Bentonville Municipal Airport
Advisory Board Meeting
Thursday, November 5, 2020 @ 2:30 pm
Virtual Webinar via Zoom

MINUTES

Call to Order & Pledge of Allegiance – Dr. Richard Ham, Chairman

Dr. Ham opened the meeting with the Pledge of Allegiance.
See attached Attendance List for attendees.

Old Business

1. Approval of Minutes from October 1, 2020

Motion by Mike Frost and second by Dennis Cherry to approve the Minutes from the October 1, 2020, meeting. All members were in favor. Motion passed.

2. Update from Robin Fields and "Maverick"

Robin Fields and Maverick appeared before the Board. Robin reported that things were good. He said there have quite a lot of migrating birds as of late, with them flushing out over 100 birds within the last few days. They come at nighttime and early morning while it is still dark. Dennis Cherry asked how his bailiff duties are going along with his dog/geese duties. Robin reported that he has Court on Tuesdays from 7:00 am until Noon, and all day on Wednesdays. He normally comes to the lake of an early morning, and then back again after court.

3. Improvements for Hangar Access for Public Use (Recurring Item)
   A. Report from Sub-Committee – Fuel Affordability

Lisa Kelley reported that they did not have anything to report. They are waiting for some things to come through on Mr. Chadwick's end. The sub-committee would meet again when they do. Mr. Chadwick did report that there is some dirt moving on the north end of the airport, and there is almost enough moved so that they could build the next three T-hangars. He said that he was to have a meeting next week with three different entities that are in line for the next hangars. He is hoping to come back in December with three new land lease agreements. Dennis Birge had talked with Chev's Trucking about getting the dirt moved and Chev's Trucking complied and is working to move it to another area on the airport property. Dr. Ham asked Dennis if he had anything else to say about the dirt. Dennis said that Chuck gave an accurate account of this matter. Mike Frost asked Dennis about the extension on Chev's contract. Dennis reported that we extended his contract for six (6) months.

Regarding information on hangar access. Mr. Chadwick mentioned that we had talked about canopy-type hangars. Dennis reported that this is still moving forward, but said he should have a better update for them next month.

Dr. Ham asked for information about fuel affordability. Mr. Chadwick reported that he had visited with Adam and Chris from Garver that instead of tearing out the fueling station, that we might just relocate it to some other place and maybe blend it in with the SE Taxiway grant. He is waiting on prices. Will Gunselman and Chad Cox are looking into the costs. The FAA might actually include this in a grant. When he hears back from the FBO, he will inform the board.

New Business

1. Engineering and Construction, *Adam White – Chris Maestri, Garver Engineers*
    A. Update on Current Projects

East Taxiway Extension Project

This is the FAA grant that we have already procured and accepted. He talked last month that they were delaying the construction start of that project to avoid an extended displaced threshold time. It will be early next spring when this is to start.

Runway 36 Extension Project

This has come up recently and a privately funded project. Garver is currently working on an environment and feasibility study for the FAA. It is a 600' extension to the South. It would give more take-off distance for the 36 and some additional landing or roll-off distance to the south if you were landing on 18. Once the study is completed, Garver would move into the typical design phase and have it complete around next May, with an estimated construction start of next July. This project will also require a displacement of the current threshold on the 36 end. It should work out nicely with the delayed construction start of the SE Taxiway Extension project. We are going to try to get all this done at the same time. We estimate to end around the same time of the SE Taxiway Extension, which would be the end of next August or early fall of 2021.

Access Tunnel

Chris Maestri appeared and reported that Garver, the City, the Airport, and the FAA all met last month to discuss recommendations and requirement that the FAA is going to enforce on the tunnel design. They had a good meeting and came with some good steps to move forward to get the tunnel constructed. Garver is updating the tunnel design plans per the recommendations and requirements that the FAA set in their letter. Garver is updating the plans the beginning of November through December 31. At the first of 2021, they walk through those plans with Chad Cox, Michael, and the Airport. In Mid-January, they will submit the updated plans to the city, the contractor, and the FAA. They should get comments back in about a month and have a pre-construction meeting the first of March or early spring. Construction should start quickly after that, and have the construction of the tunnel finished before the threshold displacement for the SE Taxiway project occurs. There will have to have a threshold displacement for the tunnel project as well, but on opposite ends.

