Bentonville Municipal Airport
Advisory Board Meeting
Thursday, March 14, 2019 – 1:00 pm
Community Development Building
305 SW "A" Street
Bentonville, AR 72712

MINUTES

ATTENDANCE

Members Present:	Richard Ham, Chairman Rick Simmons, Vice Chairman Chris Faulhaber, Secretary Mike Frost Octavio Sanchez, Ex Officio
Others Present:	Charles Chadwick, Airport Manager Beverly Shepherd, Administrative Assistant Adam White, Garver Engineers Brad Elliott, Summit Aviation Melissa Gute, Reporter Paul Suarez Dave Powell Chad Cox Brian Baldwin Bill Burkhart Joe Clark, Former Board Member

At 1:00 pm, Chairman, Richard Ham, called the meeting to order with the Pledge of Allegiance.

OLD BUSINESS

1. A motion made by Chris Faulhaber to approve the minutes of the February 7, 2019, meeting of the Airport Advisory Board. There was a second by Mike Frost. Motion carried.

2. Geese: Chairman Ham mentioned the City has attracted national attention regarding our potential dealings with the geese. Charles Chadwick said the Mayor is taking this matter very seriously and has appointed a staff member to head this up. The City is stepping back from using a lethal means of depredation as our immediate solution. We will begin trying several non-lethal methods. Some of the methods include a green light laser, *The Goosenator* – a radio-controlled device, and coyote decoys. The City received an offer to try *The Goosenator* for free to see if we would like to purchase it. We have started with the laser, are collecting the data. Then, we will move on to the coyote decoys.

Mr. Chadwick also said that they were looking into the FAA pay for a study. Adam White is checking to see what it would cost. To do this study involves doing a 12-month study. It gives a lot of good data, but it does not give us an immediate resolution to the problem. A couple of other ideas are falconry, dogs, or a combination of methods.

Chairman Ham mentioned that we had received some pictures in from Dave Powell showing damage that occurred with a bird strike. *One picture is attached to these minutes.* Mr. Chadwick said some kind of notification needs to be out there to let pilots know there are birds in the area. Chris Faulhaber said that it is already on the AFD, and AWOS.

Brad Elliott commented that this agenda item has been going for quite some time. He said pilots and CFI's are concerned about this because it affects them. Dave Powell said that it would be nice to know a timeline, so we hold ourselves accountable. Mr. Chadwick said he believes that the City has a process in place.

Bill Burkhart, former Bentonville City Councilman, said that five (5) years ago, we did a study and we had the same conversations that went on for about a year. He appreciates the comments Mr. Chadwick made about some of the suggestions do not do anything right away to solve the problem. He encourages us to do a timeline directly and take ownership of this and move to a resolution and make a long-term change, however that may happen.

Dr. Ham mentioned that he has been involved in this sort of issue many times during his career. He has not seen one successful program that somewhere didn't end up with depredation. Timing is very important in getting rid of the geese, as well. You can stir them up at the wrong time and can be detrimental to the process.

Octavio Sanchez, going back to the subject of communications with pilots, said that he had recently had a conversation with a pilot who said that pilots need to be more aware of the birds. He said that we should have some kind of aviation letters or aviation notes that are located in the documentation of our airport for the pilots that are coming into the airport. Chris Faulhaber responded that current chart supplement which details basic operations of the airport, has a note in it that indicates there are birds in the vicinity of the north end, seasonally. Most pilots should be reading those and understanding that there may be birds. Mr. Chadwick said that if a pilot, not from this area, but are coming to this airport and knowing they are coming to this airport, has done what he should do in preparation of coming to this airport, he will have become aware of it by the documentation that is out there. Dave Powell asked about adding to the AWOS. Chris Faulhaber will look into the criteria of adding to the AWOS. He will copy Chuck Chadwick and Brad Elliott.

Chairman Ham made a comment about how the Bentonville Airport is transitioning to a larger airport from a small airport, and with that come many changes, and that is what we are dealing with right now....figuring out how to deal with those changes.

Mike Frost asked if depredation was still on the list of a method to try with the geese, and he was told that it was.

Chairman Ham said that we would start with:

(1) Meeting with Dennis Birge to see what kind of see where we are in the timeline of things;
(2) We need an education program;
(3) Look at the NOTAMs for our people

Mr. Chadwick reminded everyone that pilots that fly into and out of the airport need to consider the presence of geese at and around the airport. He explained that much of the obligation is on the pilot community to take responsibility and be aware of the potential dangers associated with the geese situation.

NEW BUSINESS:

1. Mr. Chadwick reported that he got an email from Dennis Birge saying that Modern Fence was scheduled to be on site to put in the new gate area on the southeast side, where we have had two or three cars go through that area. There will also be reflective signs and markings to let people know there is a curve and a fence there.

