



Bentonville Municipal Airport  
Advisory Board Meeting  
Thursday, April 10, 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

Charles Chadwick noted that Beverly Shepherd, the Administrative Assistant, was not in attendance, and that he was recording the meeting, as is typically done by Beverly.

Dr. Ham began by covering some decorum items. He noted that in the past if someone wanted to speak, you submitted a form to do so. We have degraded from that somewhat, as there was interest in discussion. He said that the board will hear the presenters first, and respond back to them before any other discussion would be heard. We want to make sure we have time to cover the presenters’ items, and not have another 2.5 hour meeting. Also, some of the board members need to be other places. He thanked people for adhering to this request.

### **Old Business**

1. Approval of Minutes from March 14, 2019, Meeting

Rick Simmons made a motion to accept the minutes from the March meeting. Mike Frost gave a second. Motion carried.

2. Sub-Committee Report:
  - a. Solutions to Geese Problem

Chairman Ham said we would have a two-part sub-committee report on the solution to the geese problem.

Chuck Chadwick began the report with stating that Dennis Birge with the City of Bentonville is present. He has the task of overseeing the solution to the geese problem. Mr. Chadwick would like Mr. Birge to address the committee.

Mr. Birge began with stating that he had several things that he was going to update the Board on, but that he would start with the geese problem. He told the Board that the City knows there is a geese problem, and that they are not sitting idle on seeking a solution to the problem. They are trying, with the budget that they have, a variety of different options to see what works the best.

\*\*\*\*\* Mr. Birge informed the Board as to the different methods used to date. Those methods included harassment methods of noisemakers, and laser beam, coyote decoy(s). Additionally, Mr. Birge informed the board of potential future efforts of the possibility of the city obtaining a border collie to train as a goose dog, given the fact that the City has existing staff certified for canine units and their willingness to be certified for goose training. There are still many decisions within the City to be made concerning that process. But, that process is being looked at by City personnel.

Mr. Birge has also discussed this matter with Chad Cox. Chad Cox is looking into the possibility of a private funded falconry program, but it is not ready just yet.

Mr. Birge pointed out that we have so much vegetation and habitat for the geese directly beside the airport, and in areas not far from the airport. It is hard to try to eradicate all of them. We are doing the best we can right now. If anyone has any ideas they can contact Mr. Birge by phone or email. He also talked with the FBO and will welcome them using the screamers and bangers to help us out.

Dr. Ham asked if we were looking into any specific company regarding the purchase of a dog? Mr. Birge said that our canine officer in the city has been talking with a company out of state, but did not know details. He doesn't know if we purchase a dog that is already trained, or if we purchase one and raise it up and train it. Dr. Ham gave some details about maintenance of the dog. Mr. Birge said it was unrealistic, with our budget, to hire from outside the City to have them come

in for as many times as it would take to be effective. We are looking into using our canine officer more.

Dennis said he had a few more items to address. He wants to make himself a little more aware of the airport. It is under Transportation, so that is his wing of it. He just wanted everyone to know. He realizes that there has been some moving around of employees that were over the airport, and then there are also those that have been there forever that have a lot of knowledge and experience....Mike Bender, especially. He said he has learned a lot from Mike Bender, and has tried to take more of a role in this, and now the City is ready for that to switch over to Mr. Birge. If anyone has any questions or anything, he just wants to make the process easy for all to go through him and Mr. Chadwick. He mentioned Mr. Chadwick's talents and experience in doing lease agreements, etc., and we hope to get to an event planning agreement this year. There are several things that Chuck will be specifically working on. Dennis will be helping out with more are the capital projects, the taxiway, the tunnel and parking lot. He is here every day, but Mr. Chadwick is part-time and not here all the time, so Mr. Birge will be able to answer some of those questions quicker than when Chuck might be able to get to it. Maintenance-type needs will come to Mr. Birge. He will make this information available to the FBO, and to Brad Elliott. He hopes that this will make things a little less hectic.

We are in the process of getting bids to remove the dirt mound. The City has to put this out for advertisement to collect bids to remove the dirt. As part of that, we will probably have a time line to have it removed, but he does not know just when. He will update us more on this later.

