

M I N U T E S
AIRPORT ADVISORY COMMISSION
June 8, 2021

The Airport Advisory Commission of the City of Farmington met on Tuesday, June 8, 2021 at 4:00 p.m., in the Executive Conference Room at 800 Municipal Drive, Farmington, NM

Members Present:

Mark Gordon
Wayne Mangum, Pro Tem
Richard Roderick, Chairman
Jonathan Rudolf

Members Absent:

Theresa Pacheco

Staff Present:

Mike Lewis, Airport Manager
Jody Carman, Airport Administrative Aide
Julie Baird, Assistant City Manager

Others Present:

Felicia Bekis, Atlantic Aviation

Call to Order

The Airport Advisory Commission (AAC) regular meeting was called to order at 4:02 p.m. by Chairman Richard Roderick, there being a quorum present, the following proceedings were duly had and taken.

Approval of the June 8, 2021 Agenda

Chairman Richard Roderick asked for a motion to approve the agenda for June 8, 2021. A motion was made by Commissioner Wayne Mangum, and seconded by Commissioner Mark Gordon to approve the agenda for June 8, 2021, and passed by a vote of 4-0.

Approval of the Minutes from the May 11 2021 Regular Meeting of the AAC

Chairman Richard Roderick asked for a motion to approve the minutes from May 11, 2021. A motion was made by Commissioner Mark Gordon, and seconded by Commissioner Wayne Mangum to approve the minutes of the May 11, 2021 regular meeting of the AAC, and passed by a vote of 4-0.

Operations Report

Mike Lewis presented the statistics as they appear in the agenda. During this presentation, Airport Manager Mike Lewis noted we would re-establish charging the monthly minimum guarantee for No Worries on July 1, 2021. As the governor has opened restrictions on New Mexico dining, a letter will be sent to No Worries to that affect.

Additional Operations Information

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

1. The June visit from Arizona Commemorative Air Force Museum (AZ CAF), C-47 visit has been cancelled. As this time, nothing has been scheduled for the future.
2. Mike Lewis reported the airline industry is still struggling. Mike added he will continue to forward reports from our consultants, to the commission, as he gets the information. We will actively engage an airline when airline industry recovers closely to what it was in 2019. Our airline consultants speak with SkyWest on a fairly regular basis and are keeping those lines of communication open.
3. Bidding is open for the mill and overlay of runway 5/23 until June 15th, 2021. Airport Manager Mike Lewis reported there was one company at the bid meeting, and another company possibly entered a bid online. The current target to start construction is beginning to middle August. Most likely work will continue at night for this project.
4. We are asking for estimates to paint the tower with the \$34,162 grant, under the extension of the CARES Act Grant Program. It is possible an RFP will not be necessary to execute the tower project.
5. Mike Lewis announced an alternate commission member has been chosen by the Mayor. His name is Zachary Kermitz and is air ambulance staff. He yet has to be formally voted in by Farmington City Council.

Mike Lewis asked if there were any questions. Mark Gordon inquired about security status at the airport when construction work was going on, especially at night. Mike Lewis responded that staff, possibly ARFF, would be available on sight throughout the night, as it has happened before. It can be a considerable process when the tower is closed.

Chairman Richard Roderick inquired on how the terminal rehabilitation project was going. Mike Lewis responded Winters Construction won the bid and was waiting on a special glass order from a local company.

Discussion Regarding Airport Advisory Commission Responsibilities

Chairman Richard Roderick introduced the discussion regarding possible changes to commission responsibilities as stated in the City of Farmington Municipal Codes and Ordinances. Chairman Richard Roderick noted the duties as listed in the City of Farmington Municode are not very broad. He explained he thought the document could possibly be crafted to be more specific regarding the flow of information and responsibilities between Airport Manager and Commission. As the ordinances were chartered in 1969, there may be a need for an update. Chairman Richard Roderick encouraged a rewrite in order to define a clear definition of duties.