Mr. Chadwick has been contacted by Summit that they are going to take over the far west hangar building project. That is close to where Dave Powell's hanger is, and then you have Tar & Dok's hangar, and then you have an area there that we've been waiting to see what happens. There is an LLC by the name of N2 that was going to do that, but they are assigning their interest over to Summit, and we are going to get that project started and you will see a third hangar.

By our next meeting, Mr. Chadwick will be bringing a land lease proposal for board approval, and then will send to City Council. This will be for two (2) box hangars to build on the east side of the airport; one larger and one smaller. The intention is that there will be a fence connecting two hangars there, so where the fence is on the east side will go west a little bit, and, there will be some outside of the fence parking (on airport property) that we'll probably service and take care of the large box hangar there, and have entrance that way. That will save us a couple of hundred feet – 150 feet. Mr. Chadwick will be working to do some temporary placement of some airplanes there, if that is what the present occupants want at that time. The city hopes to build some new hangars. He has a meeting tomorrow at 1:00 pm with Planning, Dennis Birge, and representatives of Game Composites construction team, to work out how the entrance is going to work off SW "I" Street into the area where they are going to deed property to the City. Then they will build hangars, but part of that land will be available for somebody to build hangars.

Mr. Chadwick said that he had no doubt that if we had 10 hangars right now ready to lease out, we could fill them up. For T-Hangars to come to fruition, it needs to come by way of some sort of grant money. That is how you can get a reasonable return on your money.

Chris Faulhaber asked if we got the documentation for the frequency change. Brad Elliott said they were waiting on the FTN. He said that the City needs to register a number of FRN numbers. He said that they don't know what the aviation frequency is, so they can't apply until we get the FRN number. Chuck said the city is going to be getting back with us on that. He said he would put that on his list to check on.

2. Adam White appeared before the board and provided a handout of the current projects with the City. A copy of said handout is attached hereto and made a part of these minutes.

A few projects are substantially complete and dropped for the list of current projects going on. They are:

1. Hangar Infrastructure
2. W. Taxiway
3. Phase I of the West Terminal Apron (Circular Apron)

Active Projects:

Runway Rehab – He has it penciled in for April 4 right now. Weather has delayed this project, but, hopefully, the April 4th date will work.

West Circular Apron – Phase II – This project is substantially complete. The things left are about 160 yards of sod, pavements markings. Then this will be closed out and we can submit documentation for reimbursement.

East Taxiway Extension – This is the north elbow of east taxiway that is being privately funded. This project has been delayed to run concurrent with the Runway 18 Turnaround and Access Tunnel. Pre-construction is set for May 16, 2019.

Runway 18 Turnaround & Access Tunnel – This project is privately funded. It is in the preliminary design phase right now. They meet with the FAA tomorrow, and then will push through preliminary design. Next month he will present this design to the board, get their feedback, and then move to construction around June 15, 2019.

Game Composites Taxiway – It is to be paved today or tomorrow, and it will be substantially complete. This project was privately funded.

Game Composites Hangar Facility – Adam is overseeing this project, and is in its in infancy stages.

Flight Center Parking Extension – Adam had a meeting with the City last week. This project will add additional parking to the Flight Center.

28th Street Tunnel – This project is in the early infancy stage. There may be a feasibility study for another tunnel, but this project is very new.

The next FAA project is the East Taxiway extending it to the South. The 3-6 threshold will also include the lighting on the north part of that extension. That is FAA funded, design will start this year, and construction next year. He will look for a grant sometime this summer. He is still waiting on some information from the Corp of Engineers on that one.

Adam also did verify that the 3-6 approach plate was updated.

Adam also gave a State Aeronautics update: They had a meeting yesterday. The State has enjoyed a few good months of really high revenue…up to a million dollars. However, it dropped down last month to a half a million dollars revenue. He would like the Board to keep this in mind.

Dave Powell asked about the PAPI lights as a project. Adam said he thought it came down to whether we wanted to pursue the PAPI lights or a T-Hangar grant. Chris said he would rather have the PAPIs this year than T-hangar. There was talk about grants, etc. Mr. Chadwick said he thinks he understands that the pilot community would rather have the PAPI lights and REILS, than have a T-Hangar built. Richard Ham asked if it would be a 80/20 percentage on the hangar construction, and it's a 90/10 on the PAPIs. Adam explained it would be a 90/10 percent on PAPIs only, or it would be 80/20 on the PAPIs and REILS. We don't have a complete cost on the T-hangar construction as of right now.

