



Bentonville Municipal Airport  
Advisory Board Meeting  
Thursday, September 1, 2022 @ 3:00 pm  
Fieldhouse Conference Room - 2205 SW "I" Street  
*(& VIA ZOOM WEBINAR)*

## MINUTES

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

Present at the meeting: Dr. Richard Ham, Mike Frost, Dennis Cherry, Mark Slaughter, Brian Baldwin, Debbie Griffin, Chad Cox, Rachael Holland, Ginny Lantz, Chris Maestri (Garver), Dave Boyd, Tyler Flagg, and Bev Shepherd, Administrative Assistant. Chris Sooter, Ex Officio, did not appear.

Dr. Richard Ham opened the meeting with the Pledge of Allegiance and thanked everyone for coming. The meeting was held at the Fieldhouse. He thanked Chad Cox, Thaden Field, and everyone else involved, for hosting the meeting this month. It is appreciated.

### **I. Old Business:**

- ❖ Approval of Minutes from August 4, 2022

Dr. Ham asked if there were any questions or comments regarding the minutes from the August meeting. There were none. Mark Slaughter made a motion that the minutes from last month be approved. Mike Frost gave a second to the motion. The motion was approved.

- ❖ Updates Re: Geese Control and Maverick – *Robin Fields and Maverick*

Robin Fields and Maverick did not appear at the Airport meeting this month. Chad Cox spoke up and said that he could give a little information and said that there was a bird strike yesterday. It wasn't particularly at the airport. It was on a five-mile final for 18, so that's Bella Vista. The plane hit a turkey vulture. No one was injured, but there was substantial damage to the plane. Chad did say that it had nothing to do with Robin Fields. Chad said that Robin does a fantastic job with Canadian Geese, but this was a turkey vulture. All bird strikes are to be reported. Chad said that the plane was a Super Corsair.

### **II. New Business:**

- ❖ Engineering and Construction Updates - *Chris Maestri – Garver Engineers*

Chris Maestri appeared for Garver and gave us updates on the current airport projects:

### **SE TAXIWAY PROJECT:**

Last month they were trying to work with Tri-Star to get the connector demo completed. They are tentatively scheduled to do that work next week. That will include one night of runway closure for them to remove markings that are on the runway, the lead-in lines for the north connector, as well as remove the four taxiway edge lights that are associated with the connector. They will leave 50 feet of connector pavement in place and install a permanent yellow "X" on it so that it will be shown as not useable. That will allow Tri-Star, if they are not able to complete all the work in the night closure, to work outside the RSA on a pull-back basis during the day and they will remove all the pavement up to the apron edge. They will put sod back, so we won't have to worry about seed coming back in. It will be instantly restored. He is waiting on a specific date for all of this and will inform the board and city know when he finds out the date from Tri-Star.

### **GAME COMPOSITES EXPANSION**

Garver is still working with them to get some extra parking and a fire lane on the north side of their northern expansion, but there's not much change to report. They are still shooting for around the end of this year for completion of this project.

### **RUNWAY 36 EXTENSION:**

Garver is still working the C.R. Crawford to get out and add some topsoil and fresh seed to some of the areas that had eroded away previously. They did it once and it rained the week after and all of the fresh topsoil got washed away again. We are looking for a good window for them to come out and restore that area.

### **RUNWAY 18-36 WIDENING (FAA GRANT):**

Since Chris spoke with us last, they opened bids in early August and did not receive a bid. Since then, they have gone back and forth with the FAA to see what we can do from a funding standpoint and maybe push out the bid opening a little bit further to get more interest. They have gotten good support from Glen and Kathy from the FAA in getting additional funding from other discretionary areas that we maybe could capture from projects that have received bids and they came in low. Unfortunately, that hasn't been us to this point yet, but next week on October 7<sup>th</sup>, they are supposed to get an official amount of funding that we can receive from the FAA. We will put together a grant application, give it to Debbie to get executed by the end of next week. We will submit it to Kathy and the FAA next Friday, the 9<sup>th</sup>, and we will expect a grant offer based off an estimate the following week. That grant offer would have to be executed by the 16<sup>th</sup>. Chris said that Garver feels confident that if we push the bid opening date out to mid-December that we would still get bids as that is after most of the State projects have come and gone. We don't normally wait until this late in the year, so we should have a window of opportunity where people are not bidding on a lot of other and bigger projects so that they could come in and take a shot at it. It does not push back the construction start date, so we would still have plenty of time if we got favorable bids in December to start last spring or early summer next year. He also mentioned that the FAA is doing everything in their power to make this happen. They understand how important it is to VBT and what that could do for us in the future.

