

**Airport Advisory Committee
Regular Meeting Minutes**

Tuesday, February 22, 2022

Hot Springs Memorial Field Airport

Call to Order

Meeting called to Order by Glen Barentine, Airport Director at 12:00 p.m

1. Roll Call by Whitney Bradeen

Present 3 – Scott Lauck, Alex Mouton, and Trent Foreman via Zoom
Absent- Darrin Clark and Mike Abram
Also present, Glen Barentine, Ruthie Murphy, and Whitney Bradeen

2. Consider Approval of the Agenda

Motion to Adopt the Agenda

Mr. Mouton made a motion, duly seconded by Mr. Foreman to adopt the agenda as presented.

All in favor

3. Consider Minutes of the Airport Advisory Committee:

➤ Regular Meeting held on November 16th 2021

Motion to Approve the Minutes as Presented.

Mr. Foreman made a motion, duly seconded by Mr. Mouton to approve the minutes as presented.

All in favor

4. Approve to file an application for an FAA AIP Grant and Arkansas Division of Aeronautics grant.

Airport Staff recommends approval of authorizing filing and accepting of Federal Aviation Administration (FAA) applications to fund an Airport Drainage Study and Conceptual Design. The FAA has approved the following project: Improvements to the Main Airport Entrance at Hot Springs Memorial Field Airport. Improvements consist primarily of Airport Drainage Study of Drainage Improvements. The preliminary areas of hydrology analysis and hydraulic analysis are shown in Exhibit A.

- Project Administration
- Surveying Services
- Drainage Study
- Project Closeout Service

Not to exceed the amount of \$130,000.00 Funding is estimated as follows: FAA 95% (\$122,645.00) and State 5% (\$6,455.00) Airport Fund (\$0.00)

Motion to approve to file an application for an FAA AIP Grant and Arkansas Division of Aeronautics grant:

Mr. Mouton made a motion, duly seconded by Mr. Foreman to approve to file an application for an FAA AIP Grant and Arkansas Division of Aeronautics grant. All in Favor.

5. Approve a Contract with Garver, LLC for engineering services for Drainage Study of the Airport Property along Airport Road.

Airport staff recommends approving a Contract between the City of Hot Springs and Garver LLC., for engineering services for Drainage Study of the Airport Property along Airport Road. Garver LLC. was selected through the City's Engineering Selection Process. Under the contract, Garver LLC will perform the following services.

- 1) Surveying Services
- 2) Drainage Study
- 3) Project Administration
- 4) Project Closeout Services

Total Engineering Expense for the scope of services listed above is not to exceed \$129,100.00. The project is a FAA Airport Improvement Project Grant, funded 95% by the FAA and 5% by the Division of Aeronautics. Funding – FAA 95% - \$122,645.00, 5% - 6,455.00, Airport Fund 0%

Motion to Approve Contract with Garver, LLC for engineering services for Drainage Study of the Airport Property along Airport Road.

Mr. Foreman made a motion, duly seconded by Mr. Mouton to approve Contract with Garver, LLC for engineering services for Drainage Study of the Airport Property along Airport Road. All in Favor.

6. Discussion of Airport Finance

Mr. Barentine went over the 2021 Revenue (without CARES Grant), Expenses and Cost of Goods Sold. He stated that Hangar Repairs and Vehicle Repairs were over budget. However, the Gross Revenue from Fuel Sales was \$786,403.88 (\$1.92 profit per gal) Mr. Barentine also discussed fuel purchases being under budget in 2021. He stated 2022 that will be more difficult with the cost of fuel increasing quickly. He discussed the air traffic that would be affected by the price increase, which would be mainly recreational pilots. Smaller businesses like Atwoods, Sutherlands may decrease the frequency of flying in for meetings etc. Mr. Barentine stated January was a good month and February race traffic has increased compared to 2021.

