

TEXARKANA AIRPORT AUTHORITY MINUTES

9:00 AM – Thursday, February 27th, 2025

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. 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


1. **Roll Call** – Adger Smith called the meeting to order. Angie Clinton called roll.

2. **Public Comments** – None.

Ken Shuman
Matt Vinyard
Bailey Yanik 

Tyler Richards
Mitch Rose
Eric Phifer 

Danny Jewell
Stephon Gamble
Clifford Logan 

Jordan Culver
Mark Stodola 

3. **Consent Agenda** – David Potter made a motion to approve the Minutes of Meeting that was held on January 30, 2025. Rob Sitterly seconded the motion. All approved, and the motion carried.

4. **Staff Reports** –

- Financial Report - Period Ending January 31, 2025, was read by Shannon Elliott. David Baumgardner suggests combining the financial report with the Monitoring Committee. Mike Mayo made a motion to approve the Financial Report; David Potter seconded it, and the motion passed.
- Operations Report – The Operations Director, Russ Henderson, gave a report on the preventative contracts and maintenance. He explained that recently he has trained at least 10 individuals to drive on the airfield. He briefly explained the required training for inspections and movement vs. non-movement. Mr. Henderson reported that he must check and maintain the lights on jet bridge #1, fencing around the airport as well as the repairs that have been done and the repairs that are currently done on the washouts. With regards to additional training of his crew, he must train TSA/FAA and any contractors that need access to the airfield, including Nabholz, Hugg Hall, HVAC, and various others. He updated on the edge striping that will be begin in March and will take approximately 14 days. Additionally, he explained his responsibility of issuing NOTAMs while working with the Tower. Recently, he has issued 15 NOTAMs. Mr. Henderson also must routinely update FAA in various programs, and with TSA requiring fortified fence areas. He informed that he must following App-139 for airfield inspections and provide field conditions to FAA/Tower followed up by required paperwork and issuance of notices. He then gave a brief update on the response to the recent breach at Signature Aviation. Mr. Henderson will be working with the Fire Chief, Sam Rose, to update the certification manuals, emergency plans, stormwater management, and security plan. TSA (weekly), FAA (annually) and EPA (as needed) will have oversight on these updates.

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5. **Sub-Committee Reports** – David Baumgardner with the Monitoring Committee presented and reviewed slides on the Budget point such as payroll being over budget as well as ARFF overtime. He explained this is due to some months have 3 pay periods and with American Airlines pushing flights and delays, it adds to overtime for ARFF and LEOs.
6. **Airport Director's Report** – Paul Mehrlich began the Director's Report by giving quick updates on the terminal and the Service Animal Relief Area which will require no local funding due to the FAA funding 95% of the project and ADA funding the other 5%. He gave another update on the apron Phase II with construction to begin sometime in March 2025.

With the Construction Phase II of the Terminal Parking Lot, Nabholz is finishing the landscaping and remarking the employee parking lot striping. The trees have a 1-year warranty and they are waiting on warmer weather to replace and replant. He also added that the attorneys are working out who will pay the loan on the solar panels.

The Director have brief updates on the GA Apron Expansion and that TEC has started construction; he reiterated what Russ Henderson said about the Runway 4/22 Edge Striping.

He advised the Board that he would need a motion to amend the grant request for the Reimbursable Agreement from the FAA for the design grant. He added that there will be a separate one for the construction phase. Attorney Mark Stodola advised that a verbal amendment to cover the cost is sufficient.

With the runway 4 overlay, it was suggested by Rob Sitterly to take a month to get confirmation and approval of State of AR funds with matching federal grant funds before presenting the Board with MCE's WO#1 design. This was seconded by Ronald Bruce with the approval of others. This matter is tabled for a month.

Mr. Mehrlich explained the taxiway D widening process to accommodate larger aircraft. This project will be funded by 2025 FAA AIP grant that is currently awaiting vote. Garver has also provided a work order on the design portion for the IFE to be completed. It was also suggested to table this approval. Rob Sitterly made a motion to table this matter; Ray Abernathy seconded the motion, and it was approved by all.

The Director informed the Board that MCE did a core sample, and it was determined that the runway is stronger than thought. The Paint Project is reviewing this data as well as the date of the runway's new strength after the overlay and is determining whether the large hangar will be for a B787 or B777.

The self-serve fuel tank was next on the report. Mr. Mehrlich has begun discussions with Signature about an opportunity for the Airport to take over the self-service fueling with Signature managing the tank. This means the tank would be owned by the Airport who could then set the price rather than having a tank the Airport would have to manage. Signature would maintain it but the Airport would own and control fuel flowage fee. Proposed funding for the project is an 80/20 Arkansas Division of Aeronautics grant with a cap of \$300,000. Currently the Airport's fuel flowage revenue is down because the ramp rat is offline and has been for some time.