Brad Elliott appeared with a report from Summit Aviation. Fuel Sales were down 35% from the February sales of last year. He did reach out to the PSI Testing Center, pushing them on a daily basis, and finally got word from the heads of PSI that they are making it a priority. He reports taking at least two calls a day about the center. Rich Ham reported he sent twenty (20) students to Joplin recently. Brad said their sales are up, and have a lot more people coming to the airport this year vs. last year. They had a preventative maintenance event and had a hands-on demonstration with a plane for the kids. He gave kudos to Chad for that idea. He reported that they had five (5) more students pass checks, so they are moving along. They have 140 active student pilots, and the waiting list is growing. In January, they had 20 on the list in January, and now they have 50.

Brian Baldwin spoke and urged the Board to look strongly at prioritizing PAPIs over something else. He mentioned all the new buildings near the airport as a safety concern and need for them. Chuck said he was making note of this, and those concerns will come out in discussion.

Dr. Ham made some safety comments to Mr. Chadwick about some drone calls that he returned that Mr. Chadwick sent him. They had a drone summit and 90 commercial drone pilots showed up. He does approvals at the U of A and turns down 90% of them. Of the ones he approves, they are construction companies, and he gets frequent calls wanting to know how they can fly next to the airports. Dr. Ham said that it is just a matter of time before we have an incident. He will send some more notices out in our area and to local law enforcement about what they can do if they see someone flying a drone near our airport.

4. Dr. Ham opened up the discussion regarding the Policies and Procedures. *Attached hereto and made a part of these minutes, is copy of the current Ordinance and Attachment A – Operating Policies and Procedures – Airport Advisory Board.*

Chris Faulhaber said there needs to be clarification of the term "quorum". Chuck will talk to Camille about this. Dr. Ham mentioned adding another position to the Board.

Mr. Chadwick paused the discussion to notify the members that Tregg Brown did submit his resignation to the Mayor, and he believes that she is working on this. We might have her comments by next month.

Discussion of the Policies and Procedures followed, and, the following recommendations were made by the Board:

1) Seek clarification from the city staff attorney as to whether the Ex-Officio member counts toward a quorum, for purposes of establishing a quorum.

2) Increase membership of the Board from the present number of five (5) + 1 (Ex Officio) to Seven (7) + 1 (Ex-Officio);

3) Increase the requirement number of members on the Board with aviation experience, from two (2) to four (4) members on the Board with aviation experience, and the remaining language should remain the same.

4) Amend to clarify that the Ex-Officio does not count toward a quorum.

5) Delete Article 5.c. in the present Operating Policies and Procedures that specifically states that the Board is to prepare and annual budget for submission to the Mayor by August 1st.

A motion and second was made by Mike Frost and Rick Simmons to approve the recommendations stated by Mr. Chadwick. Motion carried. Mr. Chadwick said he would send a memo to Camille regarding the above recommendations.

Chris Faulhaber brought up the fact that a couple of people have requested to donate money or things to the Airport, such as the woman that came in and wanted to donate. Mr. Chadwick said he did not think anything was finalized on that. Chris asked whether donations would go to the FBO, the foundation, or the airport itself. Mr. Chadwick said that has not had any experience of anyone following up to fruition to doing anything else on this.

Bill Burkhart said he has had the same individuals, since the period of about a year and a half ago, and that they were going to establish a policy to see how people could make donations, and he said he has not heard from anybody. He said these same people asked him last week how they could do a donation. He said there has been no discussion on policy since that time.

Mr. Chadwick is concerned that if a donation was made to the airport, like a statue or a bust, and the placement of that statue or bust was going to be situated within the FBO, and not at the airport, then who will be the entity in control of it. And, if the city is going to get the donation, did it need to be on city property. He said that at that time we did not have an established Through the Fence Agreement or the Flight Center. It was just more of a safety mechanism that a person needed to understand that if you are going to donate this, and you think you are making a donation to the city, it may be placed not on city property. We need to have some policies in place to control that. But the donation never came to fruition, so there was never any policy about how to do that. Mr. Chadwick said that when he mentioned it just kind of in general, they said that if it's going to be a donation to the city, then the city needs to control the environment that it's it...whatever it takes to maintain it. He said he doesn't think we need to do anything until someone comes and wants to donate something.

Mr. Burkhart said that we have had several people wanting to write a check for a year and half, and that he has not been able to accept it. Chuck said he would be willing to accept a check as long as we have an understanding of what the donor wants to do with it; they need to be specific. Mr. Burkhart thinks we could figure this out, but that we have not dealt with it. He says we need an opinion.

Mr. Chadwick thinks the person wanting to donate needs to talk with him, or with Camille, about what they are specifically wanting to donate, or what they want it to go towards. Then we'll try and coordinate the best way to do that.

Mr. Burkhart said that one donation was a bust, and one was a scholarship for flight training for women in aviation, or kids in aviation, through whatever educational program, and that was about a year and a half ago.

Mr. Chadwick said he did not mind taking up the charge of trying to accommodate, but he does not want to work in anonymity either. He wants to know what expectations and the amounts are, and then we can make a plan to work with it.

