



Alamogordo City Commission

NOTICE OF MEETING

Regular Meeting Agenda

January 13, 2026 - 6:30 PM

Donald E. Carroll City Commission Chambers
City Hall, 1376 E. Ninth Street

Sharon McDonald Mayor
Baxter Patillo District 1
Stephen Burnett District 2
Warren Robinson District 3
Joshua Rardin District 4
Vacant District 5
Mark Tapley District 6

Stephanie Hernandez Acting City Manager
Darrell Mori City Attorney
Rachel Hughs City Clerk

MISSION STATEMENT as Adopted by the City Commission on March 24, 1995.

The City of Alamogordo is a Municipal Corporation that exists solely for the purpose of providing the best possible services to our customers, the citizens of Alamogordo. We are committed to providing these services with honesty, integrity, compassion, fairness, and a commitment to excellence.

We are committed to the long-term financial stability and responsible growth of the City and all decisions will be driven by our commitment to provide the best services possible in a financially sound and responsible manner given the economic realities facing the City.

In accordance with Section 10-15-1.D, NMSA 1978 (2010 Cumulative Supplement), this agenda has been posted on the east bulletin board located in the south of the City Hall and in the glass case located outside the north entrance of the City Hall, distributed to the appropriate news media, and posted on the City website: <http://ci.alamogordo.nm.us> within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Alamogordo website: <http://ci.alamogordo.nm.us>

The Mayor and City Commission request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Commission Chambers to respond to or to conduct a phone conversation. The Alamogordo Commission Chambers is wheelchair accessible. Other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 575-439-4100.

CALL TO ORDER & ROLL CALL

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

ADMINISTRATION OF THE OATH OF OFFICE FOR ELECTED OFFICIALS

1. Ceremonial administration of the Oath of Office to the newly elected City Commissioners. *(David Overstreet, Municipal Judge)*

REORGANIZATION OF THE COMMISSION

2. Selection of the Mayor Pro-Tem. *(Rachel Hughs, City Clerk)*
3. Selection of Seating Order. *(Rachel Hughs, City Clerk)*
4. Approve the Order of Business. *(Rachel Hughs, City Clerk)*

PUBLIC COMMENT

Residents must sign up with the City Clerk to address the City Commission. The standard allotted time is 3 minutes, but the Mayor reserves the right to change depending on the number of public comments.

CITY MANAGER'S REPORT**REMARKS AND INQUIRIES BY THE CITY COMMISSION****CONSENT AGENDA** (Roll Call Vote Required for an Ordinance or Resolution)

All matters listed under the Consent Agenda are considered to be routine by the City Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

5. Approve the minutes for the Regular Commission meeting on December 16, 2025. *(Rachel Hughs, City Clerk)*
6. Consider, and act upon, the award of RFQ 2025-02 Airport Engineering Services, White Sands Regional Airport to Delta Airport Consultants. *(Eileen Flint, Community Services Director)*
7. Consider, and act upon, the award of RE-BID RFP 2025-012 On-Call HVACR Repair & Maintenance Services to MPC Enterprises LLC and PC Automated. *(Jimmy Vargas, Public Works Director)*
8. Consider, and act upon, Resolution 2026-03 requesting written approval from the Local Government Division of the Department of Finance and Administration, State of NM for the revised budget numbers computed as of January 13, 2026. *(Evelyn Huff, Finance Director)* **(Roll Call Vote Required)**

ITEMS REMOVED FROM CONSENT AGENDA**NEW BUSINESS**

9. Consider, and act upon, Resolution 2026-02 declaring that a vacancy exists on the City Commission for District 5. *(Rachel Hughs, City Clerk)* **(Roll Call Vote Required)**
10. Appointments to Boards and Committees. *(Sharon McDonald, Mayor)*

EXECUTIVE SESSION (Roll Call Vote Required)

-
11. Adjourn into Executive Closed Session in compliance with 10-15-1(H)(2) NMSA (as amended) to discuss: Limited Personnel Matters (City Manager). **(Roll Call Vote Required)**

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: 1/13/2026

Report Date:

Report No: 1.

Submitted By: Rachel Hughs

Subject: Ceremonial administration of the Oath of Office to the newly elected City Commissioners. (*David Overstreet, Municipal Judge*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Background:

City Clerk Hughs administered the Official Oath of Office to Sharon A. McDonald, Stephen Burnett, Joshua Rardin, and David Overstreet on December 30, 2025, for their new four-year term. The County administered the Official Oath of Office to Baxter Pattillo in earlier in December.

Judge David Overstreet will perform the ceremonial oath of office to Sharon A. McDonald, Stephen Burnett, Joshua Rardin, and Robert Baxter Pattillo at this Commission Meeting for the benefit of the media and the family members.

AGENDA REPORT

CITY OF ALAMOGORDO CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/02/2026

Report No: 2.

Submitted By: Rachel Hughs

Subject: Selection of the Mayor Pro-Tem. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Select a Mayor Pro-tem.

Background:

City Charter Article VIII

A. An organizational meeting shall be held as soon as practicable after each Regular City election in which Commissioners are elected.

B. The Commission and Mayor shall elect one of its members to serve as Mayor Pro-Tem. The term of office for the Mayor Pro-Tem shall be until the next organizational meeting of the Commission.

AGENDA REPORT

CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/02/2026

Report No: 3.

Submitted By: Rachel Hughs

Subject: Selection of Seating Order. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Select seating order.

Background:

Per Resolution 2018-08 Rules of Conduct for City Commission Meetings

RULE 16. SEATING ORDER

After each municipal election, seating order will be determined by seniority. However, the Mayor and Mayor Pro-Tem shall be seated in the center of the dais.

Seniority

Josh Rardin

Stephen Burnett

Mark Tapley

Warren Robinson

Baxter Pattillo

AGENDA REPORT

CITY OF ALAMOGORDO CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/02/2026

Report No: 4.

Submitted By: Rachel Hughs

Subject: Approve the Order of Business. *(Rachel Hughs, City Clerk)*

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the Order of Business.

Background:

Per Resolution 2018-08 Rules of Conduct for City Commission Meetings.

RULE 6. CATEGORIES AND ORDER OF BUSINESS.

The business of the City Commission shall be conducted in the order and manner specified. The order of business will be approved at each organizational meeting of the City Commission.

Switch NEW BUSINESS and UNFINISHED BUSINESS, and remove the second Public Comment toward the end of the agenda.

Order of Business will be as follows:

CALL TO ORDER & ROLL CALL

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PRESENTATIONS

PUBLIC COMMENT

CITY MANAGER'S REPORT

REMARKS AND INQUIRIES BY THE CITY COMMISSION

CONSENT AGENDA (Roll Call Vote Required for Ordinance or Resolution)

ITEMS REMOVED FROM CONSENT AGENDA

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

EXECUTIVE SESSION (Roll Call Vote Required)

ADJOURNMENT

AGENDA REPORT

CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/07/2026

Report No: 5.

Submitted By: Beau Dylan Aleshire

Subject: Approve the minutes for the Regular Commission meeting on December 16, 2025. (*Rachel Hughs, City Clerk*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the minutes.

Background:

**CITY OF ALAMOGORDO, NEW MEXICO
CITY COMMISSION REGULAR MEETING DRAFT MINUTES
6:30 PM, DONALD E. CARROLL COMMISSION CHAMBERS
December 16, 2025**

**SUSAN PAYNE, MAYOR
SHARON MCDONALD, MAYOR PRO-TEM
CRYSTAL GUTHRIE, COMMISSIONER
STEPHEN BURNETT, COMMISSIONER
WARREN ROBINSON, COMMISSIONER**

**JOSHUA RARDIN, COMMISSIONER
MARK TAPLEY, COMMISSIONER
STEPHANIE HERNANDEZ, ACTING CITY
MANAGER
DARRELL MORI, CITY ATTORNEY
RACHEL HUGHS, CITY CLERK**

CALL TO ORDER & ROLL CALL

Mayor Payne called the meeting to order at 6:32 PM. Roll Call was taken by the City Clerk. City Clerk Hughes announced there was a quorum present.

INVOCATION & PLEDGE OF ALLEGIANCE

The Invocation was given by Mayor Payne, and the Pledge of Allegiance was led by Commissioner Guthrie.

APPROVAL OF AGENDA

Commissioner Rardin said he wanted to remove Item 14 from the agenda.

**Commissioner Rardin moved to approve as amended.
Commissioner Guthrie seconded the motion.
Motion Passed with a vote of 7 - 0 - 0.**

PRESENTATIONS

1. Presentation of plaques to the outgoing Commission, Mayor Payne, and Commissioner Guthrie. (*City Commission*)

Mayor Pro-Tem McDonald presented Mayor Payne with a plaque of recognition for serving on the City Commission. She first served as the Commissioner of District Three from March 2016 to December 2021. She later served as the Mayor from January 2022 to December 2025.

Commissioner Rardin presented Commissioner Guthrie with a plaque of recognition for serving on the City Commission. She served as the Commissioner for District One from March 2025 to December 2025.

2. Presentation of Mayor's recognition and awards. (*Susan L. Payne, Mayor*)

Mayor Payne presented the Mayor's Certificate of Appreciation to Jim Talbert, Mark Goga, Butch Ephraim, Donald "Jake" Jacobs, Jim "WAM" Harkins, TSgt. Curtis Rosga, Christopher Calhoun, and Tina McLean in recognition of their efforts in the successful completion of Phase 1 of the F-4 Gateway Freedom Monument.

Mayor Payne presented Mayoral Commendations to MSgt. Derek Spencer, MSgt. Audrey Spencer, Larry Morris, Mark Werner, and Justin Purvis, in recognition of their pivotal roles in the successful completion of Phase 1 of the F-4 Gateway Freedom Monument.

Mayor Payne presented a Mayoral Commendation to Nolan Ojeda in recognition of his transformative impact on downtown revitalization and economic development for the City of Alamogordo.

Mayor Payne presented a Mayoral Commendation to Danielle Rondelez for outstanding civic contribution and community impact.

3. Presentation on Thrive Guide: A guide to critical resources for local military families. (Danielle Rondelez)

City Attorney Mori said that Mrs. Rondelez is presenting in her individual capacity and that this presentation is for information purposes only.

Mrs. Rondelez said the Thrive Guide was formerly known as Five to Thrive. I wanted to discuss what it is, why we did this, and how it became part of the community. It began in 2021 with Charlene Brown and other military spouses who wanted to improve the quality of life for military families. They wanted families not just to survive but to thrive. The four R's are recruit, retention, resilience, and readiness. Communities across the country have been encouraged to adapt the framework locally. I presented it to the Executive Board of the Chamber of Commerce, and there was unanimous agreement that the project needed to happen. Following a meeting with Holloman Air Force Base, I presented it to the Sacramento Mountains Foundation, requesting their support. Once approved, we assembled a team of community experts to support each pillar, who contributed their time, expertise, and insights to complete this project. It was an honor to work on this, and I look forward to the completion of the guide so we can make it available in digital format. It will be a valuable resource for those joining Holloman Air Force Base. We will build on this platform moving forward.

PUBLIC COMMENT

Londyn Leslie asked the City to please complete the sidewalks on both sides of Desert Lakes Road. The lack of continuous sidewalks poses a safety concern. Completing the sidewalks on both sides would improve safety and enhance access.

CITY MANAGER'S REPORT

Acting City Manager Hernandez made the following remarks:

1. The Zoo is getting two sloths.
2. Directors talked to our state legislators about our ICIP list, and they did a phenomenal job. Projects included a headworks upgrade at the Wastewater Facility, a US 70 Water Distribution Grid Replacement, the Dry Canyon Arroyo project, the reopening of Bonito Lake, the beautification of several of our buildings, and APD vehicles. We did our top six projects, and those were presented up there today.
3. As of tomorrow, we will have five employees at our Dispatch. We currently have over twenty-seven applicants. We are grateful to the State for working with us to do a Dispatch Academy.
4. After the ribbon cutting for Phase I of the F-4 Project, we had several contractors tell us they would help and comp things. They are going to put together Phase II of the Gateway Freedom Monument, which is anticipated to be up July 4, 2026.
5. Thank you to Commissioner Guthrie for her service and expertise.
6. Thank you to Mayor Payne for her support of City staff. You have been very supportive of City staff and always held us accountable.

Mr. Chris Edwards presented Mayor Payne with Second Life Media's Spotlight Stamina Award.

REMARKS AND INQUIRIES BY THE CITY COMMISSION

Commissioner Rardin requested that the Streets Department inspect Hawaii Avenue from 10th Street to 16th Street for potholes. There are also potholes along a two-block stretch of Ohio Avenue. Public Works Director Vargas said the ones on Ohio Avenue had been taken care of. Acting City Manager Hernandez stated that Hawaii Avenue is slated for development as part of WSRP 2.

Commissioner Guthrie said she had made multiple inquiries about 1109 Michigan. Whether it was condemned, what the status was, and what we planned to do about it. I want to inform the public about what is happening. Acting City Manager Hernandez said we have received numerous questions about that. It had been for sale, was sold incorrectly, and it was for sale again. It has been condemned. We have to work with the new owners when that happens. However, if nothing significant happens regarding this property, it will be on the demolition list for March. Commissioner Guthrie said people told her they still really wanted a lake to go fishing. It has been suggested that the lake be named Crystal Lake upon completion. I wanted to thank everyone for everything. Being a Commissioner has been extremely educational.

Commissioner Burnett asked when we were supposed to start on the greens at the Golf Course. Acting City Manager Hernandez said she would get back to him on that. Commissioner Burnett said he asked because he would like to shift that money from the greens to the fairways. The greens are rolling very nicely, probably the best I have seen in six years. Our fairways are in dire need of attention. Acting City Manager Hernandez said we are purchasing a reseeded so that it can be properly seeded. I will follow up. Commissioner Burnett asked where we were with the retention on the ponds. Finance Director Huff said we met with the Golf Course last week. They presented an alternative to the spin cleans currently in the ponds. Their current spin cleans are getting clogged with sludge, and so they are continuously having to drain them. The alternative is an apparatus that sits on top of the ponds and performs the same function for cleaning the water, but does not have issues with sludge. We authorized \$150,000 for three separate things. One is the reseeded. Another is to complete the improvements to the SCADA system so that it can control the valves. The last is for the river screens, which are the apparatus that sits on top of the ponds and aerates everything. Commissioner Burnett asked if we were keeping the windmills. Finance Director Huff said yes. The windmills are part of a different allocation of money and are still planned for installation. We were asked by Golf Course staff to hold off on the installation of them because of something to do with playing time. That money already exists. Commissioner Burnett asked where we were with the RFP. Acting City Manager Hernandez said she needed to meet with Chief Procurement Officer Pyeatt. I have it ready to go and hope to release it next week. We will have it out for thirty to forty-five days. Commissioner Burnett asked if it would still be with or without maintenance. Acting City Manager Hernandez said we decided not to include the maintenance in it for various reasons. One is the staff training on the new SCADA irrigation system. The second is feedback that not many people are involved who want to do that. We can always put out an RFP at a later date for the maintenance. We are going to see what we get and see if there are questions regarding the maintenance. Commissioner Burnett asked about his hole on Florida Avenue. Acting City Manager Hernandez said she met with Public Works Director Vargas about that. They are going to look at it. We would like to schedule it when school is not in session because that is a huge corridor. There are questions about risers, or whether there is a leak, so they are going to re-evaluate that dip.

Commissioner Tapley said New York Avenue looks great. It was awesome during the Christmas event. Regarding Londyn Leslie's public comment regarding Desert Lakes Road, I know that a couple of years ago, it was announced that they were going to improve it. Can you elaborate on that? Acting City Manager Hernandez said she still needed to do research on that. Commissioner Tapley said he was told that they started to do marketing on that a couple of years ago, but it just went away. Commissioner Rardin said he remembered drainage improvements out there. Finance Director Huff stated that a design was completed in 2018. While the design was funded, there was never any funding for its construction. There are no sidewalks on that design. It was shelved because there were other priorities. It is something that will be included in our new Capital Process, and therefore, it will be back on the list of possibilities. We could also consider revamping the design to include sidewalks.

Mayor Pro-Tem McDonald said she went with the Directors to Ruidoso to present the projects to our legislative group. They did a fantastic job. People commented that our projects here are shovel-ready and appreciate it. I heard good things about Bonito Lake. I did not realize that some other cities are in a little trouble, and so I am proud of what Alamogordo did. As I move into the Mayor's seat, I want to hear what people in Alamogordo are thinking and what they would like to see. I decided to hold office hours from January 5th to the 13th, from 9:00 AM to 12:00 PM, in an office that can accommodate people. If you would like to make an appointment, you can call. If I need to extend the days until the end of January, I can do that too. If people think we are not moving forward with downtown and other developments, there have been, on record, one hundred and sixty-seven businesses established from the beginning of the year up until now. Taking off duplicates, we still have well over one hundred. That speaks volumes for our community.

Commissioner Rardin asked for an update on the study on Indian Wells Road by Walmart. Acting City Manager Hernandez said the traffic counts were not there. There were two times in the day when it got really busy, but it was still under the required amount for a light.

Mayor Payne said in December, we had the Ribbon Cutting Ceremony for downtown, Christmas on Main Street, and the Alamogordo Christmas Parade held by the Air Force Sergeants. There is always something to do. The credit for that goes not only to the City itself, but also to businesses and organizations, too. I would like to recognize the passing of Pastor Forney of Corinth Baptist Church.

CONSENT AGENDA

- 4. Approve the minutes for the Regular Commission meeting on December 2, 2025. (Rachel Hughs, City Clerk)**
- 5. Consider, and act upon, Resolution No. 2026-01 determining reasonable notice of meetings of the Alamogordo City Commission for the year 2026 (Open Meetings Act). (Rachel Hughs, City Clerk) (Roll Call Vote Required)**
- 6. Consider, and act upon, the City Commission Regular Meeting Schedule for the 2026 calendar year. (Rachel Hughs, City Clerk)**
- 7. Consider, and act upon, adoption and final publication of Ordinance 1720 Declaring the need for Designation by Otero County, New Mexico by and through the County's Board of County Commissioners of Certain Real Property within the County's Area of Operation overlapping the Municipal Boundaries of the City of Alamogordo as a Metropolitan Redevelopment Area. (Chris Muirhead, Modrall Sperling) (Roll Call Vote Required)**
- 8. Consider, and act upon, the confirmation of Matthew Wade as an alternative Municipal Judge. (Darrell Mori, City Attorney)**
- 9. Consider, and act upon, the Investment Report for the quarter ending September 30, 2025, in accordance with the City of Alamogordo Investment Ordinance. (Sue Ashe, Accounting Manager)**
- 10. Consider, and act upon, the award of RFP 2025-014 On-Call Bay Door Repair and Maintenance Services to Custom Overhead Doors. (Jimmy Vargas, Public Works Director)**
- 11. Consider, and act upon, the award of Public Works Bid No. 2025-004, City of Alamogordo Fire Station 2 Project No. FD2401, to National Construction, Inc., related to the City of Alamogordo Fire Station 2 project for an amount not to exceed \$1,330,033.32, including NMGRT. (Justen Boyle, Senior Project Manager)**
- 12. Consider, and act upon, Resolution 2025-39 requesting written approval from the Local Government Division of the Department of Finance and Administration, State of NM for the revised budget numbers computed as of December 16, 2025. (Evelyn Huff, Finance Director) (Roll Call Vote Required)**
- 13. Consider, and act upon, Resolution 2025-40 relating to a rate increase of 3.01% effective January 1, 2026 for residential solid waste collection through Southwest Disposal. (Evelyn Huff, Finance Director) (Roll Call Vote Required)**

Commissioner Rardin asked if Item 7 needed to be pulled per the changes that Acting City Manager Hernandez emailed. Acting City Manager Hernandez said yes sir. Commissioner Rardin said he would pull Item 7. Commissioner Burnett said he wanted to pull Item 11.

Commissioner Rardin moved to approve Items 4, 5, 6, 8, 9, 10, 12, & 13 of the Consent Agenda.
Commissioner Robinson seconded the motion.
Motion Passed with a vote of 7 - 0 - 0.

ITEMS REMOVED FROM CONSENT AGENDA

- 7. Consider, and act upon, adoption and final publication of Ordinance 1720 Declaring the need for Designation by Otero County, New Mexico by and through the County's Board of County Commissioners of**

Certain Real Property within the County's Area of Operation overlapping the Municipal Boundaries of the City of Alamogordo as a Metropolitan Redevelopment Area. (Chris Muirhead, Modrall Sperling) (Roll Call Vote Required)

City Attorney Mori said we made the changes that the Commission wanted to make, but I accidentally sent the old version in the packet. I want to read what the changes were and what has been added to Ordinance 1720. The original had a large breadth of Alamogordo listed as the designated area. That has been changed to read:

"WHEREAS, the Proposed Redevelopment Area is all or a portion, as determined by the County, of the property described below: The Patriot Pointe Development located at 305 Moonglow Street, Alamogordo, New Mexico 88310, with Parcel ID 01N4056094505430, being approximately 5.947 acres of non-residential land zoned R-4 for multiple-family dwellings, with a current actual value of \$388,577 and assessed value of \$129,526 as of August 29, 2025."

City Attorney Mori said that is the change in size the Commission requested. The public hearing date was changed to meet the City Commission schedule. The public hearings for the County will start occurring later in the year on December 30th. As for other changes that the Commission wished:

"NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ALAMOGORDO THAT:

Section 1. Necessity of Designation by County of Proposed Redevelopment Area. Subject to the provisions of Sections 2 and 3 hereof, the City Commission hereby declares the need for the County's proposed designation of the Proposed Redevelopment Area as a Metropolitan Redevelopment Area in order to afford the maximum opportunity for the rehabilitation or redevelopment of Metropolitan Redevelopment Areas to private enterprise. This declaration is intended to meet the requirements of Section 3-60A-4(P) of the Code.

