

RUSSELLVILLE AIRPORT ADVISORY COMMISSION

Minutes of Meeting

DATE 8/01/2023

MEMBERS PRESENT:

Bill Rowlett X
Kevin Burnham X
Nathan George X
Vacant position
Dwight Talburt X
Les Teaff absent
Bill West X

GUESTS:

McClelland Engineer, Mitch Rose
(Mitch Rose)
Mayor Fred Teague
Airport Director, Patrick Karp
Kevin Hopkins

Meeting Started at 6:00 PM

Introduction of Guests :

Accept the Minutes

Motioned by: Kevin Burnham

Seconded by: Nathan George

Accepted Unanimous - Minutes of 5/23/23 and 6/27/23

Manager's Report

July 2023 Jet-A Sales:	5,997 gallons	\$ 25,937
July AVGAS Sales:	3,301 gallons	\$ 16,401
YTD Jet-A Sales:	34,048 gallons	\$152,887
YTD AVGAS Sales	23,648 gallons	\$111,541

Financial - Accounts Receivable Aging for March 2023 1>90

0-30 Days: \$16,251
31-60 Days: \$ 8,123
61-90 Days: \$ 2,073
>90 Days: \$ 1,502

City Hanger Occupancy in February 2023 was: 80 % City Enclosed Hangar 100%
City Shade Hangars 65 % Private Hangars 100%

Hangar waiting list #: 8 aircraft

Aircraft Stationed at (KRUE):

Single engine: 51 Aircraft
Twin Engine: 8 Aircraft
Jet: 1 Aircraft
Helicopter: 4 Aircraft

Movements by type:

Single engine: 469
Twin engine: 22
Jet: 17
TurboProp: 76
Helicopter 49

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Transit airspace	56
Total:	5,031 YTD

MANAGER'S REPORT / FINANCIAL REPORT:

Accept the Manager's - Unanimous

Motioned by: Nathan George

Seconded by: Bill West

OLD BUSINESS

1. Asbestos Hangar 1W.

There was anonymous tip to the Dept of Environmental Quality re: Asbestos in office of Hanger 1W. The airport was forced to hire company to certify no asbestos is or was present. The cost was \$1,200. The report has been submitted to the Dept of EQ

2. New commission member recommendations:

By next meeting please submit recommendations. Nathan George mentioned the names Brandon Ball. Mr. Ball has also expressed a desire to serve. Bill Rowlett mentioned the name of Kelly Mabry. Dwight Talburt mentioned Lance Oakley. Mayor Teague state he would like to see some females recommended.

3. Discussion/Completion of SOP Document

Draft copy of distributed. Mr. Talburt requested any comments and/or recommendations be submitted within 2 weeks, at which time Teaff & Rowlett will edit the comments/recommendations into the document to be submitted to be reviewed at next meeting.

4. Potential Amendments to Commission Ordinance

Re: The proposal submitted by Seth Lake last month to give the Airport Commission over-ride authority over the Airport Director. Bill West in favor the commission remaining an "advisory" commission only. He expressed dissatisfaction with prior advice not be heeded. Bill Rowlett stated the same - advisory only. The Mayor has no objection to allowing the Commission more oversight if we can find away to make it happen within the law. Dwight brought up the situation of the commission voting unanimously to allow one-wheelers (with restrictions), but Airport Director Jason Duval disregarded the commission and caused several problems for the airport.

5. CIP, Taxiway Crack Seal

No changes to CIP

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NEW BUSINESS:

1. Hangar 1 West Door Replacement

Door has been repaired. Director Karp is not in favor of installing a door opener. Rail has been repaired and door works fine now. Discussion of replacing exterior metal of the door for aesthetics.

2. Runway Remarketing

Mitch Rose. Scheduled for August 7, 8, 9 Airport will be closed at night for work. 30 days later the 2nd coat will be applied. No changes to CIP. Director will issue NOTAMS

3. Apron Reconstruction Phase I

Mitch Rose

4. New Courtesy Car

Nothing

5. Aircraft Campsite Construction

Would have to be city funded. Not in FAA documents.

6. Fall Fly-In Schedule

Director Karp would like to see a fly-in for Mid-October. Recommended to have a fly-in the weekend before STOL weekend at Byrd's. Director will report back on next meeting.

7. FBO Prop Discussion

Bill West reported on a phone app for pilots to write comments and rate airports. Airport advertising is \$40-\$50.

8. Women's Aviation Cross Country Race

Bill West suggested the airport apply to be one of the fuel stops.

MISCELLANEOUS:

- 1. Taxiway next to Hangar 5E that was closed at last taxi-way rebuild. Bill West would like to see it be put back as an active taxiway**

MEETING ADJOURNED: 7:03 PM

These minutes were compiled from notes taken by Bill Rowlett and a voice recording of the meeting.