7. Airport Staff Items for Discussion and Announcements.

Mr. Barentine discussed Traffic Department being in Bill Edwards Center and the status of building/moving them to where aluminum arts was. He explained the cost of materials right now is \$636,000 to build. They are currently watching material cost and hoping to see a decrease after the first quarter. Mr. Barentine also discussed the plans for selling Bill Edwards Center once traffic can be relocated. Mr. Barentine announced the Airports 75th Anniversary Celebration taking place Memorial Day Weekend. He discussed entertainment for the weekend starting with a Concert Friday evening and a static aircraft display, Concert and the biggest firework show Hot Springs has seen on Saturday. Mr. Barentine also discussed renting out the new 10 bay Hangars on the South end and discussed purchasing a spray rig for the field.

8. Advisory Committee Items for Discussion and Announcements:

Mr. Mouton discussed the future possibility of installing solar powered covered parking for the Airport. He explained the benefits of having covered parking including Long Term Parking Fees and utility incentives for EV Charging Stations. Mr. Barentine stated he was discussing the idea with Garver. He also discussed he was looking into possible funding and if there would be any solar panel reflections or safety concerns for aircraft traffic.

9. Adjournment:

There being no further business to come before the committee, Mr. Mouton, duly seconded by Mr. Foreman, that the meeting be adjourned; all in favor, made a motion.

DATE:

3/15/2022

Approved:

Scott Lauck

Mr. Scott Lauck, Chairperson

**Airport Advisory Committee
Regular Meeting Minutes**

Tuesday, March 15th, 2022

Hot Springs Memorial Field Airport

Call to Order

Meeting called to Order by Glen Barentine, Airport Director at 12:00 p.m

1. Roll Call by Whitney Bradeen

Present- Scott Lauck, Trent Foreman, Alex Mouton, and Darrin Clark

Absent- Mike Abram

Also Present, Glen Barentine, Ruthie Murphy and Whitney Bradeen

2. Consider Approval of the Agenda

Motion to Adopt the Agenda

Mr. Mouton made a motion, duly seconded by Mr. Clark to adopt the agenda as presented.

All in favor

3. Consider Minutes of the Airport Advisory Committee:

➤ Regular Meeting held on February 22nd 2022

Motion to Approve the Minutes as Presented.

Mr. Foreman made a motion, duly seconded by Mr. Mouton to approve the minutes as presented.

All in favor

4. Discussion of Airport Finance:

Mr. Barentine discussed the year to date budget including retail sales and Ramp Fees so far in 2022. He stated ramp fees were up, which means staff is doing better at collecting the fees for aircraft that decline fuel. Overall fuel sales were on track despite the winter weather in February. He went over expenses being a little higher due to first of the year insurance premiums, workmans comp. etc. He stated natural gas expenses were at 89% of budget because of the cold weather and increase of natural gas. Mr. Barentine also discussed fuel-purchasing expenses being 14% of budget so far. He stated Ms. Murphy has done well at watching the price and ordering to stay ahead of the fuel increase. Overall expenses are at 16% for 2022.

5. Airport Staff Items for Discussion and Announcements:

Mr. Barentine discussed the fuel sales for 2022 compared to pre-covid business in 2019. Mr. Barentine also discussed current projects at the Airport. He stated the city has approved to apply for the Drainage Study Grant. He also discussed the BIL Grant and ATP Grant. He stated the plans for the BIL grant is to build new Hangars and build a ramp. Plans for the ATP Grant if approved would be repairing outside of Airport Building and installing solar panels in Parking Lot. He also discussed the current update with the bathroom issue at A20. Due to the growing interest of individuals building Hangars on the South Side of the field. Mr. Barentine is discussing the possibility of upgrading the existing tank. Mr. Barentine stated he purchased the new spray rig for the field to kill the Bahia grass and promote better growth for the Bermuda grass.

6. Advisory Committee Items for Discussion and Announcements:

There were no items to discuss at this time.

7. **Adjournment:**

There being no further business to come before the committee, Mr. Foreman, duly seconded by Mr. Mouton, that the meeting be adjourned; all in favor, made a motion.

DATE: 4-19-2022

Approved: Scott Lauck
Mr. Scott Lauck, Chairperson