The update on the ARFF truck replacement from the Director is that Garver has provided a WO to design and procure a new 1500 gallon ARFF Truck. They have the experience, and therefore, it won't take as long. Each truck is custom made per requirements by FAA. The design was put in the grant and will be paid by the grant. There is no local match. There was a motion to approve the WO by Mike Mayo and seconded by Ron Sitterly. The motion passed, and the work order was approved.

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Mr. Mehrlich advised that MCE has made a visit to complete the Phase 1 assessment and is finalizing FAA CATEX documentation with regards to the Juvenile Building. The process is taking longer due to the necessity of various approvals.

Due to not receiving any bids for the Line of Credit, the Director announced that Farmer's will simply renew the \$3M line of credit. This is the existing line of credit so there is no change. Additionally, Farmer's requested an extension until April 15, 2025, in order to obtain approvals from its Board. Mr. Mehrlich granted the extension.

There were 3 bids form landscaping with the lowest bidder being UA Lawns coming in at \$34,800 per year. Because this is under budget and under the City's required approval amount, Mr. Mehrlich said this can go into effect today. There was a motion from Rob Sitterly approving US Lawns. It was seconded by David Potter; all approved and the motion passed.

There was a brief update that the City of Texarkana, AR has passed a resolution that the Airport is now covered under their insurance policy with the AR Municipal Leagues. Mr. Mehrlich informed Anderson-Frazier. The City will invoice the Airport for any difference.

The Director was recently able to negotiate a reduction in the fees that Vector imposes from 35% to 25% for the new contract period. This provides a new 5-year agreement. There was a motion by Mike Mayo to approve this new contract which was seconded by David Potter and approved by all members.

Coffman & Associates have informed the Director that due to personnel loss they will be unable to complete the 139 application, and will, therefore, be issuing a full refund in addition to providing us with all the work they have done to date.

Previously, the FAA required in all leases a "reversion" clause, specifically stating that any structure built on airport property after 30 years goes back to the airport (with a 50-year lease max). Mr. Mehrlich stated that now the FAA says it won't require the leases to have this clause. The question is does the Airport want to remove the reversion clause with new, current tenants? David Baumgardner suggested forming a committee to explore various options and implications for the Airport.

The Director closed the report by presenting the financial notes.

7. Resolutions –

- Consider and approve MCE WO# 1 for runway strengthening design for \$502,203.20. – *Motion by Rob Sitterly to table for one month; seconded by Ronald Bruce; approved.*
- Consider and approve FAA RA for runway extension design review for \$84,445.12. - *Motion by Rob Sitterly; seconded by Mike Mayo; approved.*
- Consider and approve Garver WO for taxiway widening design for \$516,500.00, no funds to be spent until Congressional funds are approved. - *Motion by Rob Sitterly; seconded by Ray Abernathy; approved.*
- Consider and approve Garver WO for design and procurement of replacement 1500-Gal ARFF truck for \$44,700. – *Motion by Mike Mayo; seconded by Ronald Bruce; approved.*
- Consider and approve a 3-year contract with two 1-year options for landscaping services with US Lawns for \$34,800. – *Motion by Rob Sitterly; second by David Potter; approved.*
- Consider and approve a 5-year contract with Vector for landing fee collection services. – *Motion by Mike Mayo; seconded by David Potter; approved.*

8. **Old/New Business** – The only issue discussed was that some t-hangar doors have not been working, but Russ Henderson explained that he has no knowledge of improperly working doors. He said all doors have been replaced/repared to date.

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9. **Executive Session** – Mike Mayo made a motion to enter into Executive Session and seconded by David Potter, it was approved. This was at 10:24 am. The Board returned to regular session at 10:35 am and announced that no action was taken; it was just a discussion on the Executive Director's annual performance. It was suggested that Mr. Mehrlich provide the Board with 2-3 goals for the year, to which he responded that a previous goal set by the Board was for him to further his education. He accomplished this by achieving and obtaining his AAAE certification which requires continuing education credits. He informed the Board that he will be abiding by this requirement, and the members agreed.
10. **Adjourn** – David Potter made a motion to adjourn, and it was seconded by Ray Abernathy. It was approved by the members and the meeting adjourned.

The next regularly scheduled meeting will be held on **March 27, 2025 @ 9:00 AM**

**Jim E. Yates Terminal Conference Room
2nd Floor
2600 TXK Blvd, Texarkana AR**