Chris mentioned that they are shifting the tunnel portion of the trail fifty-feet to the east and updating the retaining walls there. They wanted some additional height on the fencing that extends from the west side of the tunnel to the Flight Center.

Game Composites Expansion

This is a privately funded project. They are adding some square footage to their facility on the north and south sides. Garver and the architect is moving to get some design put together for LSD through the city. The final design is expected to be complete early next year and construction to start mid-February.

East Hangar Project

This is a privately funded project on the east side of the airport. They are working through some minor re-designs, at the request of the owner. They will then re-submit it to the city for a revision approval.

Mr. Chadwick also spoke and said this involves increasing the square footage of the land lease, and ultimately will have to come back before the board and city council for approval of the amendment to the existing lease to increase the land lease amount. Michael Ames spoke to Bethany about the Lease Agreement and she will be working on the revision of documents.

This ends his report.

2. West Summit Hangar (currently under construction) – *Michael Ames*
   A. Alteration to the proposed site paving

Michael Ames spoke about the west side hangar that is under construction. One of the things they noticed that we did not pick up in the design, is that the way the taxiway comes in there is an offset from the entrance to "I" Street. It crowds the apron space in front of the hangar. There is a little concern of the possibility of an aircraft parked there and struck by a vehicle. One of the things they would like to do is add a little bit of paving in the corner so that the traffic that moves through here would go more to the west before it cutting back to the south and out of the entrance. That would take a couple of parking spaces but would put they could put three more spaces back between two hangars near there. They wanted the board to know about this before they asked the city to make the changes. There was also talk about the gate at the entrance to "I" Street. Brian Baldwin also spoke and said that he is okay with losing the two parking spots and gaining the three in a different area. Zachary Hoyt from CEI also appeared and spoke a little more about these changes and showed a bigger picture of what would be going on.

Michael Ames is requesting that the Airport Advisory Board approve them moving forward with the changes to this property. Dennis Cherry spoke of his concern of recommending approval since the board had just heard of it this day. Zach spoke again and explained why they were bringing this before the board. He felt like the Planning Department would want to know what the board thought before they made a decision on it. Dennis Cherry again expressed his concern of the board's procedure in this matter.

Dr. Ham asked the board for a motion. Mike Frost made the motion that the board members have seen the project changes and have no objection to them. Mark Slaughter gave a second to the motion. Motion carried.

Lisa Kelley asked that the board clarify what it means when the board says they have "no objection". She said it should mean that the board is taking no stance one way or another, or that the board is taking a neutral approach.

Dr. Ham asked her for a motion. Lisa Kelley made a motion that we define what we mean when we take an action of no objection, that it is meaning that we are taking a neutral stance on what has been brought before us. Mike Frost gave a second to the motion. Motion carried.

3. City of Bentonville - *Updates, Charles Chadwick, Airport Manager*

Mr. Chadwick appeared before the board and said that he has nothing else to bring before the board unless Dennis Birge did. Mr. Birge did not. Mr. Chadwick did say that he thought we would be busy next month with some land lease items.

4. Summit Aviation/FBO/Turf Runway/Tailwind – *Chad Cox, Summit Aviation/FBO*
   A. Updates on FBO, Flight School, and OZ1 Flying Club

Chad Cox appeared before the board and said that the moving of the dirt is actively happening as he speaks. The park that is next to the airport is actually on airport property and it is unique. He said it is packed every day. He reminded Dennis that on working with Chip Gibbons on getting the City Employee ID Number for the FCC. This is so we can get a more discreet radio frequency. Will Gunselman gave Chad the information that we sold 24,706 gallons of fuel last month, as opposed to 20,628 gallons last October. This October was probably the best month they have had in fuel sales. Retail is growing at the airport. They are selling t-shirts, hats, mugs, etc. and sales are growing. The restaurant is not open on Mondays and Tuesdays. It is open every day from 8:00 am to 11:00 am for grab and go. The weekend brunch is huge. The FBO shares a building with the restaurant and feels that their success is our success.