As he mentioned before about the event policy. If there is an event that comes up, it goes through Chuck, or it works through me, or both of us. We try to stay aware and stay in contact with the FBO about when events come up. We have been dealing with them as they came up. However, a goal of ours this year is to have a policy put before everyone and have us agree on it. That way we can have this in place when the event instead of the event come up and us trying to decide what we can and cannot do.

The last thing he wanted to talk about is the FBO Agreement that is in place right now. Mr. Birge said he has talked casually with Summit and Brad Elliott. They have grown, the airport and city have grown, and maintenance needs have grown. Our FBO Agreement does not specify what maintenance needs each of us take care of. We would like to shore that up. They would like to revise it a little bit. He

believes we might both be on the same page. In addition, the City would also like to get an office over there at the old FBO and be on-site. Depending on their plans for the old terminal building, there might possibility be room over there to assign to city staff, at least part-time and maybe full time in the future. He is hopeful to get talks started with the FBO and we see how each other is feeling about re-doing the agreement and hopefully set up some meetings and time lines to make things happen on that if we could. That is just a reach out from us to make things clearer about the responsibilities are for each of us.

## **New Business**

### 1. City of Bentonville, *Charles Chadwick, Airport Manager*

Regarding the PAPI's and how that works in with the t-hangars. He talked to Jerry Chism, ADA Director, about the possibility of the t-hangars on the southeast side and maybe having some land donated from the city to the airport. Mr. Chism mentioned to Mr. Chadwick that it was an auditing situation more than anything, but that he didn't think in the long run that would get approval. Mr. Chadwick related that they talked about the reasonableness and the likelihood of being able to get a hangar project fairly soon. The hangar projects are so costly, we would have to split them up over about 3 years of projects to get the type and size of hangars that we need to make it financially feasible to proceed. To do so would require placing the PAPIs on hold for about 3 years and that is not really a realistic situation. Therefore, we are moving forward with the PAPI project and trying to get that in as early as we can. The City currently does not have money budgeted to the airport for that project for this year. In talking to city staff, Mr. Bender and Mr. Birge, and they both say they would recommend to the city that we do a budget adjustment and get some money for that project. We are going to move forward internally in that regard, as Adam White, with Garver, USA, is moving forward to get everything going on the engineering and ADA request.

Mr. Chadwick reported that he had extensive conversations with the pilot communities, both on this field and those that he knows throughout the country, and pretty much all of them said that PAPIs are not necessarily required, but they like them. It is an addition to our airport that is needed from a safety standpoint and an attraction standpoint. We are not out in the country anymore, we are downtown now. Mr. Chadwick agrees with those people he visited with and took

all the information and evaluated it and now recommends going forward with the PAPIs at this time.

Mr. Chadwick talked about the project involving two hangars to be built on the east side of the airport, one larger box hangar and one smaller box hangar. Those hangars would be located where the city-owned Parnell hangars are at present. The existing enclosed t-hangar building has outlasted its time. Mr. Chadwick was hoping to have a lease to bring before the Board today for approval. Mr. Chadwick hasn't reached an agreement on a couple of elements of the lease agreement and that is going back into negotiations.

The Turf Runway: It was suggested at the last meeting that the city go ahead and go through the process with the FAA to authorize the opening of the turf runway. The City could then put X's on the turf runway until all of the policies, procedures, liability-sharing issues, maintenance-sharing issues were completed then we could remove all X's. In talking with city staff, it is not their recommendation to proceed in that manner. They want to get all of the rules/regulations/agreements completed before the City applies to the FAA to open the turf runway. Mr. Chadwick, along with other City staff will meet with the Tailwind Foundation, Dave Powell, and others to move this process along.

Richard Ham was looking at the original approval document from the FAA that says to submit the procedures. He says that he can read it both ways, and most certainly to submit that with the form. Mr. Chadwick agreed. Mr. Chadwick pointed out that we are dealing with two different things: One is the procedures on how you are going to operate, the approaches and departures, and taxiing around the turf runway. The other one is who is going to be responsible to maintain the turf runway, what's the liability going to be like as far as who is going to take responsibility from that, what is going to be the cost associated with keeping the turf runway up to par and all that sort of stuff.