Section 2. City Involvement with Metropolitan Redevelopment Area and Plan. The City is a necessary party related to the development of the Metropolitan Redevelopment Plan and oversight of the Metropolitan Redevelopment Area and the effect of the City Commission's declaration in Section 1 hereof is conditioned upon the following:

- a. The Metropolitan Redevelopment Plan will provide for the appointment of a Board of Directors to oversee the execution of the Metropolitan Redevelopment Plan. If the Board has 5 or fewer members, the City Commission shall have the power to appoint 2 members to the Board of Directors. If the Board has more than 5 members, the City Commission shall have the power to appoint 3 members to the Board of Directors; and
- b. The commencement of construction (i.e. "breaking ground") of the Patriot Pointe Development shall occur no later than December 31, 2026.

Section 3. Ordinance Irrepealable. After the designation of the Proposed Metropolitan Redevelopment Area as a Metropolitan Redevelopment Area, this Necessity Ordinance shall be and remain irrepealable until such Metropolitan Redevelopment Area is no longer treated as such under the Code. Notwithstanding anything herein to the contrary, if the conditions set forth in Section 2 above are not met, the City Commission's declaration in Section 1 shall be of no further force or effect."

City Attorney Mori said so basically, if the ground has not been broken by December 31, 2026, and if the City does not have a chance to have it's position put on the Board, then basically this goes away. It has no force or effect. The other change is that today is the second reading of this ordinance, and so there is a date change at the bottom.

Commissioner Rardin moved to approve as amended.

Commissioner Guthrie seconded the motion.

Motion Passed with a vote of 7 - 0 - 0.

11. Consider, and act upon, the award of Public Works Bid No. 2025-004, City of Alamogordo Fire Station 2 Project No. FD2401, to National Construction, Inc., related to the City of Alamogordo Fire Station 2 project for an amount not to exceed \$1,330,033.32, including NMGR. (Justen Boyle, Senior Project Manager)

Commissioner Rardin said he would abstain from voting and discussion due to a potential conflict of interest from the original bid.

Commissioner Burnett asked why this was sent out for rebid. City Attorney Mori said the original bid was sent out, and was then canceled due to the determination that it was in the best interest of the City. It was basically a preventative measure to ensure we are complying with all procurements, the Governmental Conduct Act, and City ordinances regarding potential conflicts of interest. So, before any award or contract was issued, it was decided to be pulled and sent out for rebid. There were some extra form changes, so there would be no perception of any type of conflict of interest. That would protect the City by transparency and, by extension, the Commission for any actions, so they may participate in the course of their daily occupations. Commissioner Burnett said if he remembered right, he had spoken to three different commissioners about this project. Is that correct? City Attorney Mori said also, at the time, there was no notice of obligation from the State, so we did not have the ability to proceed, and so it had to go out to rebid. Commissioner Burnett said when it went out to rebid, were the bids open to each contractor, as far as what the contractor knew about what the other contractors had bid previously on that? Acting City Manager Hernandez said yes. Commissioner Burnett said the issue he had was that, from the numbers he received from Acting City Manager Hernandez earlier, it said that White Sands Construction's bid increased by around \$90,000, and National's bid decreased by \$117,000. I find it hard to believe they could come down to that price. When you sent out the rebid, was anything changed as far as the scope of work? Senior Project Manager Boyle said no, but subcontractors did change. Commissioner Burnett said other than National's Construction, there was one other one, correct? Senior Project Manager Boyle said correct. Subcontractors can make a big difference in pricing. They had different subcontractors than the original bid.

Commissioner Burnett asked if there were any protests on this bid. Acting City Manager Hernandez said they had heard there was one, but we have not seen it. We have not been given it yet.

Mayor Pro-Tem McDonald moved to approve.

Commissioner Robinson seconded the motion.

Motion Passed with a vote of 5 - 1 - 1. Commissioner Burnett voted nay. Commissioner Rardin abstained.

NEW BUSINESS

14. Discussion and possible action on Quail Hollow #2 Subdivision. (*Joshua Rardin, Commissioner*)

Item 14 was pulled during the Approval of the Agenda.

15. Appointments to Boards and Committees. (*Susan L. Payne, Mayor*)

Mayor Payne reappointed Rob Hicks to a sixth term on the Airport Advisory Board, and reappointed Richard Warren to a fourth term on the Alamogordo Public Library Board. No one was opposed.

16. Mayor's closing remarks: reflections on the past four years, and words of appreciation.

Mayor Payne said we have seen the completion of Phase 8 of the McKinley Channel and the Scenic Extension, lived through COVID, changed our election cycles, did the Great Blocks Project, did new water infrastructure projects, did a salary study for City employees, obtained pay increases for Police and Fire, did the Union contract for the Police, re-opened Bonito Lake and then saved it later, lost police officers and city staff, updated our Technical Standards, a new swimming pool is coming, ADA-compliant sidewalks in District 5, revitalization of the downtown area, the Dudley School, awarded millions in LEDA funds, the Golf Course Irrigation Project, the Ferguson Academy in honor of Officer Ferguson, and we received the Altus Award.

I want to thank Acting City Manager Hernandez, Police Chief Kunihiro and the Police Department, Fire Chief Ramirez and the Fire Department, Utilities Director Nunnolley and his staff, Public Works Director Vargas and his staff, Finance Director Huff, Human Resources Director Osborn, former Community Services Director Ortega, current Community Services Director Flint, City Clerk Hughs, Deputy City Clerk Aleshire, City Attorney Mori, all our City Staff, our Commissioners, Holloman Air Force Base, our community members, and lastly my friends and family, who I will be able to spend more time with. I give all credit to my Lord and Savior.

EXECUTIVE SESSION

17. Adjourn into Executive Closed Session in compliance with 10-15-1(H)(8), NMSA (as amended) to discuss: Real Property (a donation of up to 4 acres of 501 La Velle Road, Alamogordo, NM 88310). (Roll Call Vote Required)

Commissioner Rardin moved to Adjourn to Executive Session at 8:49 PM.

Commissioner Guthrie seconded the motion.

Motion Passed with a vote of 7 - 0 - 0.

ADJOURNMENT

ATTEST:

Mayor Sharon McDonald

City Clerk Rachel Hughs

(Prepared by Dylan Aleshire, Deputy Clerk)

Approved at the Regular Meeting held on January 13, 2026.

AGENDA REPORT

CITY OF ALAMOGORDO CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 12/30/2025

Report No: 6.

Submitted By: Barbara Pyeatt

Subject: Consider, and act upon, the award of RFQ 2025-02 Airport Engineering Services, White Sands Regional Airport to Delta Airport Consultants. (*Eileen Flint, Community Services Director*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the award and authorize staff to proceed with service agreement

Background: This service involves engineering and design of various projects at the Alamogordo-White Sands Regional Airport. The consultant firm's fees will be paid as a part of any project they do for the airport through grants either from FFA or the State Aviation Division. If an FFA grant, the City would have to pay 5% of the overall amount of the grant, which translates as 5% of the fee for the consultant firm. If asked to do anything for the City, the consultant firm will provide a cost proposal for what is requested. The proposal will be reviewed by the FFA and State criteria, including costs. They will advise accepting the proposal, and they agree to pay 95% (90% from FFA and 5% from State). The consultant firm's proposal cost then becomes a part of the funding that would be requested through the grant process.

RFQ was advertised on October 18, 2025. Three (3) responsive proposals were received on November 21st, 2025. All proposals were received and considered compliant.

Proposals are available for review through the Purchasing Department.

CITY OF ALAMOGORDO
COMPOSITE SCORE SHEET
Airport Engineering/Consulting Services
November 21, 2025
RFQ NO. 2025-02

Factor	Available Points per Vendor	5 Committee Members	Delta Airport Consultant	Parkhill	JMT
1	50	Recent Experience in airport planning & development projects	49	47	46
2	50	Capability to perform all aspects of project	45	46	40
3	50	Reputation	45	47	36
4	50	Ability to meet schedules within budget	45	44	36
5	75	Quality of previous airport project undertaken	65	64	55
6	50	Familiarity with Sponsor and project location	48	39	28
7	75	Understanding the airport And proposed projects	63	56	43
8	50	Understanding the Sponsor's special concerns	48	41	26
9	50	Interest shown	39	40	33
Total Available	500	Accumulated Score	447	424	343
Total Rank			1	2	3

Statement of Qualifications for **Airport Engineering/Consulting Services**

For Alamogordo-White Sands Regional Airport

RFQ 2025-02

Due November 21, 2025



Submitted By:



**DELTA AIRPORT
CONSULTANTS, INC.**

TABLE OF CONTENTS

1. Cover Letter1

2. Understanding of the Requirements1

3. General Description of the Firm.8

4. Identification of Key Individuals 16

5. Previous Clients and Representative Projects 23

6. Demonstrated Capability to Meet Schedules/Deadlines . . . 26

Campaign Contribution Disclosure Form

Disbursement Certification Form

Non-Collusion Affidavit Form

State of New Mexico Resident Business Certificate



1. Cover Letter

November 21, 2025

Ms. Barbara Pyeatt, Chief Procurement Officer
City of Alamogordo
Purchasing Department
2600 N. Florida Avenue
Alamogordo, NM 88310

Dear Ms. Pyeatt:

Delta Airport Consultants, Inc. (Delta) is pleased to submit our Statement of Qualifications to the City of Alamogordo for Airport Engineering/Consulting Services for the Alamogordo-White Sands Regional Airport (ALM). Delta has worked exclusively in the field of airport consulting since 1978, providing professional engineering, planning, design, construction administration, and consultant services to airports of all sizes. We have completed multiple projects for the City over the past thirteen years, and our priority remains to consistently provide the City and your airport with responsive and quality customer service! We achieve this goal through our:

- **Solid Engineering Solutions.** We are experts in the aviation planning and development fields. Our firm is aviation focused and includes a broad spectrum of engineers, planners, and former airport managers and FAA and State aviation employees. **Many of our professionals have been working in the airport development field for their entire professional careers.**
- **Experience.** We have extensive experience at both commercial service and general aviation airports and have completed projects in all aspects of airfield and landside development. **We bring a broad spectrum of aviation-specific experience to ALM.**
- **Pilots' Perspective.** Many of our professional staff are pilots. **We are daily users of the facilities and systems we design.** We understand the nuances of aviation and appreciate the needs of your flying customers. We speak the language of aviation every day.
- **Reliable & Responsive Advice.** Delta's in-house team includes professionals with operational, financial, and community expertise that you can count on for solid solutions. Over the years we have advised the City on dozens of issues which were not strictly related to contracted projects, and we always look forward to these unique discussions. We have been responsive to City staff and feel ownership of your issues...**we address concerns at ALM as if it were our own airport!**
- **Proven Programming Strategy.** Getting airport development projects across the finish line requires knowledge of funding eligibility, long-standing relationships, and, oftentimes, a touch of creativity. **We are keen to help the City continue to capitalize on all available development and funding opportunities.**

Ms. Cheryl A. Rodriguez, C.M., Project Manager, can be contacted at (505) 797-4921 or at the address below for additional selection process requests. We welcome the opportunity to present our qualifications in person or answer any questions you may have, and we look forward to hearing from you.

Sincerely,



Courtney A. Beamon, P.E., C.M.
President

2. Understanding of the Requirements

FAMILIARITY WITH SPONSOR AND PROJECT LOCATION

Delta Airport Consultants, Inc. is proud to have supported the growth and development of Alamogordo-White Sands Regional Airport (ALM) since 2012. Our team is well-versed in both the Airport's physical and operational environments, as well as the business and management processes of City staff. Your Project Manager, Cheryl Rodriguez, has also been a part of the Alamogordo and Holloman AFB communities since 1978.

ALM stands out among general aviation airports in southern New Mexico because of the presence of a vital Air Tanker Base at the Airport. As one of only a few such bases nationwide, it carries tremendous importance to the region – both economically and in supporting critical aerial firefighting operations. The Airport supports this essential mission by continuously maintaining and strengthening its infrastructure to meet the operational needs of the Air Tanker Base, ensuring aerial firefighting capabilities for New Mexico and its neighboring states.

Delta understands the importance of the Air Tanker Base to the community and in 2012 partnered with the City on the design and construction of a 2,200-foot by 150-foot extension to Runway 4-22. This extension had been desired by the City for nearly 40 years as it was critical for the effective operation of the Air Tanker Base's BAE-146 aircraft, which could not depart with a full load of fire retardant on the previous runway length. It was the community's goal for this aircraft to be able to depart fully loaded to fight fires both locally and in the surrounding regions. While moving from a goal to a reality required extensive coordination with many stakeholders, Delta proudly partnered with the City and was key in working with the FAA to help them understand the true needs of the region. This project was recognized by the American County of Engineering Companies-New Mexico with the "Engineering Excellence Award 2017 Honorable Mention in Transportation."



UNDERSTANDING THE AIRPORT AND PROPOSED PROJECTS

During our long-standing work in airport development, we have learned that no two projects are the same, which is why we customize our approach to each effort and remain prepared to adapt in uncertain conditions rather than relying on a one-size-fits-all process. Our understanding of the importance of staying adaptable without losing momentum makes us **highly skilled at adjusting timelines, reallocating resources, and navigating unexpected challenges while maintaining alignment with your goals.** At your airport alone, we've worked through funding shifts, regulatory changes, stakeholder turnover, and evolving project scopes. We also stay attuned to changes in FAA guidance, funding programs, and local priorities that may impact your current or future projects. This informed flexibility helps us meet you where you are with solutions that align with your timeline, team, and trajectory.

Through the strength of our long-standing partnership, the breadth and depth of our experienced team, and our commitment to clear, adaptive communication, we remain consistently equipped and ready to deliver projects that evolve alongside your goals. For us, project management is more than coordinating tasks and timelines; it is about **building trust, anticipating your needs before they arise, and ensuring every piece of your projects moves forward with purpose and alignment.** This holistic approach allows us to not only meet your immediate project objectives but also support the ongoing growth and success of your airport.

We would like to highlight Delta's understanding of your proposed projects on the following pages.



Rehabilitate Runway 4-22

Delta is presently preparing a Schematic Design Report, or Preliminary Engineering Report (PER), for a major pavement rehabilitation of Runway 4-22. Runway 4-22 is an asphalt paved runway that was extended 2,200 feet by four FAA grants in 2017 to its current length of 9,207 feet. The original runway was constructed in 1959, and a porous friction course overlay was completed in 1973. The most recent asphalt overlay (AC structural, porous friction course) was performed in 1992, and the most recent surface rehabilitation (seal coat) was performed in 2002. The runway is currently exhibiting structural and surface distresses including, but not limited to, longitudinal and transverse cracking and surface cracking.



The objective of the PER is to provide options for consideration by the City, the FAA, and the New Mexico Department of Transportation Aviation Division (NMDOT-AD) to determine the best value of repairs to Runway 4-22. As part of this evaluation, the existing geometry, longitudinal grading, transverse grading, and shoulder grading will be evaluated with recommendations to bring the runway into compliance with current FAA design standards, as required. The PER is anticipated to be completed in early Spring 2026. The project's final design is expected to be completed by late 2026, with bidding planned for Spring 2027 and construction to begin shortly thereafter.

Install Runway Lighting and New Electrical Vault

Along Runway 4-22, there exists a direct-bury electrical system for the support of the runway electrical needs. The age and condition of this system is such that there is a concern that it has reached the end of its useful life and may be at risk for overload. These concerns were identified by Delta during the design for the runway extension. In addition, the existing electrical vault is limited in size and is presently in a location where expansion of the vault is not possible with today's building and electrical codes. Delta has worked with airport staff on identifying a new location for the construction of an electrical vault. The City championed the request of Capital Outlay funds with the State of New Mexico for Fiscal Year 2025 for the design of a new electrical vault. The replacement of the runway lighting system is programmed on the Airport's Capital Improvement Plan (ACIP) for Federal Fiscal Year 2028 and 2029. As part of the upcoming Runway 4-22 rehabilitation project, Delta is completing an assessment of a new runway lighting system to be incorporated into the final design in hopes additional federal funding becomes available prior to Federal Fiscal Year 2028.



Rehabilitate Runway 17-35

Runway 17-35 is a dirt (turf) runway that measures 3,257-feet in length by 190-feet in width. Aircraft that typically use this runway include glider and ultralight aircraft. This runway is maintained exclusively by the City, is presently not eligible for federal funding, and is subject to "5010 inspections" to ensure its safety and operational efficiency. As a result of the "5010 inspections", the Airport has been tasked with making upgrades to the dirt runway, notably with runway safety area grading, improving the vertical alignment and transverse grades of the runway, and place markings on the runway. With limited local resources available, the proposed improvements have been identified as a future capital improvement project in Fiscal Year 2028 for state and local funding.



Reconstruct Taxiway A

Taxiway A, the partial parallel taxiway to Runway 4-22, is 7,000 feet long and 75 feet wide. Originally constructed in 1959 and overlaid in 1975, it most recently received limited crack sealing and a seal coat in 2024. The pavement exhibits multiple forms of distress, including block and alligator cracking, weathering, and rutting and is a prime candidate for major pavement rehabilitation and/or reconstruction. Additionally, the taxiway does not meet current FAA design standards for width or required centerline separation from the runway. Adequate separation is essential to ensure wingtip clearance, particularly since pilots have limited visibility of their wingtips from the cockpit.



The Airplane Design Group (ADG) of the Critical Aircraft dictates the required separation between taxiway centerlines and runway centerlines. Although the FAA-approved Airport Layout Plan identifies the existing Critical Aircraft as the Beech King Air B200 (ADG B-II) and the future Critical Aircraft as the CRJ-200 (ADG C-II), the planning efforts did not include the required justification or FAA-approved aviation demand forecast to support the future Critical Aircraft designation (see Understanding of City's Special Concerns on page 4). Without this foundational planning analysis, justifying facility improvements—such as those needed for Taxiway A—becomes challenging. Given current Air Tanker Base operations, the BAe-146 (ADG C-III) is understood to be the most demanding aircraft currently operating on the airfield.

Reconstruct Apron

The Airport currently accommodates three distinct types of aircraft operations on the existing apron: fixed-wing aircraft, gliders, and aerial firefighting operations with air tankers. To improve safety and increase the efficiency of aircraft circulation and parking, it is recommended that these user groups be separated into designated parking areas.

The Terminal Apron Area encompasses approximately 61,000 square yards, is constructed of asphalt, and includes 64 tiedown spaces. The pavement is showing significant signs of distress, indicating that major rehabilitation or full reconstruction will be necessary following completion of the Taxiway A project. Once the required separation between the taxiway centerline and runway centerline is established, the remaining area between Taxiway A and the existing landside facilities can be reconfigured to support a more functional apron layout.



Construct Perimeter Fence

The Airport is enclosed by wildlife and livestock fencing along its perimeter. To improve operational safety and security, a portion of the existing fencing along the northern and southern boundaries requires replacement. The project will install new 8-foot chain-link fencing topped with barbed wire, along with new vehicle access gates.

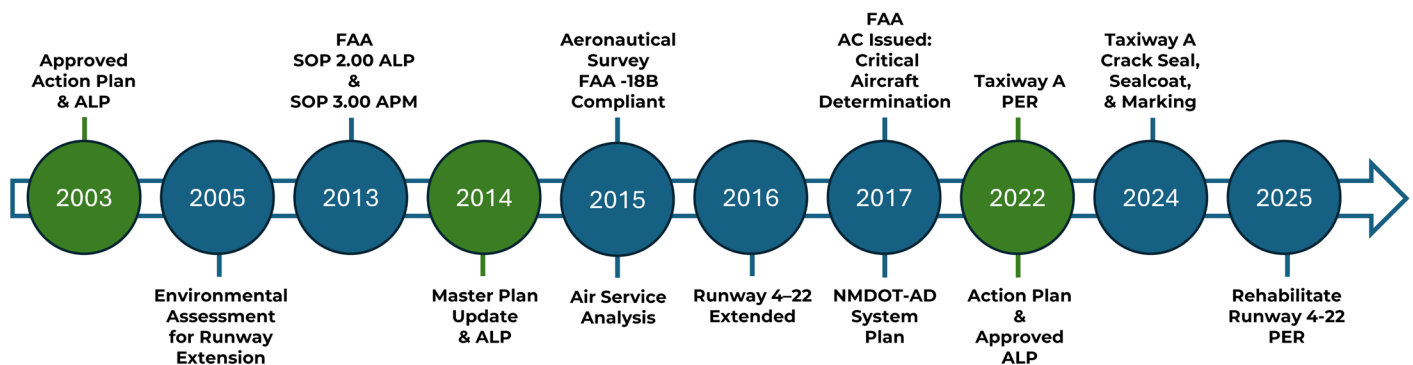


UNDERSTANDING THE SPONSOR'S SPECIAL CONCERNS

As mentioned previously, we understand that the operation of the Air Tanker Base and its aircraft are of high importance to the City. A special concern for the City is the justification of the Airport's existing and future Critical Aircraft. A planning document with an FAA-approved Aviation Demand Forecast and an FAA-approved ALP identifying the future Critical Aircraft will help the City integrate feasible and eligible improvements, support successful implementation, and clearly articulate the justification for airport capital improvement projects at the Airport.

