



Bentonville Municipal Airport  
Advisory Board Meeting  
Thursday, June 6, 2019 – 1:00 pm  
Community Development Building  
305 SW “A” Street  
Bentonville, AR 72712

## MINUTES

Chair, Richard Ham, opened the meeting of the Airport Advisory Board by leading the room in the Pledge of Allegiance.

All board members were present. Attached is an attendance list for reference.

### Old Business

1. Approval of Minutes from May 2, 2019, Meeting

**\*MOTION\*:** Chris Faulhaber made a motion to approve the minutes from the May 2, 2019, meeting. Lisa Kelley seconded the motion. All members were in favor of approving the minutes. Motion carried.

2. Geese
  - A. Jordan Jones, *Falconry Program – Tentative*
  - B. Dennis Birge, *Update on Geese Problem Solutions*

Mr. Jones did not show for the meeting. No one from the City, and Chad Cox, confirmed that they had not heard from Mr. Jones since they spoke to him before. Mr. Cox made the comment that we will not be able to obtain approval for a grant until they exhaust all options of dealing with the geese first. Chairman Ham and others mentioned that they were still seeing many geese around the airport.

Dennis Birge gave an update on his efforts dispersing the geese. He said he was still using the disruption method, using screamers and bangers, and chasing them, but not with any long-term success. He stated that he needed help, and that it would take all of us helping to make it work. Chairman Ham called for someone from the board to work with Dennis and have a recommendation for the board next month about our next course of action. Board member, Mike Frost, volunteered. He will meet with Dennis in the coming month and they will report to the board at the next meeting, with a recommendation.

## New Business

1. Arkansas Department of Aeronautics – *Jerry Chism, Director*  
*Airport Economic Impact Status Briefing*

Jerry Chism, Director of the Arkansas Department of Aeronautics, appeared before the board and gave an Airport Economic Impact Status briefing. He stated that Aviation is a key component for economy, and that everyone benefits from airports. He said, “A mile of highway will take you a mile down the road. But, a mile of runway will take you anywhere in the world”. He stated that Bentonville had a very good airport. He was excited that we had a grass strip, and said that he lives on a grass strip.

2. City of Bentonville, *Charles Chadwick, Airport Manager*

Mr. Chadwick reported that he is working on two contracts on the west side for the hangars there. We have two finished hangars now, and the third is in the building process. He is working on two other hangars leases at present. However, the dirt mound needs to be moved. He said that Mike Bender has put forth a bid request that will open soon. The plan is that the dirt be moved within a year. Then we start working on the infrastructure for the next six hangars that go in there. These are good problems to have.

Mr. Chadwick told the board that he would be attending the FAA Southwest Region Conference in Hurst, Texas, next week. He said he and Kathy Franklin will discuss the tunnel program while he is there.

3. East Taxiway Design, *Dennis Birge, City of Bentonville*  
*Application for Grants, Design, Garver Engineers, City Council*

Adam White reported for Dennis Birge. He spoke with Dennis Birge and Mr. Chadwick a couple of weeks ago. He said that we are about ready to submit an application for another federal aviation grant for the design of the East Parallel Taxiway, the south extension. Design will begin next year, and then construction the following year. In the next month or two, they will come back to the board with some actual numbers for the grant offer, and then take it to City Council. He expects that grant to be somewhere in the range of \$150,000.00 to \$170,000.00.

4. Engineering and Construction, *Adam White, Garver Engineers*

Adam White gave a quick rundown on the current projects that on going on at the airport. A handout listing the projects and the pertinent dates of design, grants, meetings, construction, and completion are attached hereto and made a part of these minutes.

Some discussion following regarding the PAPI lights and if there was a way to expedite this process to get them installed. Mr. Chadwick explained the benefits of going ahead and purchasing the PAPIs before the City is reimbursed from the State. He said he thought this would save about 4 months on the project.

**\*MOTION\*:** There was a motion by Lisa Kelley for the board to give Mr. Chadwick the authority to seek approval from the City to front these costs, and then seek reimbursement. A second was not heard, but the Chairman called for the vote and the motion carried.