Octavio Sanchez mentioned that maybe it should just be a decision of the Board to give out scholarships. He said the police department does something like that; and he thinks the Library does something, as well. Mr. Chadwick reminded the Board that they are an advisory board. They could make recommendations, but it would not be in their decision to participate in this sort of venture. Dr. Ham says there is a lot of criteria to go through to set something up like this. Mr. Chadwick asked if it might be better for a private organization to undertake. He does not have the answers. He remembers one lady coming and wanting to make a donation in her husband's memory one time, but that it was a long time ago. He thinks it needs to get into the city process. Mr. Sanchez does not recommend that we get into it.

Dr. Ham asked if we could get Camille to get us the particulars on the process. Chuck asked Bill Burkhart if he could get us information. Mr. Burkhart said it was in the minutes of the October, 2017 minutes, regarding donations. He said the lady gave a nice discussion that day. *The Administrative Assistant looked those minutes up, and it was on November 2, 2017. Those minutes are attached hereto and made a part of these minutes.*

Mr. Sanchez mentioned another example with the Police Department receiving a donation of $30,000.00 to buy a Chevrolet Camaro used to connect with children around the city. He said it is being used all over the city.

Mr. Chadwick said if Mr. Burkhart wants to get him a copy of the minutes from October of 2017, he will be glad to forward this on to Camille, and allow her to give us an opinion on how we ought to deal with it; and whether or not there are other policies within the city that are already established. Then, if the board wants to put together a recommendation about how they would like her to proceed with it, then he will do that. He just wants us to do it the right way.

Dr. Ham said to get Camille started on this.

Dave Powell spoke up and gave a short report on the Turf (Grass) Runway 17/35 Operations. Mr. Powell's *handout is attached hereto and made a part of these minutes.* There was some discussion about Operating Procedures for the Turf Runway. Mr. Chadwick is going to speak with Dennis Birge and will have those procedures in place before the runway opens. Dave Powell and Mr. Chadwick will talk about this, as well. We will keep discussion about the turf runway on the agenda until it is up and running.

The next meeting scheduled for Thursday, April 4, 2019, was requested to be postponed one week, by Chairman Ham. He will be out of the country until April 8, 2019. All members, and Mr. Chadwick, agreed, and the April meeting was postponed until Wednesday, April 10, 2019, at 1:00 pm.

Motion by Rick Simmons to "Terminate the Scene" (a/k/a adjourn meeting). There was a second by Mike Frost. Motion carried. Meeting adjourned at 2:21:33 pm.

Next Meeting: Wednesday, April 10, 2019, at 1:00 pm

AIRPORT ADVISORY BOARD
ATTENDANCE LIST

DATE: 03-14-19

NAME	PRESENT	ABSENT
Richard Ham - Chairman	✓	
Rick Simmons - Vice-Chair	✓	
Chris Faulhaber - Secretary	✓	
Mike Frost	✓	
Octavio Sanchez (Ex-Officio)	✓	
Tregg Brown		—
Charles Chadwick – Airport Manager	✓	
Beverly Shepherd, Administrative Asst.	✓	
Dennis Birge - COB		✓
Ellen Norvell - COB		✓
Adam White - Garver	✓	
Scott McReynolds - Garver		
Dave Powell – Summit Aviation	✓	
Chad Cox	✓	
BRAD Elliott	✓	
Brian Baldwin	✓	
Travis Matlock, COB		
Melissa Gute - Reporter	✓	
PAUL Suarez	✓	
JOE CLARK	✓	

Airport Advisory Board

Regular Meetings

Advisory Board meets the first Thursday of every month at 1:00pm, City Council Chambers, Community Development Building at 305 SW A Street

All meetings are open to the public but if you would like to request an item for the Agenda, please email: Beverly Shepherd or call her at 479-271-3131

Airport Board Members

Name	Phone & Email	Term Expires	Ex-Officio
Richard Ham Chairman	(479)657-3466 Email: Richard Ham	9-30-2021	No
Rick Simmons Vice-Chairman	(501)951-1968 Email: Rick Simmons	9-27-2020	No
Tregg Brown	(479)366-0459 Email: Tregg Brown	9-30-2021	No
Mike Frost	(479)273-9193 Email: Mike Frost	9-27-2020	No
Chris Faulhaber	(479)616-3655 Email: Chris Faulhaber	9-30-2019	No
Octavio Sanchez	(479)464-7012 Email: Octavio Sanchez	1-1-2021	Yes

Overview

This board meets in committees, including:

