

LITTLE ROCK NATIONAL AIRPORT COMMISSION  
MEETING MINUTES  
December 15, 2009

The Little Rock Airport Commission met in regular session in the Commission Conference Room on the second level of the terminal building, Little Rock National Airport, Little Rock, Arkansas at 8:30 a.m. on the 15<sup>th</sup> day of December, 2009. The following members of the Commission were present:

Mme. Kay Kelley Arnold and Messrs. Virgil Miller, Jim Dailey, Jimmy Moses, Dr. Carl Johnson, Bob East and Tom Schueck.

Also attending were Mmes. Carol Snay, T.J. Williams, and Carolyn Witherspoon and Messrs. Ron Mathieu, Allen Williams, Bryan Malinowski, Randy Ellison, Charles Jones, Tom Clarke and others as registered.

The meeting was recorded and the tape is on file in the office of the Executive Director, where it may be examined by any qualified person.

Official actions of the Commission were as follows: Chairman Schueck called the meeting to order at 8:31 a.m.

APPROVAL OF MINUTES

Chairman Schueck requested approval of the November Commission meeting minutes.

On motion by Commissioner Miller, seconded by Commissioner Dailey, the November minutes were unanimously approved.

CONSENT AGENDA

The next item on the agenda was a brief discussion of the November 2009 Financials. Ms. Snay reported the total income for the month was approximately \$2,100,000 which was over budget about \$194,000. Compared to last year, total income for November was up approximately \$16,000. Total expenses for the month before depreciation were approximately \$1,415,000 which is under budget by approximately \$214,000. Compared to last year, total expenses for November were down about \$23,000. Net income for the month before depreciation was approximately \$675,400 which is \$508,000 better than budget and \$38,800 better than November 2008. Total income before depreciation for the first eleven months of this year was approximately \$22,534,000 which is \$1,111,000 over budget and \$1,039,000 less than last year at this time. Total expenses year-to-date were approximately \$15,642,000 which is about \$1,951,000 under budget and approximately \$1,467,000 less than 2008. Net income year-to-date before depreciation was \$6,892,000, which is 429,000 better than last year and \$3,062,000 better than budget.

At the request of Chairman Schueck, Mr. Malinowski gave an overview of item L-09-12-3, On-Call Airport Engineer Requests for Qualifications. Mr. Malinowski explained that the Lease Committee selected Garver and LPA Group for these services. Mr. Williams also gave an overview of the eight proposed policy changes on the consent agenda.

On motion by Commissioner Arnold, seconded by Commissioner Dailey, the consent agenda was unanimously approved.

### COMMISSION ACTION ITEMS

Mr. Mathieu discussed CA-09-12-1, 2010 Commission and Committee Meeting dates. The Commission and Committee dates for the next year have to be approved one year in advance per the Bylaws. On motion by Commissioner Dailey, seconded by Commissioner Arnold, the 2010 Commission and Committee Meeting dates were unanimously approved.

Mr. Mathieu also discussed CA-09-12-2, Amendment to the Little Rock Municipal Airport Commission Pension Plan and Trust. This item was approved by the Retirement Committee and forwarded to the Commission as an action item. Mr. Mathieu explained that this will allow the Commission to provide additional compensation to employees based on performance. Staff requests this amendment to be used as a retention tool and to attract new employees. On motion by Commissioner Miller, seconded by Commissioner Dailey, the Amendment to the Little Rock Municipal Airport Commission Pension Plan and Trust was unanimously approved.

Executive Director's Report – Mr. Mathieu gave an update on the new website. The website was launched on December 1<sup>st</sup>. The airport has received several favorable comments. Mr. Mathieu reported that he met with the Department of Finance and Administration to review the fuel taxes coming to the airport as a result of the legislation that was passed last year. Based on staff's analysis, all of the fuel taxes are not coming to the airport currently. This is believed to be a reporting issue with the vendors. Staff will continue to work with DF&A to resolve this issue.

Mr. Mathieu mentioned that staff will meeting with TSA on December 18<sup>th</sup> for a final meeting regarding the grant for the inline baggage system. Mr. Mathieu noted that the off-airport parking ordinance will not be presented to the City Board for approval before the end of the year. Mr. Mathieu reported on PFC Application #7. The FAA has stated that the approval should come at the end of January.

Mr. Mathieu and Mr. Malinowski will be going to Washington to meet with the FAA and Legislators to discuss the Aviation Reauthorization Act, the omnibus bill and the opportunity for project funding. Mr. Mathieu, Mr. Malinowski and Commissioner Miller will be attending the AAAE Aviation Issues Conference in January. The Federal Aviation agenda is established for the year at this conference and confirmation of what they believe will happen in the industry in terms of contraction or growth.

