



Bentonville Municipal Airport
Advisory Board Meeting
Thursday, December 5, 2019 – 1:00 pm
Community Development Building
305 SW “A” Street
Bentonville, AR 72712

MINUTES

Call to Order & Pledge of Allegiance – Dr. Richard Ham, Chairman
Chairperson, Richard Ham, opened the meeting with the Pledge of Allegiance.

Present: Richard Ham, Rick Simmons, Michael Frost, Lisa Kelly, Dennis Cherry, and Octavio Sanchez (Ex Officio), Charles Chadwick, Airport Manager, Bev Shepherd, Admin. Asst.
Others in Attendance: Dennis Birge, Chad Cox, Chip Gibbons, Adam White, Michael Ames

Old Business

1. Approval of Minutes from November 7, 2019

Motion by Lisa Kelley to approve the November 7, 2019, minutes. Second to the Motion by Rick Simmons. Motion passed.

2. West Summit Hangar Update – Dave Burris, Burris Architecture

Mr. Burris gave an update on the West Summit Hangar. They met with the Planning Commission and had some suggestions to incorporate some stone and color pallet to use that would possibly tie the West Summit Hangar in better with the Thaden Field House. The Planning Commission asked him to let this board know of these changes and get approval. Attached is a stone and color pallet. Mr. Chadwick said that the Planning Commission wanted a letter from him saying that the Airport Authority Board had approved the changes. Mr. Chadwick did not want to do this without their approval. It will probably have to go before the City Council in the form of an Amended Ordinance and to get whatever comes of this into the City Code.

After the discussion, Chairman Ham asked for a volunteer or two to work with Mr. Burris on the color scheme and materials for the hangar. Ms. Kelley and Dennis Cherry volunteered to be on this sub-committee. Mr. Chadwick will check on a previous ordinance to find out what we actually need to do. We will put this matter back on the agenda for the January meeting.

3. Geese Problem Update – *Dennis Birge*
 - a. *Update - Funding for Dog (Bird Control)*

Dennis Birge appeared before the Committee. He said that City Council approved the agenda item for money to purchase a dog and handler for the geese problem. After January 1, 2020, we will begin the process of buying a dog and searching for a handler for the dog. There were questions regarding issuing NOTAMs, changing the Chart Supplement, and maybe the AWOS. Mr. Chadwick said he would be looking into these.

New Business

1. City of Bentonville, *Charles Chadwick, Airport Manager*
 - a. *Review Turf Procedures*

Mr. Chadwick made his comments later in the minutes.

2. Engineering and Construction, *Adam White, Garver Engineers*
 - a. *Update – Public Access Design for Tunnel*

Adam White appeared before the board. He gave updates on the current city projects at the airport.

A. **Runway Rehabilitation (ADA 80-20 Grant)** – Adam reports that we are still waiting for good weather to get the last bit of markings done. This is the only thing lacking on this project from being complete. They will continue to work with the contractor to finish this project.

B. **East Taxiway Extension (South) (FAA Grant)** – Good progress is being made on the design. They had a conceptual design meeting with the City before Thanksgiving. The plan is to submit the design to the city and FAA by January 31, 2020, get their comments back, and then move into final design, bidding, and grant award.

Adam then talked about how the whole east side taxiway system works in the long-term.. Specifically, what taxiing aircraft across the east apron does to the tie downs already associated with the apron. There are not a lot of markings along the east apron. It is kind of a chaotic situation traffic wise. The windows are tight so that it is hard to get adequate wing tip clearance. Most of the concern is with local aircraft tie-down, and the aircraft going over to the maintenance facility. He gave the board a couple of exhibits on the computer on how to deal with these concerns.

Ms. Kelley suggested a sub-committee to look at this situation, and Dr. Ham agreed. Mr. Chadwick said that he and Adam would certainly talk about this some more. This is something that does not have to have any action today. In the future, there may need to be a work session scheduled, but not at this time. This will be discussed again in January 2020.

Adam said we should submit a Preliminary Design to the FAA by January 31. Adam will do this work, but will need data from the airport people, etc. by the 15th. Chip Gibbons said this is important, so he will see that the data gets to Adam, and will talk more about this next month.

Mr. Chadwick said that the moving of the dirt berm has started. There still is not enough room to build a hangar yet, but the work in progress. The board viewed a couple of pictures that Mr. Chadwick took.

C. **East Taxiway Extension & Runway 18 Turnaround (North) (Private Funding)** – There is a pre-construction meeting scheduled for next Thursday (12-12-19) with the city. They hope this project will still coincide with the access tunnel project. Charles Chadwick, Dennis Birge, Chad Cox, Chip Gibbons, and Adam all went and met with the FAA to talk about the tunnel project, and, specifically, the public access part through the tunnel. The FAA requested some changes. The same group met again on December 4th, and talked through the changes the FAA requested. They made a few minor changes and edits, and will send back to the FAA for review. They hope to hear back from them soon. The FAA was most concerned with the safety aspect of the public having access to the tunnel, and the barriers and fences and walls between the public trail and inside the fence of airport property. They wanted to know the height of the walls, etc. They will be 7-foot walls. When we get the FAA approval, we will bring it back to the city, the board. If everything goes well, it will then be lumped in with the construction of the East Taxiway and the turnaround of the runway at the same time.

D. **Game Composite Hangar Facility (Private Funding)** – This has gone through Planning Commission and approved. They are still working with the Corps of Engineers on the wetlands. The best scenario for start of construction is mid-January or February.

E. **Flight Center Parking Expansion (Private Funding)** - There was a final inspection done by engineer and gave a punch list of items to the contractor. It is still a little too wet to take care of most of them. When completed, the city will do their final inspection and the project will be complete. However, the parking lot is in use now.

