

**North Little Rock Municipal Airport
Commission Meeting
January 20, 2009**

The regularly scheduled meeting of the North Little Rock Municipal Airport Commission was held January 20, 2009 in the conference room of the Emma Hall Administration Building, 204 Aviation Way in North Little Rock, Arkansas.

Call to Order: Chairman Skipper Polk called the meeting to order at 6:00 p.m. Chairman Polk requested that during the meeting participants refrain from talking over each other and to provide courtesy to the person that has the floor.

Attendance: Attending commissioners were Don Blakey, Sid Crymes, Mark Halter, Brad Hughes, Jim Julian, and Skipper Polk. Commissioner Rick Ashley was absent. Also attending were the Airport Director Willie Elizandro and others as registered on the attendance roster made a part of the record thereof. Mr. Halter made a motion to excuse the absence of Mr. Ashley. Mr. Blakey seconded the motion. All voted aye and the motion passed unanimously.

Disposition of Minutes: Mr. Blakey made a motion to approve the December 17, 2008 airport commission meeting minutes. Mr. Crymes seconded the motion. All voted aye and the motion passed unanimously.

Financial Report: Mr. Elizandro presented the December 2008 financial report. He stated that total revenues and other sources were at 94 percent, personnel services expenditures were at 108.3 percent and maintenance and operations expenses were at 90.4 percent. Through the month of December 2008, he said expenses and revenues should be at 100 percent. Mr. Elizandro stated that end of year financial adjustments to the budget were made by city finance.

He stated the Maintenance and Operations line item 2130 includes an encumbered amount of \$28,600 payable to McClelland Consulting Engineers for the UALR economic study, \$18,400 of the \$33,600 required for the airport site layout development after the UALR study is completed and \$4,000 for the independent fee analysis for the update of the master plan.

Mr. Elizandro said the airport April 3, 2008 tornado uninsured FEMA claim of \$43,526.96 is still being addressed by Mr. Scott Bass of the Arkansas Department of Emergency Management.

He stated the airport has financial obligations of \$28,600 for a UALR Airport Economic Impact study, an obligation of \$33,600 for an airport site layout development to McClellan Consulting Engineers and \$3,000 for the independent fee analysis of the proposed master plan update.

Chairman Polk requested recommendations from staff for airport 2009 capital improvement expenditures.

Mr. Crymes made a motion to approve the December 2008 financial report subject to audit. Mr. Halter seconded the motion. All voted aye and the motion passed unanimously.

Old Business

Airport Master Plan Update: Ms. Deborah Schwartz, airport consultant, briefed the commission that she received three quotes for an independent analysis of the proposed update of the airport master plan. One of the three firms withdrew their proposal. Chairman Polk and Ms. Schwartz selected Kutchins & Groh, LLC at a fee of \$3,000. Mr. Brad Kutchins of the firm was introduced to the commission. Mr. Halter asked Mr. Kutchins what was the scope of the fee analysis. Mr. Kutchins replied that the scope as developed by the commission and the engineers is presented to his firm, and he would go back and review the proposal to give the commission his opinion of the cost of the project. Mr. Kutchins said he would also provide the commission, predicated on his review, data and advice to ensure there is a good understanding of what the commission is doing and to ensure they are working on the right problem.

Ms Schwartz state Mr. Kutchins would provide a preliminary report to the commission prior to drafting a final report. Mr. Kutchins stated a preliminary report of the independent review should be completed within seven to ten days.

Mr. Halter requested the proposed Airport Improvement Plan projects using federal dollars be included with the monthly financial report.

Mr. Julian made a motion to approve the independent fee analysis with Kutchins & Groh, LLC for \$3,000. Mr. Halter seconded the motion. All voted aye, and the motion passed unanimously.

Flight Planning Center Restoration: Chairman Polk said, after consultation with city commerce, instead of spending \$40,000 for the restoration of the Flight Planning Center, that the city owned hangar should be enlarged with an attachment

that would include a Flight Planning Center. According to Chairman Polk, In the event an airport terminal is constructed the commission could return the use of the flight planning center space and rent the space to the hangar tenant.