Richard Ham says the FAA document does not distinguish between the two. It just says procedures and he didn't know which one it is talking about. Chuck responded that if you read further in the FAA document, it does talk about the environment in which traffic is going to be flowing in and out. He thinks the FAA is more concerned with the first half of what he talked about. The FAA probably does not care who is responsible for mowing it, keep up maintenance, who is going to be liable in case some sort of injury or damage occurs and someone is negligent in how they prepared the runway.

Regarding donations to the City. Mr. Chadwick talked specifically about this issue with (City Staff Attorney) Camille Thompson, the Mayor, Dennis Birge, and Mike Bender. They are all of the opinion that if someone wants to donate to the airport, they need to get in touch with Mr. Chadwick or Camille Thompson. We need to try to find a procedure for what they are asking for specifically to make sure it complies with our auditors and so we can have some sort of control over it if it is going to be donated to the City. We would encourage anyone that wants to donate something that is not going to be on city property and controlled by the City, that they may do that through a private foundation. He did not suggest any, but stated that there are certainly foundations out there associated with the airport that could handle things like that. The City does encourage that if somebody has people in mind that are wanting to make donations, that they communicate those names, addresses, and contact information to the City. We cannot do anything with them if we do not know who they are and how to get hold of them and exactly what their procedures are as to what they are wanting.

Mr. Chadwick said that the last meeting, the board asked him to put forth some recommendations to the Mayor and Camille about the board, and a couple of things specifically about the way the ordinance is written. One was the clarification of whether or not the ex officio counts for purposes of trying to come up with a quorum. He has talked specifically with Camille about that and she says that ex officio member is not a voting member, so in her opinion, the ex officio member would not be counted towards a quorum. Mr. Chadwick has not received an email or a written opinion from Camille Thompson about that, but thinks the AAB can go ahead and act accordingly on that. Also, Mr. Chadwick put forth the AAB's request that the City enlarge the size of the airport board. Mr. Chadwick has not gotten a response on that yet. And, with the enlargement of the board, the AAB wanted to add another person who has aircraft or aviation knowledge that. He pretty much took verbatim what the motion was and put that in the email to the Mayor, and he knows she is taking that into consideration. The Mayor is going through the vetting process to recommend a person to City Council to fill the empty seat on the AAB. As to whether the City will amend the ordinance and remove the requirement for the AAB to do an annual budget, Mr. Chadwick thinks that will be done.

Chris Faulhaber asked about a lease assignment involving Dave Dible. Mr. Chadwick stated there is a request for that assignment. Mr. Faulhaber asked for a status report on that. Mr. Chadwick said that he could tell him that there are concerns on his (Mr. Chadwick's) side about the original lessee. The original

Lessee was a corporation. Mr. Faulhaber said that if he remembered correctly the corporation was.....Mr. Chadwick spoke up and said that if we want to get into naming all the names, he could tell him that it was a corporation that my research online reflected that the corporation is no longer a valid corporation. That it was not a single person corporation. The deal that Mr. Dible made with one of the shareholders or stockholders of that (Lessee) corporation did not have anything that Mr. Chadwick could find that was signed off on by the other shareholder of that (Lessee) corporation. Mr. Chadwick is concerned with taking an assignment of that lease before this board and then to City Council, until they (the Lessee Corporation) are able to clarify the obligations between the parties. That needs to get taken care of. Mr. Chadwick has prepared a lot of Assignment of Leases and leases. Mr. Chadwick has clarified some stuff, but this is not one he is willing to wade in on because he doesn't want to be caught in the middle between a non-present shareholder of a corporation that's no longer in business. Mr. Chadwick suggested that the parties should be able to get lawyers or somebody to get in there and get it cleaned up. It may just be that they find the non-present shareholder and get some paperwork signed off. If they had all of their minutes up-to-date at the time that the corporation was dissolved or revoked, that would help them, but, again, Mr. Chadwick is not going to get into advising them

## 2. Engineering and Construction, *Adam White, Garver Engineers*

Adam Garver mentioned that you can go on Google Earth there is a template online and type in a location and elevation, and the FAA will tell you if you have to submit or file for a specific air space study. He always recommends to developers to do that on the front end because it is about a 45-day process with the FAA to get that done.

