asked how
3 long installation would take. Mr. Harris advised no more than a week.

4 d. Airport Marking Project

5 Plans and paperwork have been completed. This has been awarded to San Bar Construction
6 through State price agreement contract agreement. This is 100% funded by NMDOT

7 e. Airport Equipment Storage Building

8 The building kit arrived 2 weeks ago. Groundwork and concrete pad should be completed this
9 week. Nick Griego & Sons are finishing the welding at their shop. Chairman Curtis asked for
10 the location of the building. Mr. Harris advised it would be next to the maintenance building.
11 The entire back of the maintenance and equipment building will be on the secure side. Member
12 Leslie asked what the funding was on this project. Mr. Harris advised 100% NMDOT. Mr.
13 Howalt advised the building will be screened now in this area. Member Martinez asked about
14 the size. Mr. Baker advised it was 75 feet deep.

15 f. Fuel Farm Light Pole Replacement

16 The pole is backordered and there is no estimate for completion. The light isn't terrible but there
17 is a dark spot on the ramp.

18 Chairman Curtis asked if the material for the fence was in stock. Mr. Howalt advised they would
19 find that out when they have the pre con meeting.

20 g. Terminal Landscaping Project

21 The front of the passenger terminal was xeriscaped by Nick Griego & Sons. This project was
22 completed October 1, 2021. He advised they put two layers of yard fabric, but they have a spray
23 rig to keep the weeds out.

24 h. Dirt Removal

25 Curry County began to remove the dirt pile behind the maintenance building. They sold it
26 previously for \$.25 a yard to one of the airport neighbors. It was sold to the county for \$.25 a
27 truckload. They plan to use it to fix washouts around the county. Mr. Howalt advised the county
28 has to provide the manpower and equipment to haul the dirt away. Member King advised it
29 would cost the city to bring in trucks to move it so this works well for everyone.

30 i. ARFF Vehicle Acquisition Update

31 An official request for funding was submitted on August 1 and it will be considered on October
32 1. They are waiting on the FAA to determine if they will fund an Index A ARFF unit or an
33 Index B. A new ARFF vehicle will be funded under AIP discretionary funds and there will be a
34 5% match which comes to \$15,000. Vice Chairman asked if the fire department was large
35 enough to house the larger truck. Mr. Harris advised it wasn't, but the FAA said they would
36 fund any modifications if awarded.

1 j. GSE Acquisition

2 James and Lee attended the international ground support equipment expo in Las Vegas. They
3 are interested in GPU's, aircraft deice/anti-ice equipment, aircraft HVAC carts and lavatory
4 carts. They are looking into lease to purchase options and is waiting on a quote. With a lease to
5 purchase it would come with a maintenance program for an additional cost.

6 Aviation Fuel Trucks

7 The new fuel trucks have been ordered from SkyMark Refuelers.

8 100LL truck: 2022 ford 1,000 gal - \$122,700

9 Jet A truck: 2021 international 5,000 gal - \$235,750

10 These were purchased using a loan from the city to be paid back over 5 years. Expected delivery
11 date will be in January. Member Martinez asked if the city charges an interest rate. Mr. Howalt
12 advised they do not.

13 Enplanements

14 They are showing 4,469 enplanements. He showed the number of enplanements since January.

15 Mr. Howalt advised he had been in contact with CAFB and they reached out to GSA and
16 DTMO. They provided contact information for both and Mr. Howalt emailed GSA and DTMO
17 to schedule meetings, but never heard back. They have started to involve Senator Heinrich's
18 office last week and they will reach out to try to schedule meetings. The feedback that the city
19 and Denver Air is getting is that they can't get into the system and don't know what the holdup
20 is.

21 Aviation Fuel Sales

22 They did 2,000 gallons less than what they did in September. Chairman Curtis asked if they see
23 the same dip historically. Mr. Harris advised they do see a decrease with the colder weather.
24 Mr. Howalt advised they are going to start tracking to see what the trends look like for the future.
25 Chairman Curtis advised it would be nice to see if it is a seasonal dip or if something else is
26 causing it. Vice Chairman Leslie asked if there was a database for pilots to view fuel prices. Mr.
27 Harris advised there was.

28 Clovis Wings 'n Wheels

29 Mr. Harris advised Wings 'n Wheels will be October 1, 2022. Vice Chairman Leslie advised
30 that was a great event for the airport and the City. Mr. Harris advised they are looking for
31 sponsors. Chairman Curtis thanked everyone that assisted in this and made it a fantastic success.
32 Mr. Harris thanked Ms. Reyes, Ms. Knight and Ms. Burroughes for everything they did.

