

RUSSELLVILLE AIRPORT ADVISORY BOARD
Minutes of Commissioner's Meeting
DATE 3/28/2023

MEMBERS PRESENT:

Bill Rowlett X
Kevin Burnham X
Nathan George X
Seth Lake X
Dwight Talburt X
Les Teaff X
Bill West X

Jason Duvall - Airport Manager

McClelland Engineer - Zach Morehart
Mayor Fred Teague
Robin Johnson - City Finance Director

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Meeting Started at 6:00 PM

Introduction of Guests: Ms. Robin Johnson, Finance Director, City of Russellville, Mayor Fred Teague & Engineer Zach Morehart

Accept the Minutes - Unanimous
Motioned by: Nathan George
Seconded by: Bill West

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Financial Report:

Robin Johnson, City Finance Director presented report of airport funding sources and the budget for 2022 and 2023. Bill West inquired as to why the payroll cost increased so almost 20% for 2023 over 2022. Ms. Johnson explained it was because Keith Fraizer & Gary both retired in January 2023 and were paid for accumulated leave/vacation pay. Also, we had both Jason Duvall and Keith Frazier both being employed during the transition.

Manager's Report:

Jet-A Sales thru March 24, 2023:	9,438.03 gallons	\$45,797.78
AVGAS Sales thru March 24, 2023:	8,797 gallons	\$43,772.01
Total Fuel Volume in FY 2023-	18,235.03 gallons	\$89,569.79

Financial - Accounts Receivable Aging for March 2023 1>90

0-30 Days: \$10,323.63
31-60 Days: \$861.10
61-90 Days: \$236.37
>90 Days: \$540.00

City Hanger Occupancy in February 2023 was: 87.5% City Enclosed Hangar 100%
City Shade Hangars 75 % Private Hangars 100%

Hangar waiting list #: 8 aircraft

Aircraft Stationed at (KRUE):

Single engine: 52 Aircraft
Twin Engine: 8 Aircraft
Jet: 1 Aircraft
Helicopter: 4 Aircraft
Total: 65 aircraft

Movements by type:

Single engine: 1214
Twin engine: 332
Jet: 27
Helicopter: 160
Total: 1563

MANAGER’S REPORT / FINANCIAL REPORT: Unanimous

Motioned by: Nathan George

Seconded by: Kevin Burnham

OLD BUSINESS

1. Update CIP- McClelland Engineers:
 - a. Runway remarking bids post on April 2nd. Open bids on April 24. This is a 90/10 State grant
 - b. Begin design and planning for apron reconstruction
2. Update on Hangar Door Grant- McClelland Engineers:
The engineers, ASL Aviation & Airport Manage are working on options to lower cost. Mrs. Lake expressed desire to have the old door repaired so that it works. No need for a bi-fold powered door.
3. Taxiway Alpha Crack Seal Discussion- McClelland Engineers:
They are keeping an eye on possible future state grant.
4. Update Hanger 1 West flooring:
Report from Mrs. Lake. Discussion of office flooring repairs & replacement due to flooding. Floor is being sealed to prevent water percolation. Leaking windows have been caulked & sealed. Evaluating options.
5. Update Hanger 5 East flooding:
Water intrusion discussed. L. Teaff presented his plan to repair & prevent future water intrusion from backside of his hangar & need for better drainage on west side of building.
6. Total Eclipse Planning:
Jason Duvall reported on his meeting with other airports. They basically met and brain stormed issued. Restrooms will be an issue (All port-a-potty in Arkansas are already reserved). Estimate 200 aircraft coming to RUE for eclipse. Advertising & Promotion plans to hire someone to plan for

eclipse in Rsvl. Rsvl is #9 of top locations in the US to view. Estimate 100,000 visitors to Rsvl.

- 7. Minimum Standards / Operating Procedures Document:
 - a. Bill West raised issue of one wheels & SOP manual. It is his opinion that banning one-wheels was unnecessary and that we already have an operating document. The Mayor responded by saying we will have work sessions to discuss a new/revised SOP. Leslie Teaff stated the one wheels are an issue because a few individuals were playing on the apron.
 - b. Seth Lake offered to coordinate a work meeting for the SOP. He will send an email asking for dates that members are not available.
 - c. Mr. Duvall requested members to please review the SOPs from other airports he provided at the March 7th meeting. He requests that members mark the things they specifically like and/or dislike.

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NEW BUSINESS:

FAA compliance inspection scheduled for late June 2023:
No firm date scheduled at this time. The FAA will use the RUE inspection as a training session for a new FAA employee (which Mr. Duvall expects will lengthen our inspection). All hangars will be inspected (even private hangars) for FAA violations. We can expect more write-ups than usual. Mr. Duvall will be advising hangar occupants of regulations and asking them to clean up).

MISCELLANEOUS: - None

MEETING ADJOURNED: 7:28 PM

Respectfully submitted: Leslie Teaff, Secretary - Russellville Airport Commission