## **EXISTING PROJECTS UPDATE**

**The Runway Rehabilitation Project** – This is funded through an 80/20 State grant we got last fall. Weather has delayed it a few months. A question brought up last month about teaming it with other work being done on the runway to get it all done at the same time. They have the contractor penciled in right now to do that construction the 10<sup>th</sup> – 13<sup>th</sup> of June. He has run this through the FBO and Airport to make sure there are no events to interfere with this. He has heard no negative feedback yet. He wants to get this done as quickly as possible.

**The Circular Apron Project** – This is in two different phases. They finished the last part of Phase II last week with some seeding and sodding. They have the record drawings finalized. He has sent them to the City to get their inspection done and close that one out. This is funded through City funds, a State grant, and private funds.

**The East Taxiway Extension to the North Project:** This is funded through private funds. It is on hold right now. It made sense to do that with the proposed Runway 18 Tunnel Project. While the tunnel is going through the design process, it is being held back to start the construction on the east taxiway extension to the north. We will team those together as the runway environment will be the same for both those projects.

**Runway 18 Tunnel Project:** We have gotten feedback from the FAA and the City on the conceptual design of the tunnel. We have a meeting with the funding agency for Friday to look at some alternatives to address some feedback we have gotten and then we will be ready to submit preliminary plans to the city for internal review.

**Taxiway to Game Composites Facility:** This is complete. He has sent everything to the City for the scheduling of a final inspection. Once done, we will close that out with the city. This project was all funded by Game Composites, but it is open and being used right now. They have cleaned up some of that mess right there where he was to come through the grass. He now has the new paved taxiway to bring his planes in and out on. This is not a named taxiway and no signage is required. If it is thought that it might be an issue, it can be addressed.

**Game Composites Facility Land Transfer Through the Fence Agreement:**  
**New Hangar Facility and Taxi Lane:** That is still in the early conceptual phases. We are doing some of the site planning on it. They have someone else doing the building construction. I think they are still getting their ducks in a row on the costs of the building before they pull the trigger to go forward through the Planning Commission to get that approved.

**Proposed Parking Expansion at The Flight Center:** These plans have been sent over to the developer to review and plan on sending to the city on Friday for their review to start our internal review process with them. Once we get the plans and are approved we will go ahead and do a Developer's Agreement. We'll be going through the City process in the next few weeks and be ready to start construction.



**Turf Runway:** He met with Tailwind. He did recommend a few improvements just looking at the site and their concerns: (1) Water seepage in the turf runway where the waterline crosses underneath the runway. We gave them some recommendations to fix that; French drains, that would tie in to the airports ditch that we just put in with the west taxiway; (2) The side slopes going off the taxiway to the turf runway is all in situ, meaning the existing isn't all that great. He recommended that they may want to do some stabilization in those areas.

## **PROPOSED PROJECTS UPDATE**

**East Taxiway Extension to the South:** This could be funded through an FAA grant that will start design in probably the next three or four months. He expects in the next month or two he will bring the grant application to the board, then to city council to apply for the design only grant for that work. Then we would do the design in the next calendar year and then come back about this time next year with construction bids ready to start construction under a second grant next year.

**ADA Grant Possibility:** As a follow-up to our conversations last month about a possible ADA grant this fiscal year (July 1 –June 30). We have not utilized a 90/10 grant with the State yet for this fiscal year. We had some conversations internally with the City and are ready to move forward with trying to get a PAPI grant in place by the end of this fiscal year. This will need to go fast. We want to have bids in hand by the end of May so we can apply for a grant and get it in this fiscal year. I will be working with Chuck and the ADA to make sure that timeline works for everyone. We hope that will be a 90/10 grant. It is going to be on that line of \$150,000 and \$175,000, so we will see how the bids come in.