Two new projects added to this list is:

F. **Game Composites Maintenance Facility – (Private Funding)** – This is in early scoping and development. The timeline is very rough right now.

G. **East Hangar Construction (Private Funding)** – There was a Pre-Application meeting with the city on December 4th, for the demolition of a building on the east side of the airfield and the construction of a 210' x 85' hangar in its' spot. Preliminary design is in the process now, and hope to the large-scale development package to the city on 12-27-19.

Adam White took the PAPI Project off the list for now. He talked with the FAA about this project, and they would like this to be within the scope of the runway-widening project scheduled for 2022. The FAA felt like this was the best way to obtain funding for this project.

3. Summit Aviation/FBO – *Chad Cox, Summit Aviation/FBO*

Chad Cox had to leave the meeting before he was able to speak. Mr. Chadwick received an email from Chad and read it at the meeting. It said that for Summit, Chad had nothing to report except that the taxiway lights are still out. Mr. Chadwick said that they had to deal with the warranty issue on this, and that is why it was taking so long. They found that there was connector kit issues. However, parts have been ordered, received, and that the repairman should be here on Tuesday, December 10, 2019, to install them. Adam suggested that we get some materials on the field for this type of issue, and train one of the city's electricians to change them out when needed. Mr. Chadwick said the cost should not be \$400 - \$500 to do this.

4. Turf Runway/Tailwind Update

Mr. Chadwick reported that the turf runway is going to be an educational process. The majority of that education is going to come from the FBO, Flight School, and the procedures that Chip had printed. They are anticipating a Grand Opening after the first of the year and Mr. Chadwick told Kathy Franklin with the FAA that he anticipates a large “fly in” when we have this. In addition, hopefully, there will be some training or classes with the FBO and Flight School were pilots could gather and learn more. Ms. Franklin was comfortable with this.

Mr. Chadwick said quite a bit of video was taken at the turf runway the other day, and hopes to be able to use this in training in the future.

Adam also showed a recent video of a plane landing on the turf runway. Chip Gibbons was the pilot, and Mr. Chadwick and Mayor Orman were his passengers. Mr. Gibbons asked if the minutes could reflect “what a great landing it was”! ☺

Other Business

1. Schedule January, 2020, AAB Meeting

Proposed Meeting Day: Thursday, January 2, 2020 @ 1:00 pm

Dr. Ham noted that the January 2, 2020, date might not work well for some people. Rick Simmons made the motion to move the meeting to Thursday, January 9, 2020, at 1:00 pm. Mr. Cherry seconded the motion. Motion passed.

(NOTICE: The meeting was later moved, via email, to accommodate Mr. Chadwick being absent on 01-09-2020. The next meeting is now set for Thursday, January 16, 2020, at 1:00 pm).

2. Adjournment

Dennis Cherry made a motion to adjourn and Rick Simmons made a second to the motion. Motion passed. The meeting adjourned at 2:46 pm.

**AIRPORT ADVISORY BOARD
ATTENDANCE LIST**

DATE: 12-05-19

NAME	PRESENT	ABSENT
Richard Ham - Chairman	✓	
Rick Simmons - Vice-Chair	✓	
Dennis Cherry - Member	✓	
Mike Frost - Member		✓
Lisa Kelley - Member	✓	
Octavio Sanchez, Ex Officio Member	✓	
Charles Chadwick – Airport Manager	✓	
Beverly Shepherd, Administrative Asst.	✓	
Dennis Birge - COB	✓	
Ellen Norvell - COB		✓
Travis Matlock - COB		
Chad Cox – Summit	✓	
Adam White - Garver	✓	
Chris Townsley		
Chip Gibbons	✓	
Mary Jordan - Reporter		✓
MICHAEL Ames	✓	

Project Task		Runway Rehabilitation (ADA 80-20 Grant)	East Taxiway Extension (South) (FAA Grant)	East Taxiway Extension & Runway 18 Turnaround (North) (Private Funding)	Access Tunnel (Private Funding)	Game Composites Hangar Facility (Private Funding)	Flight Center Parking Expansion (Private Funding)	Game Composites Maintenance Facility (Private Funding)	East Hangar Construction (Private Funding)
Site Investigations							1/1/2020		
Conceptual Meeting w/ City		11/27/2019					1/8/2020		
Preliminary Design		1/1/2020					2/19/2020	1/8/2020	
Preliminary Design Review		1/31/2020					3/2/2020	1/27/2020	
Final Design		3/31/2020					3/23/2020	2/18/2020	
Final Design Review		4/30/2020					4/7/2020	3/3/2020	
Bidding		5/1/2020					N/A	N/A	
Grant Award		6/15/2020					N/A	N/A	
Construction Contract		8/1/2020					N/A	N/A	
Preconstruction		9/1/2020	12/12/2019	2/1/2020	1/1/2020		5/7/2020	4/2/2020	
Construction Start		10/1/2020	1/1/2020	2/16/2020	1/15/2020		5/15/2020	4/15/2020	
Construction Complete	TBD	1/29/2021	3/31/2020	5/16/2020	6/13/2020	12/31/2019	10/12/2020	9/12/2020	
Grant Closeout	1/31/2020	3/30/2021	N/A	N/A	N/A	N/A	N/A	N/A	



Bentonville Ar AAB Color Pallet Guidline

The collection of colors shall be used for reference, final colors to be selected by the design team and submitted to the AAB for approval

Primary Field Color -



Trim Color -



Accent colors no more than 25%

Accent Material Color Range-



Accent Material Color Range-



Accent Material Color Range-

