

The Airport Commission met in regular session Monday, June 20, 2016 at 4:00 P.M. The meeting was called to order by Chairman Ray Hobbs.

MEMBERS PRESENT:

Bob Crafton, Jim Hall, Ray Hobbs, Gary Jackson, Clyde Tempel, and Jerry Vest. Mike Hudson was absent.

OTHERS PRESENT:

David Krutsch, Chris Griffin, and Donna Johnston, City of Rogers; Linda Jennings, Beaver Lake Aviation; Adam White and Ben Perea, Garver LLC; and Dave Bisbee, former tenant and hangar developer.

ACTION ON MINUTES:

Commissioner Jackson asked that the minutes be changed to reflect the spelling on the motion to enter into a new lease agreement for Unit 7 from Claire to Clare.

Motion by Tempel, second by Vest to approve the minutes of May 9, 2016 as changed. Voice Vote: Unanimous. **Motion carried.**

FINANCIAL REPORT:

Airport Manager Krutsch provided an overview of the financial statement for the period ending May 31, 2016. Krutsch said sales and use tax revenue has been running behind, but we had a catch up month and received \$20,832.63. Krutsch said we still have an issue and that he will continue to follow this closely. Year to date, we are showing an increase of 10%. Krutsch said flowage fees are up 23.8% for the month, and year to date, we are up 18.1%. Krutsch said we expect next month to also show a 20%+ increase. Discussion was held regarding factors contributing to the increase.

Commissioner Jackson asked how extra-curricular activities at other airports differed from how we do them at this Airport. Airport Manager Krutsch said many of those are non-aeronautical events. Krutsch said any airport that receives FAA funding cannot close an airport for non-aviation related events that interfere with aviation related traffic without approval from the FAA.

Airport Manager Krutsch said the administrative closeout of AIP-32 has been completed. The only item left is the 10% matching grant from the State. Krutsch said that should be done in the next few months.

Airport Manager Krutsch said under expense account 81133, there will be a Council re-appropriation of \$2,500 related to the apron work reflected in the June financials. Krutsch said this will allow us to close out the warranty work.

MANAGER'S REPORT:

Airport Manager Krutsch provided a status report on the AIP-34 project. We only have one paving lane remaining. Krutsch said the last paving lane should be poured Wednesday. Once that is done, we will start on the miscellaneous closeout work. Removal of the temporary taxi lane will take place while they are restoring and re-grading the staging area. Krutsch said we will leave a portion of the haul road that comes in off Airport Drive. The gate will also remain in place. Krutsch said we had a failure of an existing trench line in the original asphalt taxi lane that circles the t-hangar building. It was cut out and replaced with concrete. Krutsch said we will probably see some more damage in that area.

Airport Manager Krutsch said we are working on the t-hangar cost estimates. Krutsch said we hope to have that as a topic for the July meeting.

Krutsch said we are working on the independent fee evaluation for the construction phase services of the runway project. Commissioner Jackson and I will be reviewing this and negotiating with Garver, and we hope to have that ready for the July meeting. Chairman Hobbs referenced the request for qualifications for consulting services going forward. Krutsch said we are at the end of our contract with Garver. We will need to start the process of selection of a consultant so we can start design of our 2017 project. Krutsch said we are working on the RFQ for advertisement. Krutsch said we will have a committee member to help with the shortlist and then it would be up to the Commission to either participate in the interview and selection process as a whole or select a committee to make that recommendation.

Airport Manager Krutsch said bid opening for the runway project is Thursday, June 23 at 2:00 P.M. By bidding early, we will be in a position to rebid before the end of the federal fiscal year, if needed.

Krutsch said the Veteran's Memorial will get some help from an Eagle Scout project that will clean up that area and possibly redo the fencing. Krutsch said if Commissioner Tempel has time and interest he would like him to participate in reviewing the plans when they are submitted in July.

Krutsch said Commissioner Jackson had asked about the AWOS. Krutsch said the dial-in feature has been restored.

Krutsch said the transition for the original t-hangars has been completed except for one hangar. We anticipate that to be completed by the end of the month.

Krutsch said the City's annual audit started today.

Krutsch said the FAA recently finalized their policy on the use of aircraft hangars. The Commission will need to look at this in the next few months for implementing that final policy.

Chairman Hobbs asked Airport Manager Krutsch to get that out to the Commissioners ahead of time for ample time to review. Krutsch said he would.

Airport Manager Krutsch said the City has hired a Public Relations specialist, Ben Cline, and he will be handling all media responses. Krutsch encouraged the Commissioners to look at the City's new website.

Commissioner Vest asked for clarification on our projects and the timing of the RFQ. Krutsch discussed FAA requirements concerning selection of consultants and related project timing. Krutsch said we must go through the RFQ selection process again before we can start any of our new projects. Krutsch said we need to get the upcoming project designed to meet FAA deadline of December 1. We should be in good shape if we can get our selection process completed this summer.

Commissioner Jackson asked how the Flight Line Café was doing. Beaver Lake Aviation Manager Jennings said they are doing well. They need more breakfast business. Food is good. We have some regular groups of 8 to 12 out here. Jennings said they are already doing aircraft catering. Krutsch said we have encouraged them to reach out to civic groups that meet for breakfast.