Within the last 22 years, Delta is aware of three planning studies the City has undertaken for the Airport, which include the 2003 Action Plan, the 2014 Airport Master Plan Update, and the 2022 Action Plan. Both the 2003 Action Plan and the 2022 Action Plan achieved an FAA-approved Airport Layout Plan (ALP). A summary of findings from the three planning studies include:

- The 2003 FAA-approved ALP identified the **existing** Critical Aircraft as the P2V Neptune; the Airport Approach Category (AAC) and Airplane Design Group (ADG) for this aircraft type is B-III and the **future** Critical Aircraft as the C-130.
- The 2014 Master Plan Update and ALP identified the **existing** Critical Aircraft as the P2V Neptune and the **future** Critical Aircraft as the BAe-146; the AAC and ADG for this aircraft type is C-III. However, the 2014 document omitted justification and/or an FAA-approved aviation demand forecast to support the future Critical Aircraft anticipated.
- The 2022 Action Plan and FAA-approved ALP identified the **existing** Critical Aircraft as the Beech King Air B200; the AAC and ADG for this aircraft type is B-II. The 2022 planning document also identified the **future** Critical Aircraft to be the CRJ-200; the AAC and ADG for this aircraft type is C-II. It was noted that the change in Critical Aircraft in the 2022 Action Plan was a downgrade of the AAG from C-III to C-II. The 2022 planning document also omitted justification and/or an FAA-approved aviation demand forecast to support the future Critical Aircraft anticipated.



Delta also understands that the Airport desires to pursue regional jet service with airline network interconnectivity. In 2015, the City completed an Air Service Analysis as the Airport has not had scheduled air carrier operations since 2012. Since 2015, there have been strategic changes that airline operators have made. Additionally, the military demographics in Otero County have changed and the City continues to receive interest and requests from the command at Holloman Air Force Base regarding commercial air service flights and facilities that would support military and civilian travel demand.

With no scheduled air carrier operations, the Airport no longer maintains a FAA Part 139 Airport Operating Certificate (AOC). An AOC is required to be obtained and maintained at airports that support scheduled service by a certificated air carrier. An AOC is not required for scheduled or unscheduled small aircraft with 0-9 seats. With the desire to return to scheduled air carrier operations, recovering the FAA Part 139 AOC is needed. Interdependencies exist among documenting the design Critical Aircraft required by the FAA for federal funding eligibility, satisfying FAA requirements for regaining the previously held Part 139 AOC, and detailing the aircraft type and anticipated timeline an air carrier would use to launch potential service.

Since the FAA recognizes a 20-year planning period for a comprehensive Master Plan and allows ALP and Exhibit 'A' updates during that period to keep the documents current and the 2022 planning document omitted justification and/or an FAA-approved aviation demand forecast to support the designation of a Critical Aircraft, it is recommended that the City pursue an ALP Update with Narrative that includes the following:

1. A Forecast of Aviation Demand and Critical Aircraft Determination;
2. Facility Requirements; and
3. An ALP set that is compliant with FAA Standard Operating Procedures.

As part of the ALP Update with Narrative, the City can also look into including supplemental work components like an Air Service Feasibility Study and an analysis of recovering the FAA's Part 139 AOC.

Business Plans and Special Services

Business Plans can mean different things to different audiences. It is important for the City to understand the variety of planning and guiding documents that airport sponsors employ to manage a general aviation public use airport safely and effectively. **Delta offers business plan services tailored to the sponsor's goals for their airport. We also offer a broad range of special services that complement the foundation of planning and guiding documents. A sampling of these services that may be of benefit to the City are offered in the below narrative.**

In addition to the Master Plan there are two other primary planning documents for airports: 1) strategic plan and 2) business plan. The strategic plan identifies the vision and the long-term goals for the airport, typically over a time period of 10 to 20 years. The business plan establishes goals, objectives, and action steps that drive the day-to-day operation and management of the airport. At the core of the business plan is a strong foundation built on leasing policy with rates and charges established to be competitive with peer airports within the region. Once established, the business plan may require a year or more to fully implement, depending on existing lease terms and conditions. Delta has prepared or updated all three of these for many airport sponsors.

Just as there is primary planning documents as described above, there are also primary guiding documents for airports that may fall under a category of Special Services. These include rules and regulations, minimum standards for aeronautical service providers, and operating agreement policies, among others.

The overarching purposes of these governing documents are to:

- plan, develop, operate, and manage the airport in such a manner to ensure long-term financial health,
- protect and promote the health, safety, security, and general welfare of the public, and
- encourage the provision of quality general aviation products, services and facilities to the public at the airport.

The Airport Rules and Regulations are intended for the safe, orderly and efficient operation of the airport. Their purpose is to protect the public health, safety, interest, and general welfare of the operators, lessees, tenants, consumers, and users of the airport and to restrict or prevent any activity or action which would interfere with the safe, orderly, and efficient use of the airport.



Airport Minimum Standards establish criteria for those wishing to provide commercial aeronautical services to the public. The purpose of this document is to encourage, promote, and ensure:

- the consistent provision of high quality general aviation products, services, and facilities,
- development of high quality general aviation improvements,
- general aviation safety and security,
- the economic health of general aviation commercial operators, and
- the orderly development of land and improvements at the airport for general aviation purposes.

Delta would propose the following steps to assist the City with updating both the Rules and Regulations and Minimum Standards:

1. Review current documents with a focus on updates needed; conduct site visit; identify gaps with industry best practices; and identify any discrepancies with federal compliance requirements.
2. Prepare frequently asked questions (FAQ) for stakeholders; conduct stakeholder interviews. The FAQ will outline the purposes of the two documents, why they need to be updated, some of the considerations and principles that are their foundation, and what services and activities are covered in them. The purpose of this step is to inform stakeholders and receive their input.
3. Provide a summary of the stakeholder outreach and recommendations to the City for updating the documents. This will include findings from Steps 1 and 2 above.
4. Provide draft updated documents for the City's review.
5. Incorporate comments and prepare the final draft of the documents for the City's review.
6. Provide final documents.

Reviews of, and revisions to, airport related zoning ordinances is another item that could be categorized as Special Services. The FAA expects that an airport sponsor have in place and enforce zoning practices to protect surrounding airspace from objects that might create a hazard to air navigation and to prevent incompatible land uses from occurring off-airport that would be in conflict with FAA requirements. **This expectation is held by the agency as the sponsor has committed to protect airspace in grant conditions and assurances.**



CAPABILITY TO PERFORM ALL OR MOST OF THE ENGINEERING PROJECTS AND TASKS

For each project listed in the RFQ, even though each project has different technical elements, the Delta team will work through the following steps in development, design, and implementation:



3. General Description of the Firm

Delta Airport Consultants, Inc. (Delta) is an employee-owned planning and civil engineering firm that practices exclusively in the airport industry. We possess a deep understanding of airport planning and engineering regulations and procedures. We work regularly with the Federal Aviation Administration (FAA) and New Mexico Department of Transportation (NMDOT).

OUR SERVICES

We specialize in aviation and provide a variety of airport development services, including:

-  AIRPORT ENGINEERING: a broad range of airside and landside design services
-  PLANNING & ENVIRONMENTAL: master plans, environmental assessments, and other studies
-  BUSINESS & FINANCIAL PLANNING: business plans, minimum standards, and lease agreements
-  PROGRAM MANAGEMENT: program definition, funding strategies, and grant administration
-  CONSTRUCTION MANAGEMENT: construction administration, observation, and field services

OUR PEOPLE

Delta was established in Richmond, VA in 1978 and now has over 95 professionals located in eight offices across the country, including in **Albuquerque, NM**.

In our 47 years, Delta has worked on **thousands of projects across hundreds of airports**. These projects have ranged from small, straight-forward efforts like pavement maintenance to complex, high-impact projects such as runway extensions.

As aviation engineers, planners, and enthusiasts, our diverse and talented staff possess a deep understanding of the regulations and procedures surrounding airport design. This comprehensive understanding of the challenges and governance airports face creates a unique perspective that allows us to provide a wide array of consulting services to our clients.

46 Graduate Engineers	 Industry Leaders, including the past chair of Airport Consultants Council (ACC), technical panel leaders, and conference presenters	 American Association of Airport Executives (AAAE): 26 Certified Members (CM) 2 Accredited Airport Executives (A.A.E.) 3 A.C.E. Certified Employees	Advanced Degree Professionals, including Aviation Management and MBAs LEED® Green Associates and LEED® AP 
17 Pilots			
8 Certificated Commercial UAS Pilots	Former Airport Managers and FAA Directors 	3 Certified Members of the American Planning Association's (APA) American Institute of Certified Planners (AICP)	

CAPABILITY TO PERFORM ALL ASPECTS OF PROJECT

PLANNING & ENVIRONMENTAL

- Environmental Assessments
- Runway Length Analysis and Justification Studies
- Capital Improvement Programs
- Benefit Cost Analysis
- Land/Easement Acquisition and Land Release
- Non-Aeronautical Use Planning
- Airport Master Plans and Airport Layout Plans
- Site Selection and Feasibility Studies
- Facility Planning and Design
- Zoning and Land Use Guidelines
- Noise Modeling
- Airport Terminal Feasibility Studies
- Capital Investment Implementation
- Land Use Compatibility Studies
- Independent Fee Estimates
- Obstruction Studies
- Surface Movement Guidance Control Systems
- Access Control Plans
- Air Traffic Control Tower Studies
- Pavement Condition Studies
- New Facility Activation
- Instrument Approach Procedures and TERPS Studies

DESIGN & CONSTRUCTION

- Hangar Development
- Overlay, Reconstruction, and Rehabilitation of Airfield Pavements
- New Runways and Taxiways
- NAVAIDs (Glideslopes, Localizers, NDBs, Marker Beacons, Approach Lights, PAPIs, REILs, etc.)
- Runway Extensions
- Apron Expansions
- New Air Carrier, Cargo, and General Aviation Aprons
- Maintenance and Storage Buildings
- Safety Area Improvements
- Airfield Lighting and Signage Projects
- Automated Weather Observing Stations (AWOS)
- New and Renovated Terminal Buildings
- Air Cargo Development
- Obstruction Clearing and Mitigation
- Drainage and Stormwater Management Plans
- Major Stream Relocations
- Fuel Farm Installations
- Roadways and Auto Parking
- Helipads and Heliports
- Airfield Marking
- Airfield Vaults and Lighting Control
- Stormwater Pollution Prevention Plans
- Security and Animal Control Fencing
- Wetland Mitigation
- Major Utility Relocations (Water, Sewer, etc.)
- Access Roads
- Washracks
- State Highway Relocations
- Program Management and ACIP Development

BUSINESS & FINANCIAL PLANNING

- Capital Improvement Planning, Programming, and Funding Strategies
- Strategic Planning
- Foreign-Trade Zone (FTZ) Application, Development, and Management Assistance
- Rates and Charges Studies and Analysis
- Airport Facility and Service Assessments
- Minimum Standards and Rules and Regulations
- Land Use Analysis
- Part 139 Consulting and Airport Certification Manual Assistance
- Education: Airport 101 Briefings and Short Courses
- Airport Safety Programs Including SMS, Runway Safety, Self-inspection Programs, Signage and Marking, and Project Risk Analysis
- State and System Wide Studies: Instrument Approach Procedures, NAVAIDS, and Weather Stations
- ACRP Projects
- Passenger Facility Charge Planning
- Lease Policies
- Peer Benchmarking Analysis
- Organizational Assessments
- Business and Financial Modeling



RECENT EXPERIENCE IN AIRPORT PLANNING AND DEVELOPMENT PROJECTS

Delta has completed a wide range of aviation projects in New Mexico and across the country. We have capabilities and extensive experience in airport planning, management, engineering, and construction phase services. Our scope of services is always tailored to meet your unique needs. A sample of services we have provided our airport clients is listed below:

Airport	On-Call Services	Engineering	Planning	Environmental	Funding Coordination
Southwest Region					
Ada Regional (ADH)	✓	✓	✓	✓	✓
Alamogordo-White Sands Regional (ALM)	✓	✓	✓	✓	✓
Atoka Municipal (AQR)	✓	✓	✓	✓	✓
Cleveland Municipal (95F)	✓	✓		✓	✓
Clinton-Sherman (CSM)	✓	✓	✓		✓
Conchas Lake (E89)	✓	✓			✓
Ernest A. Love Field (PRC)			✓	✓	✓
Henryetta Municipal (F10)	✓	✓			✓
Hominy Municipal (H92)		✓		✓	✓
Las Cruces International (LRU)	✓	✓	✓	✓	✓
Los Alamos (LAM)	✓	✓	✓		✓
Madill Municipal (1F4)	✓	✓	✓	✓	✓
Okemah Municipal (F81)	✓	✓		✓	✓
Seminole Regional (SRE)	✓	✓	✓	✓	✓
Sierra Blanca Regional (SRR)	✓		✓		✓
Talihina Municipal (6F1)	✓	✓		✓	✓
Tishomingo Airpark (0F9)	✓	✓		✓	✓
Truth or Consequences (TCS)	✓	✓	✓		✓
Wilburton Municipal (H05)	✓	✓	✓	✓	✓
General Aviation/Other Regions					
Lancaster (LNS)	✓	✓	✓	✓	✓
Luray Caverns (LUA)	✓	✓	✓		✓
Mecklenburg-Brunswick Regional (AVC)	✓	✓	✓	✓	✓
Morristown Municipal (MMU)	✓	✓	✓	✓	✓
Orange County (OMH)	✓	✓	✓	✓	✓
Richmond Executive-Chesterfield County (FCI)	✓	✓	✓	✓	✓
Virginia Highlands (VJI)	✓	✓	✓	✓	✓
Winchester Regional (OKV)	✓	✓	✓	✓	✓



RECENT EXPERIENCE IN COMPARABLE AIRPORT/AVIATION PROJECTS

Following are selected projects Delta has recently completed that are comparable in scope to the upcoming projects at Alamogordo-White Sands Regional Airport.

Runway 18-36 Rehabilitation

Ada Regional Airport - Ada, OK

In 2022, Delta completed the Preliminary Engineering Report for the rehabilitation of Runway 18-36 at Ada Regional Airport. The existing runway pavement was experiencing distress along the entire length. The majority of the 6,203 foot runway was a bituminous surface over a stone base, but the northern 1,000 feet, constructed as an extension to the runway, consisted of asphalt over subgrade without a base stone present. A previous rehabilitation project included a surface treatment that had since experienced blistering (bubbling) due to subgrade moisture issues. The report also identified non-standard grades for the runway safety areas (RSAs) at each end of the runway and some obstruction issues (fence and trees) located near the edges of the RSA.



Delta prepared a set of construction documents to address these issues, including a scratch mill for the northern portion of the runway to remove the damaged surface treatment material, followed by an overlay to improve the strength of the pavement to more closely match the remainder of the runway. The project included an underdrain system along the entire length of the runway to address the moisture issue, and grading of the RSA at each end to meet FAA standards. Construction of the project was completed in April 2025.

Taxiway A Relocation

Seminole Municipal Airport - Seminole, OK

Delta worked with the City of Seminole and prepared a Planning Study that evaluated the relocation of Taxiway A to allow for the minimum runway to taxiway separation in accordance with current FAA design standards. The Study recommended shifting the taxiway to the east, which required the removal of the existing south T-hangars and box hangars.

To accommodate the relocation of the parallel Taxiway A, the initial construction phase of the project included multiple projects known as the North Hangar Area Development. With the City of Seminole, Delta successfully completed the construction of a 12-unit T-hangar, an access taxiway and taxilanes, and a detention basin to support the anticipated increased runoff for hangar development.



The second phase of the project included the relocation of the south segment of Taxiway A. The project included the construction of the new parallel taxiway and the demolition of box hangars, T-hangars, and a portion of a vehicular parking lot. Construction of the project was completed in October 2024.

Terminal Apron Rehabilitation

Truth or Consequences Municipal Airport - Truth or Consequences, NM

The existing asphalt apron pavement had numerous longitudinal and transverse cracks, isolated spalling and raveling, and needed reconstruction. The north end of the apron adjacent to the existing fuel farm was unpaved and was comprised of a pea gravel material. The gravel generated a significant amount of foreign object debris (FOD) when aircraft and tender trucks taxied or drove in this area. The FOD was tracked onto adjacent taxiways and aprons, which caused a risk for damage to other aircraft.

The project entailed full depth removal of the apron, including the pea gravel surface, to be replaced with new asphalt pavement. A concrete pad was constructed in the center of the apron to accommodate jet parking. A no-taxi island was marked between the apron and a connector taxiway to eliminate direct runway access.

Prior to construction, there was a self-service AVGAS tank and dispenser cabinet located in the center of the apron, disconnected from the larger tanks at the fuel farm. The project relocated the self-service station to the fuel farm, consolidating all fueling operations and opening up room for aircraft parking on the apron. The relocated self-service station is now connected to the larger tank at the fuel farm, eliminating the need for airport staff to use tender trucks to refill the self-service tank. Construction of the project was completed in April 2025.



Electrical Vault Expansion

Las Cruces International Airport - Las Cruces, NM

The existing electrical vault was undersized and did not meet current code requirements for equipment separation. The primary objective in the overall design of the project was to update and expand the existing airfield lighting electrical vault to meet current NEC standards. The Airport experienced intermittent failures of the runway lights for Runway 12-30. The project design included a split to the electrical circuit for Runway 12-30 to eliminate the on-going outages. Life safety equipment was standardized and added to the electrical vault. Construction for the electrical vault upgrade and Runway 12-30 circuit system was completed in June 2018.



Perimeter Fence Replacement

Los Alamos Airport - Los Alamos, NM

The perimeter fence at Los Alamos was designed to ensure security and safety for the public. The project replaced approximately 7,020 linear feet of perimeter fence around the Airport. Approximately 6,010 linear feet of vinyl-coated fencing and 1,250 linear feet of galvanized chain link fencing were installed. The project also included the installation of four pedestrian gates, two automatic sliding vehicles gates, one manual double-swing gate, and an emergency access control system. Three existing apron light poles were relocated, and four solar powered obstruction lights were installed. Construction of the project was completed in May 2019.



New Terminal Site Work Construction

Winchester Regional Airport - Winchester, VA

Delta is completing a multi-year program at the Winchester Regional Airport to relocate the parallel taxiway and the terminal apron. This is to occur in five construction phases and began construction in 2022, with completion in 2027. One resultant of this program is the need to relocate the terminal building. Delta completed a study for this project in 2016, and the decision was made then to pursue a new replacement building. To meet Virginia procurement law provisions, the Airport initiated a dedicated selection for a building architect, and this was completed in 2021.



As the design progressed, the building size increased from a previously planned 9,000 SF to over 14,000 SF, with additional expansion provisions. In 2020, Delta had completed design for the terminal's Phase 1 site work which was constructed in 2021, and throughout 2021 Delta worked with the architect to clarify items which could be accommodated with the upcoming Phase 2 site work project. Delta then modified the Phase 2 site work design to accommodate the revised building in late 2021, and that project was bid in January 2022. Building construction began in the summer of 2022 and was completed in December of 2024. The Phase 2 site work was phased to accommodate the building construction phases and also to maintain pedestrian and vehicle access during construction, and it was constructed on the same timeline as the building, with numerous stops to allow for the building to progress. Delta also designed the Terminal Apron project to accommodate the building layout and timeline, and that project included the demolition of the original terminal building.

Delta provided the Airport with advice and guidance throughout the terminal program development, including attending meetings with the architect. We modified the numerous construction projects which supported the terminal area in response to the ongoing building changes, and this included establishing a construction and funding plan to work across the AIP and non-AIP elements and timelines for the projects. The site work projects which interface with the terminal have construction costs totaling more than \$6 million and included 12 grants, and the building itself cost approximately \$12 million and included 4 additional grants.

FAMILIARITY WITH FAA

We work with numerous federally obligated National Plan of Integrated Airport Systems (NPIAS) airports who rely on Airport Improvement Program (AIP) grants to fund airport development projects. Our exclusive focus on airports has given us extensive expertise with the requirements of AIP-funded projects. We use this expertise to educate our clients on the grant assurances associated with federal AIP funding, ensuring they clearly understand the obligations that they are committing themselves to when accepting these funds. Our familiarity with FAA design standards, documentation, construction specifications, FAA advisory circulars, FAA orders, certifications, reimbursement processes, contract requirements, and overall procedures enables us to help our clients consistently meet federal obligations. Through daily work with FAA Airport District Offices, regional offices, Flight Standards Offices, Safety and Standards Branches, and Airways Facility Sectors, we help our clients navigate these complex federal processes to keep their projects moving forward.



Delta has worked with the FAA's Southwest Region for over 20 years and members of our team regularly participate in the FAA's annual Southwest Region Partnership Conferences and the South Central Chapter of the American Association of Airport Executives' (AAAE) events. Because of our knowledge of FAA requirements, Delta has also served in a lead role for the AAAE's workshops on airport safety and pavement maintenance. Our strong reputation with the FAA is evident in the number of initiatives we've been selected to lead. The FAA has contracted with us to help update FAA Technical Advisory Circulars directly related to airport safety, design, and construction. Notably, one of our vice presidents, Doug Sander, played a key role in the revision of FAA Advisory Circular 150/5300-13, "Airport Design". In another initiative, the FAA contracted our firm to evaluate the FAA's State Block Grant Program. After we conducted a comprehensive review of all 10 participating state programs and the FAA's oversight of each, the FAA adopted our recommendations and tasked us with drafting a new Advisory Circular to govern program management requirements. These projects exemplify the trust the FAA has in our expertise as well as our ongoing commitment to advancing the safe, efficient, and compliant National Airspace System (NAS).