### **VBT HANGAR DEVELOPMENT (ADA GRANT):**

We had talked about staggering the bid opening of the widening and the hangar development project to potentially grab efficiencies from the contractor that wins the widening job. We will push that bid date to early January, so after the runway widening. Debbie asked if we could get it in this year, and Chris said potentially. Debbie said she needed it to go through this year as the ARPA money that she's doing as the match, she needs to have that number by the end of the year. Other city projects could move ahead of it if she doesn't. Chris said that he understood. He said that he could move up the bid date for the widening a little bit to help this project along, if needed. Chris mentioned that the good news for next year, at least AIP-wise, we are slotted for a design only grant next year, so we are not talking super busy designing construction schedule for the next fiscal year. It will just be that East Taxiway Extension to the new runway end on the south end. Debbie Griffin wanted to inform the board

regarding the dirt removal that we are still on target for that. They will take that to City Council the last meeting in September for approval on that and the work will start the first or mid part of October. So, we are still on that target date.

❖ Updates from the Field – *Chad Cox*

Chad said that he and Will Gunselman are kind of sharing the workload for today. I am going handle this meeting and he is going lead a tour for anyone who would like to tour the airport after this meeting. They have vehicles to take people around who want to go.

He wanted to mention that they are fully staffed here, and they have an excellent staff. He couldn't be prouder of the Summit staff, but also Debbie Griffin and Robin Fields as well. He said we are in good shape. People want to be around here; they are happy and want to come to this airport.

August fuel numbers are a bit down from last year's August fuel numbers. This year we are at 19,764 gallons total. Last year we were at 25,000. We've gone from 25,000 gallons down to 19,764 gallons this year. Chad said after the meeting we would get to go look at the fuel farm and see where they are talking about potentially having a new fuel farm and more parking. The Bentonville Ignite class is going on. The instructor's name is Eric (not sure of last name – possibly Graves). He is a very nice gentleman and was very appreciative and thrilled to be able to have that class on the airport. The students are excited, and we are going to work very hard to place them in as many jobs and internships out here as possible. The restaurant has a student as a line cook, and we have working outside on the line a student, as well.

Chad met with David Wright, the Director of Bentonville Parks and Recreation and asked him what they could do about the lake? As you can see or may have noticed, it is an eyesore. It just doesn't hold up to the standards that Bentonville holds itself on many things. David is working and seems engaged to get it back in shape. There is a lot of growth and algae. We are looking into some aeration, a small fountain, or something. He just wanted to make us aware of this.

Following up about the area south of the circular runway and to be able to park some planes in the grass. They will be finishing up the dirt work on this tomorrow. We have NOTAM for what is called Taxiway Charlie, that it is closed for this construction. They should be finishing up on the dirt tomorrow, and the sod should follow quickly, but he does not have a specific date.

Chad wanted to make sure that we pass on to Dennis Birge to follow-up on the FBO sign that would help to lead people onto Alpha and not Bravo, because we do continue to have larger aircraft. Debbie said think's Dennis was willing to do it, but we probably didn't follow up to say this is what we need, and this is where I want it. She will help with that coordination.

Chad said she would send her something and Chris Maestri said he would, as well. A few minutes later, Chris then showed the board what those signs were going to look like. They are yellow with black lettering.

Chad said he got a call from whoever does the flight checks for the FAA and put them in touch with Chris Maestri. This past Wednesday they were doing a flight check on obstructions. For anyone who flies that the FAA is doing a lot of checks this week. He suggested that they make sure they have their current registration, certificates, government issued ID, license, medical, etc., all ready and handy. He said these checks are happening all over the state right now.

Also, Chad thanked everyone for coming over for the meeting today, and that it was great having everyone here. Debbie Griffin said she would like to do this quarterly if it works with everyone's schedule. All the board members agreed.

❖ City of Bentonville Updates – *Debbie Griffin, Airport Manager*

Debbie Griffin mentioned to the Board about the email she had sent to them earlier regarding an invitation for to come see the Zipline tomorrow at 2:00 pm in Pea Ridge next to the Wal-Mart Neighborhood Market. Everyone is welcome to attend, but they did extend an invitation to the Airport Advisory Board to come and view their operation. Dr. Ham recommended going as he said it is an amazing piece of engineering.