33 **Agenda Item No. 5 - New Business**

34 a. Request for approval/action regarding the EAS Contract recommendation

1 Mr. Howalt advised the USDOT put out their RFP for the EAS service. They received three
2 proposals from Advanced Airlines, Boutique Air and Denver Air. The DOT has asked for the
3 City of Clovis to make a recommendation by November 9. They could do an accelerated
4 interview process or they could make a recommendation to the city commission this evening
5 based on the proposals. They received an alternate proposal from Advanced Air today. Their
6 recommendation two years ago was not accepted because the city selected the alternate proposal
7 and the DOT only considers alternates if there are no other viable options.

8 Member Verdile asked if they had an issue with Boutique Air before. Mr. Howalt advised there
9 were issues with their reliability. He noticed the aircraft size when reviewing the proposals.
10 Both Advanced Air and Boutique Air are proposing King Air and Denver Air is proposing to
11 continue to fly the ERJ or the Dornier. Denver Air has been bringing in the ERJ based off of the
12 number of tickets sold, so to look at going back to a smaller aircraft they may want to consider
13 that. Vice Chairman Leslie agreed with Mr. Howalt that with their counts going up they couldn't
14 go back to a smaller aircraft.

15 Member Verdile asked if Denver Air was asking for a bigger subsidy how much of an effect
16 would it have on the feds decision. Mr. Howalt advised Denver Air had a higher subsidy than
17 the alternate recommendation that the city made last time. The DOT still recommended and
18 awarded to Denver Air.

19 Member Martinez advised the growth at the airport was in large due to Denver Air and a new
20 airport director. Mr. Howalt advised Mr. Harris has reached out to a company for new seating
21 for the terminal. Right now, they can only hold 23 passengers and they have a proposal from a
22 company to replace that seating with 30 new seats. They have also reached out to
23 Dekker/Perich/Sabatini to put together a scope and fee for a terminal expansion. They asked
24 TSA to hold off on the modular unit until the city can make improvements. Planning for the
25 future and 50 passenger capabilities makes sense.

26 Chairman Curtis advised he had feedback from Member Elbus and Mayor Morris who both
27 echoed the same comments. The partnership with Denver Air has given the city two steps
28 forward and the continued partnership is in their best interest.

29 Vice Chairman Leslie made a motion to recommend awarding the EAS contract to Denver Air;
30 Member King seconded the motion, which passed by acclamation.

31 b. Airport Rate Revision

32 Mr. Harris advised the attraction of self-serve is that the pilots get to fuel themselves, takes away
33 some of the liability from the airport and will allow the employees to continue with their other
34 projects. They are getting Jet A and 100 low lead. The city doesn't charge a call out fee and he
35 would like to implement that once self-serve starts. He would also like to increase t-hanger rates
36 \$15 across the board in order to update the hangers. He didn't think this would get much
37 pushback from the tenants. Chairman Curtis asked how much revenue that would generate. He
38 stated they wouldn't see pushback as long as tenants are seeing improvements immediately.

1 Mr. Howalt advised along with the rate increase they could show a plan and timeline that they
2 have for the hangars. Then they will know what their rate increase is going towards. Chairman
3 Curtis advised that would be highly beneficial.

4 Member Martinez advised if they apply that \$15 across the board it becomes less of an increase
5 for the more expensive hangars. He asked if they could take another look at the rates to make it
6 more ethical. Mr. Howalt advised they always play with percentages versus flat. A flat increase
7 across the board, percentage wise is different, however, it is still the same amount of money.

8 Member King asked what the projected revenue would be with the increase. Mr. Harris advised
9 he hadn't calculated it yet. Mr. Howalt advised it sounds like the board is open to a potential
10 increase so they can go back to review everything and then bring back hard numbers to the
11 board. Chairman Curtis suggested tabling the discussion until the next meeting. Mr. Harris
12 advised self-serve might be available before the next meeting. Mr. Howalt advised what is being
13 proposed is a \$.25 markup on the self-serve and a \$.50 markup on the Jet A self-serve so they
14 could make that adjustment now.

