



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

### AGENDA

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

#### **Old Business**

1. Approval of Minutes from February 7, 2019, Meeting
2. Sub-Committee Report:
  - a. Special Emphasis Discussion: Solution to Geese Problem

#### **New Business**

1. City of Bentonville, *Charles Chadwick, Airport Manager*
2. Engineering and Construction, *Adam White, Garver Engineers*
3. Summit Aviation/FBO – *Brad Elliott, Summit Aviation/FBO*
4. Review: AAB Policies and Procedures

#### **Other Business**

1. Schedule April, 2019, AAB Meeting  
(*Proposed Meeting Day: Thursday, April 4, 2019, at 1:00 pm*)
2. Adjournment

**Beverly Shepherd**

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**From:** Beverly Shepherd  
**Sent:** Thursday, February 28, 2019 9:22 AM  
**To:** Charles Chadwick; 'Chris Faulhaber'; Dennis Birge; Ellen Norvell; 'Mike Frost (mike@mach-1financial.com)'; Octavio Sanchez; 'Richard Ham '; 'Rick Simmons'  
**Subject:** Emailing: AAB - TERMS OF OFFICE.pdf  
**Attachments:** AAB - TERMS OF OFFICE.pdf; AAB - POLICIES & PROCEDURES.pdf  
**Importance:** High

Dear All -

Per the Board's request at our last meeting, please find attached the AAB's list of members and terms of office. You will also find herein the ordinance with an attachment listing the policies and procedures for the AAB. You can find both documents on the Bentonville website, [www.bentonvillear.com](http://www.bentonvillear.com).

I am sending these to you now to give you a little more time to review them before our March 7th meeting. You will receive the minutes of our last meeting and the new agenda next week.

Cordially,

Beverly Shepherd, Administrative Assistant Bentonville Airport Advisory Board  
(479) 271-3131

Your message is ready to be sent with the following file or link attachments:

AAB - TERMS OF OFFICE.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

## 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](mailto: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 <a href="mailto:Richard.Ham">Email: Richard Ham</a>	9-30-2021	No
Rick Simmons Vice-Chairman	(501)951-1968 <a href="mailto:Rick.Simmons">Email: Rick Simmons</a>	9-27-2020	No
Tregg Brown	(479)366-0459 <a href="mailto:Tregg.Brown">Email: Tregg Brown</a>	9-30-2021	No
Mike Frost	(479)273-9193 <a href="mailto:Mike.Frost">Email: Mike Frost</a>	9-27-2020	No
Chris Faulhaber	(479)818-3655 <a href="mailto:Chris.Faulhaber">Email: Chris Faulhaber</a>	9-30-2019	No
Octavio Sanchez	(479)484-7012 <a href="mailto:Octavio.Sanchez">Email: Octavio Sanchez</a>	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](mailto:Beverly.Shepherd) or call at 479-271-3131

### FREQUENTLY ASKED QUESTIONS

- [What is the Difference between a Traffic Light and Street Light?](#)
- [Who do I call to report an issue with a Traffic Light?](#)
- [Who do I call to report an issue with a Street Light?](#)

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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,

**WHEREAS**, 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 26<sup>th</sup> day of Aug. 2010

APPROVED:

Bob McCarlin  
Mayor

ATTEST:

Linda Spence  
City Clerk

**ATTACHMENT 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 1<sup>st</sup>.
- 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 1<sup>st</sup>.
- 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.