EXPERIENCE WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION - AVIATION DIVISION

Our work in New Mexico has afforded us the opportunity to work with the state's Aviation Division. Our project team has extensive experience coordinating projects and contracts with the FAA's New Mexico Airport Development Office and the New Mexico Department of Transportation Aviation Division (NMDOT-AD).

In 2013, Delta and Applied Pavement Technology were selected by the State of New Mexico to develop a Pavement Management Plan for the airports in New Mexico. The project included a statewide pavement systems inventory, pavement inspection using the Pavement Condition Index (PCI) procedure, and digital photographic logs to document the condition of each of the pavements. This project significantly enhanced the state's ability to plan for and systematically fund pavement rehabilitation and repairs at the airports throughout the state.

Delta has also worked with NMDOT-AD on two projects at Conchas Lake Airport, an airport owned by the State of New Mexico and maintained by NMDOT-AD. In 2015, Delta completed a safety area grading project to Runway 9-27. The project included the removal of vegetation located in the safety area of the runway and parallel taxiway as well as the installation of new taxiway reflectors. In 2016, Delta completed a pavement preservation project that included the crack seal, seal coat, and remarking of Runway 9-27, the parallel and connector taxiways, and aircraft parking apron. A simplified underdrain system was included in the project to help release the portion of runway pavement exhibiting signs of subsurface water and staining on the pavement surface. The project was completed under budget in 2017.



REPUTATION

Delta has a positive reputation within the airport industry for its excellence and integrity. This is evidenced by the FAA contracting with us to evaluate the National State Block Grant Program and the Airport Cooperative Research Program (ACRP) selecting us to prepare several of its national guidebooks, including the ACRP Report 58: Airport Industry Familiarization and Training for Part-Time Airport Policy Makers.

Delta's staff members are often invited to make presentations at national and state aviation conferences, and many serve on several committees in the industry. Courtney Beamon, our company President, served as President of the Airport Consultants Council (ACC), on the editorial board of Airport Magazine, and on the American Association of Airport Executives (AAAE) Steering Committee. Vice President, David Jones is currently serving on the Northeast Chapter of the American Association of Airport Executives Board of Directors. Vice President, Tracy Saunders recently served as Vice Chair of the ACC Engineering Committee.

As a testament to our dedication to quality projects and outstanding customer service, we are proud to have been awarded several engineering excellence awards, including being ranked by CE News as one of the Best Civil Engineering Firms to Work For in the Country. We believe that being a great place to work translates into a highly talented, long-tenured team that provides our customers with exceptional service.

Significant awards that our firm and staff have received include:

- **David Jones** - Northeast Chapter of the American Association of Airport Executives Jerry FitzGerald Corporate Award of Excellence (2021)
- **Courtney Beamon** - Virginia Tech College of Engineering- Academy of Engineering Excellence (2021)
- **Charlie Lamb** - FAA Wrights Brothers "Master Pilot" Award (2020)
- AAAE Corporate Cup of Excellence Award (2018)

Recent project awards include:

- 2025 ACEC-VA Engineering Excellence Merit Award- Runway 6 Extension Program • Virginia Highlands Airport (VA)
- 2023 NEC/AAAE Airfield Project of the Year Award, Runway 5-23 Safety Area Improvements – Construct MALSR and Grade ERSR Airport • Morristown Municipal Airport (NJ)
- 2022 ACI-NA Environmental Achievement Award, Airfield Signage and Lighting Rehabilitation • Roanoke-Blacksburg Regional Airport (VA)
- 2022 NEC/AAAE Airfield Project of the Year Award, Runway 5-23 Safety Area Improvements • Morristown Municipal Airport (NJ)
- 2021 Southeast Conference AAAE's Commercial Airport Project of the Year Award, Rehabilitate Taxiway M West • Charlotte Douglas International Airport (NC)
- 2017 American Council of Engineering Companies- New Mexico (ACEC-NM) Engineering Excellence Award Honorable Mention for the Runway 3-21 Extension project • Alamogordo-White Sands Regional Airport (NM)
- 2011 American Council of Engineering Companies/New Mexico Engineering Excellence Award for the Runway 12-30 Reconstruction • Las Cruces International Airport (NM)
- 2010 New Mexico Airport of the Year, recognizing significant accomplishments including runway reconstruction projects supported by Delta • Las Cruces International Airport (NM)

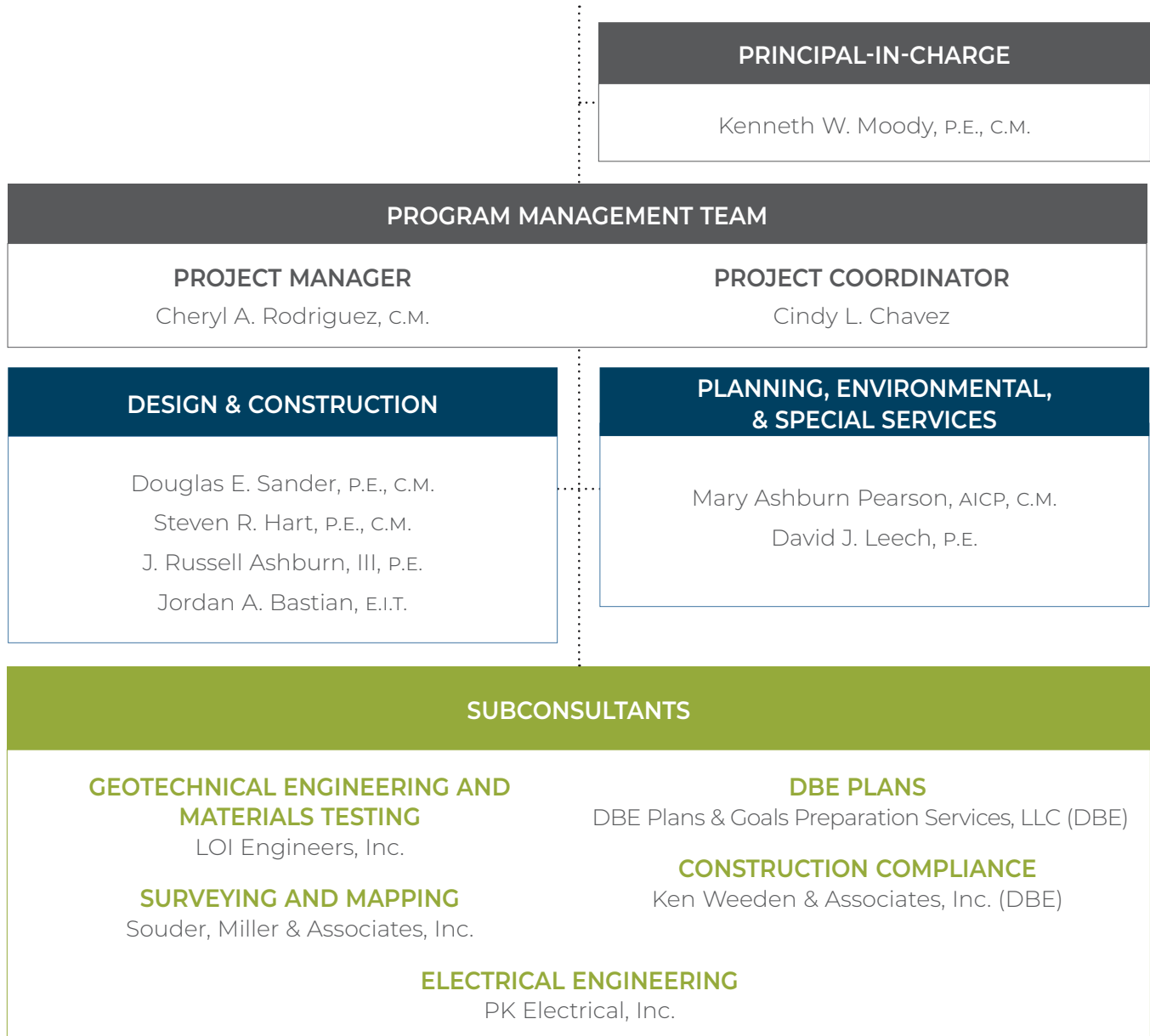


4. Identification of Key Individuals

Our experienced team is poised to provide the high level of service needed to complete your projects successfully. Subject to funding cycles, project workloads can vary from year to year and season to season. We will commit the necessary resources to commence work immediately and complete the projects while meeting your schedule.

Key members of our team have many years of aviation engineering and planning experience. In addition to the identified team members, many other professionals and support personnel are available to supplement the team and assist with the upcoming projects.

ALAMOGORDO-WHITE SANDS REGIONAL AIRPORT





Cheryl A. Rodriguez, C.M.

PROJECT MANAGER

Ms. Rodriguez has over 24 years of experience in airport planning, management, local governments, and grant administration. For the past decade, she has helped Delta's clients navigate a full spectrum of airport development challenges, from environmental compliance to complex stakeholder coordination. Her combined expertise in airport operations and government processes helps her deliver strategic, well-rounded solutions to her clients.

Before joining Delta, Ms. Rodriguez spent three years as Manager of the Las Cruces International Airport, where her leadership earned the airport recognition by the New Mexico Airport Manager's Association (NMAMA) as "Most Improved Airport in New Mexico." She also served as Development Services Administrator for the City of Las Cruces, where she worked closely with the Planning and Zoning Commission and City Council to oversee the zoning and subdivision administration. This unique blend of airport management and municipal planning gives her an insider's perspective on how airports can achieve growth while aligning with community priorities.

Education

- M.S., Cultural Anthropology, New Mexico State University
- B.S., Anthropology, New Mexico State University

Certifications

- Certified Member, AAAE

Memberships

- Member, NMAMA

Selected Project Experience

- Taxiway A Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- Runway 4-22 Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- New Electrical Vault Construction | Alamogordo-White Sands Regional Airport, NM
- Taxiway F Relocation Preliminary Engineering Report | Los Alamos Airport, NM
- Taxiway F Relocation | Los Alamos Airport, NM
- T-hangars Construction | Los Alamos Airport, NM



Cindy L. Chavez

PROJECT COORDINATOR

Ms. Chavez has called New Mexico home for 40 years and has spent the past 16 years working alongside and with airports in the state, including 10 years in project administration at Delta. She is very familiar with both the local and federal review agencies, grant requirements, and typical bidding and construction administration processes. She also has extensive experience with preparing and reporting on Disadvantage Business Enterprise (DBE) programs and goals.

Ms. Chavez will serve as the "air traffic controller" for your projects with Delta. She ensures effective resolution of all project administration needs and consistent communication between the project team and key stakeholders. She also works closely with Delta's field personnel, or Resident Project Representatives (RPRs), to confirm timely submittal of daily job site and weekly project reports to the necessary funding agencies.

Education

- B.A., Sociology, University of New Mexico

Memberships

- Member, NMAMA
- Member, Airport Consultants Council (ACC)

Selected Project Experience

- Taxiway A Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- Fuel Farm Installation | Los Alamos Airport, NM
- T-hangars Construction | Los Alamos Airport, NM
- Runway 9-27, Taxiways and Apron Rehabilitation | Los Alamos Airport, NM
- Taxiway F Relocation Preliminary Engineering Report | Los Alamos Airport, NM
- Terminal Apron Rehabilitation | Truth or Consequences Municipal Airport, NM
- Taxiway B and C-Rehabilitate MITLs (LED) | Las Cruces International Airport, NM





Kenneth W. Moody, P.E., C.M.
PRINCIPAL-IN-CHARGE

Mr. Moody has dedicated his entire 41-year career to airport design and construction management with Delta. Throughout his tenure with Delta, he has designed and administered construction on a multitude of complex multimillion-dollar runway, taxiway, lighting, drainage, and terminal projects at airports of all sizes across the country. His extensive experience gives him a thorough understanding of how to balance operational goals with financial considerations to deliver practical solutions that maximize value while minimizing risk.

Education

- B.S., Civil Engineering, North Carolina State University

Licenses

- Registered Professional Engineer - NM
- Private Pilot, instrument and multi-engine rated

Certifications

- Certified Member, AAAE
- Commercial UAS Pilot

As one of the firm's Vice Presidents, Mr. Moody leads teams in providing clients with seamless project execution from concept through completion. He specializes in addressing the challenges of pavement rehabilitation; complex design and construction phasing; fuel facilities; deicing systems; cost estimating; federal funding; and other critical components of airport development. He also helps with coordinating between the airport owner and key stakeholders, including the FAA, state agencies, airlines, tenants, and local authorities.

Selected Project Experience

- Taxiway A Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- T-hangars Construction | Los Alamos Airport, NM
- Taxiway F Relocation Preliminary Engineering Report | Los Alamos Airport, NM
- Taxiway F Relocation | Los Alamos Airport, NM
- Taxiway A Rehabilitation | Truth or Consequences Municipal Airport, NM
- Hangar Construction | Okemah Municipal Airport, OK



Douglas E. Sander, P.E., C.M.
DESIGN & CONSTRUCTION

Mr. Sander has 29 years of airport planning, design, and construction experience, all at Delta. He is a registered Professional Engineer in several states and has served as the Principal, Project Manager, Planner, and Lead Engineer on many of the firm's projects for clients ranging from commercial service airports like Raleigh-Durham International Airport to general aviation facilities like Virginia Highlands Airport. He uses his deep expertise to provide each client with tailored solutions for their challenges.

Mr. Sander's experience includes managing and advising projects that require complex phasing design and stakeholder communication throughout the life of the project. His project expertise includes facility planning, site adaptation, pavement rehabilitation, new asphalt construction, NAVAID construction, and landside facility design projects. In addition to his project work, Mr. Sander has contributed to advancing industry knowledge through co-authoring the ACRP Report 113, Guidebook on General Aviation Facility Planning.

Education

- B.S., Civil Engineering, North Carolina State University

Licenses

- Registered Professional Engineer - NM

Certifications

- Certified Member, AAAE

Professional Activities

- Former Chairman, ACC Engineering Committee

Selected Project Experience

- Taxiway A Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- Taxiway F Relocation Preliminary Engineering Report | Los Alamos Airport, NM
- T-hangars Construction | Los Alamos Airport, NM
- Taxiway A Rehabilitation | Truth or Consequences Municipal Airport, NM
- Apron Construction and Taxilane Pavement | Okemah Municipal Airport, OK
- Runway, Taxiway, and Apron Rehabilitation | Clinton Sherman Airport, OK
- Hangars and Taxilane Construction | Wilburton Municipal Airport, OK





Steven R. Hart, P.E., C.M.

DESIGN & CONSTRUCTION

Mr. Hart is a licensed Professional Engineer in multiple states with 38 years of airport design and construction administration experience. He has served as the Design Engineer and Project Manager on a wide range of airport development projects, including pavement rehabilitations, runway extensions, new taxiway constructions, roadway projects, and drainage systems for both general aviation and commercial service airports across the country.

Mr. Hart's deep experience with airport development construction has led to his practical understanding of how contractors work and what they need to be successful. This makes him a key contributor to Delta's internal quality control reviews for constructability on plan sets and specifications. He also helps our teams deliver projects that meet FAA and state standards, budget constraints, and schedules.

Education

- B.S., Civil Engineering, North Carolina State University

Licenses

- Registered Professional Engineer- NM

Certifications

- Certified Member, AAAE

Memberships

- Member, American Society of Civil Engineers (ASCE)

Selected Project Experience

- Taxiway A Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- Runway 4-22 Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- Taxiway F Relocation | Los Alamos Airport, NM
- T-hangars Construction | Los Alamos Airport, NM
- Taxiway A Rehabilitation | Truth or Consequences Municipal Airport, NM
- Runway, Taxiway, and Apron Rehabilitation | Clinton Sherman Airport, OK
- Hangar Construction | Okemah Municipal Airport, OK
- Hangars and Taxilane Construction | Wilburton Municipal Airport, OK



J. Russell Ashburn, III, P.E.

DESIGN & CONSTRUCTION

Mr. Ashburn has over 40 years of engineering and project management experience. For the past five years, he has worked as a Project Manager and led complex pavement projects at Delta. He also plays a key role in assisting our design teams with the development of pavement and subsurface specifications as well as training our new RPRs to ensure consistency across all field operations.

Mr. Ashburn is considered a subject matter expert in materials quality assurance and acceptance. His technical expertise also spans geotechnical exploration and evaluation; foundation (deep and shallow) design analysis and installation; slope evaluations and repair designs; geo-physical evaluations; dam design and evaluation; site grading; construction phase testing; asphalt and concrete mix designs; pavement evaluations and design; failure investigations; and Phase 1 environmental assessments.

Education

- B.S., Civil Engineering, University of Tennessee

Licenses

- Registered Professional Engineer- NM

Memberships

- Member, American Society of Civil Engineers (ASCE)
- Member, Airport Consultants Council (ACC)

Selected Project Experience

- Taxiway A Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- T-hangars Construction | Los Alamos Airport, NM
- Runway, Taxiway, and Apron Rehabilitation | Clinton Sherman Airport, OK
- Apron Construction and Taxilane Pavement | Okemah Municipal Airport, OK
- Hangars and Taxilane Construction | Wilburton Municipal Airport, OK
- Airfield Pavement Rehabilitation | Johnston Regional Airport, NC
- Runway 6 Extension | Virginia Highlands Airport, VA





Jordan A. Bastian, E.I.T.
DESIGN & CONSTRUCTION

With just over two years of experience, Mr. Bastian combines the technical expertise of a civil engineer with the experience of a student pilot, giving him a unique perspective in airport design and development. While he specializes in the design and construction phases of projects, he has received training and hands-on experience in CAD, Civil 3D, airport design, construction administration, field observation, airport planning, project management, and business fundamentals. Mr. Bastian's ability to learn quickly and eagerness to contribute has made him a trusted team member on airport development projects nationwide.

Education

- B.S., Civil Engineering, North Carolina State University

Licenses

- Engineer-In-Training
- Student Pilot Certificate

Awards

- 1st Place, 2025 ACC Young Professionals Innovation Competition

Notably, his passion for aviation extends beyond his project work as he recently represented Delta at the 2025 AAEE/ACC Airport Planning, Design, and Construction Symposium, where he and his team earned first place in the ACC Young Professionals Innovation Competition. Their project focused on addressing challenges in airport maintenance and operations by developing RAPID Pro, an autonomous pavement marking and marking removal machine. Mr. Bastian's participation in this competition reflects his forward-thinking approach and dedication to advancing the aviation industry.

Selected Project Experience

- Runway 4-22 Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- Taxiway A Rehabilitation | Alamogordo-White Sands Regional Airport, NM
- New Electrical Vault Construction | Alamogordo-White Sands Regional Airport, NM
- T-hangars Construction | Los Alamos Airport, NM
- Hangar Construction | Okemah Municipal Airport, OK



Mary Ashburn Pearson, AICP, C.M.
PLANNING, ENVIRONMENTAL, & SPECIAL SERVICES

Ms. Pearson has over 16 years of aviation consulting experience, during which she has managed planning and environmental projects for a range of airports across the country. She has deep knowledge of airport master planning, environmental (NEPA) reviews, land use compatibility planning, land acquisition, obstruction removal, airport zoning, and environmental mitigation and permitting. Her versatile experience and knowledge make her a key asset to her airport clients.

Additionally, Ms. Pearson values the importance of community involvement in the aviation industry. She has created and presented variations of an "Airports 101" seminar at several state planning conferences to educate local planners and government officials on the needs of their local airports. She also recently served as a panel member on two Airport Cooperative Research Program (ACRP) projects and as a judge for the ACRP University Design Competition.

Education

- M.S., Urban and Regional Planning, Virginia Tech
- B.S., Business Administration, College of William and Mary

Certifications

- Certified Planner, American Institute of Certified Planners
- Certified Member- AAEE
- Airport Certified Employee (ACE) - Planning & Environmental (AAEE)

Selected Project Experience

- Airport Action Plan | Las Cruces International Airport, NM
- Airport Layout Plan Update | Sierra Blanca Regional Airport, NM
- Environmental Assessment for Terminal Building | Ada Regional Airport, OK
- Environmental Assessment for Eastside Area Development | Ada Regional Airport, OK
- Land Acquisition Services | Ada Regional Airport, OK
- AWOS Rehabilitation | Seminole Municipal Airport, OK
- Terminal Area Planning | Clinton-Sherman Airport, OK
- Environmental Assessment for Terminal Area | Ernest A. Love Field Airport, AZ





David J. Leech, P.E.

PLANNING, ENVIRONMENTAL, & SPECIAL SERVICES

Mr. Leech has 9 years of airport design, construction, and planning experience, all at Delta. He started at Delta as a summer intern and has continued with the firm for almost a decade; he now serves as an Airport Planner and Project Manager for both general aviation and commercial service airports. His experience as both a designer and planner on all phases of planning and engineering projects provides him with invaluable knowledge of design specifications, procedures, and funding requirements, making him a key resource for his clients.

Many of Mr. Leech's projects require close coordination with airport owners, the Federal Aviation Administration (FAA), state agencies, and local governments. In these settings, he is proficient at building consensus and establishing rapport among diverse stakeholders to ensure alignment throughout the planning process. His strong organization, attention to detail, and data analysis skills further support this collaborative approach by allowing him to deliver precise, reliable results on complex efforts such as GIS database development and approach surface visualization.

Education

- B.S., Civil Engineering, Virginia Tech
- M.S., GIS Development and Web-Map Programming, University of Wisconsin-Madison

Licenses

- Registered Professional Engineer

Selected Project Experience

- Taxiway F Relocation Preliminary Engineering Report | Los Alamos Airport, NM
- Taxiway A Relocation Program Funding and Phasing Study | Los Alamos Airport, NM
- Runway 17-35 Edge Lights Rehabilitation | Ada Regional Airport, OK
- Runway 16-34 PAPIs Rehabilitation | Seminole Municipal Airport, OK
- Runway 17R-35L Spall Repair | Clinton-Sherman Airport, OK
- Airport Master Plan Update | Ernest A. Love Field Airport, AZ



SUBCONSULTANTS

LOI Engineers, Inc.