Commissioner Mark Gordon asked if the commission might ever recommend fees or rentals. There was a general discussion regarding how hangar rates may be changed as an example of the process. The conversation turned to how information might be communicated between the Airport Manager and the commissioner members, then in conjunction, make recommendations to the Mayor. It was suggested by the chairman, the ordinances should have reference to some sort of consistent interface. The chairman also suggested the AAC should be the default authority. Chairman Richard Roderick asked the members if anyone would like to take a shot at a rewrite of the responsibilities with a consistent process in mind. There was no response.

Commissioner Wayne Mangum asked Airport Manager if a complete rewrite was even necessary. Mike Lewis responded the responsibilities could very well be reviewed. However, the rates and fees have already been approved.

Assistant City Manager Julie Baird noted how municode ordinances had been questioned by other City of Farmington committees. We might submit the ordinances as they stand to Deputy City Attorney Ellen Wayne. She can take a good look at the current responsibilities as they do appear in the City of Farmington municode. Perhaps the Deputy City Attorney can update it and the Airport Advisory Commission can vote on presenting changes to City Council. Julie Baird added the ordinances were originally created in a generic fashion to serve as a guideline for the execution of airport (and other divisions of the city) policy and procedures. She noted the list of duties might be reevaluated to find a common framework that would fit the balance of airport manager and commission members. Julie Baird agreed the Airport Advisory Commission members know the airport and the business process well, and their recommendations have a lot of weight.

There was a short discussion, once again as an example, regarding hangar rates and as to how rates would be set. It was suggested the commission might take a look at the current fees and compare those numbers to other comparable airports, to determine if any adjustments are needed.

The next question asked was if the airport ordinances really needed to be changed. Assistant City Manager Julie Baird thinks not, however other commissions annually review rates, fees and operational policies of corresponding facilities. A calendar of items for review, such as rates, fees, CIP items and minimum standards could be entertained and presented to AAC for review. Assistant City Manager Julie Baird offered an informative list of examples where city division commissions annually make adjustments to facility operations.

It was noted by Commissioner Mark Gordon, the list of commission responsibilities does not mention anything regarding manager and commission relationship given duties. There was a short discussion regarding mayoral structure and the relationship being implied. The itemized commission responsibilities listed in the municode does not provide a description of commission responsibilities. Chairman Richard Roderick expressed his idea the relationship between commission and airport manager could be better defined. Julie Baird brought up that rules and regulations are better spelled out the FAA, rather than city ordinances.

Administrative Aid Jody Carman was asked to send the airport municode link to all commission members so the actual copy can be read, in hopes commission roles will be better understood. Assistant City Manager Julie Baird recommended airport staff create a calendar list of actions the AAC members might discuss monthly, in order to better support the airport manager functions regarding rules and regulations of the airport.

Assistant City Manager Julie Baird reiterated the commission may always take their ideas or thoughts to the mayor. If an issue comes up, the mayor might ask about the opinion of the commission. As the airport manager takes issues to the commission, the mayor would wish to know good decisions are being made.

Commission members agreed to think a little more about what they expect from airport staff. Airport Manager Mike Lewis agrees a calendar of items to be reviewed by the commission is a good way to start. AAC can look at CIP alternatives, the budget and other operational avenues at the airport. Assistant City Manager Julie Baird added the commission is an integral part of our system to interface and coordinate with. Deputy City Attorney Ellen Wayne will have the opportunity to take a look at the commission responsibilities as they appear in the municode. It was suggested by Julie Baird perhaps it does indeed need updating and staff might be able to do a better job at communication.

Business from the Chairman:

Chairman Richard Roderick said he had no business, questions, or comments at this time as his issue was addressed.

Business from the Members:

Chairman Richard Roderick asked if there were any questions from commission members. There were no more questions or comments.

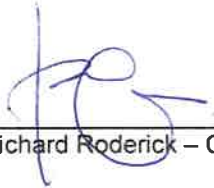
Business from the Staff:

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, specifically Felicia Bekis, had something to say. There were no questions or comments.

There being no further business to come before the Commission, the June 8, 2021 meeting was adjourned by Chairman Richard Roderick, the motion was made by Commissioner Jon Rudolf and seconded by Commissioner Mark Gordon at 4:45 p.m.



Richard Roderick – Chairman



Jody Carman – Administrative Aide