Mr. Halter asked if the flight planning center site an idea location for development. Chairman Polk said it was probably a very good piece of land for an avionics or engine shop. Mr. Halter said it would look better if there was something new next to the city owned hangar and perhaps be more accessible. Mr. Rose of McClelland Consulting Engineers met with Mr. Gary Dean of Williams and Dean Architecture Firm about the Flight Planning Center. The existing Flight Planning Center and the city hangar were inspected and estimated the restoration of the Flight Planning Center to cost between \$35,000 to \$40,000. Mr. Dean said new per square foot price to add on to a building is \$140. Mr. Rose said you could build on approximately 714 square feet to the city hangar for \$100,000, which is about the size of the current Flight Planning Center.

Mr. Blakey said the option appeared to be spending up to \$40,000 for restoration of the Flight Planning Center or building onto the city hangar for \$100,000 with approximately the same square footage. Chairman Polk stated you could recoup money on the addition to the city hangar from the tenant if a terminal building is constructed that would include a flight planning center. Mr. Blakey asked the approximate cost to take the current Flight Planning Center down. Chairman Polk said we could get city help to raze the building. Mr. Elizandro reminded the commission that the building has been determined to be structurally sound.

Ms. Schwartz suggested the staff determine the cost of razing the Flight Planning Center. She said the commission needed to decide exactly what they want in the building to be constructed adjacent to the city hangar and what it would take to do that rather than having the project driven by available dollars. Mr. Rose said he would have some conceptual drawings for various proposals.

Mr. Blakey made a motion to continue to table this agenda item open until staff and the engineers to the commission can provide additional information. Mr. Julian seconded the motion. All voted aye, and the motion passed unanimously.

Resumption of Lease Payments on City Hangar: Chairman Polk reminded commissioners that monthly lease payments on the city hangar was suspended in April 2008 until the hangar was restored from the April 3, 2008 tornado. He said the hangar is pretty much back whole now and opened the floor on the commissions intent concerning the lease payments. Mr. Blakey recommended the lease

payments resume March 1, 2009 and if there is a problem with the tenant he can come to the commission to discuss the resumption of the lease payment.

Mr. Blakey made a motion for the tenant to resume monthly lease payments on the city hangar effective March 1, 2009. Mr. Crymes seconded the motion. All voted aye and the motion passed unanimously.

UALR Study Economic Development: Mr. Rose said Dr. Hamilton was going to Mena this week to conduct on site interviews with aviation related businesses. UALR will be conducting phone surveys January 26 through February 13, 2009. Personal interviews will continue through that same time period. Assessment of the interviews will be done on February 15, 2009 to determine the effectiveness of the interviews. According to Mr. Rose the report will be completed by March 6, 2009. Chairman Polk requested the information presented by Mr. Rose be provided to staff and subsequently forwarded to the commission for review.

New Business

Williams Management Hangars Restoration: Chairman Polk requested Mrs. Canino of Williams Management to brief the commission on the status of repairs of their damaged T-hangars from the April 3, 2008 tornado. Mrs. Canino said repair started three months ago on hangars 6, 7, and 8, which are the larger hangars and are more life threatening damages. They have the building permit to restore the smaller hangars and repairs should start there by the end of February 2009. She said the insurance settlement has delayed the repairs on the hangars. Mrs. Canino said the replacement of the destroyed hangar would take place after repairs of the T-hangars. Mrs. Canino said Sportair still intends to build on the east ramp in the future.

Airport Dumpster Policy Waiver: Chairman Polk said the intent of the airport dumpster policy was to make the airport look professional. Mr. Jake Jacobs said he needs a dumpster for his business at the airport and the problem is the fence and concrete slab for the dumpster, and he would have to lease a 20 X 20 foot square area for the dumpster and he wasn't capable of doing that. Mr. Jacobs that the trash company did not want to drive onto the ramp to pick up the trash and there was no maneuvering room on the road on the backside of the hangar for the truck to obtain the dumpster.