- Policy Committee
- Public Relations Committee
- Safety Committee

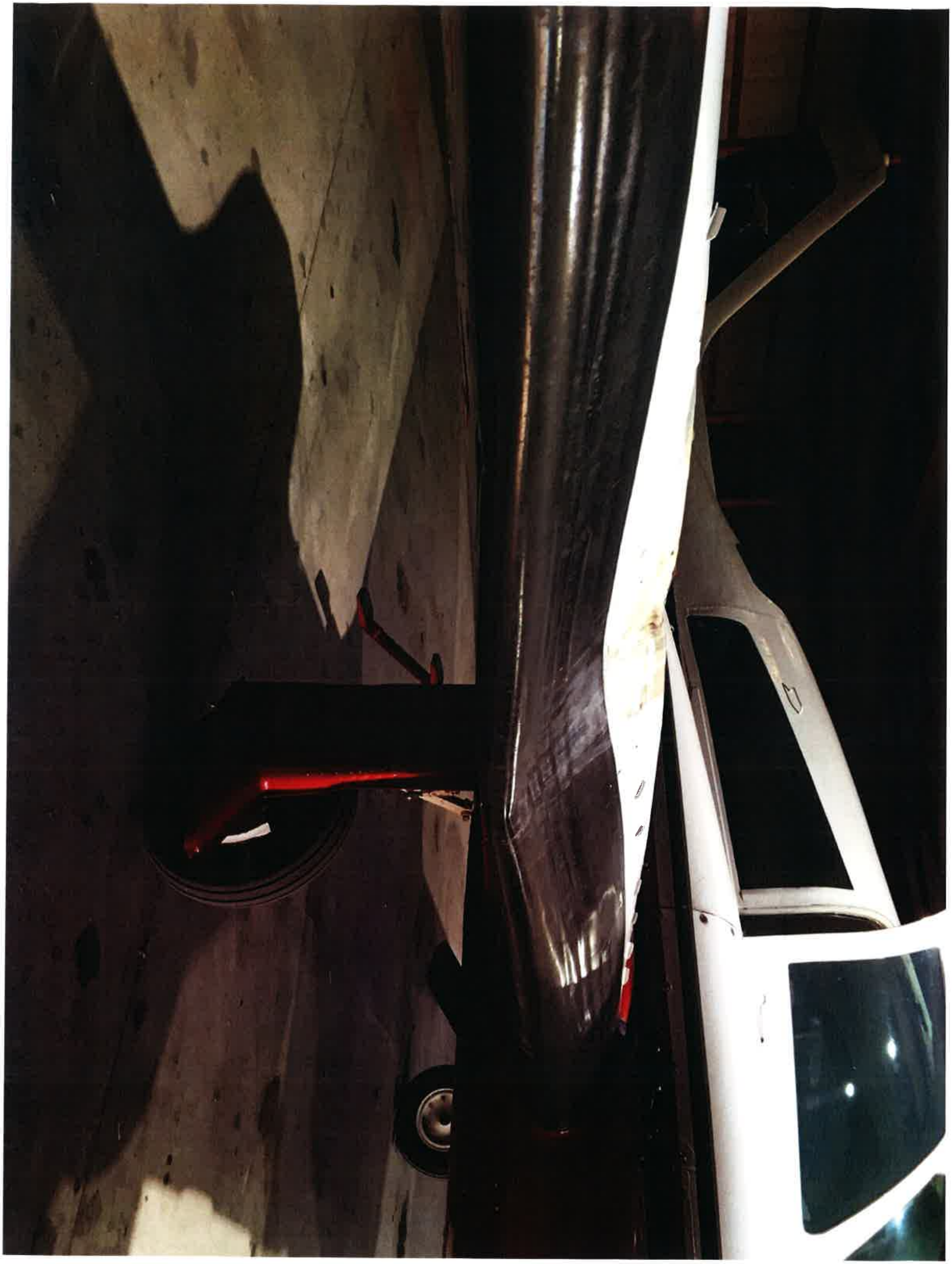
Airport Advisory Board Information

For any questions, email Beverly Shepherd or call at 479-271-3131

Beverly Shepherd

From:	Dave Powell <davepowell@iflysummit.com>
Sent:	Thursday, March 14, 2019 11:09 AM
To:	Beverly Shepherd
Cc:	Adam White; Brad Elliott; Brian Baldwin; Chad Cox; Charles Chadwick; Chris Faulhaber; Dennis Birge; Ellen Norvell; Joe Clark; Mike Frost (mike@mach-1financial.com); Octavio Sanchez; Richard Ham; Rick Simmons; Scott McReynolds; Travis Matlock
Subject:	Re: Geese
Importance:	High

Thanks for the feedback, a pilot has value too. This is a picture of a friend's plane that hit a goose last month, not at VBT but an airport w/o a known issue with geese.
Dave



