

M I N U T E S
AIRPORT ADVISORY COMMISSION
July 13, 2021

The Airport Advisory Commission of the City of Farmington met on Tuesday, July 13, 2021 at 4:00 p.m., in the Executive Conference Room at 800 Municipal Drive, Farmington, NM

Members Present:

Mark Gordon
 Zachary Kermitz, Alternate
 Theresa Pacheco
 Richard Roderick, Chairman
 Jonathan Rudolf

Members Absent:

Wayne Mangum, Pro Tem

Staff Present:

Mike Lewis, Airport Manager
 Jody Carman, Airport Administrative Aide
 Ellen Wayne, Deputy City Attorney

Others Present:

Felicia Bekis, Atlantic Aviation
 Marieanna Yazzie, Atlantic Aviation

Call to Order

The Airport Advisory Commission (AAC) regular meeting was called to order at 4:00 p.m. by Chairman Richard Roderick, there being a quorum present, the following proceedings were duly had and taken.

Approval of the July 13, 2021 Agenda

Chairman Richard Roderick asked for a motion to approve the agenda for July 13, 2021. A motion was made by Commissioner Jon Rudolf, and seconded by Commissioner Mark Gordon to approve the agenda for July 13, 2021, and passed by a vote of 5-0.

Approval of the Minutes from the June 8, 2021 Regular Meeting of the AAC

Chairman Richard Roderick asked for a motion to approve the minutes from June 8, 2021. A motion was made by Commissioner Mark Gordon, and seconded by Commissioner Theresa Pacheco to approve the minutes of the June 8, 2021 regular meeting of the AAC, and passed by a vote of 5-0.

Operations Report

Mike Lewis presented the statistics as they appear in the agenda.

Additional Operations Information

Mike Lewis reported on additional operational items not listed in the agenda.

- 1) The preliminary process regarding the grant for rehabilitation of Runway 5-23 is complete. The next step is for the FAA to make an official offer. Airport staff hopes for a quick turnaround for grant execution, which includes signatures from the Mayor and a firm start date. The FAA will inform our Congress Woman and Senators, and they in turn, will inform the media. We will know it is awarded when we read it in the paper.
- 2) The terminal expansion project is scheduled to start on July 26, 2021. The glass for this project was ordered locally.
- 3) Atlantic Aviation will be installing their Scully fuel truck overfill protection device, mandated by the FAA, during the week of July 26th.
- 4) Four Corners Regional Airport staff have been trained to enter and record NOTAMS electronically. This process will eliminate having to store a year of paper NOTAM records, will enable easier access to new or existing NOTAMS, and promote more flexibility.
- 5) Four Corners Regional Airport is entitled to receive another \$57,000 grant from the FAA under the extension of the extension of CARES Act Grant Program, announced on June 22, 2021. The application has been submitted. The award date is still not certain, but will most likely be before the end of the Federal Fiscal Year. Commissioner Theresa Pacheco asked what items would be covered under this COVID related grant. Mike Lewis explained the grant would be used to reimburse payroll, as the money comes with a narrow list of COVID related categories for which it is useable. This will leave more money, in the long run, to be used for something else in the airport budget.
- 6) The bid for re-painting the tower should arrive soon. The contractor was under the false impression we were going to completely re-stucco the building, and must now look at stucco repairs and repainting only. The life span of this grant is two years. Chairman Richard Roderick asked if the contractor was local. Mike responded the contractor was local, and the amount for repairs would be below the threshold for the procurement process.

- 7) A small dip in air traffic may reflect in July, due to the extended high temperatures, which have a tendency to adversely affect small general aviation aircraft.
- 8) The annual FAA Part 139 Inspection will occur from August 3rd through the 5th. All aspects of airport operations, paperwork, ARFF, and training classes will be reviewed. The in-brief will be at 1300, August 3rd in the airport office conference room. There is a new FAA inspector, Michael Fray. Mike Lewis invited all commissioners to attend the in-brief meeting.

Mike Lewis asked if there were any questions regarding the items not listed on the agenda. There were none.

Airport Manager Mike Lewis introduced three pages of handouts, which included airport actual revenues for 2021 with projected 2022 revenues, a revenue increase study, and an airport advisory commission calendar.

Airport Manager Mike Lewis explained how revenues at the airport are managed, and where numbers could increase or decrease. He presented a study where hangar rates increased incrementally and the amount for each percentage the airport could accrue. For example, a 5% hangar rental rate increase would yield \$16,000 of revenue and a 15% hangar rental rate would yield \$49,000 of revenue for the airport.

Airport Manager Mike Lewis presented a proposed living, calendar based, agenda item document for the commission to look over and discuss at each monthly meeting.

1. In January the commission might review the final airport budget. Mike Lewis explained the city was currently in Fiscal Year 2022, which is July 1, 2021 to June 30, 2022. He noted it is confusing as airport staff additionally work with calendar years and federal fiscal year budgets.
2. At the February meeting, the commission might look at airport rates and charges.
3. In March, any recommendations made to change airport rates and fees, could be presented to the city council.
4. At the April meeting, an analysis of where to apply remaining budget funds could be determined.
5. May is typically a review of the annual meeting resolution.
6. In June, the commission would review onsite projects via a walkthrough and bus tour of the airport.
7. At the July meeting, AIP projects that need completion could be reviewed.
8. In August, there could be a proposal and ranking of AIP projects.
9. For September, Airport Manager Mike Lewis has already spoken with airport engineering firm Armstrong, to make a presentation in front of the commission.
10. The month of October is open for suggestions.
11. November meeting could include a preliminary budget examination and suggestions given from the airport commission.
12. In December, the final airport budget might be reviewed by the commission.