### 3. Summit Aviation/FBO – *Brad Elliott, Summit Aviation/FBO*

Brad Elliott was not present. Will Gunselman gave a brief report for Summit Aviation. They are up to 5300 gallons of fuel sold already this month. Will thinks that they are on track to do about 18,000 gallons this month. They hired a new charter pilot. They are hoping to grow out charter operation locally to some of our back country strips, and have some excursions, and also regionally, as well. They are making improvement to our hangar one door. It is one of our community hangars on the east side to the north. They are putting a new door in it, as well as other improvements. The helicopter training is fully operational now. He invited everyone to come by and see the new paint scheme on it. It's pretty neat. It

already has a wait list, along with our fixed-wing program. He estimated that a year ago at this time, the fuel flowage was around 16,700 gallons. He thinks we will see an increase this month.

#### 4. Turf Runway Update – Dave Powell

Dave Powell appeared before the committee. He handed out an update for the Turf (Grass) Runway at the airport.

He went over some corrections to the handout, which included:

On the third bullet where he said “complete” which is the form 7480 was submitted. He assumed that from last month’s meeting. He expressed his disappointment that it’s not in there because he is worried that it’s going to take a few months and it doesn’t do anything but establish the field, not open it. If he recalls, the only thing on the form to related operations is the left hand pattern and right-hand pattern, and that form doesn’t do that. So, an update on what is complete, and there are pictures on the back....the runway edge markers are installed. They are every 200’ feet and are about 30” in diameter and stick up about an inch and a half to 2” and pinned in place. All that was surveyed at 200’ between all of those except the most northern and southern which is 220’ because it’s like 2400 feet long. The operational responsibilities are defined, and I guess we need to continue with this so we can say they are okay. I gave these to you at the last board meeting (March) and asked for feedback. He and Chris Faulhaber have talked a little bit about it on the side, but he hasn’t received any feedback from the board related to what he submitted last month. He would be willing to meet twice a week with the board if they want. He is afraid that and the combination of the form 7480, it may be another 4 months before we ever have a strip. I am always available to the board. Some recommendations.....He has now also put in the blue entrance and exit area smaller rings. They are blue powder-coated. He installed those about 2 days ago. You can see those in the bottom two (2) pictures. All he has done there is at those high marks where Adam White designed the ability to taxi right across....he stuck those in. There is four of them. On the east side there is 4, a total of 8 on each of the .....there’s three entrances on two of them. The most southern entrance, which is about 200’ off the end of the runway, is the area that we talked about putting the French drains in and reinforcing. He didn’t add anything there right now. We are hoping to jump in and do that project, reinforce that area, put the drains in, and then within these blue discs that I have in place now, that’s also the area Adam talked about, where you see in the bottom left picture, the moat area where you would take out a little of the topsoil and put in that Johnny stone, it’s called Jimmy Jones Shot Rock, and then

you'd put the sod over the top. So, we need to reinforce the entrance and exits because the turf runway itself with the Bermuda is very good, even not long after a rain, other than a few rough spots. So, the recommendation in conjunction with those entrances and exits, in talking with Adam with regard to hold short lines, that we would have some of those similar blue, but painted yellow, across each of the entrances, to be a hold short line.

Also, something to talk about when we get together again...in talking with Adam and the community, we would recommend the east turf runway entrance be aligned with the southern asphalt entrance to the asphalt runway, with the hold short lines. If we don't violate any FAA procedures with the hold short lines, and we minimize the amount of time anybody is crossing, as you would on the north taxiway that's going in Adam talked about and you directly cross the runway or on the future south extension of the taxiway on the southeast side, you would just cross the runway after you stop at the hold short line. We think that would add safety to minimize any crossings.

The 20 runway entry markers, the blue ones that are installed; they will possibly need more on the southwest corner where it is still wet.

His outstanding items: Order those that we need to paint yellow. Will be working with the Tailwind Foundation and the Jimmy Jones Shot Rock and sod on the access points that Chris talked about. Will try to get this done in the next two or three weeks. Get the sod in place and rolled. French drains on the southern edge. At my hangar there is a small amount of sand and a small amount of topsoil. That's the last outstanding. They have been waiting on the sod to turn green, and he is beginning to see the green. He is hoping next to be able to start mixing the sand and the topsoil and take it out to the low spots with a tractor and smoothing it out with a work day and getting seed on it, and take care of some low areas. They are targeting mid-May, so we would certainly love to be meeting as quickly as possible, because I think the form may be delayed a month or more. He believes he has told you before that Tailwind has contracted a lawn service that does commercial applications. They had completed through the early spring. They actually spray a Roundup mixture on the entire runway. He is only two or three people in the state licensed to do that. So, it kills all the weeds, but doesn't kill the Bermuda if you time it right. He has done that twice for us. You should see many activities if you are out there over the next couple of weeks. A lot of the pilot community is anxious to use it, a lot of tailwind planes that are appropriate for it. It's one of the nicest strips of the 50 or 60 that are locally in the area, that we use a lot. He added a couple of comments related to Summit and Will's