GEOTECHNICAL ENGINEERING AND MATERIALS TESTING

LOI Engineers is a multidisciplinary firm that provides geotechnical engineering and constructions materials testing services. Founded in 2003 and headquartered in El Paso, Texas, with active projects across the region, LOI has built a strong reputation for reliable fieldwork, clear communication, and results that help the client make cost-effective decisions. Their team of licensed professional engineers, certified field technicians, and project managers understand the complexities of airport, roadway, and public infrastructure projects. They operate an AASHTO-accredited and USACE-validated geotechnical laboratory, and maintain three drilling rigs and testing equipment to deliver accurate data. Their proximity to Alamogordo allows them to mobilize quickly, reduce travel costs, and maintain consistent communication throughout every project stage.

Souder, Miller & Associates, Inc.

SURVEYING AND MAPPING

Souder, Miller & Associates, Inc. (SMA) was established in 1985 and is an employee-owned company that serves private and public clients throughout the Mountain West region. SMA is an engineering, environmental, and surveying consulting firm whose professional resources include registered professional engineers, surveyors, geologists, and other engineers, hydrogeologists, water resource specialists, soil scientists, environmental professionals, AutoCAD operators, and support staff; a total of more than 180 professionals. SMA consistently ranks in the top 500 of the Engineering News Record (ENR) National rankings, in the top 20 of the largest 150 Engineering Firms in the Southwest in ENR Southwest rankings, and Albuquerque Business First ranked SMA the 3rd largest New Mexico Engineering Firm. SMA emphasizes a close working relationship with their clients, allowing them to provide a high-quality product tailored to their clients' needs while closely managing project costs and timelines.

DBE Plans & Goals Preparation Services, LLC (DBE)

DBE PLANS

DBE Plans & Goals Preparation Services, LLC is Disadvantaged Business Enterprise (DBE) certified by the New Mexico Department of Transportation. They provide sponsors with efficient, professional, and timely preparation of DBE programs, tri-annual goals updates, and assistance with annual accomplishments reporting. They also assist the sponsor in understanding their responsibility in the administration of the DBE program. Delta has worked with DBE Plans and Goals Preparation Services, LLC on projects throughout New Mexico, Oklahoma, and Arkansas.

Ken Weeden & Associates, Inc. (DBE)

CONSTRUCTION COMPLIANCE

Ken Weeden & Associates, Inc. (KWA) is a full-service Disadvantaged Business Enterprise (DBE) programs consulting firm. KWA is nationally recognized for its expertise in USDOT DBE and Airport Concessions Disadvantaged Business Enterprise Program (ACDBE) programs (49 CFR Parts 26, and 23), especially with airports. KWA has developed DBE and ACDBE programs for and provided consulting services to airports in 36 states and three U.S. territories, in all five FAA airport size categories. In addition, the firm has extensive experience in providing on-site contract compliance monitoring services for both short-term and long-term airport construction projects.

PK Electrical, Inc.

ELECTRICAL ENGINEERING

PK Electrical, Inc. (PK) is a woman-owned electrical engineering firm providing complete design for normal and emergency power, lighting and controls, technology/communications, and medium voltage distribution systems. Services also include utility coordination, onsite inspections and surveys of existing systems, feasibility studies, energy audits, plan reviews, construction administration, cost estimating, electrical system load, coordination and fault studies, grounding and lightning protection, site planning, special use permit and arc flash analysis. Over the past 29 years in business, the firm has successfully completed electrical engineering and design for a vast range of both vertical and horizontal construction projects and has become adept in a variety of project delivery methods. Primary project types include airport and airfield, commercial, industrial, roadway/transportation, transit, higher education, K-12, healthcare, recreation, military, civic/municipal, and water/wastewater. PK Electrical is headquartered in Reno, Nevada with additional offices in Denver, Colorado and St. Louis, Missouri. Collectively, their staff members are currently licensed in 22 states. They are staffed with approximately 50 employees consisting of professional engineers, electrical and technology/communications designers, production staff, and administrative/support personnel. They also have inhouse licensed electricians, a NICET SET certified fire alarm designer, and RCDD certified staff on their team.



5. Previous Clients and Representative Projects

QUALITY OF PREVIOUS AIRPORT PROJECTS UNDERTAKEN

On-Call Airport Consulting Services

Los Alamos Airport (NM)

Since 2006, Delta has served as the prime airport consultant to Los Alamos Airport, delivering a full range of planning, design, and construction administration services. Our long-standing partnership reflects Delta's commitment to customer service and client satisfaction.

One of the first projects Delta completed was a Runway Length Feasibility Study for Runway 27 to determine the recommended length for a runway extension. Delta's analysis concluded that a 450-foot extension, resulting in a total runway length of 6,000 feet, would provide the most economically feasible solution while still accommodating the desired type of aircraft. Later that year, the New Mexico Department of Transportation's Aviation Division conducted a Pavement Condition Index (PCI) study that reported Runway 9-27's pavement condition as very poor. From 2009 to 2011, Delta completed the design and construction administration for both a runway rehabilitation and runway extension under a single bid package.

Following completion of the runway extension, Delta developed an Airport Master Plan update for Los Alamos Airport. The working papers for the plan included an inventory of airside and landside airport facilities, a forecast of future aviation demand (including based aircraft and operations), and facility requirements necessary to accommodate projected growth. After three public advisory committee meetings and two public information workshops, five key development strategies were identified and incorporated into the Airport Master Plan, which was unanimously approved by the Los Alamos County Council in May 2013.

More recently, Delta completed a pavement maintenance project for Runway 9-27, its connector taxiways and taxilanes, and the terminal apron after the state's PCI report indicated early signs of pavement distress. The project required close coordination with tenants and other airport users due to the extended runway closure required for the rehabilitation. The project was completed on time and under budget in October 2022.

Delta is currently assisting the Airport with a multi-phase improvement program to bring Taxiway F into compliance with updated FAA standards through relocation. Delta's Preliminary Engineering Report identified the need to relocate some old hangars located just west of the terminal building due to obstruction criteria outline in 14 Code of Federal Regulations (CFR) Part 77, Primary Surface and Transitional Surface. To accommodate the aircraft, Delta is helping the Airport build a new 8-unit T-hangar building on the existing apron currently used for tie-down spaces. While the project has presented some challenges due to geographic conditions, Delta's team has coordinated closely with Los Alamos County to develop a plan for construction of the T-hangars, which is anticipated to begin in spring 2026.



Contact:

Mr. Gary Goddard, Airport Manager
(505) 709-8687

On-Call Airport Consulting Services

Truth or Consequences Municipal Airport (NM)

Delta has served as the prime engineering consultant to Truth or Consequences Airport (TCS) since 2014. In this time, we have provided them with comprehensive engineering and project management services that have supported the Airport's continued growth and operational excellence.

One of the first projects Delta completed for the City of Truth or Consequences was an Airport Business Plan to support and advance the City's vision for its airport. Delta examined strategies to increase the overall flow of revenue from airport operations, reduce costs, and understand the potential impacts to the Airport's financial and operational performance as the result of the construction and operation of Spaceport America. As part of this effort, Delta also presented the City with a report on a five-year forecast of operating revenues and expenses along with a capital plan that identified potential revenue enhancements and/or cost containment measures.

Another key project Delta completed for the Airport, was the replacement of their fuel farm. The existing fuel farm was in poor condition and no longer met Environmental Protection Agency (EPA) or New Mexico Environment Department standards for above ground fuel farms. Rehabilitating the existing fuel farm to bring it up to current standards was not possible; therefore, a new fuel farm was designed and constructed in a new location. The new location also allows for improved aircraft circulation and for future apron expansion.

More recently, Delta has helped the Airport maintain its operational excellence through a rehabilitation project for its terminal apron.

Before the rehabilitation project, the existing asphalt on the south end of the apron had numerous longitudinal and transverse cracks, isolated spalling, and raveling; meanwhile, the north end of the apron adjacent to the fuel farm was unpaved and comprised of a pea gravel material that generated a significant amount of foreign object debris, which caused a risk for damage to other aircraft. The project entailed full depth removal of the apron, including the pea gravel surface, to be replaced with new asphalt pavement. A concrete pad was constructed in the center of the apron to accommodate jet parking, and a no-taxi island was marked between the apron and a connector taxiway to eliminate direct runway access.



Contact:

Ms. Traci Alvarez, Assistant City Manager
(575) 952-0565

On-Call Aviation Consulting Services at Conchas Lake Airport

New Mexico Department of Transportation (NM)

In 2012, Delta was selected by the New Mexico Department of Transportation to provide On-Call services at state-owned Conchas Lake Airport. Delta's projects for the Airport consisted of safety area grading and rehabilitation, both for Runway 9-27.

For the first project, Delta provided design through construction phase services for the removal of obstructions located within the safety area of the runway and parallel taxiway. The project also included drainage improvements for flat terrain, new taxiway reflectors, and new airfield guidance signs.

Delta also provided design through construction phase services for the rehabilitation of Runway 9-27, its parallel and stub taxiways, and the aircraft parking apron. The existing surface of the runway, taxiway, and aircraft parking apron had served its useful life and was exhibiting numerous signs of cracking and raveling. The existing pavement needed to be rehabilitated to protect its surface and extend its useful life. The project also included a simplified underdrain system to help release the portion of runway pavement exhibiting signs of subsurface water seepage and staining on the pavement surface.



Contact:

Ms. Jane Lucero, A.A.E., Airport Development Administrator
(505) 365-3891

6. Demonstrated Capability to Meet Schedules/Deadlines

ABILITY TO MEET SCHEDULES WITHIN BUDGET

Delta believes that our team's specialization in airports and our performance record assure our clients of a high degree of engineering value. Delta has an excellent record in meeting project schedules. Our dedicated staff has, on many occasions, worked beyond normal hours to expedite a schedule and improve funding probability. On most projects, **our designs are completed ahead of schedule**, which can enhance our clients' ability to compete for funding.

Our record of budget control, not only for construction but also for the total project budget, is one of our strongest attributes. We have an **outstanding performance record of completing design and construction of our projects within budget**. We believe this strong budget performance is a direct result of the level of accuracy and detail that we provide with our construction documents. Construction documents which are concise, accurate, and properly detailed allow the contractor to prepare construction proposals without increasing bid prices to cover conditions that are unclear and also reduce the likelihood of change orders during construction. **Delta's historical change order average is well below an industry average of 10%.** This reflects the quality of design we provide in our construction documents. As airport specialists, our focus is on your project and our long term relationship. We have no competing interests, only airports.

During construction, the contractor's efforts have a major impact on the project schedule. We proactively monitor progress and assist in keeping the construction on schedule. This is completed throughout the project, not just at the end when it may be too late.

The table below demonstrates how Delta has met past project schedules and budgets.

Project	Original Construction Budget	Final Construction Cost	Original Contract Time (CD)	Actual Construction Duration (CD)
Taxiway A Rehabilitation Alamogordo-White Sands Regional Airport (NM)	\$1.28M	\$1.20M	50	50
Terminal Apron Rehabilitation Truth or Consequences Municipal Airport (NM)	\$1.84M	\$1.65M	70	70
Runway 9-27, Taxiways, and Apron Rehabilitation Los Alamos County Airport (NM)	\$880,200	\$826,015	45	27
Runway 9-27 Rehabilitation Conchas Lake Airport (NM)	\$278,900	\$272,764	25	25
Install PAPI (LED) Runway 8-26 Las Cruces International Airport (NM)	\$181,392	\$173,353	25	25
Airfield Electrical Improvements (Expand Electrical Vault, Install Runway 12-30 HITLs and Cable, and Install Taxiway B and C MITLs) Las Cruces International Airport (NM)	\$994,857	\$970,545	165	152



CONTRACT TERMS AND CONDITIONS

We have reviewed the Contract Terms and Conditions and respectfully request the opportunity to discuss specific language to ensure that the City of Alamogordo preserves the ability to access our professional liability insurance policy.

INTEREST SHOWN

Why Select Delta? Our company co-founder, Mr. Charlie Lamb, has always said our top three company goals are customer service, customer service, and customer service, and that ethos has been bred into every employee since 1978. Mr. Lamb annually gives a presentation to our younger staff which includes explanations of several airfield topics, but also of the importance of customer service.

Delta believes our approach to airport consulting will be the most advantageous to the City. We bring a group of motivated, aviation-focused professionals who operate under a well-thought-out list of practices, standards, and policies designed to maximize customer service. We have planned the direction of our company to precisely intersect with the needs of general aviation airports like the Alamogordo-White Sands Regional Airport, and we truly believe we have the technical skills and enthusiasm to continue to execute the City's airport development program in a thoughtful and comprehensive manner.



Campaign Contribution Disclosure Form

ATTACHMENT A

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a Contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or local public body during the two (2) years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable Public Official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family Member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the Procurement Process” means the time period commencing with the public notice of the Request for Proposals and ending with the award of the Contract or the cancellation of the Request for Proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.



“Prospective Contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Codes or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a Prospective Contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contributions(s): _____

Signature

Date

Title

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.


Signature

10/23/2025
Date



Disbursement Certification Form

Attachment B

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with the commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Courtney A. Beamon, President

Typed Name & Title of Authorized Representative Signature of Authorized Representative

Date 10/23/2025



Non-Collusion Affidavit Form

Attachment C

NON-COLLUSION AFFIDAVIT

STATE OF Virginia)
County OF Chesterfield)
Courtney A. Beamon (name) being first duly sworn, deposes and
says that he/she is (title) President
of (organization) Delta Airport Consultants, Inc.
who submits herewith to the County of Otero, proposal;

That all statements of fact in such proposal are true;

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the County of Otero, or of any bidder of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said bidder;

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual of group of individuals, except that County of Otero, or to any person or persons who have a partnership or other financial interests with said bidder in his business.

By: Courtney A. Bea
Title: President

SUBSCRIBED and sworn to before me this 22ND day of October, 2025

Notary Public: Nell Davis
My Commission Expires: 8/31/2026

(Print Name and Title): Nell Davis, Financial Administrator

- 19 -

NELL RUDOLPH DAVIS
NOTARY PUBLIC
Commonwealth of Virginia
Registration No. 7377064
My Commission Expires 8/31/2026



State of New Mexico Resident Business Certificate

STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT BUSINESS CERTIFICATE

Issued to: DELTA AIRPORT CONSULTANTS, INC.

DBA: DELTA AIRPORT CONSULTANTS, INC.
7804 PAN AMERICAN EAST FWY NE STE 4
ALBUQUERQUE, NM 87109-4643

Expires: **20-Jul-2026**

Certificate Number:

L2097390192



Stephanie Schardon Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE



AGENDA REPORT

CITY OF ALAMOGORDO CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/06/2026

Report No: 7.

Submitted By: Barbara Pyeatt

Subject: Consider, and act upon, the award of RE-BID RFP 2025-012 On-Call HVACR Repair & Maintenance Services to MPC Enterprises LLC and PC Automated. (*Jimmy Vargas, Public Works Director*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the award and authorize staff to proceed with agreements

Background: RFP 2025-012 Scope of work is to seek qualified contractors to perform Heating, Ventilation, Air Conditioning, and Refrigeration maintenance, repair services, emergency services and installation of new equipment. HVACR services may be required at all City of Alamogordo facilities as requested by the Facility Maintenance department. Typical services performed under this contract may include new installation, scheduled repair service and general maintenance. Additional services performed may include freezers, coolers, and ice machines. Three proposals were received on December 29th, 2025. Proposals were reviewed, and two were deemed responsive. MPC Enterprises LLC and PC Automated Controls.

This service will be provided to all departments through Facility Maintenance. Because the scope of needs cannot be predicted in advance, budget information is not available at this time.

Proposals are available for review from the Purchasing Department.

**CITY OF ALAMOGORDO
COMPOSITE SCORE SHEET
RE-BID RFP 2025-012 On-Call HVACR Repair and Maintenance
12/29/2025 3:00**

Factor	Available Points per Vendor	5 Committee Members	MPC Enterprises LLC	PC Automated
1	125	Firm and personnel's experience in providing similar information and services relative to the requirements described in Attachment #1	115	88
2	100	Firm's capacity and capability to provide the information and services in a timely manner	91	66
3	50	Firms past performance on similar project assignments. As part of their response, firms must provide a list of four references with names and phone numbers	47	36
4	50	Firm should describe their approach to providing and managing the anticipated services	48	40
5	50	The key personnel who will be assigned to the project should be identified and summarize their experience.	49	50
6	125	Pricing	125	94
7	Based on Percentages	Preferences: Resident Veterans, NM Business and Local Business	47.5	0
		Accumulated Score	523	374

RFP 2025-012

On-Call HVACR Maintenance

And Repair Services

MPC Enterprises LLC

12/23/2025

Table of Contents

1. Letter of Transmittal
2. Responses to Criteria
 1. Technical Competence
 2. Capacity and Capability
 3. Past Record of Performance
 4. Approach to Providing Services
 5. Personnel Qualifications
 6. Pricing
3. Veteran Business Certificate
4. Campaign Contribution Disclosure Form
5. Non-Collusion Affidavit
6. Certificate Regarding Debarment
7. Exclusions

RFP 2025-012 RE-BID On-Call HVACR Repair and Maintenance Services

ACKNOWLEDGMENT OF RECEIPT FORM

REQUEST FOR PROPOSALS

Proposal Based

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy of acknowledged RFP.

The acknowledgement of receipt should be signed and returned to the Chief Procurement Officer. Only potential Offerors who elect to return this form completed with the intention of submitting a proposal will receive copies of all Offeror written questions and the City's written responses to those questions in the form of an addenda.

COMPANY: MPC Enterprises LLC (Mountain Air Heating and Cooling)

REPRESENTED BY: John T Lynch

TITLE: C.O.O. **PHONE NO.:** 575-434-8642

E-MAIL: Jlynch@mpcenterprises.com **FAX NO.:** 575-434-8643

ADDRESS: 7080 Hwy 54/70

CITY: Alamogordo **STATE:** NM **ZIP CODE:** 88310

SIGNATURE: John T Lynch **DATE:** 12/22/25

This name and address will be used for all correspondence related to the Request for Proposals.

Company does/does not (circle one) intend to respond to this Request for Proposals.

Acknowledgements must be delivered to the Chief Procurement Officer at the following address:

Barbara Pyeatt
Chief Procurement Officer
Purchasing Department
2600 N Florida Ave
Alamogordo, New Mexico 88310
bpyeatt@ci.alamogordo.nm.us
Fax Number: (575) 439-4117

1 Technical Competence

MPC Enterprises LLC. was founded in July of 2004, while Mountain Air heating and cooling was launched as the Company's HVAC Division in 2012. In its 13 years of operation the division has demonstrated consistent growth in both the size of the company, and the technical complexity and scale of jobs it performs. In its 13 years of operation Mountain Air has consistently and reliably preformed the tasks associated with becoming a trusted HVAC Contractor. As a full service HVAC company We offer a full range of services that include, but are not limited to:

- Instillation of new commercial and residential HVAC equipment
- Sheetmetal and duct fabrication and installation
- Service and repair of commercial and residential HVAC systems
- 24 Hour emergency service of commercial and residential HVAC systems
- Implementation of new, or performance of existing preventative maintenance programs to extend equipment service life, reduce downtime, and lower overall cost of operation
- maintaining compliance with all State and Federal regulations and codes by obtaining permits where necessary, submitting appropriate paperwork for specialty funded projects, obtaining bonding when required, documenting and submitting required paperwork for Davis-Bacon projects

While we preform these tasks on a daily basis, we believe what sets us apart from our competition is our personnel and our approach to service. Mountain Air's Senior Personnel have a combined total of 128 years experience covering most areas of the HVAC industry. To keep this edge sharp, We strive to use the latest tools and equipment, and are constantly training on the latest equipment and industry trends and techniques. To compliment our personnel, our experience, and our training programs, Mountain Air has built strong relationships with our diverse supplier network, resulting in a robust supply chain representing all major manufacturers in the sector. This supply chain in conjunction with our personnel and experience allow us to provide our customers accurate, on time and on budget products and services.