15 Mr. Harris advised with the implementation of self-serve they should go up some on full service.
16 The increase on 100 LL would be \$1.00 to \$1.50 and full service from \$1.30 to \$1.75. Member
17 Martinez asked what this increase would mean in dollars to someone fueling. Mr. Harris advised
18 it would be \$5.71 for 100 low lead and \$4.35 for Jet A. Mr. Howalt advised they would still be
19 competitive in the Jet A market.

20 Chairman Curtis advised there are people that will pay for the convenience of full service. He
21 advised they need to continue to entice people to come to the airport. Mr. Harris advised that
22 was another reason for the small increase on self-serve. Vice Chairman Leslie made a motion to
23 accept the recommendation on self-serve and full-service increases; Member Verdile seconded
24 the motion.

25 c. Airport Monument Sign

26 Mr. Harris advised he would like to hold off on the monument sign due to the price and the
27 number of other projects they have to do. He thought they could do something similar to the
28 terminal sign because the lettering is wrong. Instead of putting more lettering they could have a
29 backlit sign like the terminal sign. Vice Chairman Leslie advised this was an eagle scout project
30 and he doesn't want to tear down anything that was put up, but changing the letters is a great
31 idea. Mr. Harris advised was concerned about them moving it and it being destroyed. Chairman
32 Curtis asked if there was a new quote for the sign. Mr. Harris advised he was waiting for Clovis
33 Sign to come out and look at what is currently there. Mr. Howalt advised if they are comfortable
34 with the concept then they can move forward.

35 d. Water Rate Revisions

36 Mr. Howalt advised this would be removed from the agenda. Member Martinez asked for an
37 update on the water making it to the airport. Mr. Howalt advised the Commission introduced the
38 ordinance with State Economic Development Department and as soon as it's adopted it will be
39 sent to the state so they can into a formal agreement. EPCOR has started looking into getting a

1 line there. They are discussing securing pipe now. The cost of the project has already gone up
2 half a million dollars since the city has submitted their application. The city will apply for
3 LEDA funding and the remaining \$500,000 will end up in a rate case.

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

5 Chairman Curtis advised the next meeting would be at 5:30 p.m., Tuesday, November 2.

6 **Agenda Item No. 7 – Adjournment**

7 There being no further business to come before the board the meeting adjourned at 6:54 p.m.

DRAFT



**CIVIL AVIATION BOARD
REGULAR MEETING
AGENDA FOR DECEMBER 7, 2021**

North Annex, Clovis Carver Library, 701 N. Main – 5:30 p.m.

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF MINUTES OF October 5, 2021 MEETING**
- 4) **AIRPORT DIRECTORS' REPORT**
 - a) Airport Fencing Project Update
 - b) Runway 12-30 PAPI Lighting Update
 - c) Self-Service Fueling Station Update
 - d) Airport Marking Project
 - e) Airport Equipment Storage Building
 - f) Dirt Removal
 - g) ARFF Vehicle Acquisition Update
 - h) GSE Acquisition
 - i) Airport Monument Sign Update
- 5) **OLD BUSINESS**
 - a) Airport Rate Revision
- 6) **FOR THE GOOD OF THE ORDER**
 - a) Date and time of next meeting – 5:30 p.m., Tuesday, January 4, 2022
- 7) **ADJOURNMENT**

In compliance with the Americans Disabilities Act of 1992, the City of Clovis will provide appropriate auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in any public meeting held by the City. A minimum of 48 hours advance notice is required.

1 COUNTY OF CURRY)
2 CITY OF CLOVIS) ss.

3
4 The Civil Aviation Board met in regular session Tuesday, December 7, 2021 at the Clovis-Carver
5 Library, North Annex, 701 N. Main, in full conformity with the laws of the State of New Mexico
6 and the ordinances and resolutions of said city with the following members present:

7
8 Member John King
9 Chairman TJ Curtis
10 Vice Chairman Lonnie Leslie
11 Member Stephen Verdile
12 Member Matthew Elbus
13 Mayor Mike Morris

14
15 ABSENT: Member Jamie Martinez

16
17 ALSO PRESENT: James Harris, Airport Director
18 Justin Howalt, City Manager
19 Lee Baker, Maintenance Supervisor
20 Vicki Reyes, Assistant City Clerk

21
22 Chairman Curtis called the meeting to order at 5:30 p.m. and established the presence of a
23 quorum.

24
25 **Agenda Item No. 3 – Approval of minutes of October 5, 2021**

26
27 Member Verdile made a motion to approve the minutes of October 5, 2021 as presented;
28 Member Leslie seconded the motion, which passed by acclamation.

