

North Little Rock Regional Airport Commission Minutes – August 21, 2025

The North Little Rock Airport Commission met on August 21, 2025 at 12:00 noon in the North Little Rock City Services Conference Room. Chairman Hughes called the meeting to order.

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

Minutes

Minutes for the June 18, 2025 meeting were presented. The commission did not meet in July. Commissioner Smith made a motion, seconded by Commissioner Bentley, to accept the minutes of the June 18, 2025 meeting. The motion passed unanimously.

Financials

July 2025 financials were presented. Virginia reported that revenue collections are close to projections. Fuel Flowage and Sales Tax collections year to date are below projections. Expenses are lower than projections year to date. Review of our insurance charges are being reviewed. There appears that there could be some duplication of structures charged to airport. Commissioner House made a motion, seconded by Commissioner Bentley, to accept the financials. The motion passed unanimously.

Old Business

City Attorney Fields addressed the commission. The fourth lease continues to be on hold until the revisions are made to the rules and regulations.

Staff Attorney Alex Betton could not be in attendance but a working copy of the rules and regulations revisions was provided. Commissioner Cummins asked if a red lined copy was available. Fields noted that the working copy was a new document since the current rules and regulations are very outdated.

Fields updated the commission regarding 208 Aviation way and non-aviation office space fees. It is difficult to find comparable charges. Research indicated that Little Rock Airport has a building comparable that is leased for \$12 per square foot. It is the goal to be fair to both Mr. Stuart as well as the Airport. Mr. Stuart owns the building and the airport owns the ground. Mr. Stuart noted that the official appraisal number of square footage for the non-aviation portion of his business is 3850 square feet. It makes it difficult to determine fair market price. Fields recommends considering \$5 per square foot. Commissioner Smith asked if an agreement is acceptable with the FAA. An in person meeting with the FAA earlier this year, it was noted by the FAA representative that resulted with the FAA leaving the determination in the hands of the commission, with the FAA supporting the decisions. Commissioner Bentley asked that the agreement include a clause that if at any time the FAA disagrees with the non-aviation agreement, the agreement terminates. Mr. Stuart noted that in the future he would like to overlay a portion of the parking lot. It has been noted from a user that FOD from non-aviation vehicular traffic could pose an issue. Mr. Stuart addressed the commission. He has some information that he has researched regarding FAA compliance as well as a formula for calculating the square footage cost. He has a current appraisal that provides square footage value as well as comparable sales in the area. He will share the documents with Fields and the commissioners.

New Business

Robert Tanner placed a \$500 deposit on an undeveloped lot on Aviation Way, March 2025. Mr. Tanner has decided not to pursue building on the lot and request that the \$500 deposit be refunded.

Commissioner Bentley made a motion, seconded by Commissioner Cummins, to refund Mr. Tanner. The motion passed unanimously.

Fields presented the commission with the current Airport Commission Bylaws. Currently, the commission allows remote attendance. This year the Arkansas Legislators amended the FOIA laws. City council and city committees can no longer allow remote attendance. The new law does provide for remote attendance by commissions, since they are separate entities from cities. In order to allow remote attendance, there are some requirements. The bylaws must be updated to allow as well as have provisions to confirm identity of the member attending remotely. Also, if members are allowed to attend remotely, then members of the public must also be provided means to attend remotely. Also, agendas must now be posted on our website three days prior to the meeting. The current bylaws define the process to make changes to policy. She noted that there are several items in the current bylaws that need to be reviewed and updated. The commission discussed past instances where a remote called meeting was needed for grant funding issues where an in-person meeting would not have been possible. It was noted that the remote option could be audio as video would not be required. Young will reach out to IT to explore the options and needs for the public as well as the commissioners to attend remotely.

Fields discussed commission attendance. The current bylaws mirrors the city's policy/ordinance stating that no member of the commission should be absent more than three consecutive meetings without a valid excuse and that the excuse must be accepted and approved by a majority of the commission at its next regularly scheduled meeting. Fields noted that the commission may have an attendance policy in which the city council could remove a member for lack of attendance. Fields will work on proposed bylaws revisions for the next scheduled commission meeting.

