North Little Rock Regional Airport Commission Minutes – January 16, 2025

The North Little Rock Airport Commission met on January 16, 2025 at 12:00 pm, North Little Rock City Services Conference Room. Chairman Hughes called the meeting to order.

Commissioners present were Chairman Brad Hughes, Commissioners Todd Adams, Mark Bentley, Tim Cummins, Will Gruber, Jacob House and Missie Smith. Also present were City Attorney Amy Fields, Jordan Culver of Garver Engineering and Airport Director Virginia Young.

Minutes

Minutes for the November 21, 2024 were presented. The commission did not meet in December 2024. Commissioner Bentley made a motion to accept the minutes of the November 21, 2024 meeting. Commissioner Adams seconded the motion. The motion passed unanimously.

Financials

Financials were presented. The unofficial 2024 year-end financials were discussed. Revenue collections for 2024 were approximately 100,000 over expenditures. Insurance funds, less the $10,000 deductible, were received for the roof leakage/damage for hangar at 8200 Remount. The entire roof was removed from the office space of the hangar and a new roof was installed. More repairs will follow. Fuel flowage fees, rental income and Arkansas sales tax were all up from 2023 collections. Vehicle maintenance expense as well as utility expense exceeded budget projections. Chairman Hughes noted that the total share of proposed grants due from the airport is approximately $300,000. The parking lot grant was closed out in 2024. Commissioner House made a motion to accept the financials. Commissioner Bentley seconded the motion. The motion passed unanimously.

Old Business

Commissioner Hughes reported that he and the Virginia spent two hours with City Attorney Amy Fields and Deputy City Attorney Marie Miller discussing Airport Rules and Regulations/Minimum Standards revisions. The fourth lease continues to be on hold until the revisions are made.

New Business

Chris Stuart, 208 Aviation Way, addressed the commission regarding a request to remodel interior portions of the hangar located at 208 Aviation Way. He shared a document (attached to minutes) that outlined the proposal. The total cost of remodel is projected to be $177,619. He operates a low voltage safety and security company which primarily includes commercial fire alarm access, video surveillance, anything security related and also life safety related for fire alarm and nurse call assistance for acute care hospitals. He will offer hangar rental service for aircraft on the property and operates under Intrepid Aviation LLC. Mr. Stuart stated that the previous owner had plans for a buildout of approximately 4,000 square footage of office space, which he is proposing to finish. It includes four offices in the front, a loft upstairs and moving a few windows. The exterior would also include a canopy to keep shipments dry. He also would like to pave the parking lot in the future. Chairman Hughes expressed concerns that FAA grant funding could be in jeopardy if the main business is not aviation. Commissioner Gruber expressed that based on his experience, he was under the impression that if one wants to lease space at the airport that it should be for aviation purposes due to the grant assurance of FAA. Mr. Stuart stated a vast majority of the hangar space, 12,000 square feet, would be for hangar rental. Chairman Hughes noted that in the spring of 2024, the airport had an inspection from FAA. The inspector expressed that outside storage, including multiple stored trailers around hangars, were not aviation use. Commissioner Smith asked if the entire facility would be used for aviation. Mr. Stuart stated that 11,700 square feet of the space would be for hangar rental, aviation related, which he stated is an important and essential need. Stuart stated that he may add additional services in the future. Commissioner Bentley asked the total square footage of the hangar. Mr. Stuart stated the total square footage of 15,700. Commissioner Adams asked if the hangar rental was a separate entity and Mr. Stuart responded yes. Commissioner Cummins requested that the FAA regulations be reviewed regarding the matter. Commissioner Smith asked the number of employees. Mr. Stuart noted that the number would depend on how many essential employees were needed. Commissioner Smith requested a business plan. City Attorney Amy Fields recommended that the issue be tabled. Commissioner House made a motion, seconded by Commissioner Gruber, to table the item until the February meeting. The motion passed unanimously. The airport director will contact the FAA for regulations concerning hangar use and share the findings with the commissioners.

Jordan Culver, Garver Engineering, gave the following updates on projects:

- Perimeter Fence Rehabilitation (Garver Project No. 22A10661) construction is completed and we are working through the grant closeout process. Garver submitted a construction closeout report so that Kutchins and Groh can complete the closeout process. ADA Match Grant is anticipated to go to ADA by end of February.

- BO/Terminal Overflow Parking Lot (Garver Project No. 23A10661) has been completed and awaiting reimbursement as project is closed out.

- Runway 17-35 Rehabilitation (Overlay) (Garver Project No. 2301609) Asphalt portion is complete with the exception of some punch list items. The final markings will be applied once temperatures are high enough to apply.

- Contractors are currently working on the fence/water crossing on south side of Maryland Avenue.

- FY 2025 FAA BIL-AIG Hangar Project (Garver Project No. 22A10660) Kutchins and Groh is working on the grant application and should have it ready for Brad's signature next week. The turnaround should be about six weeks.

- Potential 2025 FAA/ADA/Local Projects: Proposed project includes reconstruction of small NLR Air parking lot north of the FBO hangar, overlay of airport access road leading to parking lot, and overlay of access road to the North Ramp. The 90% design plans and specifications will be submitted to Brad and Virginia on February 5, 2025 for a proposed bid opening on March 13, 2025. Airport Commission will apply for an 80/20 grant to fund reconstruction of the parking lot for approval at the April 2025 ADA Meeting and apply for a 90/10 grant to fund the overlay of the access roads for approval at the June 2025 ADA meeting.

Commissioner Adams asked for an update of the gate system in regards to camera capability. The new system does not allow for continuing camera monitoring but it does allow for remote gate access as well as code resets remotely. Perhaps originally some were under the impression that the new access system would have more security monitoring features.

Virginia Young gave the following report:

Virginia commended Garver for the oversite of the construction provided during 17-35 runway rehabilitation. A representative was onsite and did a great job of communicating the progress and challenges. Also, staff would like some direction in regards to charges for the new hangars that will be constructed. Several have already inquired regarding what the price will be. The commission asked that Virginia reach out to folks who rent hangars currently at North Little Rock airport for current rates. Also, Virginia has been working with Arkansas Municipal League, our insurance provider, to review structures throughout the airport to ensure coverage. It was noted that some structures were not airport owned currently on our policy and some that should have been on our policy were not. Corrections have been made. Insurance cost are very high. Commissioner Cummins commented that the airport might consider whether or not everything, including lighting, should be covered. Also, snow removal was coordinated prior to the recent snow event. The cost to remove the snow was $4,700. A second quote was received that was substantially higher.

Public Comment

Presley Melton commented that he felt that Mr. Stuart should be allowed to utilize portions of the hangar for non-aviation, citing other areas of the airport that have non-aviation businesses.

Jerry Homsley requested that as work continues on the fourth lease, successorship or survivorship of the 40 year lease be addressed, amending current leases to also address successorship and survivorship.

Executive Session

Chairman Hughes asked that everyone be excused for the commission to go into executive session for about five minutes to discuss annual personnel needs. After the executive session, commission noted no items were voted on.

Commission House made a motion, seconded by Commissioner Adams, to adjourn. The meeting was adjourned.