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The following are summary minutes for the meeting of the **City of Las Cruces – Airport Advisory Board** held on August 15, 2024. The meeting was held at Training Room at Fire Station 7, 1050 Crawford Blvd or accessed through Zoom.

Members Present:

Ted Linnert, Chair

Wes Baker, Member

John Darden, Member

Dan Privette, Member

Matthew Smith, Member

Justin Miller, Member

Members Absent:

Michael Radtke, Vice-Chair

Yvonne Flores, City Council Liaison

Others Present:

Andy Hume, Airport Administrator

Lisa Flores, Administrative Assistant

Dennis Hartsfield, Pilot

Lanell Pahe, Dubois & King

Guy Rouelle, Dubois & King (Via Zoom)

Jim Leon, Jim Bobs, Airport Tenant

Bill Provance, Doña Ana County

Jody Young, Doña Ana County

Mike Masucci, Virgin Galactic

Nathan Wilcox, Tenant

Garrett Organek, Dubois & King (Via Zoom)

1. **Call to Order:** Chairman Linnert called the meeting to order at approximately 12:30 p.m.
2. **Pledge of Allegiance:** All stood for the Pledge of Allegiance.
3. **Acknowledgment of Guests:** Those present introduced themselves. (See others present)
4. **Review & Approval of Meeting Minutes:**
   1. **June 20, 2024, Regular Meeting (Tabled from July 18, 2024):** Chairman Linnert asked the Board if there were any corrections to the minutes. On page 2, line 27 of the June 20, 2024, minutes replace "expand" with "construct." Board Member Privette motioned to approve; seconded by Board Darden. Motion passed unanimously; minutes approved.
   2. **July 18, 2024, Regular Meeting:** Chairman Linnert asked the Board if there were any corrections to the minutes. Board Member Privette motioned to approve with Chair Linnert's amendments; seconded by Board Member Darden. Motion passed unanimously; minutes approved.
5. **Action Item:** None
6. **Presentation:**
   1. **Doña Ana County Jetport Plans, Projects, Progress:** Andy Hume introduced Bill Provance and Jody Young from Dona Ana County to report on what is happening at the Jetport. Mr. Provance, Airport Manager discussed his background and presented a slideshow. The airport staff has created a 30-Year Plan at the request of the Interim County Manager. The plan includes developing infrastructure for increasing cargo operations and corporate hangers, promoting business development, and constructing a cargo crosswind runway. There are 181 aircraft at the airport. Customs processes an average of 30 aircraft per month and there are 105 passengers per month. Annual operations is $29,400 with the monthly average of $2,475. Current projects include the Airport Master Plan Update, boundary adjustments, and new runway and taxi lane configurations. The new taxi lane will allow for about 33 lots for new construction. There will be expansions of hangars and the staff's current office is a small room in the fire station, so a new terminal needs to be built. The airport received a grant last year for about $2.5 million and they added a new taxiway and 11 lots on the east side for tenants to build T hangars and box hangars. The new hangars, when they are eventually built, will all have utilities and updated storm water management. The new taxiway on the south is incomplete as the airport is using all its funds to expand the cargo operations. Five of the box hangars are leased already and current lease price is $0.22 per square foot. Businesses receive a discount of $0.05 per square foot per year but they pay 2% of their gross receipts. The businesses are on the honor system regarding this 2%. Staff is currently working on updating the wording of all the contracts used by the airport. Staff is required to take new and updated leases to Santa Fe for approval. Any fuel flow is charged whether it is self-serve or not. The airport is phasing out conglomerate fuel tank use. Each person must have their own tank. The airport got a $20 million grant to update Runway 10/28. It is being widened to 150 feet with paved shoulders and strengthen it from 100,000 pound to 260,000 pounds. The shoulders will be as strong as the runway. They hope to have the new runway open by the end of the year. Maps and photos of the current and future configurations were shown. Bill Provance is working on purchasing more land from private landowners and making arrangements with the BLM to expand into. There is space for a hotel and conference center on the airport. The logistics park is planned for the corner by the Love's truck stop south of the T hangar area. They also hope to install a solar farm or test track for truck drivers between the new crosswind runway and the existing runway. They need to build a maintenance facility for their big equipment and a better perimeter fence, lighting upgrades, and other general updates. Airport code needs to be updated as well to include mobile businesses so that everyone pays their dues and has equal opportunities to work. The Utility Plan needs to be updated since everyone put their utilities in on their own and no one recorded it. In the next 30 years they hope to also add more staff. The PAPI lighting is almost all updated to LED and one of the taxiways had to be decommissioned since it had direct access to the ramp, which is against FAA regulations. Jetport staff has been tentatively discussing the idea of an airport authority to facilitate communication between both airports, especially if their industrial area eventually merges with the Santa Teresa Industrial Park. The Jetport's Board Members do lobbying with various representatives for them and is similarly composed to the AAB. About 80% of their tenants are from Texas. Only about 20% of their tenants register their airplanes, which makes it difficult for the airport to receive funding.
7. **Discussion Items:**
   1. **Dubois & King, Airport Planning and Projects:** Guy Rouelle of DuBois & King reported that the blast pad project is in progress. Grant applications have been submitted to FAA and NMDOT and all four pads have been put out to bid. The grants are supposed to be imminent and as soon as those arrive the pre-construction meetings can begin. Runway 5/23 has a 30% design submission due next Tuesday. The FAA still has not approved the ALP so the Master Plan is not done yet. The Sign and Marking Plan update is in progress and some spots on the runways have been found in need of new paint. The grants have been submitted for painting and some have even already been bid on. DuBois & King will present the entire Pavement Maintenance Program in September. This will be a five-year program integrated with the Airport Capital Improvement Plan and the airport's funding sources. It will include suggestions for improving the pavement's lifespan. DuBois & King will also be helping with some minor projects such as the parking for the airshow.