Project Task	Runway Rehabilitation	West Terminal Apron - Phase 2	East Taxiway Extension	Runway 18 Turnaround & Access Tunnel	Game Composites Taxiway	Game Composites Hangar Facility	Flight Center Parking Expansion	28th Street Tunnel
Site Investigations								
Conceptual Meeting w/ City								
Preliminary Design				3/27/2019			3/27/2019	
Prelininary Design Review				4/15/2019			4/1/2019	
Final Design				4/29/2019			4/10/2019	
Final Design Review				5/6/2019			4/22/2019	
Bidding				N/A		N/A	N/A	
Grant Award				N/A		N/A	N/A	
Construction Contract				N/A		N/A	N/A	
Preconstruction	4/4/2019		5/16/2019	5/16/2019			5/2/2019	
Construction Start	4/8/2019		6/15/2019	6/15/2019			5/13/2019	
Construction Complete	4/11/2019	1/18/2019	7/27/2019	7/27/2019	3/31/2019		6/12/2019	
Grant Closeout	4/31/2019	2/15/2019	N/A	N/A	N/A		N/A	

ORDINANCE NO. 2014-103

AN ORDINANCE REPEALING ARTICLES 1 AND 2 OF ORDINANCE NO. 2010-27 AND ADOPTING REVISED OPERATING POLICIES AND PROCEDURES FOR THE AIRPORT ADVISORY BOARD

WHEREAS, Ordinance No. 2005-40 created the Airport Advisory Board and established operating policies and procedures for said board and,

WHERAS, Ordinance No. 2010-27 amended Ordinance No. 2005-40

WHEREAS, the operating policies and procedures need to be updated and amended;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS:

Section 1: That Articles 1 and 2 of Ordinance No. 2010-27 shall be and the same are hereby repealed.

Section 2: That the Operating Policies and Procedures for the Airport Advisory Board in the following Attachment "A", three copies of which are on file with the City Clerk, and which is hereby adopted by reference as though it were copied herein fully.

Section 3: This ordinance shall be in full force and effect 30 days from the date of its passage and approval.

PASSED and APPROVED this 26th day of Aug. 2010

APPROVED:

Bob McCaslin

Mayor

ATTEST:

Linda Spencer

City Clerk

ATTATCHMENT A
ORDINANCE NO. 2014-103

OPERATING POLICIES AND PROCEDURES
AIRPORT ADVISORY BOARD

ARTICLE 1. COMPOSITION: The Board shall be composed of five members. All members shall be qualified electors of the City of Bentonville.

a. A City Council member shall be an ex-officio member of the Board.

b. At least two (2) of the five members shall be experienced in aviation, preferably holding some type of pilot aeronautical rating, provided, however, that if there is not any citizen experienced in aviation holding some type of pilot's aeronautical rating who is available or willing to serve on such board, then the Mayor may waive this requirement.

c. Other than the ex-officio position, no member of the Board shall hold any elective or other appointive office under the municipal, county, state, or federal government deemed to be in direct conflict with this Board, while a member of the Board, neither shall any such member be a candidate for any elective office while a member of the Board. No member of the board shall have a financial interest in any aeronautical enterprise located at the airport while a member of the Board. No member shall have a personal interest in any business of the Board or any contract with the Board or the City pertaining to the Airport. However, in no instance shall a member be prohibited from using airport facilities or services as a customer of an aeronautical enterprise at the Airport, or from entering into a ground lease or hangar lease with the City.

ARTICLE 2: TERMS OF OFFICE. Board members shall be appointed by the City Council in accordance with the following:

a. The Board first appointed and confirmed, shall serve for terms of one (1), two (2), three (3), four (4), and five (5) years each, to be designated by the Mayor.

b. Upon expiration of their respective terms, their successors shall be appointed by the City Council for a term of three (3) years. No Board member shall be eligible to serve more than two full terms in succession.

ARTICLE 3: REMOVAL. Any Board member appointed by the City Council may be removed at any time by a majority of the elected members of the City Council. The Mayor may also remove from office any Board member upon approval by the City Council.

ARTICLE 4: OFFICERS. At the first meeting following the appointment of members, the Board shall elect from among its membership a chair, vice-chair, and secretary. The officers shall serve two-year terms. No member shall serve more than two consecutive two-year terms as chairperson without interruption of at least a two-year period.

a. The chairperson is the principal officer and will preside at all meetings and shall rule on all matters of procedure regarding the order of business, motion, voting, etc. He or she shall appoint the necessary committees to establish the goals and meet the objectives of the Board. The chairperson shall have a vote in all matters of business.

b. The vice-chairperson will serve in the same capacity as the chairman in the event the chairman is absent or in the event of his or her inability or refusal to act.

c. The secretary shall serve in the same capacity as the chairperson in the event that both the chairperson and vice-chairperson are absent or unable to refuse to act. The secretary shall insure the official minutes of the Board meetings are taken and properly maintained in one or more books provided for that purpose. He or she shall insure that all notices are given as required by law, and shall be the official custodian of the records of the Board. The secretary shall perform the duties ordinarily performed by the secretary of a corporation and such other duties as may be delegated by the Board. The secretary shall also insure the Board's regular meeting agendas are properly distributed to the Board members and the Mayor at least seven days prior to the meeting. Routine matters will normally be delegated to regular City staff.