2. Capacity and Capability

- 3 full time technicians running 6-8 service calls each, daily
- 2 supplemental backup technicians/ installers handling emergency situations and any schedule overflow
- 5 fully stocked service vehicles (4 for all scenarios and 1 dedicated to evaporative cooling)
- 2 as needed evaporative cooling technicians
- 2 full time CSRs manning incoming calls during Business hours and handling scheduling and dispatch
- Live 24/7 answering service for after hours calls and emergency dispatch
- all warranty registrations are handled in house on behalf of our customers. this eliminates issues associated with unregistered equipment and warranty denials on equipment installed by Mountain Air Heating and Cooling
- 1 in house dedicated office person handling governmental paperwork ,accounting, insurance and bonding
- 1 in house estimator providing timely and accurate estimates on projects requiring take off or advanced quotations
- 2 dedicated install crews. Crew size varies with project scope
- In house warehousing of non special order equipment and in house warehousing of most common service parts specialty tools and supplies.
- full service in house sheet metal shop providing install crews with necessary sheet metal components for completion of jobs
- full time warehouse inventory manager assuring we always have the parts, equipment and supplies available to complete tasks
- On call technicians for after hours/emergency service

3 Past Record of Performance

- Replaced 40 ton package unit on Alamogordo Public Library
- Replaced 10 package units on OCDC
- Repaired DOAS unit on OCDC
- Replaced compressor and blower motor for OCDC
- Installed multiple Mini splits for various Fire stations for Otero County
- Repaired leaking Mini Splits on OCSW
- Installed Server Room cooling for County Courthouse
- Installed Server Room Cooling for OFCU
- Replaced package units and Mini Splits for Pioneer Bank
- installed 19 FCU with supply and return duct systems for HAFB
- Installed DOAS unit with duct system for HAFB
- Installed 2 15 ton package unit heat pumps with Duct Sock ductwork for NAPA

References

Mirador Enterprises INC
810 E. 10th Street
Alamogordo NM 88310

Stephan Dannemann
575-491-9336

Green Mountain Construction
500 Burro Ave.
Cloudcroft NM 88317

Dan Hughes
575-682-3001

NM Premier Real Estate
918 E 10th St
Alamogordo NM 88310

Kristy Davis
575-437-7427

Otero County Purchasing
1101 New York Ave.
Alamogordo NM 88310

Eric Arellano
575-437-7427

4. Approach to Providing the Services

RFP# 26-003 On-Call General Construction Services

MPC Enterprises LLC is structured into two distinct divisions representing two very different industries. We operate in the LPG industry as Mountain Propane Company, and in the HVAC industry as Mountain Air Heating And Cooling. Because of this fact, We have developed a Hybrid management strategy unique to our company. Our management approach is derived from multiple classical strategies tailored into one approach that fits our unique company structure and market spaces. At the core, we have established a cohesive upper management team to which our divisional managers report to directly. Divisional managers are responsible for day to day operations of their respective divisions and personnel. Each of these two main divisions are divided into four areas of operation. Service, logistics/dispatch, delivery and Quality Assurance. By standardizing these four areas of operation between our two main divisions we are able to communicate rapidly both up and down the chain. This allows us to asses, adapt and respond rapidly to the multitude of challenges associated with the high priority and mission critical projects we specialize in. In addition, this structure is conducive to our culture of embracing and enacting new technologies both within our company and in the products we supply. This approach also allows us to effectively integrate our continuous training and development policies for all personnel. Lastly, this approach allows us to monitor our key performance indicators across the company. By closely monitoring these KPI's, we are able to adjust our strategies to provide cost effective on time goods and services. The end result is a high quality product and superior service resulting in high customer satisfaction.

5. Personnel Qualifications

John Lynch Owner /C.O.O.

US Navy Veteran with in depth background in electrical and digital systems

21 years business/ management experience, 13 years HVAC experience

Licensing:

CDL/HAZMAT, EPA Universal, GB98, MM03, LP3S, LP5, Journeyman Refrigeration

Jason Hyland General Manager

18 years with Mountain Air Heating and Cooling, 24 years in the HVAC industry

Licensing:

MM03, Journeyman Refrigeration, EPA Universal, LP03S, LP05

Josh Godby Chief Estimator

6 1/2 yearn with Mountain Air Heating and Cooling, 22 Years in the HVAC industry

Licensing:

Journeyman Sheet Metal, OSHA 10

David Ramos Lead Technician

9 years with Mountain Air Heating and Cooling, 18 years in the HVAC industry

Licensing:

Journeyman Refrigeration, Journeyman Sheet Metal, EPA Universal

David Fuentes Lead installer Residential/Commercial

8 years with Mountain Air Heating and Cooling, 21 Years in the HVAC industry

Licensing:

Journeyman Sheet Metal

Robert Mendoza Lead Installer Commercial

10 years with Mountain Air Heating and Cooling, 20 years in the HVAC industry

Justin Lucero Technician

4 years with Mountain Air Heating and Cooling, 4 years in the HVAC industry

Licensing:

EPA Universal

ATTACHMENT TWO

COST SCHEDULE

Note: You may add additional pay categories you expect to use on this contract.

ITEM NO.	ITEMS	UNIT	UNIT BID PRICE
001	Regular Hours 8:00 AM to 5:00 PM	HOUR	\$ <u>80.00</u>
002	After-Hours 5:00 PM – 8:00 AM	HOUR	\$ <u>120.00</u>
003	Weekend Rates: Work performed on Saturday and Sunday's	HOUR	\$ <u>150.00</u>
004	Emergency Rate: 2 Hour response	HOUR	\$ <u>150.00</u>
005	Service Call Fee for Project Estimate	FEE	\$ <u>No Charge</u>
006			
007			
008			
009			
010			

Equipment

Due to the potential need for equipment to complete tasks for this scope of work, the Contractor is required to provide pricing for all standard equipment anticipated for the project. The Contractor must specify applicable rates for each item of equipment.

Any equipment not initially listed but required for a project must be approved before submitting quotes. Upon approval, such equipment will be added to the original contract as an amendment.

Note: Minor tools and supplies, including but not limited to small tools and other miscellaneous small items, are considered part of the Contractor's overhead and will not be billed separately.

Item #	Equipment	Rate	Additional Information
1	19' Scissor Lift	460.00	Day rate
2	Fork Lift 6000lb	785.00	Day Rate
3	Crane (In town Contractor)	475.00	Hourly Rate

John T Lynch
Signature

12/22/25
Date

John T Lynch
Printed Name

MPC Enterprises LLC
Printed Company Name

ATTACHMENT SIX
RESIDENT VETERANS PREFERENCE CERTIFICATION

_____(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans preference to this procurement:

Please check one box only

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☒ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

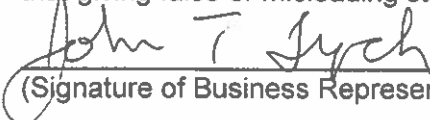
☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

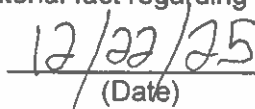
"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.


(Signature of Business Representative)*


(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT VETERAN BUSINESS CERTIFICATE

Issued to: MPC ENTERPRISES, LLC

DBA: MOUNTAIN PROPANE COMPANY -
MOUNTAIN AIR HEATING & COOL
PO BOX 908
ALAMOGORDO, NM 88311-0908

Expires: 09-Dec-2028

Certificate Number:

L1196007280



Stephanie Schuchman Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE

ATTACHMENT THREE

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a Contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or local public body during the two (2) years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable Public Official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family Member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the Procurement Process" means the time period commencing with the public notice of the Request for Proposals and ending with the award of the Contract or the cancellation of the Request for Proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective Contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Codes or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract. **"Representative of a Prospective Contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By:

Relation to Prospective Contractor:

Name of Applicable Public Official:

Date Contribution(s) Made:

Amount(s) of Contribution(s):

Nature of Contribution(s):

Purpose of Contributions(s):

Signature

Date

Title

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

ATTACHMENT FOUR
NON-COLLUSION AFFIDAVIT

STATE OF New Mexico)
County OF Otero)

John T Lynch (name) being first duly sworn, deposes and
says that he/she is (title) C.O.O.
of (organization) MPC Enterprises LLC. (Mountain Air Heating and Cooling)
who submits herewith to the City of Alamogordo, proposal;

That all statements of fact in such proposal are true;

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Alamogordo, or of any bidder of anyone else interested in the proposed contract; and further,

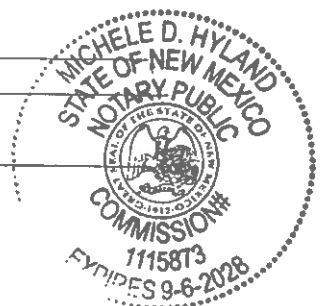
That prior to the public opening and reading of proposal, said bidder;

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual of group of individuals, except that City of Alamogordo, or to any person or persons who have a partnership or other financial interests with said bidder in his business.

By: John T Lynch
Title: C.O.O.

SUBSCRIBED and sworn to before me this 22nd day of December,

20 25
Notary Public: Michele D Hyland
My Commission Expires: 9-6-28
(Print Name and
Title): Michele D Hyland



ATTACHMENT FIVE

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or Local department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

John T Lynch C.O.O.

John T Lynch C.O.O.

Typed Name & Title of Authorized Representative Signature of Authorized Representative

Date:

12/22/25

Exclusions

MPC Enterprises LLC excludes any and all medium/low temp refrigeration from this bid, pending sub-contractor approval and/or future employee additions.

PC Automated
Controls, Inc.

pcautomatedcontrols.com

REQUEST FOR
PROPOSAL:
ON CALL
HVACR REPAIR &
MAINTENANCE
SERVICES
RFP #2025-012

December 22, 2025

Offeror's Name :

PC Automated Controls, Inc.
10279 Dyer St.
El Paso, TX. 79924



PC AUTOMATED CONTROLS, INC.

10279 Dyer St. El Paso, TX. 79924
P: (915) 751-0313
www.pcautomatedcontrols.com
TL#TACLA16026C
NML#88035

December 22, 2025

City of Alamogordo, New Mexico
Purchasing Department
Attn: Barbara Pyeatt, CPO
2600N. Florida Ave.
Alamogordo, NM. 88310

RE: Transmittal Letter – RFP 2025-12 On-Call HVAC Repair & Maintenance Services

To Whom It May Concern,

PC Automated Controls, Inc. is pleased to submit our proposal for the City of Alamogordo's On-Call HVAC Repair and Maintenance Services Contract. We appreciate the opportunity to offer our qualifications, experience and commitment to providing dependable HVAC services to support the City's facilities and operations.

With a proven record of responsive service, technical expertise and dedication to safety and customer satisfaction, PC Automated Controls is confident in our ability to meet the City's needs for preventative maintenance, emergency response and project-based HVAC services. Our team is fully licensed, insured and equipped to perform all aspects of HVAC installation, repair and maintenance with minimal disruption to City operations.

We look forward to the opportunity to continue serving the community of Alamogordo with the same professionalism and reliability that have defined our company's reputation. Should you have any questions or require additional information, please do not hesitate to contact me directly at 915-751-0313 ext. 130 or sshelton@pcautomatedcontrols.com

Thank you for your consideration.

Sincerely,

Samantha Shelton
Risk Manager
PC Automated Controls, Inc.

TECHNICAL COMPETENCES

FIRM AND PERSONNEL'S EXPERIENCE IN PROVIDING SIMILAR INFORMATION AND SERVICES RELATIVE TO THE REQUIREMENTS DESCRIBED IN ATTACHMENT ONE.

Founded in 1993, PC Automated Controls, Inc. has been a trusted provider of advanced building automation solutions for over 30 years. Originally established as West Texas' source for HVAC control systems, the company has since expanded to deliver comprehensive Building Automation Systems (BAS), Utility Monitoring and Control Systems (UMCS), and Direct Digital Control (DDC) solutions across a wide range of industries. Our clients include Federal agencies, state and municipal entities, school districts, healthcare facilities, utility providers, and commercial enterprises.

As the only Linc Service Contractor for New Mexico and West Texas, we provide state-of-the-art management, sales, and operations systems, as well as advanced service technologies and training. Our team has extensive experience providing on-call and scheduled HVAC services for public agencies, municipalities and commercial clients across New Mexico, with a proven track record of meeting and exceeding client requirements. Our team of highly skilled HVAC professionals stays ahead of industry trends, technological advancements, and best practices through continuous training and education. Each member of our service team has extensive field experience troubleshooting, repairing and maintaining mechanical systems for government, educational and commercial facilities. We work with leading equipment brands such as Carrier, Daikin, Trane, York, and Johnson Controls to ensure the highest quality service and reliability.

For over 30 years, we have provided HVAC services to commercial buildings and are confident in our ability to meet the City of Alamogordo needs as outlined in this RFP. We have successfully completed similar projects such as City of Albuquerque, Las Cruces Public Schools, and Rio Rancho Public Schools all while maintaining compliance with fingerprinting, bonding, and insurance requirements. Our service personnel are known for clear communication, prompt response times, and attention to detail. We take pride in providing professional, customer-focused service that supports our clients' operational goals and budget objectives.

Markets

Our markets include facilities in the following vertical markets: Commercial Office Buildings, Educational, Industrial, Hotels, Residence, Healthcare and Religious markets.

Geographically, our HVAC Services territory covers:

1. El Paso
2. West Texas to Abilene Texas
3. New Mexico

Locations

We have two office locations:

1. 10274 Dyer St. El Paso, TX. 79924
2. 4239 Balloon Park Albuquerque, NM. 87109



CAPACITY AND CAPABILITY

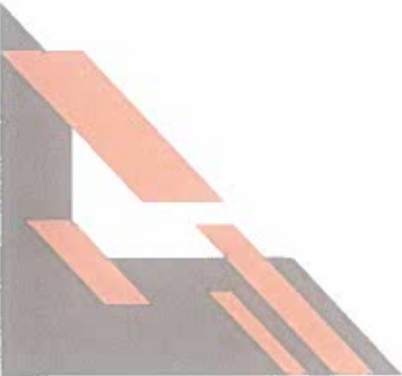
**FIRM'S CAPACITY AND CAPABILITY TO PROVIDE THE INFORMATION
AND SERVICES IN A TIMELY MANNER.**

PC Automated Controls maintains the staffing, equipment and operational systems necessary to respond quickly and efficiently to on-call HVAC service requests. Our team is structured to ensure that qualified personnel are available to perform work promptly: routine maintenance, emergency repairs or project-based tasks.

We have a dedicated service management team that coordinates scheduling, dispatch and communication to ensure timely response and completion of all work orders. Our licensed technicians are equipped with fully stocked service vehicles, diagnostic tools and parts to complete repairs.

To enhance communication, transparency and quality service, PC Automated utilizes XOi Field Solutions, an advanced jobsite application that supports our technicians and customers throughout each service call. Through XOi, our technicians capture pictures, videos and notes directly from the jobsite allowing our office team to review and share real-time updates with customers. This technology enables the City to receive detailed service summaries for each unit, including diagnostic findings, repairs performed and recommendation for future maintenance.

Our proven project management processes and experienced personnel enable us to deliver dependable, high-quality service within the timeframes requested by the City. PC Automated has a track record of meeting response-time commitments and maintaining open communication with clients to ensure every request is addressed promptly and professionally.



PAST RECORD OF PERFORMANCE
FIRM'S PAST PERFORMANCE ON SIMILAR PROJECT ASSIGNMENTS. AS PART OF
THEIR RESPONSE, FIRMS MUST PROVIDE A LIST OF FOUR REFERENCES WITH
NAMES AND PHONE NUMBERS.

Rio Rancho Public Schools - Districtwide on-call HVAC services

Contact Name: Richard Baker
Email: richard.baker@rrps.net
Phone: 505-250-9912

City of Albuquerque- Demand Services HVAC for city facilities

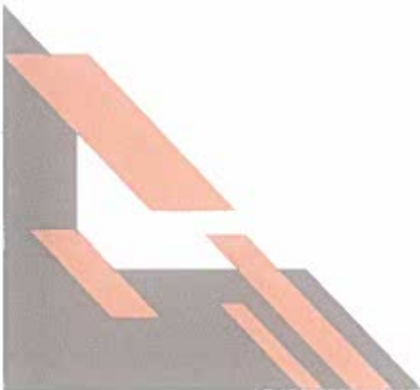
Contact Name: Gene Chavez
Email: genemchavez@cabq.gov
Phone: 505-224-6808

Hatch Public Schools - Previously had a districtwide HVAC service agreement

Contact: Jimmy Martinez
Email: jmartinez@hatchschools.net
Phone Number: 575-267-8328

El Paso Independent School District- Districtwide HVAC Emergency Repair
Services

Contact: Ernesto Ortiz
Email: elortiz@episd.org
Phone: 915-230-2432



**APPROACH TO PROVIDING THE SERVICES
FIRM SHOULD DESCRIBE THEIR APPROACH TO PROVIDING AND
MANAGING THE ANTICIPATED SERVICES.**

Staff Levels, Qualifications and Resources

Our staff includes licensed HVAC technicians, controls specialists, and project managers who hold certifications in OSHA safety training, EPA 608, and manufacturer-specific training. Staffing levels are adjusted according to project demand, with dedicated personnel assigned to on-call projects to ensure availability.

- Project Managers – Each project is overseen by a dedicated project manager responsible for planning, scheduling, and coordination.
- Technicians – Field staff are cross-trained across multiple HVAC systems (chillers, rooftop units, VAVs, VRF systems, and controls) to allow flexibility and efficient deployment.
- Support Staff – Administrative and engineering support are available to ensure documentation, procurement, and technical submittals are managed in parallel with field work.

On average, project managers allocate 25–40% of their time to on-call HVAC projects, depending on workload, while technicians dedicate 50–75% of their time, with the ability to shift resources quickly based on urgent service needs or overlapping projects

Project Execution and Oversight

We utilize standardized project management practices, including detailed work planning, resource scheduling, and quality control checklists. Project tracking is supported through digital platforms that allow real-time updates, field reporting, and client communication. This ensures clear visibility of progress and resource allocation across multiple sites.

Continuous Improvement and Quality Assurance

Post-project evaluations are conducted to capture lessons learned, review staff performance, and ensure compliance with contract requirements. Feedback from clients is integrated into future project planning to enhance responsiveness and service quality.



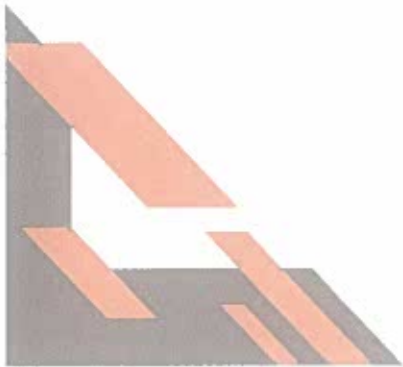
APPROACH TO PROVIDING THE SERVICES (10 POINTS)
FIRM SHOULD DESCRIBE THEIR APPROACH TO PROVIDING AND
MANAGING THE ANTICIPATED SERVICES.

PCAC= PC Automated Controls

Event	Date
Successful bidder receives Notice of Intent (NTP) to award	January 2026
*In House start up meeting of PCAC Team	Within 5 business days after NTP
**On site start up meeting with the City of Alamogordo (if necessary)	Within two weeks after receipt of purchase order

*In house start up meeting consists of the PCAC team which includes Estimator/Salesman, Service Manager, Service Dispatcher, Service Clerk and Accounts Receivable. The RFP is reviewed and discussed between the PCAC team to ensure everyone understands the specified deliverables required by the City of Alamogordo

** On site start up meeting consists of the City of Alamogordo's onsite point of contact (for each location) or contacts, along with PCAC's Service Manager, Service Supervisor, Service Dispatcher and Accounts Receivable personnel. The objective is to meet and revisit specified protocols and requirements for working on site.



**PERSONNEL QUALIFICATIONS
THE KEY PERSONNEL WHO WILL BE ASSIGNED TO THE
PROJECT SHOULD BE IDENTIFIED AND SUMMARIES OF THEIR
EXPERIENCE GIVEN.**

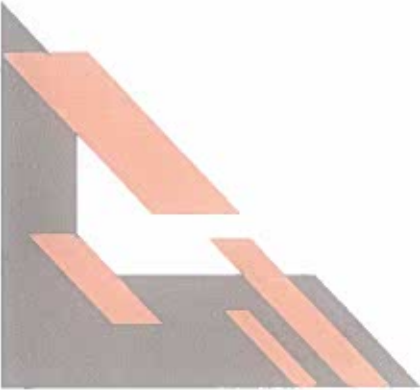
Our proposed project team is comprised of highly qualified professionals with the technical expertise, licensing, and availability to perform all aspects of on-call HVAC services. Each team member has been carefully selected to ensure coverage of the full scope of services required, including installation, repair, preventative maintenance, controls integration, and emergency response.

Qualifications and Licensing

All technicians and supervisors hold appropriate state and local HVAC licenses, as well as EPA Section 608 certification for refrigerant handling. Many also maintain specialized manufacturer certifications (Carrier, Trane, Johnson Controls, Automated Logic, etc.) and OSHA safety credentials. Copies of current licenses and certifications can be furnished upon request.

Background and Experience

Our personnel collectively bring decades of hands-on experience in commercial and industrial HVAC systems. Key staff have managed projects ranging from small equipment replacements to complex system retrofits and controls upgrades. Their expertise extends to system diagnostics, controls programming, and energy efficiency optimization, ensuring that all aspects of the work are handled with proficiency and care.



PERSONNEL QUALIFICATIONS
THE KEY PERSONNEL WHO WILL BE ASSIGNED TO THE PROJECT SHOULD BE IDENTIFIED AND SUMMARIES OF THEIR EXPERIENCE GIVEN.

Key Personnel - Luis Castillo, Service Manager

26 years of experience with PCAC; 26 years of industry experience

With over 26 years of experience in the HVAC industry, Luis oversees all aspects of service operations, including scheduling, technician supervision, customer relations, and quality assurance. He leads a team of highly skilled technicians to ensure timely, efficient, and high-quality service delivery. In collaboration with project managers, engineers, and clients, he evaluates system performance, identifies opportunities for improvement, and ensures complete customer satisfaction. His responsibilities include developing and implementing preventative maintenance programs, managing service teams, troubleshooting complex control systems, and maintaining compliance with all safety and regulatory standards. His extensive technical expertise in HVAC controls and proven leadership ensure the consistent delivery of reliable, responsive, and high-quality service across all projects.

LICENSES:

Master Electrical Contractor #177314
EE98, ES03, MM03, MS11 #88035

Key Personnel - Eduardo Chavez, HVAC Service Technician

7 years of experience with PCAC; 12 years of experience in the industry

Eduardo is a seasoned HVAC professional with over a decade of diverse experience in HVAC service, maintenance, installation and customer support. Since 2018, he has served as an HVAC Service Rep. with PCAC where he provides expert-level service in troubleshooting, repairing and maintaining commercial HVAC systems. He leads day-to-day coordination of assigned service agreements and projects to ensure contractual obligations are met with a focus on efficiency and cost-effectiveness. His responsibilities include conducting preventative maintenance, site surveys and system modifications as well as working closely with service estimators to prepare detailed repair proposals. He maintains a strong commitment to clear communication with customers and internal teams, contributing to exceptional service quality and reliability, including participation in a rotating on-call schedule for nights and weekends.

