

TEXARKANA AIRPORT AUTHORITY MINUTES 9:00 AM – Thursday, September 26, 2024

A regularly scheduled meeting of the Texarkana Airport Authority Board was held in the Jim E. Yates Terminal Conference Room Suite 201, 2600 TXK Blvd, Texarkana, Arkansas.

Call to Order/Roll Call

TEXAS

Vice-Chair Mr. David Potter ✓
Mr. Matt Robertson ✓
Mr. Mike Mayo ✗
Mr. David Baumgardner ✓

ARKANSAS

Chair Mr. Adger Smith ✓
Mr. Kyle Bass ✓
Mr. Ray Abernathy ✓
Mr. Ronald Bruce ✗


Mr. Rob Sitterley ✓
Economic Representative

Mr. Paul Mehrlich ✓
Executive Director of Aviation

Roll Call: Adger Smith called the meeting to order; Shannon Elliott called roll.

Public Comments: No comments were made by the public in attendance.

Eric Phifer 
Ken Shuman
Stephon Gamble

Jordan Culver
Mark Stodola 
Tyler Richards

Mitch Rose
Mike Rose
Danny Jewell

Matt Vineyard
Gerard w/Advance Media

Consent Agenda:

- Minutes of Meeting scheduled August 22, 2024 – Matt Robertson made a motion to approve the August 2024 Minutes, and Ray Abernathy seconded the motion. The minutes were approved.

Financial Report - Period Ending August 31, 2024: Shannon Elliott presented the Financial Report. There was a discussion on open and pending grants as well as the current Farmers line of credit; Ther was a motion made by Matt Robertson to approve the financial report, and it was seconded by David Potter. The motion was unanimously approved.

Sub-Committee Reports:

- Monitoring Committee – David Baumgardner gave an overview of the September 19, 2024 meeting. He discussed the 2023 audit and announced that it was a “clean” and “satisfactory” audit. He discussed the current assets & liabilities as well as current operating revenue and expenses. In summary, he gave a review of financial operational performance and the current purchasing policy and how it conflicts with the City ordinance. The Monitoring Committee asked that this be place on the agenda for full Authority review.

Airport Director’s Report: The Director’s Report was presented by Paul Mehrlich. He gave a brief update on the Service Animal Relief Area and the placement options and costs. David Potter asked for floor plans for each option so this issue is tabled for now until floor plans and costs can be presented to the Board. It was added that the Airport is applying for a federal grant and possibly a state grant as well.

The Director continued with a brief status on the Apron Phase II and terminal parking lot. A motion for SWEPCO to obtain a right-of-way easement to place a transformer was present by Rob Sitterly. It was seconded by David Potter and approved by unanimous votes. Tyler Richards said he would follow up with the solar panel company for implementation.

MCE is waiting on FAA to process grant closures for the design only for the terminal access road, and ADA grant application is being prepared for the final 10%.

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The Director let the Board know that MCE has submitted environmental documentation to the FAA in regards to the overlay and widening runway projects and the moving of the localizer. It is projected to be completed by December 2026.

With regards to the MRO site, the Director informed the Board that the State indicted the airport cannot use ADA grant for any studies. With Garver and Coffman, he is looking into utilizing BIL funds for the environmental assessment.

The appraisal for the old Armory building came back at \$500,000. Judge Harrison is working on the appraisal of their old JDC building, and then an agreement will be worked out with approval from the Cities, County & FAA.

Mr. Mehrlich informed the Board that Project Eagle is working with Flight Solutions on subleasing hangar space to meet minimum requirements and speaking with an insurance company regarding aviation maintenance.

Project Moonbeam requires an easement to remove and maintain a sliver of property owned by the Airport south of E. 19th St. This will also require additional approval from the Cities. Rob Sitterly made a motion to grant the easement, and David Baumgardner seconded the motion. It was unanimously approved.