Following this, Lisa Kelly asked some questions about a “segmented circle”. There was some discussion on this.

5. Summit Aviation/FBO – *Phillip Johnson, Exec. Dir., Summit Aviation*

Phillip Johnson said that he had nothing to report from Summit Aviation at this time. Mr. Chadwick asked about fuel sales. Phillip said that it has been fairly flat for over a year. He did not have specific numbers to report, but that he would have some at the next meeting.

6. Turf Runway Update – *Dave Powell*

Dave Powell asked Chris Faulhaber to give an update from Monday's Working Session of the Airport Authority Board's meeting.

Some members of the Airport Authority Board met on Monday, June 3, 2019, for a working session to establish procedures to operate safely on the Turf/Grass Runway 17/35 at Bentonville Municipal Louise Thaden Municipal Airport (VBT). Chris Faulhaber took notes and presented a handout to the board with discussion topics. The handout is attached hereto and made a part of these minutes. In addition, the Administrative Assistant had a Press Release published with the media to give notice of this meeting.

7. Tailwind Foundation Update– *Dave Powell*

Dave Powell, appearing on behalf of Tailwind, said that they have gone out, from a liability standpoint in reference to the grass strip, and had contacted five (5) different insurers. All five (5) responded with the same statement that they have no insurable interest for them to insure us. They told them that they do not own the land, and they cannot insure them. Dave Powell said Dennis Birge was going to investigate and find out what the City has now for liability insurance. They were able to get a quote for the entire city airport that included everything. Mr. Powell will follow up with Dennis Birge to see what he has found out and see if it will be a cost savings for the city.

Mr. Chadwick mentioned the French Drain, elevations, etc. Dave Powell said they would work through Dennis Birge on this.

Chairman Ham asked for questions regarding these procedures regarding the grass strip. There was none.

**\*MOTION\***: Rick Simmons made a motion that the board accept the working group's recommendations for operations at the Turf Runway, consistent with how the City takes it through the proper channels of city government. Lisa Kelley, as well as, Mike Frost, seconded the motion. Motion carried.

Mr. Chadwick says he will see how the City wants to move forward with this. Chris Faulhaber said that the FAA will want to see it published so it is available to all transient pilots, as well as local pilots. He said he will get a copy out for everyone so we can determine how to best distribute it. Mr. Chadwick said that once it is approved through the City, then Beverly Shepherd, Administrative Assistant, could get it published and upload it to the website.

Chairman Ham asked that the Administrative Assistant put on the agenda for July to talk about whether we need an ordinance and/or some enforceable display of standards of operation, dos and don'ts, etc. He asked that a volunteer help Mr. Chadwick with this. Lisa Kelley said she would help him with this. Chuck will look to the FAA for guidelines. Chris Faulhaber asked about informational signs on the turf runway. Adam White said we might be able to get a state grant for them; that we might be able to put that in with the PAPI grant request. We also have a sign department with the city that might be able to help. Adam said he would send Mr. Chadwick a written copy of the signs we had talked about some months ago.

**Other Business**

1. Schedule July, 2019, AAB Meeting  
*Regular Meeting Day: Thursday, July 4, 2019, at 1:00 pm*  
*Need to consider a different date because of Independence Day*

**\*MOTION\***: With two or three members being absent the first couple of weeks of July, Chris Faulhaber made motion to have the next meeting of the Airport Advisory Board on Thursday, July 18<sup>th</sup>, 2019, at 1:00 pm. Lisa Kelley seconded the motion. Motion carried.

- 2, Adjournment

Meeting adjourned at 1:54 pm.