comments, as he jumped over to the Flight School. They have in the neighborhood of 140 students and about 80 people on a waiting list. Tailwind's focus is a big piece of that. They are in the process of bringing in another tailwheel plane in and the OZ Club had added another tailwheel plane. Also, 182 was converted for bigger tires and landing on grass strips. There is really a lot of interest and continued growth in that whole area.

Chris Faulhaber recommends that we put the Tailwind Foundation as a regular agenda item each month. Dr. Ham said we could add it under Old Business. Dave Powell said he would love for Tailwind to be on the agenda. He mentioned Shannon, a board member that is here today. She worked with them in the Smithsonian in Washington to have camps here next year..two week camps for girls and boys. Education is a big area of the Tailwind Foundation, and there is a many areas that he would love to share with us.

Charles Chadwick would like to keep the Turf Runway update under Old Business, so we just keep that rolling. If there are new items that come about and need to go on the Agenda, Beverly needs some front end notice to be able to get it on the agenda. But, Staff and AAB need the ability to know what is going to be on the agenda, so we can prepare from an education standpoint and knowledge standpoint. If all we do is put Dave Powell, Tailwind Foundation on there, we do not know what he's going to talking about. If he's just coming up to give us an update on what's going on, that's great. But, if it requires input from city staff or any one of us or responses from us, then there needs to be specific agenda items on there. Mr. Chadwick appreciates what Dave is doing out at the airport and what the Tailwind Foundation is doing, too. Mr. Chadwick does not have any problem giving him the same voice that we are doing updates on. He is concerned if it's something that needs input from the board as opposed to just receiving a report. Chris Faulhaber said he would just like a report every month about the runway doing great, or if we have issues. If there is any other business, Mr. Faulhaber absolutely wants it to be on the agenda. Mr. Chadwick says he just doesn't want to be caught blindsided that way, not saying that Dave would do it purposely, but sometimes in a hurry, to get something done, and something pops up the day before, and it ends up, "Hey, I'll just talk about it during the time I'm giving the Tailwind Foundation stuff." Mr. Chadwick doesn't want to get caught in that situation. He wants to keep on path about having agenda items and reasons why we have agenda items.

Dr. Ham – They are wanting to talk about the turf runway under old business. We hope that a year from now, we don't have to talk about it. But you are saying that

you want Tailwind to be there regardless in old or new business. Just like Summit would come up and advise us. We would have a tailwind representative...I am assuming.

Chris Faulhaber wants Tailwind under the New Business like Summit. The runway is old business, but there is a lot more going on, and not something that would drop off. Just keep it on the agenda.

Chris Faulhaber made a motion that Tailwind Foundation be on the agenda for monthly updates, and updates only, and not to deal with new agenda items. That was seconded by Rick Simmons. Motion passed.

Dave Powell, the Recreational Aviation Foundation, which is kind of a back country strip kind of organization, is having mini-conferences across the nation and one will be here in May. So, it will bring in a little bit of traffic. Probably most are coming in commercially to get here from other states. They are hoping to have 40 – 50 people. The Fieldhouse is hosting their meetings. They are having one of the socials out at Sugar Creek Airport just north. They will be here for basically two and a half days.

Chad Cox just wanted to say that when he met with Dennis, it was obvious that he was trying to do his part on the geese. He mentioned that Dennis is going to classes, got a laser, and has has books. He just wanted to pat him on the back.

Also, the Mayor was thanked by the board for coming to the meeting today.

## **Other Business**

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

There was no request to change the meeting date, so we will meet on the date and time above.

2. Adjournment

Motion by Rick Simmons and second by Chris Faulhaber to adjourn the meeting. Motion carried. Meeting adjourned at 2:18:21.