Mr. Mathieu reported that the agreement with the Little Rock Police Department expired at the end of November. Staff is currently working with Chief Thomas and Bruce Moore to negotiate a new agreement.

Chairman's Report – Chairman Schueck requested an update from Commissioner Moses on the Terminal Task Force meetings. Commissioner Moses reported that the Terminal Task Force has had several meetings with Architectural Alliance. Architectural Alliance

has been tasked to bring new concepts for the revamped terminal to the next meeting so that the Task Force can deal with each component incrementally.

### ELECTION OF OFFICERS

Commissioner Johnson made a motion to recommend the following appointments for next year: Commissioner East as Chairman, Commissioner Miller as Vice Chairman and Treasurer and Commissioner Dailey as Secretary. The motion was seconded by Commissioner Arnold and the recommendation was unanimously approved.

### PRESENTATION TO COMMISSIONER JOHNSON

Chairman Schueck presented Commissioner Johnson with plaque and certificate of appreciation for his years of service on the Commission. On motion by Commissioner Dailey, seconded by Commissioner Arnold the resolution of appreciation to Commissioner Johnson was unanimously approved. Commissioner Johnson thanked the Commission and the City Board of Directors.

### STAFF REPORTS

Marketing and Public Affairs – Ms. Williams reported that the passenger numbers were up 2.61% for the month of November and down 6.42% for the year. Ms. Williams reported that Southwest, in terms of market share, performed very well holding 33% of the market. American and Delta performed comparably at 23% and 22% percent respectively. This month marks the second month of positive enplanements for the airport.

Properties, Planning and Development Report – Mr. Clarke reported that the next phase of the Runway 18 extension will be the building of the taxiways adjacent to the runway. This phase is contingent upon the State Police moving out of their current hangar. The targeted completion date for the Taxiway Delta project is February 2010.

Mr. Clarke noted that Parsons will be in town to assist with reviewing the cost estimates presented to TSA for the inline baggage system. Land Acquisitions is currently focusing on securing surveys for the easements along the Texas Eastern transmission lines. This is one of the last items need to close those 13 parcels.

At the request of Chairman Schueck, Mr. Clarke reported that Hollingsworth Grove has been approximately 75% demolished.

Human Resources – Mr. Williams reported that the airport started the month of November with 157 employees. There were no new hires, two voluntary separations and two involuntary separations. We ended the month with 153 employees, a monthly turnover rate of 2.4% and year-to-date turnover rate of 16%. Mr. Williams mentioned the Language line report. For the month of November, there were no language line calls.

Facilities – Mr. Ellison gave an update on the work the Facilities department has done with ESG regarding the emergency power solution for Mechanical Room One. Operations and Facilities staff has been trained on immediate response in the event of a substation failure. The Facilities department has also provided assistance to SGH, a subcontractor

of Architectural Alliance. Staff is currently working on the replacement of the east vault transfer switch.

Operations – Mr. Jones provided the Commissioners with a report for the cancelled and diverted flights for the month. Mr. Jones noted that there were minimal cancellations and an increase in charter activity with casino and sports charters. The medical responses were up for the month. Mr. Jones also reported on the baggage assistance program. For the month of November, Delta and Northwest customers made up 41% of the activity. Southwest is not supported on this contract because they still provide curbside check-in. Lastly, Mr. Jones mentioned the FAA Air Traffic Control activity report.

At the request of Chairman Schueck, Mr. Malinowski noted that the baggage assistance program has been extended through February. Staff will formally bid the service for one year during that time.

Attorney's Report – Ms. Witherspoon gave an update on the condemnations actions. Two new condemnations were filed in November and two condemnations were closed. They are currently working on filing several more condemnations in December. Ms. Witherspoon continues to communicate with Mr. Baker's attorney's regarding the off-airport parking ordinance. Ms. Witherspoon mentioned that the FAA Reauthorization Act has not been acted upon by Congress and the some of the programs will continue to be funded through extensions.

Chairman Schueck wished the Commissioners and staff a Merry Christmas and a great New Year. Commissioner Arnold reported on some comments received from customers regarding the overall feel of the terminal and the possibility of revamping the women's bathroom.

## ADJOURNMENT

The meeting was adjourned at 9:31 a.m. by Chairman Schueck.

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Robert East, Chairman

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Jim Dailey, Secretary