###

# AIRPORT ADVISORY BOARD ATTENDANCE LIST

DATE: June 6, 2019

NAME	PRESENT	ABSENT
Richard Ham - Chairman	✓	
Rick Simmons - Vice-Chair	✓	
Chris Faulhaber - Secretary	✓	
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		✓
Phillip Johnson – Summit	✓	
Adam White - Garver	✓	
Chad Cox	✓	
Mary Jordan - Reporter	✓	
MAYOR DRMAN	✓	
MAYOR'S GUEST	✓	

Project Task	Runway Rehabilitation		East Taxiway Extension (North)		Runway 18 Turnaround & Access Tunnel		Game Composites Hangar Facility		Flight Center Parking Expansion		PAPI Construction		East Taxiway Extension (South)	
Site Investigations											8/1/2019	8/1/2019		
Conceptual Meeting w/ City											8/1/2019	10/1/2019		
Preliminary Design											9/1/2019	11/30/2019		
Preliminary Design Review											9/15/2019	12/30/2019		
Final Design											10/15/2019	2/28/2020		
Final Design Review											10/30/2019	3/29/2020		
Bidding											11/1/2019	5/1/2020		
Grant Award											12/15/2019	6/15/2020		
Construction Contract											1/1/2020	8/1/2020		
Preconstruction											6/13/2019	2/1/2020	9/1/2020	
Construction Start											6/28/2019	3/2/2020	10/1/2020	
Construction Complete											7/28/2019	4/1/2020	1/29/2021	
Grant Closeout											N/A	4/31/2020	3/30/2021	





## PRESS RELEASE

Contact: Charles Chadwick

**FOR IMMEDIATE RELEASE**

Phone: (479) 418-8675

Date: May 31, 2019

### WORKING SESSION OF THE AIRPORT AUTHORITY BOARD

**Bentonville, AR.....**On Monday, June 3, 2019, beginning at 1:00 pm, two or more members of the Airport Authority Board will be meeting at The Fieldhouse conference room, located at 2205 SW "I" Street, Bentonville, AR. Said working session is to discuss operations and procedures for the upcoming Turf Runway.

Please contact Charles Chadwick, Airport Manager, at (479) 418-8675, with any questions about this meeting.

###

## **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 Runway 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 Edge Markers:** Circular markers used to identify entrance and exit points on the turf runway. Size approximately 10 - 12" diameter and blue in color.
- **Turf/Grass Runway Threshold:** Each end of the turf runway is marked by a concrete threshold. Note: the concrete threshold was not designed for takeoff or landing.
- **Turf/Grass Runway Access:** Access to the turf runway is provided by turf taxiways that have been constructed and maintained with appropriate grade and grass height to allow safe access to the runway.
  - The turf taxiways on the west side of the turf runway provide access to Taxiway A and facilities on the west side of the airport.
  - The turf taxiway on the east side of the turf runway has been constructed to allow access to and from the East Ramp by crossing at the mid-field high-point of Runway 18/36. This was done to enhance runway safety by providing an access point that does not require back-taxiing on Runway 18/36. As taxiways on the east side of airport are constructed, allowing pilots to cross Runway 18/36 without back-taxiing, the continued maintenance and use of this taxiway will be reevaluated, and this document will be updated accordingly.



## Operations

- I. Communications: Pilots shall self-announce on the published CTAF frequency, coordinating arrivals and departures on Runways 17/35 and 18/36.
- II. Procedures:
  - A. Standard Traffic Pattern is Left Traffic to both runways.
  - B. Aircraft shall exit and enter the Turf/Grass Runway only at defined areas. (See diagram)
  - C. Use of airstrips:
    1. *No Simultaneous Operations* - When an aircraft/pilot is landing or departing on either runway, no landings or departures are permitted on the adjacent runway unless direct 2-way communication has been made between the two aircraft.
    2. *Ground Activities* - When an aircraft is landing or departing 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.
    3. *Day/VFR use only* - No operations permitted at night or during IFR conditions.
  - D. Turf/Grass Runway 17 and hard surface Runway 18 are designated as Calm Wind runways.
  - E. West side of the airport: Hold short on Taxiway A or Circular Apron at the designated hold short lines for runway operations.
  - F. East side of the airport: Hold short on the East Ramp at designated hold short lines for runway operations.