Lanell Pahe of DuBois & King reported that she has sent some concept drawings to the City for the new Sign and Marking Plan. She has received feedback from the City and FAA and will be sending in the modified plan soon. The Phase B project will address Runway 5/23 and that runway is currently in design. The 30% drawing review is expected within the next month or so.

Garrett Organek of DuBois & King reported that the conceptual review phase is in progress for the Sewer Plan. The next step will be to coordinate with Las Cruces Utilities and Public Works on the design in mid-fall. This will have the project ready for the 60% design submission. The design will hopefully go out for bid in mid-winter and construction beginning around the beginning of the new year.

Guy Rouelle reported that Lanell Pahe is creating a table of the signs and markings indicating which are correct and which are incorrect so that when the new projects begin, the design includes updating the markings. DuBois & King will create a way for the Board to track progress on the projects. The FAA has asked DuBois & King and the airport to prioritize work on the AWOS, relocating the rotating beacon, and maintenance on the taxiways this year. The FAA has requested that construction on the taxiways begin by 2026.

* 1. **Airport Newsletter:** Andy Hume reported that the FAA inspection was at the end of last month and beginning of this month. Historically there have been Letters of Inspection issued each year. This is the first year there have been none. There will be a Letter of Compliance and Mr. Hume will bring it before the Board when it arrives to go through it. Mr. Hume discussed Mission Zero, which is the goal of having zero issues with the FAA, State, or local regulations. Staff will be working very hard towards this goal and Mr. Hume invited Board Members to attend the restarted Safety and Ops Workgroup and join the discussion. Virtower reported nearly 3,000 operations in July. The statistics will be included in the newsletter. Mr. Hume will re-edit the newsletter to include correct numbers. The training program will be updated and will include more airport-specific information to teach people how to get around on this airfield rather than just generalized information. The e-mail will be sent out with the new login information. Terminal security is being upgraded. Everyone will be notified when this is done. The Workgroup will meet in the conference room at 8960 on September 6.

1. **Public Input:** None.
2. **Board Member Comments/Suggestions:** A suggestion was made to get all the stakeholders in next month's meeting to discuss the logistics of the October airshow. Andy Hume made a note to do so.
3. **Future Presentation/Discussion Items:** Transient pilots having difficulties with runway closures and crosswinds. There are some new Postal Service cluster boxes being installed on Zia since the current ones down the street no longer meet Postal Service Code and the Post Office personnel absolutely will not take training for how to move safely on the airport, so all mail will be moved to outside the fence. Runway maintenance such as mowing should take weather conditions into account.
4. **Next Meeting Date:** September 19, 2024, regular meeting
5. **Adjournment:** Meeting adjourned at approximately 1:30 p.m.

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Ted Linnert, Chairman

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_