29
30 **Agenda Item No. 4 – Airport Directors Report**

31
32 a. Airport Fencing Project Update

33
34 Mr. Harris advised they expect the airport fencing project to start in January.

35 b. Runway 12-30 PAPI Lighting Update

36 The winning bidder was Bixby Electric at \$330,181.74. They requested an amendment to the
37 grant which was for \$281,000 from NMDOT.

38 c. Self Service Fueling Station Update

39 They poured the concrete base and skid. The underground fuel and electric conduit are in place
40 and the fuel lines test passed inspections. The project was delayed due to covid.

41 d. Airport Marking Project

1 The estimate from Highway Supply, LLC from Albuquerque was \$165,840.60 which is over the
2 grant amount from NMDOT of \$125,000. They requested an amendment to the grant for the
3 overages. There is currently no start date.

4 e. Airport Equipment Storage Building

5 Concrete footers and building slab were poured. Construction of the building will start later this
6 week and there is no ETA for completion.

7 f. Dirt Removal

8 Curry County dirt removal is still on going. They are using it for washouts on county roads.
9 Chairman Curtis asked if they come as needed. Mr. Harris advised they said they would take it
10 all at once, but have slowed down due to the cold weather.

11 g. ARFF Vehicle Acquisition Update

12 No update and still waiting on word from FAA. Chairman Curtis asked if adding more lights
13 helped them. Mr. Harris advised they only look at size of aircraft and amount of departures.

14 h. GSE Acquisition

15 They purchased a Herman Nelson 200,000 BTU IDF aircraft diesel heater for \$5,525.75. The
16 plane charge is \$45 an hour and pilots utilize this to keep their aircraft warm in the cold weather.
17 He requested funding from NMDOT for purchase of a GPU, Lav Cart and electric aircraft tug.

18 i. Airport Monument Sign Update

19 A new fuel truck was ordered from SkyMark Refuelers and delivery is expected in March/April.
20 AvFuel is sending a loaner 5k jet a fuel truck. The existing jet a truck will be sent for needed
21 repairs once the loaner as arrived. The existing fuel truck will be used for backup.

22 954 enplanements last month and they ran out of parking spaces during the Thanksgiving
23 Holiday. They are stepping up plans to expand the parking faster than expected. 5,585 total
24 enplanements for the year. Member Leslie asked if they flights to Dallas have been full. Mr.
25 Harris advised they have all been full.

26 Chairman Curtis advised he has had nothing but positive feedback from people flying out of
27 Clovis. The only complaint is that there is not enough room. It is encouraging to tell them that
28 there are plans in place to expand. Mr. Howalt advised they met with TSA and
29 Dekker/Perich/Sabatini today to find out programming needs. They will get back with the city
30 and then Dekker/Perich/Sabatini will work on different conceptual ideas. They will then get
31 potential cost estimates so they can go out for funding.

32 Chairman Curtis asked for an update on DTS. Mr. Howalt advised they have a meeting with
33 DTMO and GSA to discuss what it would take to get into DTS' system. Senator Heinrich's
34 office was able to help get this meeting scheduled. Cannon airmen have a potential workaround
35 to fly out of CVN. Member Elbus advised they have always been able to do that they just have
36 to construct a travel form showing the decrease in price.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

They have sold more fuel last month that they have in four years. 18,404 gallons of aviation fuel for the month, 132,219.5 year to date which is \$531,071 for the year on fuel sales. Mayor Morris asked what the revenue was for the past two years. 205,406 gallons 2018, 221,880 gallons in 2019 and 130,942 gallons in 2020.

The current low lead fuel price is \$5.55 and regional average is \$5.50 and national \$5.71. Jet a price is \$4.36, regional is \$5.50 ad national is \$5.21. Vice Chairman Leslie asked if they anticipate that most of the 100 LL fuel would be sold through self serve. Mr. Harris advised he thought it would.

Member King asked if they had schedules for the construction projects. Mr. Howalt advised they have a schedule for the fencing contract but the contractors are waiting for materials. Member King asked if the steel for the building was here. Mr. Harris advised it was here they just have to erect it.

Mr. Howalt advised they are working on the extension of the water line to the airport. They have delivered 90% of the pipe and are working with their engineers to decide if they want to do a design bid build. EPCOR hopes to start construction in February. Vice Chairman Leslie asked if any of the houses near there could tap into the water supply. Mr. Howalt advised they will be able to.