Airport Manager Krutsch said we have a member of the audience, Mr. Dave Bisbee, who has been on this Airport a long time. He has asked for an opportunity to speak to the Commission today. Mr. Bisbee said we had a 36-year lease on the t-hangar built in 1980. Bisbee said he is probably the only original owner who made the full term of the lease. Bisbee thanked the Commission and said a lot has been done on this Airport. Bisbee said this Airport has probably grown more than any other general aviation airport in this region. Bisbee said he thought the t-hangar being built was very central to that growth. Bisbee discussed progression of the Airport from the early years. Bisbee said he and his wife have flown their airplane out of here for 35 years and it has been a wonderful experience. Bisbee said he has no regrets and just wanted to say thank you. The Airport Commission, over the years, has done a good job. Chairman Hobbs told Bisbee the Commission appreciates his taking the time to come today.

NEW BUSINESS:

1) Consideration of Proposal for Purchase of Runway Snow Broom – 2016 Budgeted Capital Item. Airport Manager Krutsch provided a copy of the draft ordinance that will be going to Council. Krutsch said we are asking City Council to waive competitive bidding. Krutsch said this unit will be identical to the one we have now. Krutsch said our existing unit was purchased in 2006. This unit will serve as a backup and augment the existing unit. Chairman Hobbs said we will be splitting the use of a City tractor with this broom. Krutsch said we partnered with the Street Department to purchase a tractor which they will use in the summer and we will have use of in the winter for snow removal operations. Krutsch said in the 80100 account, we have an adopted budget of \$65K for a new snow broom and \$25K for a new entrance sign. Krutsch said

we will start on the sign when we get through some of the projects we are working on. Commissioner Hall wanted to know if we have already gone through the budgeting process why is a vote needed. Krutsch said he always brings back any item that goes to Council once we are ready to move forward on the item.

Motion by Vest, second by Hall to recommend purchasing the snow broom and to waive competitive bidding to City Council for approval. Roll Call Vote: Unanimous. **Motion carried.**

2) Consideration of Renewal – Chamber of Commerce Street Map and Resource Guide Advertisement. Airport Manager Krutsch said we placed this ad last year and provided the Commissioners a copy of the ad. Krutsch said as part of the ad last year, they upgraded the topography of the map to change the name of the Airport as well as some other things we had requested. Krutsch said he visited with them about tracking statistics. They stated they had about 1,000 unique hits on the website per week, but they could not give us stats on the Airport ad itself. Krutsch said they distribute 11,000 hard copies of the map. Discussions were held on the pricing and marketing and advertising priorities. Krutsch stated the Airport also advertised in “The Good Life”. Discussions were held on this type of advertisement being a goodwill that would create other opportunities for the Airport. Krutsch mentioned the excellent article the Airport received from the Chamber on the rebranding of the Airport. Commissioner Jackson asked if the maps were available at the Airport for those flying in and out. Beaver Lake Aviation Manager Jennings said yes as well as The Good Life. Airport Manager Krutsch said we are limited to number of copies of the map based on level of advertisement. Discussions were held on purchasing the laminated wall map. Krutsch said he still plans to pursue the digital message board and that they plan to integrate that with Visit Rogers. Commissioner Hall state he thought the map advertisement was probably the least effective advertisement; however, he understands that continuing the relationship with the Chamber is good. Hobbs said of all the avenues of advertisement, the digital board makes more sense. Krutsch said we will have from \$1,000 to \$1,500 in that system. Hobbs said he has been in airports with that system, and it is a good system. Commissioner Tempel said he thinks we need to do the best we can with the money we have. Commissioner Vest asked about the dimensions of the laminated wall map and if we have room for it. Krutsch said he did not have that information, but he thought it would be the size of the map you have before you. Commissioner Crafton said he thinks it is important to work with the Chamber. Commissioner Jackson agreed. It is not a huge expenditure. Krutsch said we fund this out of miscellaneous and our adopted budget for that line item is \$5,000. Discussions were held on possibly adding advertisement as a line item in 2017.

Motion by Crafton, second by Jackson to renew the Chamber of Commerce street map and resource guide advertisement. Vest abstained as he is on the executive committee of the Chamber. Voice Vote: Crafton, Hobbs, Jackson, and Tempel – Yes. Hall – No. **Motion carried.**

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OTHER BUSINESS:

1) Runway Pavement and Electrical Rehabilitation Project Briefing. Airport Manager Krutsch stated this briefing will be held after this meeting as a public meeting for the runway project.

COMING EVENTS:

City Offices will be closed July 4 in observance of Independence Day.

EAA Chapter 73 Young Eagles, Civil Air Patrol Hangar, Saturday, July 9, 8:30 A.M. – 2:00 P.M. Airport Manager Krutsch said this is for kids between 8 and 17 who are making their first flights. Beaver Lake Aviation Manager Jennings said we had 66 participate last year.

Motion by Crafton, second by Tempel to adjourn. Meeting adjourned at 4:50 P.M.