5. Discussion/Voting on Vice-President and Secretary - AAB – *Richard Ham, President*

Dr. Ham opened the floor for nominations as Vice-Chairman for the board, after he went over the duties of the Vice-Chair, and for the Secretary positions. He noted that the Vice-Chair is the backup for the Chairman. The Secretary duties, as our ordinance reads, do not actually exist any longer, but we do need to fill the position, in the event that the Chairnan and Vice-Chairman were both out at the same time, the Secretary could fill in.

Dennis Cherry nominated Mike Frost as Vice-Chairman, noting his experience and longevity. Lisa Kelley gave a second to the nomination. Nomination carried.

Dennis Cherry nominated Lisa Kelley to fill the position of Secretary. Mike Frost gave a second. Nomination carried.

Dr. Ham thanked Mike Frost and Lisa Kelley for their willingness to serve in these positions, for their work serving on sub-committees, and the board.

Other Business

1. Dennis Cherry brought up an email from Beverly alerting us to a training session in Tulsa for environmental and bird aircraft-strike hazard, and was wondering if the board might need to consider sending Robin Fields to. Dr. Ham said it was a good idea. Mr. Chadwick asked about travel from a city standpoint. Dennis Birge explained that the city did suspend overnight travel and travel out of town. He is not sure if the suspension has lifted. He said if Robin could attend the session through Zoom, then it would probably be fine. (*Zoom is not available).* Dennis thought the budget is probably okay. He will check into all of this. He had gone to a similar class at XNA and it was a good one. The dates are March 9 – 11, 2021. The board has a little time to decide. Dr. Ham said the board could talk about this later.

2. Dennis Birge mentioned that he had spoken with Brian Baldwin about the gate issue mentioned earlier. He said that Brian reached out to him and wondered if the city would consider being a partner in financing a gate. Dennis thought it was a good idea, but he does not know if we have the budget for it. If there were, he would recommend that the city do this. He said Brian is working to get a better drawing to bring back to the board. Dennis said Brian's suggestion would be to install a gate at the entrance off "I" Street that would open with a key code. At the same time, it needs to be far enough from "I" Street so you would not be rear-ended as your trying to punch the key code in. The question came up about using a garage door opener. However, the FAA does not allow this any longer. If we have a key code or FOB, then the IT Department has control over it from their computers. The cost for a gate like that was somewhere in the $15,000.00 range that Dennis got from Modern Fence. In addition, part of what Brian had committed to was reaching out to the others on that ramp there and seeing if they could join in the funding. Brian Baldwin said he would get an updated quote from Modern Fence and two other quotes for this type of gate. Dr. Ham thought it was a good idea.

3. Schedule December, 2020, AAB Meeting
Proposed Meeting Day: Thursday, December 3, 2020 @ 2:30 pm

The board agreed to the time and date of the next meeting.

4. Motion to Adjourn

Lisa Kelley made a motion to adjourn. Mark Slaughter seconded the motion. Motion carried.

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AIRPORT ADVISORY BOARD
ATTENDANCE LIST

DATE: 11-05-2020

NAME	**PRESENT**	**ABSENT**
Richard Ham - Chairman	✓	
Mike Frost - Member	✓	
Lisa Kelley - Member	✓	
Dennis Cherry - Member	✓	
Mark Slaughter - Member	✓	
Aubrey Patterson - Ex Officio Member		✓
Charles Chadwick – Airport Manager	✓	
Beverly Shepherd – Administrative Asst.	✓	
Dennis Birge - COB	✓	
Dan Weese - COB	✓	
Chad Cox – FBO	✓	
Adam White - Garver	✓	
Chris Maestri - Garver	✓	
Rick Simmons – Former Board Member		✓
Visitors:		
Robin Fields	✓	
MICHAEL AMES	✓	
Zachary Hoyt - CEI	✓	