Airport Manager Mike Lewis again noted this is a living document, any additions and changes would be welcome. Mike Lewis asked if there were any questions. There were no more questions or discussion.

Chairman Richard Roderick agreed with this direction and noted he had suggested something similar to this exercise in the past.

Legal Presentation of Airport Advisory Commission Ordinances

Deputy City Attorney Ellen Wayne introduced herself to the Airport Advisory Commission and was on hand to present an overview of the Airport Advisor Commission Municode found on the city website under Division 3, Section 2-4-79 and 80. Deputy City Attorney Ellen Wayne presented each ordinance as it pertained to commission purpose and advisory duties.

Upon review of Section 2-4- 72, it was specifically noted each commission member could serve three, three year terms. It was also noted the commission currently includes a pro tem and alternate position.

Deputy Attorney Ellen Wayne noted for a quorum, under Section 2-4-75, the chairman does vote, unless there is a conflict of interests.

She stated the city council would vote tonight, for a change to the airport code, Section 2-4-76. The change is to eliminate text regarding mileage compensation and entitlement to a per diem to reflect no payment for commission services.

Deputy City Attorney Ellen Wayne explained the purpose of the city Municode is to be broad and not limiting.

Deputy City Attorney Ellen Wayne specified anything members want to discuss can come up on the agenda for a discussion, so long as it is added to the agenda 72 hours before the meeting, to comply with the Open Meetings Act. She noted recommendations by the Airport Advisory Commission were not binding, but should be presented by staff to the city council for their consideration. Deputy Attorney Ellen Wayne outlined the process for members to introduce ideas, changes, or items.

Chairman Richard Roderick noted he would like to see some explanation as to how the airport manager might interact with the airport commission. He explained language might be included in the code, to support a description as to how the airport manager should interact with the Airport Advisory Commission. Ellen responded she would advise to not amend the ordinance. She stated Airport Manager Mike Lewis has devised and introduced a new way to deal with commission and airport management interaction.

Deputy City Attorney Ellen Wayne noted past managers may not have been as thorough as Mike. The newly introduced commission calendar is a good target. Deputy City Attorney Ellen Wayne encouraged commission members to communicate with Administrative Aide Jody Carman and Airport Manager Mike Lewis regarding any item they might want to include for discussion on the monthly AAC agenda. Commissioners could then make a motion and vote on recommendations they want to make regarding the matters discussed.

Deputy City Attorney Ellen Wayne concluded her presentation.

Business from the Chairman:

Chairman Richard Roderick expressed his thanks, on behalf of the Airport Advisory Commission, to Deputy City Attorney Ellen Wayne for her time and presentation.

Chairman Richard Roderick introduced, new AAC member, Alternate Zach Kermitz. Chairman Richard Roderick asked Zachary to tell everyone a little about himself. Alternate Zachary Kermitz told the commission he was a flight nurse for Eagle Air Med and was looking for an opportunity to be involved with the community. He explained he came to Farmington from New York State and thought perhaps air medicine would be a nice compliment to the air traffic commission representation. This is Zachary's first governmental position, served in the health care environment. He joked he had plenty of time riding in the back of a plane to come up with ideas to offer the commission and airport staff.

Chairman Richard Roderick noted, after having reviewed the City of Farmington website, the cost of the airport was similar to the cost of the Red Apple Transit system.

Chairman Richard Roderick said he had no more business, questions, or comments at this time.

Business from the Members:

Chairman Richard Roderick asked if there were any questions from commission members.

Commissioner Mark Gordon asked to speak. He told the commission he had tried to start a flying club a few years ago, and failed. Commissioner Mark Gordon asked if any of the airport budget money, including COVID grant money, be used to support an airport flying club. Airport Manager Mike Lewis responded that in lieu of the municipal "anti-donation" clause, airport funds could not be used for that purpose. Additionally there would be the issue of carrying liability insurance. Airport Manager Mike Lewis and Deputy City Attorney Ellen Wayne agreed they might do a little research regarding the liability issues, trained pilots, and if the city could get involved in some manner. Airport Manager Mike Lewis noted a past situation where we could not clear prairie dogs from the National Guard Armory property, just east of the airport, due to the "anti-donation" clause. All airport maintenance could assist with was a demonstration.

Commissioner Mark Gordon then asked if the program could be offered as a service to the community. Airport Manager Mike Lewis responded by offering to facilitate a meeting for interested flying club parties. He added local pilot and lawyer, Gary Risley has already set up the legalities for a flying club. A short discussion ensued regarding cost and promotion of a flying club. It was also brought up, airport staff or commission members might reach out to local flying instructor and trainer Michael Mead. Discussion also covered cost issues where aircraft needed expensive annual inspections.

There were no more questions or comments.

Business from the Staff:

Chairman Richard Roderick asked if there were any questions from staff. There were no questions or comments.

Business from the Floor:

Chairman Richard Roderick asked if anyone from the floor had something to say. There were no questions or comments.

There being no further business to come before the Commission, the July 13, 2021 meeting was adjourned by Chairman Richard Roderick, the motion was made by Commissioner Mark Gordon and seconded by Commissioner Theresa Pacheco at 4:43 p.m.


Richard Roderick – Chairman


Jody Carman – Administrative Aide

Wayne Mangum, Pro Tem
for Richard Roderick, Chairman
le