**Respectfully submitted: Leslie Teaff
Committee Secretary**

Preconstruction Meeting
RUSSELLVILLE REGIONAL AIRPORT (RUE) RUNWAY REMARKING
AIP NO. 3-05-0056-021-2023

MCE PROJECT No. 22-2181

This is intended to serve as a record for the referenced meeting conducted at the Russellville Regional Airport at 3:00 pm on July 19, 2023.

Information contained herein is intended to be clarification of job specific requirements, all relevant sections of the Project Manual Specifications and Conditions of Contract shall remain in full-effect.

General points discussed regarding the above project are summarized below per the format of the Preconstruction Meeting Agenda:

1. Sign-In Sheet (Attendance)....*see attached.*

2. Project Contacts:

- Owner Representative: City of Russellville, Arkansas
 - *Patrick Karp, Airport Director* Mobile: *(501)-351-1749*
- Engineer: McClelland Consulting Engineers
 - *Mitch Rose, Project Manager* Office: *(501) 371-0272*
Mobile: *(501) 658-4823*
 - _____, MCE Observer Mobile: _____
 - *Jarrett Elliott, Project Designer* Office: *(501) 371-0272*
Mobile: *(318) 623-8689*
- Contractor: Metro Construction Services, LLC
 - *Danny Morrow* Mobile: *(615) 578-9192*
 - *Sean Walsh, Superintendent* Mobile: *(724) 986-7434*

3. Distribution of Contract Documents.... *completed after Contract signatures.*

4. General Discussion of Contract

- Amount: \$46,388.55
- Construction Schedule: *7 calendar days effective Notice To Proceed (NTP). Work commences on/prior to NTP Date August 7, 2023, Substantial Completion Date September 14, 2023.*
- Liquidated Damages: *\$350.00/day*
- Payment Schedule: *Every 30 days. Once approved, engineer will submit to Airport Director for payment. FAA processing can take up to 2 weeks.*

5. Subcontractors: **None.**

6. Procedures for Processing of :

- Field Decisions: *Via MCE Observer; to Engineer if necessary.*
- Submittals: *All submittals required have been approved.*
- Alternates: *N/A*
- Applications for Payments: *Coordinate with Observer prior to submitting pay request. Submit pay request electronically.*
- Change Orders: *To Engineer for review/approval. NO additional work unless approved in writing by Owner. Change orders greater than 10% (\$4,638.86) may need to receive City Council approval.*
- Contract Closeout: *Per spec.*

7. Responsibilities:

- Contractor: *Complete work as shown on plans and specifications. Meet FAA Requirements as set by the specs (i.e. DBE, CSPP, Certified Payroll, etc.)*
- Owner: *Pay for work completed and accepted. All acceptance criteria are detailed in the specifications. Issue NOTAMs, local communication, and shut-off and turn on airfield lighting and NAVAIDs.*
- Engineer: *Complete pay requests, change orders, review submittals, and answer questions associated with the design and construction.*

8. Staking of Work. *By contractor.*

9. Rights-of-Way and Easements. *N/A. All work on Airport owned property.*

10. Materials Testing. *Retro-reflectivity testing performed by the Contractor and submitted to the Engineer for approval.*

11. Record Documents. *Contractor to produce a set of red-line drawings at end of the project to enable production of As-Built Drawings for the Airport.*

12. Runway Safety & Phasing Plan. *Refer to project drawings and specifications. Contractor to Submit a Safety Plan Compliance Document (SPCD) prior to start of construction. ****Runway Safety Area (RSA) is 150' wide and extends 300' past each end of the runway. Men and equipment are not allowed inside the RSA while the runway is open.*****

13. Traffic Control / Staging Area. *Refer to Construction Safety Plan found in the project documents.*

14. Other Requirements by Funding Agencies.

- *Contractor must submit Safety Plan Compliance Document (SPCD) prior to beginning construction.*
- *FAA Project - Certified Payroll*
- *Federal Labor Requirements, minimum wage rates are included in contract documents.*

15. Other Considerations;

- *Housekeeping procedures - Please keep jobsite and staging area clean of trash/debris as items as simple as ice bags can ruin an aircraft engine. Keep all pavement areas swept free of debris.*
- *Haul route is indicated on Construction safety plan.*
- *Gate code: 1947 (East Gate)*
- *Warranty - Contractor will provide a 12-month warranty period on all work completed.*
- *Install meter on hydrant prior to construction.*

16. Pictures and Reports;

- *Does Client want photos and reports of the report for social media? Yes.*

While this record is intended to be a thorough and comprehensive record of the preconstruction conference, it is likely that some items discussed at the meeting were inadvertently overlooked and therefore, not recorded herein. You are encouraged to review this record carefully and to respond with additional items that need to be made a part of the permanent record.

END OF DOCUMENT

No Airport Commission meetings during the month of July 2023