ARTICLE 5: DUTIES. The Airport Advisory Board shall:

a. Annually submit a five-year Capital Improvements Plan (CIP) to the Mayor by May 1st.

b, Prepare and submit a five-year Airport Improvement Plan (AIP) to the FAA by March 1 and September 1 of each year updating as necessary to properly reflect airport grant program.

c. Prepare an annual budget for submission to the Mayor by August 1st.

d. Submit bi-annual report to the Mayor and City Council concerning airport performance, revenues and expenditures, and customer service.

e. Prepare and render such other reports as may be determined by the Mayor or City Council.

ARTICLE 6: MEETINGS.

a. The Board shall meet once each month at a location in the City of Bentonville designated by the Board.

b. Special meetings may be called by the chairman or any three of the Board members at any time after 24 hours' prior written notice designating the time and place of such meeting.

c. All requirements of the laws of the State of Arkansas concerning open meetings and notice shall be met.

d. A quorum shall consist of any three Board members. All actions of the Board shall be upon a vote of not less than a majority of the members present. All Board members except the ex-officio member shall be entitled to vote upon all matters. No member may vote by proxy.

ARTICLE 7: AUTHORITY OF THE BOARD. All decisions of such Board are subject to final consideration by the City Council or Mayor as appropriate or required by resolution, ordinance or statute. Provided, however, it is the intention of the City Council that all items within the scope of authority of the Board be submitted to the Board for consideration and recommendation prior to submission to the City Council for those matters which require Council action. The Mayor is authorized to provide available staff to administer the airport and to assist the Board, as approved through City budget and expenditure processes.

ARTICLE 8: LIMITATIONS OF AUTHORITY. The authority of the Board is expressly limited to the specific responsibilities and duties contained herein and nothing herein shall be construed or interpreted to:

a. Grant the Board authority over the operation of any department, division, office, officer, or employee of the City except as may be requested by the Mayor or City Council in special circumstances.

b. Diminish the responsibility of the Mayor in resolving conflicts which may arise over what specific items may be within the scope of authority of the Board.

c. Diminish the authority of the City Council over funding, operations, fixed assets, indebtedness, budget, and other areas as applicable under Arkansas law.

d. Create a commission under any state law regarding the creation of autonomous committees or commissions.

Bentonville Municipal Airport
Advisory Board
Meeting Minutes
November 2, 2017 @ 1:30pm
Municipal Works Building

Board Members in attendance: Chairman Brian Baldwin, Chris Faulhaber, Joe Clark, Mike Frost, and Bill Burckart. Members absent: Rick Simmons. Quorum was present.

City Staff in attendance: Chuck Chadwick, Airport Manager, Travis Matlock, Engineering Director, Ellen Norvell, City Engineer and Tracy Camper, Transportation/Engineering Administrative Assistant.

Chairman Brian Baldwin called the meeting to order at 1:30 p.m. and led the group in saying the Pledge of Allegiance.

A motion made by Board Member Joe Clark, seconded by Board Member Chris Faulhaber to approve September 21, 2017 minutes as amended. Upon voice vote, vote was unanimous.

Mike Frost newly appointment Board Member was introduced. He is taking Beth Keck's place and is a 16 year resident of Bentonville.

Mr. Baldwin introduced Kathy Morgan who is interested in donating to the Airport in the honor of her husband. Currently there are two possible donation. The Board needs to check on policy and procedures for accepting outside donations for the City.

Mr. Chadwick updated the Board on the AAOA 2017 Conference that was held in September. Bentonville Airport won an award for Airport of the Year. The 10% match for the State was approved for the design of the West Side Taxiway. Of the two remaining grants with the State, the Apron Grant have been reduced to $250,000.00 with the hopes of being approved. All documents have been sent to the State to make that change.

Brian Baldwin made a recommendation, seconded by Joe Clark to recommend that the City use some of the Land Swap/Land Purchase funds of $130,000.00 for the Circular Apron Design, if the ADA Grant is not approved at the November meeting. We will also need a letter from Lonesome Tree, LLC updated the use of the funds for Design & Construction. Upon voice vote, voting was unanimous.

Bid accepted for Bill's Electric. They will be doing the repairs to the runway lights which were approved the Mayor.

Adam White, Garver, updated the Board on the West Side Taxiway. Kathy Franklin gave list to Chuck and Adam to aid in the completion of the Turf Runway. SOP will be needed for Duel Runways. Work Session maybe needed to get that in place.