Fields provided the commission with new guideline requirements regarding the FOIA that were approved during the recent Arkansas Legislative session. Fields discussed that staff and commissioners are prohibited from asking or sharing how a commissioner may vote. Polling in not permissible regarding issues that will come before the commission for a vote.

Young shared that the LRAFB will not have an airshow in 2025 and it appears that it will also not have one in 2026. Mayor Hartwick expressed the support of the city for 2026. Young expressed that additional guidelines will need to be in place before the next airshow. Chairman Hughes asked that the possibility of an airshow in 2026 be discussed in the near future.

Chairman Hughes discussed strategic planning in regards to the possibilities of larger aircraft capacities. Chairman Hughes and Young met with Mayor Hartwick to discuss the possibilities of future growth and the city's partnership. Mayor Hartwick supported the exploring of extending one of the runways. At this time, a pre planning study is needed to determine pros and cons, needs and barriers to expansions. Jordan Culver with Garver will bring a cost of the study back to the commission. The study would include three different alternatives, using a SWAT analysis, to gain a better understanding of the cost and feasibility of each. Commissioner Cummins made a motion, seconded by Commissioner Bentley, to conduct a scope and cost of a pre-planning study. The motion passed unanimously.

Jordan Culver, Garver Engineering, provided the following project updates.

- Perimeter Fence Rehabilitation (Garver Project No. 22A10661) has been closed out with the FAA and a match grant was approved at the May 21, 2025 ADA meeting. The Airport Commission has received the \$44,292.42 reimbursement from the Arkansas Division of Aeronautics.
- Runway 17-35 Rehabilitation (Overlay) (Garver Project No. 2301609) Work has been completed for original contract. The FAA approved a change order request in the amount of \$44,713.27 to replace the regulator that is currently non-operational. The new regulator has been ordered and the delivery date continues to be delayed. It is now anticipated to arrive by the end of August 2025.
- FY 2025 FAA BIL-AIG Hangar Project (Garver Project No. 22A10660) Project was bid and grant application was submitted. The FAA grant offer has been received after an extended time of waiting and the amended amount to cover price increases due to award delay, was also approved by the FAA. The notice of award has been sent to the contractor. It is anticipated to take four or five months for shop drawings and the building package. Possibly a February 2026 start date.
- NLR Air Parking Lot Reconstruction/Access Road Rehabilitation (Garver Project No. 2401368): 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. Bids were opened at 2:00 PM on Thursday, April 10, 2025. One bid was received from Redstone Construction with a negotiated amount of \$185,427.70 for the base bid and \$159,549.00 for additive alternate 1. The 80-20 ADA grant for the base bid was approved at the ADA May 21, 2025. The 90-10 grant for the additive alternate 1 (access roads) was approved by the Arkansas Division of Aeronautics. A notice has been sent to Redstone Construction Group. Construction may begin as early as October 2025, with a three month completion.
- Improvements to fence/water crossing on the south side of Maryland Avenue and installation of two manual swing gates between new fence alignment and federal surplus property fence has been completed. The invoice for the work has been submitted to United Fence. Once it is paid and check cleared, the grant will then be closed out.

The 2026 federal government fiscal year (October 1) is quickly approaching. Runway 5-23 was slated for rehabilitation to include joint seal repair, damaged slab repairs and paint. Earlier in the year Jordan and Virginia drove the runway with our FAA representative. He felt the repairs were premature and could be delayed another year or two. It is recommended that 2026 FAA funds focus on lighting improvements on taxiway Delta.

Young reported that the deer (doe) that was spotted on the airport for a couple of months has been removed. Game cameras were installed a couple of months ago. A buck has been on the game camera a couple of times the past few weeks. Also, a cost analysis of T-hangars will be presented to the commission.

There was no public comment.

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