Mr. Crymes made a motion to allow Mr. Jake Jacobs of Arloe Design a waiver to construct a temporary fence using fence material guidance in accordance with

airport dumpster policy at the existing dumpster site. Mr. Blakey seconded the motion. All voted aye and the motion passed unanimously.

State Airport Aid Grant for Runway 17/35 Rejuvenation: Mr. Elizandro reminded the commissioners that during the January 8, 2009 commission retreat, the commission collectively agreed that we should pursue the state grant for rejuvenation of runway 17/35. He said the commission needs to formally vote on the 80-20% grant proposal.

Mr. Julian made a motion to pursue a state 80-20% matching grant for the rejuvenation of runway 17/35. Mr. Halter seconded the motion. All voted aye and the motion passed unanimously.

Airport Five Year Capital Improvement Plan: Mr. Rose briefed the commission that at the January 8, 2009 commission retreat, the commission discussed and collectively agreed on the Capital Improvement Plan for the Airport starting in federal fiscal year 2010. Mr. Rose told Mr. Julian that the AIP grant being solicited in federal fiscal year 2009 would address root cause and the anticipated cost of design for the repairs on the east ramp. Money projected for 2010 for the project will cover cost of repairs.

Mr. Halter made a motion to approve the five-year capital improvement plan. Mr. Crymes seconded the motion. All voted aye and the motion passed unanimously.

Year 2010 Congressional Earmark for Terminal Building: Chairman Polk requested the item be held until the next commission meeting.

Security Officer Report: See Attachment.

Director Report: Director Elizandro briefed the commission on fuel flowage fees for 2008 and showed the comparison sales between 2007 and 2008. Total fuel dispensed in 2008 was 66,254 gallons versus 76,989 gallons in 2007. Airport fuel flowage fee was \$7,414.75 for 2008 and \$8,889 for 2007.

Director Elizandro also commended the commission on a collective 147.75 volunteer hours for year 2008.

He briefed the commission on two individuals that want to separately construct two hangars at the airport. The details are still sketchy, but staff is working with the individuals to ascertain exactly what they want to do. Once that information is obtained staff will submit a preliminary proposal to the commission.

East Ramp Construction Moratorium:

Chairman Polk suggested the commission needed to look at proposals for new construction on the east ramp and reevaluate the commission existing moratorium on east ramp construction.

Mr. Halter made a motion to lift the construction moratorium on the east ramp. Mr. Crymes seconded the motion. All voted aye and the motion passed unanimously.

Chairman Polk said any construction on the east ramp may incur an increase in land lease rates, perhaps as high as .40 cents per square foot, and potential tenants need to know of that possibility.

Public Comments: Mr. Doug Dowell told the commissioners that the monthly cook out luncheon was scheduled Saturday of this week. Mr. McDowell said the EAA has had to hold off on any events like the Young Eagles Program due to a lack of restrooms with the Flight Planning Center closure. He recommended the rehabilitation of the current Flight Planning Center due to it being an idea site and the positive pilot comments received when it was operational. Mr. Blakey recommended a porta-potty at the flight planning center site.

Mr. Harry Barrett of Barrett Aviation introduced Dr. Jack Blackshear the AOPA Representative for the airport. Mr. Blackshear spoke about the opportunities and facilities the airport has to offer and thanked the commission on behalf of AOPA for looking out for the pilots. He spoke of the AOPA publications on airport operations, flight safety, and airport security.

Mr. Blakey said the airport walk through gate has been continuously unlocked and need to be secured. Director Elizandro and Officer Honeycutt will investigate a solution to keep the gate secure.

Mr. Crymes made a motion to adjourn the meeting. Mr. Blakey seconded the motion. All voted aye and the motion passed unanimously. The meeting was adjourned at 7:40 p.m.

Submitted by,

Willie Elizandro