LICENSES

Texas Department of Licensing & Regulation

- Certified Air Conditioning & Refrigeration Technician | License #: 64980
- New Mexico Journeyman License | License #: 415286

CERTIFICATIONS

Eseo Institute

Universal Technician | Certificate # 714264065933

PERSONNEL QUALIFICATIONS
THE KEY PERSONNEL WHO WILL BE ASSIGNED TO THE PROJECT SHOULD BE IDENTIFIED AND SUMMARIES OF THEIR EXPERIENCE GIVEN.

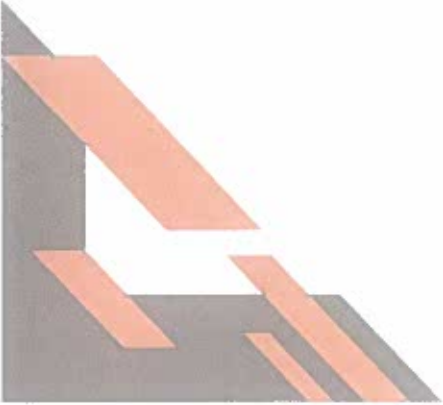
Key Personnel -Gustavo Chavez, HVAC Service Technician
4 years of experience with PCAC; 7 years of experience in the industry

Gus is a dedicated HVAC professional with over five years of hands-on experience servicing, maintaining, and installing commercial and residential HVAC systems. In his current role as an HVAC Service Representative at PC Automated Controls, Inc., he specializes in troubleshooting, repairing, and maintaining complex HVAC systems to ensure optimal performance for a variety of clients. He manages day-to-day project coordination and ensure all service agreements and contractual obligations are fulfilled efficiently and cost-effectively. His responsibilities also include performing site surveys, preventative maintenance, and system modifications, as well as compiling detailed repair proposals in collaboration with the service estimator. He takes pride in his ability to clearly communicate technical information to both clients and internal teams, ensuring transparency and high customer satisfaction. Previously, as a Maintenance Technician at Control and Equipment, he gained valuable experience installing and maintaining wide range of HVAC equipment, including chillers, split units and large package units in both residential and commercial settings. His technical knowledge, combined with his commitment to safety, reliability and quality service enables me to thrive in high-demand environments, including on-call rotations during nights and weekends.

CERTIFICATIONS / LICENSES

- R-410 Safety
- Electrical Benched Mark Of Excellence
- EPA 608 Universal; NABCP Photovoltaic
- Register Air Conditioning & Refrigeration Technician (TDLR) #94963
- New Mexico Journeyman License #415587

Western Technical College, El Paso, TX 2019
Associate Of Occupational Studies - HVAC-R Technology



ATTACHMENT TWO**COST SCHEDULE**

Note: You may add additional pay categories you expect to use on this contract.

ITEM NO.	ITEMS	UNIT	UNIT BID PRICE
001	Regular Hours 8:00 AM to 5:00 PM	HOUR	\$ <u>120.59</u>
002	After-Hours 5:00 PM – 8:00 AM	HOUR	\$ <u>180.88</u>
003	Weekend Rates: Work performed on Saturday and Sunday's	HOUR	\$ <u>180.88</u>
004	Emergency Rate: 2 Hour response	HOUR	\$ <u>180.88</u>
005	Service Call Fee for Project Estimate	FEE	\$ <u>0</u>
006			
007			
008			
009			
010			

Equipment

Due to the potential need for equipment to complete tasks for this scope of work, the Contractor is required to provide pricing for all standard equipment anticipated for the project. The Contractor must specify applicable rates for each item of equipment.

Any equipment not initially listed but required for a project must be approved before submitting quotes. Upon approval, such equipment will be added to the original contract as an amendment.

Note: Minor tools and supplies, including but not limited to small tools and other miscellaneous small items, are considered part of the Contractor's overhead and will not be billed separately.

Item #	Equipment	Rate	Additional Information
1	Truck Charge	\$100/day	

Samantha Shelton
Signature

12/22/2025
Date

Samantha Shelton
Printed Name

PC Automated Controls, Inc.
Printed Company Name

ATTACHMENT THREE

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a Contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or local public body during the two (2) years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable Public Official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family Member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the Procurement Process" means the time period commencing with the public notice of the Request for Proposals and ending with the award of the Contract or the cancellation of the Request for Proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective Contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Codes or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract. **"Representative of a Prospective Contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By:	_____
Relation to Prospective Contractor:	_____
Name of Applicable Public Official:	_____
Date Contribution(s) Made:	_____
Amount(s) of Contribution(s):	_____
Nature of Contribution(s):	_____
Purpose of Contributions(s):	_____
Signature _____	Date _____

Title

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Samantha Shelton

Signature _____

12/22/2025

Date _____

ATTACHMENT FOUR
NON-COLLUSION AFFIDAVIT

STATE OF Texas)

County OF El Paso)

Samantha Shelton (name) being first duly sworn, deposes and says that he/she is (title) Risk Manager
of (organization) PC Automated Controls, Inc.
who submits herewith to the City of Alamogordo, proposal;

That all statements of fact in such proposal are true;

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Alamogordo, or of any bidder of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said bidder;

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual of group of individuals, except that City of Alamogordo, or to any person or persons who have a partnership or other financial interests with said bidder in his business.

By: Samantha Shelton

Title: Risk Manager

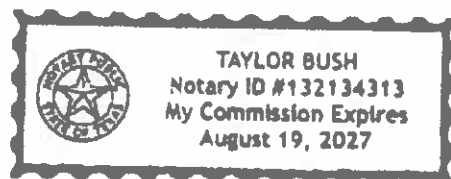
SUBSCRIBED and sworn to before me this 22nd day of December, 20 25.

Notary Public: Taylor Bush

My Commission Expires: August 19, 2027

(Print Name and

Title): Taylor Bush Project Administrator



ATTACHMENT FIVE

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or Local department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Samantha Shelton

Samantha Shelton, Risk Manager

Typed Name & Title of Authorized Representative Signature of Authorized Representative

Date: 12/22/2025

PC AUTOMATED CONTROLS IS NOT CONSIDERED A RESIDENT VETERANS

ATTACHMENT SIX

RESIDENT VETERANS PREFERENCE CERTIFICATION

_____(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans preference to this procurement:

Please check one box only

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

AGENDA REPORT

CITY OF ALAMOGORDO CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/06/2026

Report No: 8.

Submitted By: Evelyn Huff

Subject: Consider, and act upon, Resolution 2026-03 requesting written approval from the Local Government Division of the Department of Finance and Administration, State of NM for the revised budget numbers computed as of January 13, 2026. *(Evelyn Huff, Finance Director)* **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact: Beginning Cash Balances - \$96,403,576

Revenues - \$0 change

Expenditures - \$71,000 Increase

Transfers In - \$0 change

Transfers Out - \$0 change

Recommendation: Approve the Resolution Request

Background: The City Commission adopted the FY 2025-2026 budget on July 30, 2025. Resolution 2026-03 amends the budget to reflect a more true and accurate projection of the actual revenues and expenditures. A summary and explanation of the revisions are attached for your review.

RESOLUTION NO. 2026-03

A RESOLUTION REQUESTING THE DEPARTMENT OF FINANCE AND ADMINISTRATION, STATE OF NEW MEXICO, APPROVE REVISED BUDGET FIGURES FOR CERTAIN LINE ITEMS IN THE CITY'S BUDGET FOR FISCAL YEAR 2025-2026.

WHEREAS, the City of Alamogordo, New Mexico wishes approval to change some of the budget line-item figures of various funds; and

WHEREAS, the Department of Finance and Administration, State of New Mexico, gave its written final approval to the City of Alamogordo, New Mexico's annual preliminary budget on June 30, 2025, for fiscal year 2025-2026; and

WHEREAS, the City of Alamogordo, New Mexico, has tabulated on the following pages the additional resources and expenditures for fiscal year 2025-2026.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ALAMOGORDO, NEW MEXICO, that the City's annual budget for fiscal year 2025-2026 be and hereby is revised as of January 13, 2026, to reflect a more true and accurate projection of the actual revenues and expenditures for fiscal year 2025-2026 as shown on the following pages.

NOW, BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF ALAMOGORDO, NEW MEXICO, that the Department of Finance and Administration, State of New Mexico, be requested to give its written approval to the revised budget figures computed on January 13, as a more true and accurate projection of the actual revenues and expenditures for fiscal year 2025-2026.

PASSED, APPROVED AND ADOPTED by the Governing Body of the City of Alamogordo, New Mexico, at a Regular Meeting held this 13th day of January 2026.

CITY OF ALAMOGORDO, NEW MEXICO,
A NEW MEXICO MUNICIPAL CORPORATION

By: _____
Sharon McDonald, Mayor

ATTEST:

Rachel Hughs, City Clerk

APPROVED AS TO FORM:

Darrell Mori, City Attorney

**ALL FUNDS SUMMARY
BUDGET 2025-2026**

1/12TH REQ RSRV
2,000,202
1/12TH REQ RSRV
0
Fund Reserve Policy
468,745
Bal. Remaining

766,145

FUND NO.	FY 2025-2026 FUND DESCRIPTION	UNAUDITED BEGINNING CASH BALANCE	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	NET CASH TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
11	GENERAL OPERATING FUND	10,793,460	29,512,111	2,678,063	15,746,117	(13,068,054)	24,002,425	3,235,092	2,468,947	766,145
12	INTERNAL SERVICE FUND	306,878	278,138	6,506,602	0	6,506,602	7,064,085	27,533		\$27,533
15	CORRECTIONS-JAIL	53,672	42,000	62,500	0	62,500	157,781	391		\$391
16	LODGER'S TAX-PROMOTIONAL FUND	28,217	0	275,000	0	275,000	302,525	692		\$692
17	POLICE COURT BOND	8,638	0	0	0	0	0	8,638		\$8,638
19	COURT AUTOMATION FUND	39,730	0	0	0	0	0	39,730		\$39,730
20	LODGER'S TAX-CITY	52,739	27,000	479,000	0	479,000	557,506	1,233		\$1,233
21	D.A.R.E. DONATIONS FUND	9,417	1,350	50,000	0	50,000	60,767	(0)		(\$0)
24	GRANT CAPITAL IMPROVEMENT	(0)	7,894,534	2,895,173	0	2,895,173	9,314,271	1,475,436		\$1,475,436
27	MUNICIPAL COURT OPERATIONS	0	8,000	535,000	0	535,000	541,156	1,844		\$1,844
28	POLICE CONTINGENCY	71,295	1,820	0	0	0	10,000	63,115		\$63,115
31	CEMETERY-PERPETUAL CARE	856,809	39,016	0	42,735	(42,735)	0	853,090		\$853,090
32	COMMUNITY SERVICES	3,687	645,578	6,238,864	0	6,238,864	6,885,155	2,974		\$2,974
33	FIRE PROTECTION	2,187,055	1,196,388	0	0	0	3,383,398	45		\$45
35	HIDTA GRANT FUND	0	14,200	0	0	0	14,200	0		\$0
36	LAW ENFORCEMENT FUND	75,399	167,000	0	0	0	242,399	0		\$0
37	STATE HIGHWAY FUND	164,736	33,395	0	0	0	7,920	190,211		\$190,211
38	TRAFFIC SAFETY FUND	96,610	16,628	0	0	0	86,058	27,180		\$27,180
39	STATE JUDICIAL	17,876	20,000	0	0	0	20,000	17,876		\$17,876
42	1984 GROSS RECEIPTS TAX	2,684,010	2,470,819	0	3,004,550	(3,004,550)	41,217	2,109,062	252,119	\$1,856,943
44	TRANSPORTATION FUND	825,277	1,236,469	2,884,180	507,737	2,376,443	4,437,007	1,182		\$1,182
48	NEW MEXICO C.D.B.G.	0	0	0	0	0	0	0		\$0
49	1986 GROSS RECEIPTS TAX	6,684,978	2,549,896	0	2,943,062	(2,943,062)	1,146,710	5,145,102	268,391	\$4,876,711
50	PROPERTY ACQUISITION	85,010	0	0	0	0	0	85,010		\$85,010
53	GENERAL OBLIGATION	1,107,017	1,298,051	0	0	0	1,255,070	1,149,998	557,029	\$592,969
54	REVERSE OSMOSIS PROJECT RSV	20,950	0	9,431	0	9,431	9,431	20,950		\$20,950
56	99 GRT FLOOD CONTROL BOND PROJ	0	0	264,793	0	264,793	264,793	0		\$0
59	REVENUE BOND P & I FUND	0	0	2,427,668	0	2,427,668	2,427,668	0		\$0
61	MUNICIPAL INFRASTRUCTURE .0625%	2,788,565	665,057	0	1,311,187	(1,311,187)	10,305	2,132,130		\$2,132,130
63	COMMUNITY DEVELOPMENT	2,133	0	1,155,573	53,051	1,102,522	1,103,747	908		\$908
69	1994 GROSS RECEIPTS	5,860,986	2,523,164	0	2,083,919	(2,083,919)	41,217	6,259,014	553,051	\$5,705,963
71	ALAMO SENIOR CENTER	2,294	780,873	997,655	0	997,655	1,778,922	1,900		\$1,900
74	ALAMO SENIOR CENTER GIFT	116,405	10,018	0	0	0	30,269	96,154		\$96,154
75	RETIRED & SENIOR VOL. PROGRAM	6,434	146,057	41,990	0	41,990	190,336	4,145		\$4,145
81	WATER/SEWER OPERATING	17,997,605	45,577,803	360,435	3,790,374	(3,429,939)	47,671,151	12,474,318	3,504,403	\$8,969,915
82	98 JT WATER/SEWER BOND P&I	43,131	0	3,383,045	0	3,383,045	3,383,045	43,131		\$43,131
86	SOLID WASTE COLLECTION SYS.	1,539,752	2,592,809	0	98,694	(98,694)	2,787,352	1,246,515	178,583	\$1,067,932
88	BONITO CAMPGROUND	457,453	11,590	0	0	0	237,827	231,216		\$231,216
89	ESGRT .0625%	2,394,896	662,500	0	0	0	634,305	2,423,091		\$2,423,091
90	GOLF COURSE	1,478	1,411,050	673,544	0	673,544	2,084,114	1,958		\$1,958

**ALL FUNDS SUMMARY
BUDGET 2025-2026**

1/12TH REQ RSRV
2,000,202
1/12TH REQ RSRV
0
Fund Reserve Policy
468,745
Bal. Remaining

766,145

FUND NO.	FY 2025-2026 FUND DESCRIPTION	UNAUDITED BEGINNING CASH BALANCE	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	NET CASH TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
91	AIRPORT	0	1,326,712	211,890	0	211,890	1,156,011	382,591		\$382,591
94	OTERO GREENTREE REG LANDFILL	5,570,829	1,417,216	0	0	0	4,574,542	2,413,503		\$2,413,503
96	SELF-INSURED FUND	228,046	57,075	0	0	0	127,868	157,253		\$157,253
98	PAYROLL CLEARING	244,581	0	0	0	0	0	244,581		\$244,581
104	UTILITY DEPOSITS	721,997	0	0	0	0	0	721,997		\$721,997
105	ECONOMIC DEVELOPMENT	3,994,847	50,000	0	385,000	(385,000)	2,075,000	1,584,847		\$1,584,847
107	SELF INSURED/LIABILITY	891,276	22,484	0	0	0	450,000	463,760		\$463,760
109	2004 GRT CAPITAL OUTLAY	19,728,390	5,281,827	0	2,378,050	(2,378,050)	9,410,096	13,222,071	534,452	\$12,687,619
114	SIDEWALKS REVOLVING LOANS	948	0	0	0	0	0	948		\$948
115	CORP ESCROW ACCOUNT RESERVE	1,000	0	0	0	0	0	1,000		\$1,000
119	2012 GRT REF/IMP REVBD	36,124	3,401	0	0	0	21,474	18,051		\$18,051
121	2015 GO BONDS-FUN CENTER	97,257	3,029	0	0	0	0	100,286		\$100,286
122	2015 GO BONDS-STREETS	188,457	5,869	0	0	0	0	194,326		\$194,326
124	AMERICAN RESCUE PLAN ACT	2,613,888	165,228	0	0	0	2,206,062	573,054		\$573,054
125	CANNABIS GRT	301,796	290,534	0	500,000	(500,000)	15,637	76,693		\$76,693
126	OPOID FUNDS	0	342,663	814,615	100,545	714,070	0	1,056,733		\$1,056,733
127	QUALITY OF LIFE CAPITAL	4,399,550	1,278,839	0	0	0	4,020,609	1,657,780		\$1,657,780
TOTALS FY2026		96,403,577	112,078,191	32,945,021	32,945,021	0	146,241,431	62,240,337	8,316,975	53,923,361

ALL FUNDS SUMMARY

BUDGET 2025-2026

1/12TH REQ RSRV

2,000,202

1/12TH REQ RSRV

0

Fund Reserve Policy

468,745

Bal. Remaining

766,145

FY26 BUDGET - RESOLUTION 2026-03 (#5) January 13, 2026

FUND NO.	FY 2025-2026 FUND DESCRIPTION	UNAUDITED BEGINNING CASH BALANCE	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	NET CASH TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
11	GENERAL OPERATING FUND	10,793,460	29,512,111	2,678,063	15,746,117	(13,068,054)	24,002,425	3,235,092	2,468,947	766,145
	Total Revised Fund 11	10,793,460	29,512,111	2,678,063	15,746,117	(13,068,054)	24,002,425	3,235,092	2,468,947	766,145
12	INTERNAL SERVICE FUND	306,878	278,138	6,506,602	0	6,506,602	7,064,085	27,533		27,533
	Total Revised Fund 12	306,878	278,138	6,506,602	0	6,506,602	7,064,085	27,533		27,533
15	CORRECTIONS-JAIL	53,672	42,000	62,500	0	62,500	157,781	391		391
	Total Revised Fund 15	53,672	42,000	62,500	0	62,500	157,781	391		391
16	LODGER'S TAX-PROMOTIONAL FUND	28,217	0	275,000	0	275,000	302,525	692		692
	Total Revised Fund 16	28,217	0	275,000	0	275,000	302,525	692		692
17	POLICE COURT BOND	8,638				0		8,638		8,638
	Total Revised Fund 17	8,638	0	0	0	0	0	8,638		8,638
19	COURT AUTOMATION FUND	39,730				0		39,730		39,730
	Total Revised Fund 19	39,730	0	0	0	0	0	39,730		39,730
20	LODGER'S TAX-CITY	52,739	27,000	479,000	0	479,000	557,506	1,233		1,233
	Total Revised Fund 20	52,739	27,000	479,000	0	479,000	557,506	1,233		1,233
21	D.A.R.E. DONATIONS FUND	9,417	1,350	50,000	0	50,000	60,767	(0)		(0)
	Total Revised Fund 21	9,417	1,350	50,000	0	50,000	60,767	(0)		(0)
24	GRANT CAPITAL IMPROVEMENT	(0)	7,894,534	2,895,173	0	2,895,173	9,314,271	1,475,436		1,475,436
	Total Revised Fund 24	(0)	7,894,534	2,895,173	0	2,895,173	9,314,271	1,475,436		1,475,436
27	MUNICIPAL COURT OPERATIONS	0	8,000	535,000		535,000	541,156	1,844		1,844
	Total Revised Fund 27	0	8,000	535,000	0	535,000	541,156	1,844		1,844
28	POLICE CONTINGENCY	71,295	1,820			0	10,000	63,115		63,115
	Total Revised Fund 28	71,295	1,820	0	0	0	10,000	63,115		63,115
31	CEMETERY-PERPETUAL CARE	856,809	39,016	0	42,735	(42,735)		853,090		853,090
	Total Revised Fund 31	856,809	39,016	0	42,735	(42,735)	0	853,090		853,090
32	COMMUNITY SERVICES	3,687	645,578	6,238,864	0	6,238,864	6,885,155	2,974		2,974
	Total Revised Fund 32	3,687	645,578	6,238,864	0	6,238,864	6,885,155	2,974		2,974
33	FIRE PROTECTION	2,187,055	1,196,388			0	3,383,398	45		45
	Total Revised Fund 33	2,187,055	1,196,388	0	0	0	3,383,398	45	0	45