Member Elbus asked if the enplanements could help with grants. Mr. Harris advised as a federally funding airport they have entitlements every year. Once the 10,000 enplanements is passed the amount of grant funding increases from \$150,000 to \$1 million which is more improvements for the airport. Member Elbus asked if it was delayed at all. Mr. Harris advised he wasn't sure if they had to wait until the next fiscal year.

Agenda Item No. 5 – Old Business

a. Airport Rate Revision

Mr. Harris advised they want to revise the rates to keep up with increasing operating cost, make much needed repairs and improvements to the facility, become profitable and competitive and they have not had any increases since 2016. The improvements they need are hangar doors, interior floors, exterior siding, interior lights, insulation and demolition of old hangars.

- 1 • Hangar Doors. (\$37,031.00)
- 2 • Doors are hard to move, rollers are broke/seized.
- 3 • Interior Floors. (\$612,319.44)
- 4 • Floors are damaged, improperly sloped/uneven settling, water intrusion and
- 5 wildlife nesting.
- 6 • Interior Lights. (\$79,922.31)
- 7 • Dim, old, does not provide enough lighting during the night. (Swap to LEDs).
- 8 • Exterior Siding. (\$184,862.26)
- 9 • Holes, rust, allows for water and wildlife intrusion, need paint.
- 10 • Insulation. (\$284,676.59)
- 11 • Will help with weather/water/dust intrusion, will eliminate wildlife nesting, and
- 12 help with heating and cooling.
- 13 • Demo of old Hangar. (\$363,324.28)
- 14 • Old hangars are dilapidated and would cost more to repair/upgrade.

15
 16 Member Verdile asked how many tenants are in the old hangars. Mr. Baker advised they have
 17 four tenants in the first hangar bank and he's not sure how many in the second bank. There are a
 18 total of 6-7 empty hangars. Mr. Harris advised most of the occupied hangers don't have aircraft
 19 in them. He is proposing a \$25 T-Hangar increase which potentially adds \$22,800 to the fiscal
 20 budget. Total potential revenues from T-hangar rentals would be \$112,320. All T-Hangar
 21 revenue would be focused on rehab of the T-Hangars. Mr. Howalt asked if this included the
 22 ones they were going to demo. Mr. Harris advised that was excluding those.

23 Mr. Harris gave prices of what it would cost to repair each issue. The total T-Hanger rehab cost
 24 would be \$1,562,135.88.

- 25 • FBO/Transient Hangar
- 26 • Monthly: \$150.00
- 27 • Daily (24): Single Piston: \$50.00
- 28 • Twin Piston: \$60.00
- 29 • Light Jet/Turbo: \$75.00
- 30 • Mid-Sized Jet/Turbo: \$85.00
- 31 • FBO Services
- 32 • Aircraft Heater: \$45/hr
- 33 • GPU: \$50/hr
- 34 • GPU (startup): \$30 per start
- 35 • Lavatory: \$50 per service
- 36 • Aircraft Tow/Reposition: \$25 per service
- 37 • Catering: 20% Markup
- 38 • After-Hours Callout: \$75
- 39 • Fuel Farm Lease (600 gals and below): \$15
- 40 • Fuel Farm Lease (Above 600 gals): \$20

- 1 He requested funding assistance from NM Department of Transportation Aviation Division.
- 2 They had a site visit a couple of weeks ago and after seeing the hangars they want to help. Mr.
- 3 Harris is waiting to hear back from them. Mr. Harris advised if they don't raise the rates the
- 4 NMDOT won't help.
- 5 Mr. Harris showed a chart of other municipalities hangar rates.

Distance (NM)	Airport	T-Hangar (Monthly)	Transient (Daily)
23.6nm	Portales Municipal Airport		
45.3nm	Hereford Municipal Airport	\$90	\$10
52.2nm	Tucumcari Municipal Airport	N/A	\$20
69.5nm	Hale County Airport (Plainview, TX)	\$100	\$30
77.7nm	Lubbock Preston Smith International Airport	\$315	\$50
82.9nm	Rick Husband Amarillo International Airport	\$350	\$75
98.8nm	Roswell Air Center	\$200	\$65
105nm	Lea County Regional Airport (Hobbs)	\$200	\$50
139nm	Cavern City Air Terminal (Carlsbad)	\$225	\$26.86
164nm	Santa Fe Municipal Airport	\$550	\$86
174nm	Alamogordo-White Sands Regional Airport	\$200	\$50
178nm	Albuquerque International Sunport	\$285	\$75
188nm	Double Eagle II Airport (Albuquerque)	\$225	\$35
209nm	Abilene Regional Airport	\$250	\$40
231nm	Las Cruces International Airport	\$210	\$35

*All rates were gathered for Cessna 172 or similar sized aircraft.