Ms. Griffin also reported that the Arkansas Airport Operator's Association Annual Conference is September 18 – 20, 2022 in Fort Smith. The night of the 18<sup>th</sup> is a reception. Most of the meetings occur on the 19<sup>th</sup> and then on the 20<sup>th</sup> they have breakfast and lunch. If anyone from the Airport Advisory Board would like to attend, she said she has funds to pay for their registration, but not their lodging or food. Please let her know and she can send you the information via email. The information says that registration is \$30.00 after September 3<sup>rd</sup>, but they've extended that date to September 7<sup>th</sup>. She has some funds left over from during Covid when she couldn't go to some of the meetings, and she will be able to help with the registration for the Airport Advisory Board. She will also send you the link.

▪ Update on Minimum Standards

Thanks goes to Mike Frost, Mark Slaughter, and Brian Baldwin. Mike is also now on that sub-committee. They spent an afternoon weeding through a lot of paperwork. The thinks they have a lot of good material. They looked at three or four different examples and she thinks they'll be ready to submit a "draft" of the Minimum Standards by October. They might need to have one more sub-committee meeting and then in October, she thinks they can present a "draft" of a re-do. Our Minimum Standards are outdated, but it needs to have some updates done to happen. The legal part of it on leasing has already been vetted. We did that last year, but we need to update the entire document.

▪ Ordinance 2014-103 - Discussion and Voting on Changes

Bonnie Bridges was unable to be at the meeting today. Debbie Griffin said that Bonnie had the information on this discussion on the Ordinance updating the Airport Advisory Board to make it cleaner. Debbie said she is happy to table this until the October 6<sup>th</sup> meeting. She thinks we agreed on all of it, but we were going to discuss a little bit more before she takes it to City Council.

▪ CIP Update

Ms. Griffin said she would let Chris Maestri talk through some of this on the CIP, but that we bring it back before Board for some discussion. She doesn't think they need to go item by item, but she does want to review it before we present anything. Chris said it was typically the first or mid-November to do submit something. Debbie thinks we amended it last year. Chris said it was different last year because they added the BIL funds. If anyone does not have the document, Debbie can send it back out for review. Brian Baldwin and a few others indicated that they needed a copy. Chris Maestri then did a quick summary of the CIP for the Board members. It was said that typical AIP funds don't allow for hangar infrastructure improvements because it is revenue generating and that would put a hold on your ability to grab discretionary funds for 3 years. But the new AIG funds that became available with bi-partisan infrastructure law; those do not have the same restrictions on revenue generating projects. A lot of discussion was had on different funds we might be able to have use of, the pros and cons, etc. \*\*\*

There was discussion as to how we could get to the classification that Fayetteville is. Dr. Ham said he thought the Board should try strategizing for ways to increase the money we receive every year and start checking the boxes off. Brian Baldwin said we need to get the paperwork on the "from and to", where are we at today, where are trying to get to, and how close to the goal line are we? Dr. Ham said maybe we have more now than we think we do. Debbie Griffin asked if it was worth a Sub-Committee meeting. Dr. Ham said yes. Mark Slaughter was asked if he would chair the Sub-Committee meeting? Chris has most of the data and Chad should be able to provide some data as well as to what we need to do and then come up with a plan to do it. Chad is to get Debbie a couple of reps as to what information they have; Mark Slaughter will chair the meeting. He asked how soon? Ms. Griffin said within a couple of months. She said she was happy to get the information and then bring it to the Board if there is not a member that can actively participate in the discussion. Mark said he could do it, and Mike Frost said he would help.

Chad said that Tyler Flagg will help us with getting the data together. Debbie Griff said that she was putting Chad Cox and Tyler Flagg on the committee. At this point, Chris Maestri finished up on the CIP information.

- Fuel Farm Discussion

The Board discussed again the proposed placement of the Fuel Farm and whether it would contain a self-serve tank. Chad mentioned that he was fairly certain that they were going to be able to provide the self-serve. He thinks they can work that into their fuel contract. With their renewal with Titan Fuels, we asked that they provide us with a self-serve tank...the same containment tank. Dr. Ham mentions again that the place they have picked out now on the field is the perfect place for the Fuel Farm. They will look again when they take the tour later. Chad said that within that same contract with Titan Fuels, they are going to get two more fuel trucks for this airfield. Two will be low lead and two of them Jet A. The fuel trucks must move from one side to the other and this will help with them not having to do that as often.

### III. Other Business:

- ❖ Master Plan Update – [Reminder: Deadline for Suggestions/Input is September 1, 2022](#)

Debbie has received some information from members of the Board for part of the Master Plan. Dr. Ham says that he thinks we need to just set a Committee of the Whole just to look at all the information. *A Committee of the Whole was set for September 22, 2022, at 2:00 pm.* This is just for discussion regarding partial updates, not a whole update of the Master Plan. Brian Baldwin wants to be a part of this committee. There was no formal vote. The Administrative Assistant will secure a room for the meeting and let the Board know.

