

RUSSELLVILLE AIRPORT COMMISSION

Meeting Minutes

DATE 6/23/2020

MEMBERS PRESENT:

Bill Rowlett X
Kevin Burnham X
Nathan George X
Paul Horney X
Dwight Talburt X
Les Teaff X
Bill West X

Airport Manager:
Keith Frazier X

GUESTS:

Radio _____
News _____

Bob Chatman X

Rick Harrell _____

Mayor Richard Harris _____

Meeting Started at 6:00 PM

Introduction of Guests

Charles Hill

Accept the Minutes 5/25/2020

Motioned by: LT
Seconded by: NG
Passed 6-0

Manager's Report

Jet A Sales in May: 5097 gallons

AVGAS Sales in May: 2611 gallons

Total Fuel Volume in May: 7667 gallons

Self Service Statistics May : 565 gallons 67 sales, 21.63 % of AVGAS Volume, 7.4% of Total Volume, 8.43 average gallons per sale

End of May YTD Fuel Volume : 30,678 gallons which is a 10.53% decrease compared last May 2019

Financial - Accounts Receivable Aging for May: 2>90

**City Hanger Occupancy in May, 2020 was: 70.69% City Enclosed Hangar 100%
City Shade Hangars 35 % Private Hangars 100%**

Self Sufficiency for May 2020: 84.58% /68.30%

MANAGER'S REPORT / FINANCIAL REPORT:

Accept the Manager's Report 6-0

Motioned by: KB

Seconded by: NG

OLD BUSINESS

1. AIP Grant FY-19 Update- Bob Chatman

- Paint contractor complete
- Wet area on taxiway 3 - Change order to Blackstone
- Electrical contractor on-site over weekend
- Light fixtures - One spare and one replaced
- Old regulator stored for spare
- Submit application for 10% match

2. Update on Specialty Propeller Services

- \$50,000 approved through city council
- Andrew Dixon - Architect for Downes has some issues
- Need an approved bank loan and a meeting with all parties in order to proceed

3. Receipt of Cares Act Grant \$69,000

- Money added to the general operating fund of the city
- Possibility to later be moved to the airport budget

4. Possible Land Lease of property to be deemed permanent non-aeronautical use Update

- Meeting with W. Smith last week
- Formal approval needed for commercial lease for 2-1/2 acres @ \$1,500/month

5. Plane Parade June 7th for Russellville Sesquicentennial

- Thanks to Seth Lake for organizing 13 aircraft flyover
- City organizers expressed thanks to the airport for the support

NEW BUSINESS:

1. RFQ for Engineering Services update

- Request for qualifications sent out - Publish in the Arkansas Gazette for 2 weeks
- Scoring sheets will be developed

2. Discussion for new metal maintenance building for the airport

- Mayor wants capital asset needs
- Need to replace tool room and maintenance building added to master plan

3. New weekend attendant

- Will Hopkins starts working this weekend. Luke Sayger to mentor

MISCELLANEOUS: :

None

MEETING ADJOURNED : 7:46 PM