6
7
8 Chairman Curtis advised he has been paying rent for 20 years and has a hangar door that doesn't
9 work. He understood the need for improvement, but if they have been generating \$89,520 a year
10 since 2016 where has the money been going. He asked why they are just now coming up with a
11 plan for improvement. Mr. Harris advised all revenue has been put into the airport pot and
12 distributed where it was needed, but the need was never shined on the t-hangars. He has been
13 here a year and his plan was to start highlighting the hangars because that is what brings in the
14 planes. Mr. Howalt agreed with Mr. Harris. In the past the t-hangars were not a high priority as
15 past directors have been concerned. That amount doesn't go very far and when it all goes back
16 into operating which includes employees that pays for one employee.

17
18 Member King asked if they have earmarked money for maintenance. They need to earmark how
19 much money they are going to put into them so they aren't asking for more another 10 years
20 down the road. Mr. Harris advised it was not referenced because until they fix what is wrong
21 they won't know what it cost to maintain it. He does have a plan to make sure that maintenance
22 and upkeep is ongoing even if he leaves. Member King asked if the money that is going to cover
23 the maintenance of the facilities would come out of the revenue that was generated. Mr. Howalt
24 advised when this was first was discussed he asked Mr. Harris how he was going to be able to
25 cover the costs. With fuel sales going up they can use those revenues to be profitable for the

1 airport. With the increased revenues and the other revenue ideas that Mr. Harris it will be able to
2 cover that deficit.

3
4 Mr. Howalt advised the city is working on asset management. This is understanding their assets,
5 the life of assets and budgeting smartly for replacement or repair.

6
7 Vice Chairman Leslie asked how the rapid rate of passengers coming in and out of the airport
8 effected finances. Mr. Harris advised Denver Air takes more fuel and the vending services they
9 provide in the terminal costs money. Vice Chairman Leslie asked if there was a per passenger
10 fee. Mr. Harris advise they could implement passenger service charges, but he is trying to avoid
11 that. Mr. Howalt advised that would increase the air fare. The FAA holds those funds and if a
12 terminal improvement is needed, they would have access to those funds. Based off the number
13 of enplanements they currently have and if they get to the 10,000 enplanement mark they are not
14 going to generate that amount of extra revenues in PFC's, which could deter people from flying
15 out of Clovis. Vice Chairman Leslie advised one of the attractions of flying out of Clovis is the
16 rates.

17
18 Chairman Curtis agreed that the improvements need to be made and it is time to make the
19 investment in them. He also agreed that the hangar rates are extremely low compared to other
20 entities. He would like a commitment from the city to partner with the tenants so they know the
21 dollars they are investing will come back to them. Mr. Howalt advised Mr. Harris has shown his
22 commitment to the airport. They have his commitment on continued support. Mayor Morris
23 advised there are some tough moves that will have to be made, but seeing what is happening at
24 their airport they would have to reinvest. They need to think about the ticketed passengers
25 paying a little because it wouldn't be fair to always look to the tenants paying for improvements.
26 Mr. Howalt advised there are landing fees, ramp fees, etc. that Clovis does not charge. As they
27 are experiencing growing pains, which is a good thing, that is something they need to look at.
28 They need to make sure they are charging the correct rates to offset their charges because they
29 are a service provider.

30 Chairman Curtis advised he would like to see the updates start immediately. Mr. Harris advised
31 depending on state funding availability he would estimate July 1. Mr. Howalt agreed with that
32 date because they would have to take this to the city commission for approval and then they
33 would have to implement those rates. He asked Mr. Harris to come up the amount of revenues
34 and what it could be used for the next fiscal year. Vice Chairman Leslie made a motion to
35 increase rates to \$25 for all t-hangars beginning July 1, 2022, increase fees to the transient
36 hangars and the FBO services, which would become effective upon approval by the City
37 Commission at their next regularly scheduled meeting; Member Elbus seconded the motion,
38 which passed by acclamation.

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

40 Chairman Curtis advised the next meeting would be at 5:30 p.m., Tuesday, January 4, 2022

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

1 There being no further business to come before the board the meeting adjourned at 6:38 p.m.

DRAFT