Discussion on the old EOC building has mentioned. The Director suggested using a realty company to lease out the building. There was a question if an RFQ was required for this. Tyler Richards will check to make sure it's approved to go this path.

Russell Henderson with Airport Operations has requested a 6-month extension to the FAA deadline of 9/25/24 to repaint markings, and MCE is assisting with an RFP. Once the bids are received and a selection is made, it will then be presented by the Director for approval with the two Cities.

There have been many complaints with the new parking system, mainly the inability to drop off a vehicle and have another pick it up. This is due to the current system requiring the same credit card used at entry to be used at exit. The cost to add the ticket option is \$17,437. This will be taken from the budget's gates & fencing line item. There is also an option to install a license plate recognition system for a cost of \$35,533 but this can be done at a later date if needed. Matt Robertson made a motion to approve the purchase and implementation of the ticket system in the current kiosks. Ray Abernathy seconded the motion, and it was unanimously approved. This process is to be expedited.

The Director discussed Schindler's quote to service the elevators annually. The costs would be \$22,200/yr. Mr. Mehrlich will bid this out and compare with ARFF's current provider.

The rolling 5-year Capital Improvement Plan required by the FAA is to be submitted in October. The total for capital costs for 2025-2030 is \$135,651,402. The TX side is \$3,269,868 (\$2,374,620.82 already approved), and AR side is \$2,630,132 (\$1,855,941.18 already approved). David Baumgardner made the motion to approve this plan. Ray Abernathy seconded it. It was unanimously approved.

Moving forward, the Director announced that the Airport will bring any spending amounts over \$25,000 for approval from the 2 Cities. Texarkana, AR has a limit of \$35,000 while Texarkana, TX has a limit of \$50,000 internally. Mr. Mehrlich will be working with the City Managers on how best to work on this. Tyler Richards believes the Airport goes by the AR policy which is closer to the Airport's current policy. The updated Purchasing Policy was presented to the two City Managers for input. Mr. Mehrlich will bring the policy to the next Board meeting in addition to the draft purchasing form for staff with the ability to check all necessary boxes.

The Monitoring Committee was given the audit report from Wilf & Henderson with a clean report with no major findings. There was a motion made by Ray Abernathy to approve the 2023 audit, and Matt Robertson seconded the motion. The motion passed with unanimous votes.

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Mr. Mehrlich then allowed Advanced Media to give an update on the marketing performance of the advertising campaign. This included an explanation of how research is done, how targeting is marketed, video metrics, exposure and catchment and search engine marketing.

The Director informed the Board that ROI has provided a quote for setting up meetings at the upcoming MRO Americas. The quote of \$11,340 would be for 8 company meetings and would be paid out of 2025 Advertising Line Item. He advised that no A&P Commission funds can be used for this. There was a motion by Ray Abernathy to approve the quote. Matt Robertson seconded the motion, and it was unanimously approved.

In conclusion, the Director presented the August 2024 financial notes.

Resolutions:

- Consider and approve SWEPCO right of way easement for solar panel transformer - APPROVED
- Consider and approve Project Moonbeam easement to clear and maintain property south of E 19th St. - APPROVED
- Consider and approve adding a ticketing system to the parking gates, at a cost of \$17,437. - APPROVED
- Consider and approve annual audit report. - APPROVED
- Consider and approve using ROI to set up meetings at 2025 MRO Americas, at a cost of \$11,340. - APPROVED
- Consider and approve 2025-2030 CIP, with a total capital cost of \$135,651,402 - APPROVED

Old/New Business: None.

Executive Session: None.

Adjourn: A motion was made by David Potter to adjourn. It was seconded by Ray Abernathy. Motion was unanimously approved. The meeting was adjourned.

The next regularly scheduled meeting will be held on **October 24, 2024 @ 9:00 AM**
Jim E. Yates Terminal Conference Room
2nd Floor
2600 TXK Blvd, Texarkana AR