### IV. Closing:

- ❖ Schedule AAB Meeting for October 2022
  - *Proposed Meeting Day: Thursday, October 6, 2022 @ 3:00 pm*

The next meeting will be held on *Thursday, October 6, 2022 @ 3:00 pm.* No formal vote. Brian Baldwin will be absent from this meeting.

- ❖ Motion to Adjourn

Brian Baldwin made a motion to adjourn. Mark Slaughter gave a second. Motion approved.

***\*\*\*For a full details, please listen to the recording. Copies of the recordings can be made for you through the Administrative Assistant.***

###



| Project Task               | East Taxiway Extension (South) (FAA Grant)  |            |           |            |           |  |
|----------------------------|---------------------------------------------|------------|-----------|------------|-----------|--|
|                            | Game Composites Expansion (Private Funding) |            |           |            |           |  |
|                            | Runway 36 Extension (Private Funding)       |            |           |            |           |  |
|                            | Runway 18-36 Widening (FAA Grant)           |            |           |            |           |  |
|                            | VBT Hangar Development (ADA Grant)          |            |           |            |           |  |
|                            |                                             |            |           |            |           |  |
|                            |                                             |            |           |            |           |  |
|                            |                                             |            |           |            |           |  |
|                            |                                             |            |           |            |           |  |
|                            |                                             |            |           |            |           |  |
| Site Investigations        |                                             |            |           |            |           |  |
| Conceptual Meeting w/ City |                                             |            |           |            |           |  |
| Preliminary Design         |                                             |            |           |            |           |  |
| Preliminary Design Review  |                                             |            |           |            |           |  |
| Final Design               |                                             |            |           |            |           |  |
| Final Design Review        |                                             |            |           |            |           |  |
| Bidding                    |                                             |            |           | 12/15/2022 | 1/15/2023 |  |
| Grant Award                |                                             |            |           | 9/15/2022  | 6/30/2022 |  |
| Construction Contract      |                                             |            |           | 2/1/2023   | 2/15/2023 |  |
| Preconstruction            |                                             |            |           | 4/15/2023  | 5/1/2023  |  |
| Construction Start         |                                             |            |           | 5/1/2023   | 6/1/2023  |  |
| Construction Complete      | 9/15/2022                                   | 12/31/2022 | 9/15/2022 | 5/31/2023  | 8/15/2023 |  |
| Grant Closeout             | 10/30/2022                                  | N/A        | N/A       | 7/15/2023  | 9/15/2023 |  |



# AIRPORT ADVISORY BOARD ATTENDANCE LIST

DATE: 09-01-22

| NAME                    | AFFILITATION                         | PRESENT | ABSENT |
|-------------------------|--------------------------------------|---------|--------|
| Adam White              | Garver                               |         |        |
| Beverly Shepherd        | Administrative Assistant - AAB       | ✓       |        |
| Bonnie Bridges          | Legal                                |         |        |
| Brian Baldwin           | Board Member - AAB                   | ✓       |        |
| Camille Thompson        | Legal                                |         |        |
| Chad Cox                | Bentonville Airport Manager          | ✓       |        |
| Chris Maestri           | Garver                               | ✓       |        |
| Chris Sooter            | Ex Officio Board Member              |         | ✓      |
| Dan Weese               | Bentonville City Engineer            |         |        |
| Debbie Griffin          | Director of Administration - Airport | ✓       |        |
| Dennis Birge            | Bentonville Transportation Director  |         |        |
| Dennis Cherry           | Board Member - AAB                   | ✓       |        |
| Ellen Norvell           | City Engineer                        |         |        |
| Ginny Lantz             | Garver                               | ✓       |        |
| Mark Slaughter          | Board Member - AAB                   | ✓       |        |
| Mayor Stephanie Orman   | City of Bentonville                  |         |        |
| Mayor's Assistant       | City of Bentonville                  |         |        |
| Mike Frost              | Vice-Chairman - AAB                  | ✓       |        |
| Mike Jones              | Democrat-Gazette                     |         |        |
| Richard Ham             | Chairman - AAB                       | ✓       |        |
| Robin Fields & Maverick | Goose Dog Handler                    |         | ✓      |
| Will Gunselman          | Summit Aviation                      |         | ✓      |
|                         |                                      |         |        |
|                         |                                      |         |        |
|                         |                                      |         |        |
|                         |                                      |         |        |