Mr. Powell gave the FBO update to the Board. Lights are being repaired now that the Bid has been accepted. Mr. Powell request for a plan to get the A3 taxiway on the north side complete. It is a safety issue. Summit update on fuel is 130,000 gallons year to date.

Chad Cox presented the Board with the design for the Line Station just south of the Flight Center. Lease will need to be in place before going to Construction. Chris Faulhaber made a recommendation, seconded by Joe Clark to approve the design that will be submitted to the Planning Department for review. Upon voice vote, voting was unanimous.

Aaron, general aviation pilot, introduced himself. He is hoping to receive information for developing a hangar on the west side. Mr. Chadwick suggest meeting with him after the Board meeting is complete.

Hangar Development and Leases are a topic to be discussed at the next work session.

With no further business, the meeting adjourned at 2:45 p.m.

Bentonville Municipal Airport/Louise M Thaden Field

Turf (Grass) Runway 17/35 Operations

Purpose: Establish procedures to safely operate on the Turf/Grass Runway 17/35 at Bentonville Municipal Louise Thaden Municipal Airport (VBT).

General: The Turf/Grass Runway 17/35 is a cooperative project between the City of Bentonville Arkansas, Private Parties, and the Tailwind Aviation Foundation, a charitable organization. The vision of the Turf/Grass Runway is to accommodate appropriate GA aircraft and antique aircraft that would normally use turf or grass surfaces, and other aircraft to practice soft field landing or takeoff operations. The Turf/Grass Runway may also be used during appropriate emergency situations that may arise such as:

- Gear up landing
- The main landing surface, Runway 18/36, is unavailable or closed due to Foreign Object Damage (FOD) or other emergency situations.

Definitions/Terms/Descriptions:

- ***Operations:*** A *Take Off* or *Landing* of an aircraft to or from a runway
- ***Ground Movement:*** Activities involving aircraft taxing on a runway, taxiway or apron
- ***Turf/Grass Edge Markers***: Circular markers used to identify the edge of the turf runway, running North – South, generally spaced 200' apart, size to be approximately 30" diameter and colored white.
- ***Turf/Grass Taxiway Markers:*** Circular markers used to identify entrance and exit points on the turf runway. Size approximately 10 - 12" diameter and blue in color.

Operations:

a. Communications: CTAF

b. Procedures:

1. Standard Traffic Pattern is Left Traffic to both runways.
2. Aircraft shall exit and enter the Turf/Grass Runway only at defined areas. (See exhibit A)
3. Use of airstrips:
    1. *No Simultaneous Operations* - When an aircraft/pilot declares intention to land or depart on either runway, no landing or departures are permitted on the adjacent runway.
    2. *Ground Activities* - When an aircraft declares intention to land or depart on one of the two runways, no ground movement is permitted on the

opposite runway unless direct 2-way communication has been made between the two aircraft.

4. Turf/Grass Runway 17 and Hard surface Runway 18 are designated as Calm Wind runways.
5. Hold on Taxiway A where marked for Runway operations.

Responsibilities:

b. Fixed Based Operator (FBO):

a. Communicate any known safety/condition concerns to the City for resolution or possibly a needed NOTAM.
b. Aid in ensuring correct usage of the turf/grass runway by observing operations, communicating proper usage to pilots, and integrating turf/grass runway operations in flight school instruction as required.
c. Include turf/grass operating instructions in "Safety Procedures and Practices Statement" for both renter and student acknowledgement.

c. OZ1 Club:

a. Educate Backcountry Club members on turf/grass runway operations.

d. Tailwind Aviation Foundation:

a. Educate pilots using the turf/grass runway of operational guidelines through the Airfield.Guide
b. Maintain the Turf/Grass Runway to include:
    1. Mowing as required.
    2. Grass treatment.
    3. Turf/Grass repair as needed.
    4. Irrigation system repair.
    5. Surface edge marker repair or replacement as required.
    6. Notifying the FBO or City of any issues that might render the turf/grass surface unusable.
c. Aid in ensuring correct usage of the turf/grass runway by observing operations and communicating proper usage to pilots.
d. Recommend updates or changes to the Turf/Grass Runway guidelines as needed.

e. The City of Bentonville:

a. Through the Airport Manager/Airport Advisory Board, aid in ensuring correct usage of the turf/grass runway by observing operations, communicating proper usage to pilots.
b. Recommend updates or changes to the Turf/Grass Runway guidelines as needed.
c. Support Turf/Grass Runway operations by providing seasonal water and electric needs as required.
d. Post operating guidelines on the City Website and maintain currency
e. Place an X at each end of the Turf/Grass Runway when conditions dictate a need for closures.
f. Issue Notice to Airmen (NOTAM) as required.

Communication to Pilots of operational guidelines will additionally be through use of the AWOS, Airfield Guide, Airport Facility Directory.

EXHIBIT A