Bentonville Municipal Airport
Advisory Board Meeting
Thursday, October 7, 2021 @ 3:00 pm

(VIA ZOOM WEBINAR)

MINUTES

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

Dr. Richard Ham called the meeting of the Airport Advisory Board to order with the Pledge of Allegiance. Members present: Richard Ham, Chairman, Mike Frost, Debbie Griffin-Airport Manager, Dennis Cherry, Lisa Kelley, Mark Frost, Mark Slaughter, Bev Shepherd, Administrative Assistant. Chris Sooter was absent.

Others Present: Robin Fields (& Maverick), Chris Maestri, Chad Cox, Mike Jones-Democrat-Gazette, Camille Thompson, Sarah Wilbanks-Kaplan Kirsch & Rockwell, Stephanie Orman-Mayor, Brad Tidwell, Steven Osit, Quintin Hilburn, Don Marley, and Daniel Hughes.

Old Business:

1. Approval of Minutes from September 2, 2021

There was a motion and second by Mark Slaughter and Dennis Cherry to approve the Minutes.
There was no discussion. Motion approved.

2. Robin Fields and "Maverick"
   A. Updates on Geese Control and Progress of Maverick

Robin Fields and Maverick appeared before the Committee. Robin reported that he has not seen very many geese in the last month. He has been chasing more Blackbirds, Starlings and Crows. He thinks that the construction that is going on at the Airport right now helps to keep the geese at bay. He is seeing a lot of geese flying overhead, but not on the ground. Maverick continue to do well.

3. Updates and Discussions –
   A. Hangar Access for Public Use – *Sub-Committee Members*

Lisa Kelley said that she did not have anything to report at this time.

   B. Dirt Removal – *Debbie Griffin*

Debbie Griffin reports that we are having a Geo-Tech Study done on the dirt, which she hopes to get back by the end of next week. This will help us determine, from a city standpoint; what we can do to move forward with that. She said the test is complete; she is just waiting on the results. The results should tell us if the dirt is useable enough for anyone to take or, can be used in another area of the city.

C. Self-Fueling Station – *Will Gunselman*

Debbie Griffin said that they (Will Gunselman and Chad Cox) were running late and would join later. Chad gave Will Gunselman's report later during this meeting.

4. Military Aircraft Loan Update – *Mark Slaughter*

Mark said that he had an email conversation with the woman in charge of the loans at the Naval Aircraft museum in Pensacola. Their process is very similar to the Air Force process, except the Navy sends out a packet. I needed that request to come from Debbie Griffin as the Airport Manager. They are both asking for the same things, so when she gets the packet, then he will look at it. It will be easier for him to look at them side by side. Once we get everything to them, then they will give us a choice of aircraft available.

5. Chad Cox Discussion Items: Tabled to October Meeting
   A. Flag Mural

Chad does not want to move forward with this until he knows whether they can paint the hangar in question navy blue. See Item B below. Dr. Ham said the board would table this item until we get through Item B.

B. Process for adding "navy" to the approved Color List

Chad asks again that we include navy blue to the color pallet. Discussion followed. Chad is specifically asking to repaint an existing, functioning hangar navy blue. Debbie said that there was also the request to add a blue complimentary to the color pallet that has already been approved. The color pallet was previously put together by Dave Burris. Debbie said that the pallet and navy color should be taken to Dave Burris see what would compliment the other pallet colors. Dr. Ham asked if Chad would drop off that color pallet to Dave Burris, have him look at it and see what he can come up with, so the board can look at it. The Board will look at this again when we get it back.

C. Airport Updates from the Field

Chad Cox showed a chart of how they look at fuel sales for the year. January this year was not as good as last year. This year has been better. In September, he said we had sold more fuel that we ever have. It was 30,000 gallons.

Rebel Services came in with a quote for the Fuel Farm and the capacities we would need to upgrade. They came in at $435,000.00. Garver told them that we could probably only get a grant for $250,000.00. He told Debbie that he did not know the best way to fill that gap, but that maybe there is something we can collaborate on creatively. He did not want to get to a place where planes are rolling up to Bentonville and we do not have any fuel. He just wanted the Board and Ms. Griffin to keep these numbers in mind. Ms. Griffin asked for a copy of that quote from Rebel Services. Will Gunselman will send that itemized list to her.

He also mentioned that today and tomorrow the Bentonville Half Marathon has taken over the Exhibit Hangar an handing out goody bags for everyone who signed up. He is glad to be able to have this space for them. Chad also mentioned that they put out a monthly newsletter. He would like to put our survey questions in the newsletter going out the beginning of November. Dennis Cherry asked how we would get on the mailing list. Chad is going to add the whole board and if they do not like it, they can unsubscribe.

New Business:

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

Chris Maestri appeared before the Board to give an update on the current airport projects.

East Taxiway Extension (South) (FAA Grant)

This project is on the SE side of the Airport. The threshold displacement happened on September 10. They are still working on getting their pavement sections built up. They have had a few delays because of the rain, but they are still on track.

Pedestrian Tunnel (Private Funding

Garver has been talking with Nabholz over the last couple of weeks about schedules, item procurement, some of their formwork and concrete ordering. All of this has pushed them back a little bit. It looks like December 1 for mobilization and starting work on the west side.

Game Composites Expansion (Private Funding)

This project on the west side is going well. They almost have their parking lot built on the south portion of this project. They have also started working on the section where they will build the biggest building.

East Hangar Construction (Private Funding)

The steel is up for this hangar. Chris said it seems to tower over the others around it. He said it is a fun project to watch go up. He encouraged the Board to check it out.

Runway 36 Extension (Private Funding)

C.R. Crawford is doing the runway extension on this project. They started this week on the earthwork and literally have half of the earthwork out. They will start putting B-Stone down tomorrow and start building up the pavement section there. This project is moving quickly.

Runway 18-36 Runway Widening (FAA Grant)

This is in design. We have completed the survey and working with Grubbs to get Geo-Tech investigations. We are trying for next week for this and would be a one-night closure so they can bore. We are still on schedule to finish the design at the end of March and then bid at the end of April. He hopes that they will have a construction contract by late summer or early fall. They will also be re-wiring the runway lights, and Chris said that pappies and reels are on the way.

2. City of Bentonville Updates – *Debbie Griffin - Director of Administration*
   A. Update on Lease Agreement Process – *Sarah Wilbanks, Kaplan Kirsch & Rockwell*

Debbie Griffin said that Sarah Wilbanks is online with us today. Ms. Griffin said that they had an hour-long discussion the day before regarding the interim lease process. The board has the latest copy of it. Ms. Wilbanks is here today to answer any other questions the board may have. Dr. Ham asked her to give us a rundown on what they talked about. She said we are looking at clarifying and replacing a section of our minimum standards that has to do with the application procedures. This is not intended to replace the whole document. They also talked about clarifying some of the other sections of the minimum standards that would take upwards of six (6) months to be done. Ms. Wilbanks said they talked about commercial and non-commercial applicants; they clarified processes and policies for leases of airport property, and permits to potentially provide commercial aeronautical services. They talked about providing a roadmap for the board, the airport, and the applicant, so everyone will know what is expected of them and needed from them to complete the process. Ms. Wilbanks said that having some concrete forms, a record keeping process, a policy to determine a competitive process is needed to help keep balance. They do not want to make the process time consuming, or spend too much time on the application. She said they talked about starting with a Statement of Interest. Lisa Kelley said her opinion of the interim process was that the process is overly complicated, costly, and time demanding. She would like to see it streamlined, simplified, and shortened. She is not in favor of this level of complication. Ms. Wilbanks thinks a flowchart might make it easier to understand. Mark Slaughter was in favor of this.

Dennis Cherry made a motion to recommend to City Council that they approve the document as written. Mark Slaughter gave a second. There was more discussion and the vote taken. The vote was four to one to recommend the document for approval. Motion carried.

B. Survey for Hangars

Debbie Griffin reported they have completed the hangar survey, and if there are no other comments, she will see that it is sent out. Dr. Ham wanted to clarify that if City Council approves this document then everyone will fill out a Statement of Interest and go through the process, and also that we cannot hold property. Ms. Griffin said that was true, and it would go on record. However, Ms. Griffin wanted to go on record that we have six (6) individuals who have been waiting for a very long time. They have been waiting for the dirt to be moved. She continued that they will have to fill out a Statement of Interest and go through the process, but she hopes the board will give those individuals some consideration since they have waited so long. Dr. Ham said yes, as long as we stay within our grant assurances. Mark Slaughter asked we should cancel the committee meeting set for October 19, 2021 since we will not have any survey results back by then. Lisa Kelley thought that we should. Debbie asked again if there were any other comments on the survey questions. There was not. She will get the link over to Chad Cox and they will distribute the survey.

C. Airport Engineer Contract

Ms. Griffin announced that Garver was selected by RFP process to continue as our airport engineers. They have been our advisors for four (4) years. That is going to City Council for approval on the 12th. She would like for the board to approve this decision. Lisa Kelley said we should keep using them. Dr. Ham said they do a great job. He has worked with them in other areas. Ms. Griffin just wanted to be able to tell that to City Council on Tuesday night.

D. Update on Through the Fence Agreement

Debbie Griffin said that both parties are continuing to work on the Through the Fence Agreement and are in conversation with the FAA. They are hoping to have something to the board the first part of November and to City Council by the end of November.

Ms. Griffin reported that we did have an accident at the airport with only minor damages. A teen driver hit the gate on the southeast end. This has happened a few times. She said repairs would be made.

Other Business:

1. Dr. Ham said that we are now able to meet in person if the board chooses to. Those present indicated that they do. They indicated that they do. The next meeting will be in person at 305 SW "A" Street in the Planning Commission Chambers, and if anyone wants to meet by Zoom, they will still have that option.

1. Schedule AAB Meeting for November 2021
   Proposed Meeting Day: Thursday, November 4, 2021 @ 3:00 pm via zoom

The board was in agreement regarding the date for the next meeting.

2. Motion to Adjourn

Mark Slaughter and Dennis Cherry made the motion and second to adjourn. Motion approved.

###