35	HIDTA GRANT FUND	0	14,200			0	14,200	0		0
	Total Revised Fund 35	0	14,200	0	0	0	14,200	0		0
36	LAW ENFORCEMENT FUND	75,399	167,000	0	0	0	242,399	0		0
	Total Revised Fund 36	75,399	167,000	0	0	0	242,399	0		0
37	STATE HIGHWAY FUND	164,736	33,395			0	7,920	190,211		190,211
	Total Revised Fund 37	164,736	33,395	0	0	0	7,920	190,211		190,211
38	TRAFFIC SAFETY FUND	96,610	16,628	0	0	0	86,058	27,180		27,180
	Total Revised Fund 38	96,610	16,628	0	0	0	86,058	27,180		27,180
39	STATE JUDICIAL	17,876	20,000			0	20,000	17,876		17,876
	Total Revised Fund 39	17,876	20,000	0	0	0	20,000	17,876		17,876
42	1984 GROSS RECEIPTS TAX	2,684,010	2,470,819	0	3,004,550	(3,004,550)	41,217	2,109,062	252,119	1,856,943
	Total Revised Fund 42	2,684,010	2,470,819	0	3,004,550	(3,004,550)	41,217	2,109,062	252,119	1,856,943
44	TRANSPORTATION FUND	825,277	1,236,469	2,884,180	507,737	2,376,443	4,437,007	1,182		1,182
	Total Revised Fund 44	825,277	1,236,469	2,884,180	507,737	2,376,443	4,437,007	1,182		1,182
48	NEW MEXICO C.D.B.G.	0				0		0		0
	Total Revised Fund 48	0	0	0	0	0	0	0		0
49	1986 GROSS RECEIPTS TAX	6,684,978	2,549,896	0	2,943,062	(2,943,062)	1,146,710	5,145,102	268,391	4,876,711
	Total Revised Fund 49	6,684,978	2,549,896	0	2,943,062	(2,943,062)	1,146,710	5,145,102	268,391	4,876,711
50	PROPERTY ACQUISITION	85,010	0			0	0	85,010		85,010
	Total Revised Fund 50	85,010	0	0	0	0	0	85,010		85,010
53	GENERAL OBLIGATION	1,107,017	1,298,051			0	1,255,070	1,149,998	557,029	592,969
	Total Revised Fund 53	1,107,017	1,298,051	0	0	0	1,255,070	1,149,998	557,029	592,969
54	REVERSE OSMOSIS PROJECT RSV	20,950		9,431		9,431	9,431	20,950		20,950
	Total Revised Fund 54	20,950	0	9,431	0	9,431	9,431	20,950		20,950
56	99 GRT FLOOD CONTROL BOND PROJ	0	0	264,793	0	264,793	264,793	0		0
	Total Revised Fund 56	0	0	264,793	0	264,793	264,793	0		0
59	REVENUE BOND P & I FUND	0		2,427,668		2,427,668	2,427,668	0		0
	Total Revised Fund 59	0	0	2,427,668	0	2,427,668	2,427,668	0		0
61	MUNICIPAL INFRASTRUCTURE .0625%	2,788,565	665,057	0	1,311,187	(1,311,187)	10,305	2,132,130		2,132,130
	Total Revised Fund 61	2,788,565	665,057	0	1,311,187	(1,311,187)	10,305	2,132,130		2,132,130
63	COMMUNITY DEVELOPMENT	2,133	0	1,155,573	53,051	1,102,522	1,103,747	908		908
	Total Revised Fund 63	2,133	0	1,155,573	53,051	1,102,522	1,103,747	908		908
69	1994 GROSS RECEIPTS	5,860,986	2,523,164	0	2,083,919	(2,083,919)	41,217	6,259,014	553,051	5,705,963
	Total Revised Fund 69	5,860,986	2,523,164	0	2,083,919	(2,083,919)	41,217	6,259,014	553,051	5,705,963
71	ALAMO SENIOR CENTER	2,294	780,873	997,655	0	997,655	1,778,922	1,900		1,900
	Total Revised Fund 71	2,294	780,873	997,655	0	997,655	1,778,922	1,900		1,900
74	ALAMO SENIOR CENTER GIFT	116,405	10,018	0	0	0	30,269	96,154		96,154
	Total Revised Fund 74	116,405	10,018	0	0	0	30,269	96,154		96,154
75	RETIRED & SENIOR VOL. PROGRAM	6,434	146,057	41,990	0	41,990	190,336	4,145		4,145
	Total Revised Fund 75	6,434	146,057	41,990	0	41,990	190,336	4,145		4,145
81	WATER/SEWER OPERATING	17,997,605	45,577,803	360,435	3,790,374	(3,429,939)	47,600,151	12,545,318	3,504,403	9,040,915
	#2026-914 Anthracite					0	15,000	(15,000)		(15,000)
	#2026-1894 New Truck					0	56,000	(56,000)		(56,000)
	Total Revised Fund 81	17,997,605	45,577,803	360,435	3,790,374	(3,429,939)	47,671,151	12,474,318	3,504,403	8,969,915
82	98 JT WATER/SEWER BOND P&I	43,131		3,383,045		3,383,045	3,383,045	43,131		43,131
	Total Revised Fund 82	43,131	0	3,383,045	0	3,383,045	3,383,045	43,131	0	43,131
86	SOLID WASTE COLLECTION SYS.	1,539,752	2,592,809	0	98,694	(98,694)	2,787,352	1,246,515	178,583	1,067,932
	Total Revised Fund 86	1,539,752	2,592,809	0	98,694	(98,694)	2,787,352	1,246,515	178,583	1,067,932
88	BONITO CAMPGROUND	457,453	11,590	0	0	0	237,827	231,216		231,216
	Total Revised Fund 88	457,453	11,590	0	0	0	237,827	231,216	0	231,216

89	ESGRT .0625%	2,394,896	662,500	0	0	0	634,305	2,423,091		2,423,091
	Total Revised Fund 89	2,394,896	662,500	0	0	0	634,305	2,423,091	0	2,423,091
90	GOLF COURSE	1,478	1,411,050	673,544	0	673,544	2,084,114	1,958		1,958
	Total Revised Fund 90	1,478	1,411,050	673,544	0	673,544	2,084,114	1,958	0	1,958
91	AIRPORT	0	1,326,712	211,890	0	211,890	1,156,011	382,591		382,591
	Total Revised Fund 91	0	1,326,712	211,890	0	211,890	1,156,011	382,591	0	382,591
94	OTERO GREENTREE REG LANDFILL	5,570,829	1,417,216	0	0	0	4,574,542	2,413,503		2,413,503
	Total Revised Fund 94	5,570,829	1,417,216	0	0	0	4,574,542	2,413,503	0	2,413,503
96	SELF-INSURED FUND	228,046	57,075			0	127,868	157,253		157,253
	Total Revised Fund 96	228,046	57,075	0	0	0	127,868	157,253	0	157,253
98	PAYROLL CLEARING	244,581				0		244,581		244,581
	Total Revised Fund 98	244,581	0	0	0	0	0	244,581	0	244,581
104	UTILITY DEPOSITS	721,997				0		721,997		721,997
	Total Revised Fund 104	721,997	0	0	0	0	0	721,997	0	721,997
105	ECONOMIC DEVELOPMENT	3,994,847	50,000		385,000	(385,000)	2,075,000	1,584,847		1,584,847
	Total Revised Fund 105	3,994,847	50,000	0	385,000	(385,000)	2,075,000	1,584,847		1,584,847
107	SELF INSURED/LIABILITY	891,276	22,484			0	450,000	463,760		463,760
	Total Revised Fund 107	891,276	22,484	0	0	0	450,000	463,760	0	463,760
109	2004 GRT CAPITAL OUTLAY	19,728,390	5,281,827	0	2,378,050	(2,378,050)	9,410,096	13,222,071	534,452	12,687,619
	Total Revised Fund 109	19,728,390	5,281,827	0	2,378,050	(2,378,050)	9,410,096	13,222,071	534,452	12,687,619
114	SIDEWALKS REVOLVING LOANS	948				0		948		948
	Total Revised Fund 114	948	0	0	0	0	0	948	0	948
115	CORP ESCROW ACCOUNT RESERVE	1,000	0			0		1,000		1,000
	Total Revised Fund 114	1,000	0	0	0	0	0	1,000	0	1,000
119	2012 GRT REF/IMP REVBD	36,124	3,401	0	0	0	21,474	18,051		18,051
	Total Revised Fund 119	36,124	3,401	0	0	0	21,474	18,051		18,051
121	2015 GO BONDS-FUN CENTER	97,257	3,029			0		100,286		100,286
	Total Revised Fund 121	97,257	3,029	0	0	0	0	100,286		100,286
122	2015 GO BONDS-STREETS	188,457	5,869					194,326		194,326
	Total Revised Fund 122	188,457	5,869	0	0	0	0	194,326		194,326
124	AMERICAN RESCUE PLAN ACT	2,613,888	165,228	0	0	0	2,206,062	573,054		573,054
	Total Revised Fund 124	2,613,888	165,228	0	0	0	2,206,062	573,054		573,054
125	CANNABIS GRT	301,796	290,534	0	500,000	(500,000)	15,637	76,693		76,693
	Total Revised Fund 125	301,796	290,534	0	500,000	(500,000)	15,637	76,693		76,693
126	OPOID FUNDS	0	342,663	814,615	100,545	714,070		342,663		342,663
	Total Revised Fund 126	0	342,663	814,615	100,545	714,070	0	1,056,733	0	1,056,733
127	QUALITY OF LIFE CAPITAL	4,399,550	1,278,839			0	4,020,609	1,657,780		1,657,780
	Total Revised Fund 127	4,399,550	1,278,839	0	0	0	4,020,609	1,657,780	0	1,657,780
		0	0			0		0		0
		0	0	0	0	0	0	0		0
TOTALS FY2026		96,403,577	112,078,191	32,945,021	32,945,021	0	146,241,431	62,240,337	8,316,975	53,923,361

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: evelyn.huff

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2026	6	914												
BUA	081.600.5703.0000.53040.									SUPPLIES-WATER TREATMENT	5		15,000.00	
	12/11/2025	ANTHRACITE	ANTHRA							T WATER TREATMENT				
MOVING MONEY TO THE WATER TREATMENT LINE FOR AN ORDER OF ANTHRACITE THAT WAS NOT ANTICIPATED THIS FISCAL YEAR. ANTHRACITE IS ORDERED EVERY 2 TO 3 YEARS AND WAS ORDERED LAST IN 2023 AND WAS NOT INCLUDED IN THE BUDGETING FOR THIS YEAR. THIS IS NOT A YEARLY EXPENSE AND WILL BE A ONE-TIME EXPENSE FOR THIS FY.														
[2025-12-11 10:03:38 chantel.bakersmith]:														
													.00	.00
BUA	081.000.0000.0000.30301.									APPROPRIATIONS				15,000.00
	12/11/2025	ANTHRACITE	ANTHRA											
BUA	081.000.0000.0000.30302.									BUDGET FUND BAL - UNRESERVED			15,000.00	
	12/11/2025	ANTHRACITE	ANTHRA											
SYSTEM GENERATED ENTRIES TOTAL													15,000.00	15,000.00
JOURNAL 2026/06/914 TOTAL													15,000.00	15,000.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: evelyn.huff

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2026	6	1894												
BUA	081.600.2400.0000.57011.									CAPITAL-EQUIPMENT Capital Equipment	T	5	56,000.00	
	12/23/2025 UD Truck					Truck								
	New truck for Utility Administration													
													.00	.00
BUA	081.000.0000.0000.30301.									APPROPRIATIONS				56,000.00
	12/23/2025 UD Truck					Truck								
BUA	081.000.0000.0000.30302.									BUDGET FUND BAL - UNRESERVED			56,000.00	
	12/23/2025 UD Truck					Truck								
										SYSTEM GENERATED ENTRIES TOTAL			56,000.00	56,000.00
										JOURNAL 2026/06/1894 TOTAL			56,000.00	56,000.00

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/02/2026

Report No: 9.

Submitted By: Rachel Hughs

Subject: Consider, and act upon, Resolution 2026-02 declaring that a vacancy exists on the City Commission for District 5. *(Rachel Hughs, City Clerk)* **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Approve the Resolution.

Background:

Commissioner for District 5, Sharon McDonald, was elected Mayor at the Regular Local Election on November 4, 2025, and took office in said position on January 1, 2026, creating a vacancy in the position of Commissioner for District 5.

City Charter Section 3. - Vacancies.

B. A vacancy in the commission, including the office of mayor, shall be filled by appointment of the commission of a person qualified under Article V. The Commission must declare by resolution that a vacancy exists. The resolution declaring the vacancy must be adopted by the Commission within fifteen (15) days of the vacancy. The Commission must appoint an eligible person by majority vote to fill the vacant office at the first regular meeting following the expiration of thirty (30) days after the adoption of the resolution. If the Commission fails to make the appointment at that meeting, the Mayor must, within fifteen (15) days, appoint an eligible person to fill the vacancy. The Commission may by ordinance establish the specific procedures for selecting an eligible person to fill a vacancy. The commissioner or mayor, appointed or elected shall fill the vacancy until the next regular local election, at which time a qualified elector shall be elected to fill the remaining unexpired term, if any.

February 24, 2026, is the first regular meeting following the 30 days after adoption of the Resolution declaring the Vacancy of District 5. At this meeting, the Commission will appoint, if not, the Mayor must appoint at the March 10, 2026, regular meeting.

ARTICLE V. - QUALIFICATIONS FOR CANDIDACY

Candidates for elective office in the City shall be **qualified electors** with the following additional qualifications:

Section 2. - Candidates for District Offices.

Candidates for District Offices must **reside in the District they seek to represent.**

The schedule for the Appointment

- January 14, 2026 - Candidate packets will be available.
- February 13, 2026 - Deadline to submit Letter of Interest, Declaration of Candidacy, Disclosure Statement, and the Affidavit of Voter Registration to the City Clerk.
- February 24, 2026 - During the regular commission meeting, the qualified candidates will present themselves before the commission to state their interest in the position, in the order in which candidates submitted all required documents.
- March 10, 2025 - Appointment by the Mayor, if the commission made no appointment during the February 24, 2026, meeting.

RESOLUTION NO. 2026-02

**RESOLUTION DECLARING THAT A VACANCY EXISTS
ON THE CITY COMMISSION FOR DISTRICT 5**

WHEREAS, Article VII. The Governing Body, Section 7 Incompatibility of Offices, of the Alamogordo City Charter provides that no member of the Commission or the Mayor may hold any other local, state, or federal elected office. Acceptance of the second elected office constitutes an automatic resignation from the position of Alamogordo City Commissioner or Mayor, and the vacancy thereby created shall be filled in the same manner as other vacancies on the City Commission are filled; and,

WHEREAS, Sharon McDonald, Commissioner for District 5, was elected Mayor at the Regular Local Election on November 4, 2025, and took office in said position on January 1, 2026, creating a vacancy in the position of Commissioner for District 5; and,

WHEREAS, Article VI, Section 3 B of the Alamogordo City Charter provides that a vacancy in the commission, including the office of mayor, shall be filled by appointment of the commission of a person qualified under Article V; and

WHEREAS, the resolution declaring the vacancy must be adopted by the Commission within fifteen (15) days of the vacancy; and,

WHEREAS, the Commission must appoint an eligible person by majority vote to fill the vacant office at the first regular meeting following the expiration of thirty (30) days after the adoption of the resolution. If the Commission fails to make the appointment at that meeting, the Mayor must, within fifteen (15) days, appoint an eligible person to fill the vacancy.

NOW THEREFORE BE IT RESOLVED THAT the Alamogordo City Commission, pursuant to the provisions of the City Charter, do hereby declare that the Office of City Commissioner for District 5 is vacant and that the position shall be filled.

PASSED, APPROVED, AND ADOPTED this 13th day of January 2026.

CITY OF ALAMOGORDO, NEW MEXICO
a New Mexico municipal corporation

Sharon McDonald, Mayor

ATTEST:

Rachel Hughs, City Clerk

APPROVED AS TO FORM:

Darrell Mori, City Attorney

Section 7. Incompatibility of Offices.

No member of the Commission or the Mayor may hold any other local, state, or federal elected office. Acceptance of the second elected office constitutes an automatic resignation from the position of Alamogordo City Commissioner or Mayor, and the vacancy thereby created shall be filled in the same manner as other vacancies on the City Commission are filled.

(Amd. of 3-2-10; Amd. of 3-1-16)

Section 3. Vacancies.

- A. A vacancy occurs upon an elected officer's death, recall, resignation, or, as to Commissioners, upon termination of residency in the district represented, or upon absence from Commission meetings for a consecutive period exceeding sixty (60) days, unless a majority of the remaining incumbent City Commissioners vote to retain the absent Commissioner or the absent Mayor for an additional sixty (60) days, which vote must take place at the next following regular meeting.
- B. A vacancy in the commission, including the office of mayor, shall be filled by appointment of the commission of a person qualified under Article V. The Commission must declare by resolution that a vacancy exists. The resolution declaring the vacancy must be adopted by the Commission within fifteen (15) days of the vacancy. The Commission must appoint an eligible person by majority vote to fill the vacant office at the first regular meeting following the expiration of thirty (30) days after the adoption of the resolution. If the Commission fails to make the appointment at that meeting, the Mayor must, within fifteen (15) days, appoint an eligible person to fill the vacancy. The Commission may by ordinance establish the specific procedures for selecting an eligible person to fill a vacancy. The commissioner or mayor, appointed or elected shall fill the vacancy until the next regular local election, at which time a qualified elector shall be elected to fill the remaining unexpired term, if any.
- C. If the entire Commission is vacated simultaneously, the Municipal Judge shall perform the function of the Commission only as concerns the calling of a special election to fill the vacancies.

(Amd. of 3-7-00; Amd. of 3-2-10; Amd. of 3-6-12; Ord. No. 1678, 8-22-23)

ARTICLE V. QUALIFICATIONS FOR CANDIDACY

Candidates for elective office in the City shall be qualified electors with the following additional qualifications:

Section 1. Candidates-at-Large.

Candidates-at-Large must reside within the city.

(Amd. of 3-1-16)

Section 2. Candidates for District Offices.

Candidates for District Offices must reside in the District they seek to represent.

(Amd. of 3-1-16)

Section 3. Disclosure.

Each candidate for City office shall file a disclosure statement with the City Clerk, at the time of filing for the office. This statement shall identify all real property and businesses in New Mexico in which the candidate has a financial interest.

(Ord. No. 1598, 9-12-19)

AGENDA REPORT

CITY OF ALAMOGORDO CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/06/2026

Report No: 10.

Submitted By: Beau Dylan Aleshire

Subject: Appointments to Boards and Committees. (*Sharon McDonald, Mayor*)

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation: Staff recommends one appointment to the Airport Advisory Board, and one appointment to the Senior Volunteer Programs Advisory Council.

Background: Airport Advisory Board

- One upcoming vacancy for an applicant who lives in either the County or City limits. An application by Lance Grace was received. Mr. Grace currently serves as a member of the Airport Advisory Board, and his term is expiring on January 23, 2026. If reappointed, this would be his 10th term on the board.

Airport Zoning Board

- One current vacancy for an applicant who lives within the City limits.

Alamogordo Public Library Board

- Two current vacancies for County-appointed representatives.

Senior Volunteer Programs Advisory Council

- Six current vacancies for applicants who live within the City limits. An application by Rozanne Workman was received. If appointed, this would be her 1st term on the Council.



Application To Serve On A City Board/Committee

Name: _____

Phone: _____

Email Address: _____

Physical Address: _____

Is the above address within City limits? Yes _____ No _____

Mailing Address: _____

Present Employer: _____ Job Title: _____

Board/Committee you wish to serve on:

First choice: _____

Are you related to anyone who is presently employed by the City of Alamogordo?

Yes ☐ No ☐ If so, what is their relation to you? _____

Are you related to any Elected Official of the City of Alamogordo?

Yes ☐ No ☐ If so, what is their relation to you? _____

Experience and education relating to the Board/Committee: _____

Please indicate your interest in serving on a City Board/ Committee: _____

Please return completed application to:

City Clerk's Office
1376 E. Ninth Street
Alamogordo, NM 88310
PHONE: (575) 439-4100
FAX: (575) 439-4396
EMAIL: daleshire@ci.alamogordo.nm.us

Print

Application to Serve on a Board/Committee - Submission #9092

Date Submitted: 12/29/2025



City of
ALAMOGORDO

**City of Alamogordo Application to Serve on a City
Board/Committee**

First Name:*

Rozanne

Last Name:*

Workman

Phone Number:*

602-332-9542

Email Address:*

rozanneworkman@gmail.com

Physical Address:*

3034 Del Prado Ct.

City:*

Alamogordo

State:*

New Mexico

Zip Code:*

88310

Is the above address within City Limits?*

☒ Yes

☐ No

Mailing Address:*

3034 Del Prado Ct.

City:*

Alamogordo

State:*

New Mexico

Zip Code:*

88310

Present Employer:*

Job Title:

Retired	
---------	--

Board/Committee you would like to serve on:*

Senior Volunteer Programs Advisory Council

You can only serve on one Board/Committee at a time. If you want to apply for multiple Boards/Committees, you can by submitting multiple forms. If submitting multiple forms, be sure to let us know which Board/Committee you would prefer.

Are you related to anyone who is presently employed by the City of Alamogordo?*

☐ Yes

☒ No

If so, what is their relation to you?

Are you related to an Elected Official of the City of Alamogordo?*

☐ Yes

☒ No

Is so, what is their relation to you?

Experience and education relating to the Board/Committee:*

Group Fitness Instructor since 1980/Retired
The Institute of Integrative Nutrition/Alumni
Certified Silver Sneakers Instructor/Retired
Senior Adult Advocate Fiduciary/Retired
Dr. Amen 'Brain Health Trainer' Student
Caregiver Background

Please indicate your interest in serving on a City Board/Committee:*

My Organizational Skills and decades of Experience could be helpful in supporting Senior Support Programs.

AGENDA REPORT

CITY OF ALAMOGORDO
CITY COMMISSION

Meeting Date: 1/13/2026

Report Date: 01/02/2026

Report No: 11.

Submitted By: Evelyn Huff

Subject: Adjourn into Executive Closed Session in compliance with 10-15-1(H)(2) NMSA (as amended) to discuss: Limited Personnel Matters (City Manager). **(Roll Call Vote Required)**

Fiscal Impact:

Amount Budgeted:

Fund:

Additional Fiscal Impact:

Recommendation:

Background: