

**SPRINGDALE AIRPORT COMMISSION
AGENDA**

Thursday, February 26th, 2026

1:00 p.m.

City Council Chambers
Springdale Municipal Building

1. **Call to Order** – Chairman Greg Collier
2. **Roll Call**
3. **Approval of Minutes** – January 15th, 2025 Airport Commission Meeting **Pgs 1-3**
4. **Comments from the Audience**
5. **Discussion of Hangar 5-01 Assignment**
6. **Update from Summit Aviation** – Brian Danks, FBO Manager **Pgs. 4-6**
7. **Report From Ernest Cate, City Attorney**
8. **Airport Operations Report** – Austin Bersi, Airport Manager
9. **Airport Activity Report** – James Smith, Airport Director **Pgs. 7-10**
10. **Garver Update** – Greg Thomas
11. **Old Business**
12. **Discussion regarding Airport Rules, Regulations, and Emergency Plan** **Pgs. 11-48**
13. **Comments from Commissioners**
14. **Adjourn**

If you are unable to attend the meeting, please call 479-750-8110,
or email Kristen Mize @ kmize@springdalear.gov

**SPRINGDALE AIRPORT COMMISSION
MEETING MINUTES**

January 15, 2026

The regular meeting of the Springdale Airport Commission took place on Thursday, January 15, 2026 in the City Council Chambers Springdale City Hall.

The meeting was called to order by Chairman Greg Collier at 1:01 pm.

Roll call was answered by:

Greg Collier	Camron McAhren
Joel Gardner	Jim Ulmer
Steve Smith	Mike Gawf
Micah Thomason	

Others present:

Ernest Cate	City Attorney
James Smith	Director, Airport & Public Works
Austin Bersi	Airport Manager
Anna McKinney	Deputy Chief of Staff
Sarah Curry	Planning Department, Senior Planner
Jennifer Vasquez	City Clerks Office, Accounts Specialist

A motion was made to approve the November 20, 2025 minutes by Commissioner Smith and seconded by Commissioner Ulmer. All voted YES and the motion passed.

Comments from the Audience - *There were no comments from the audience.*

Request from Steve Clark – Mr. Clark came before the Commission requesting to retain the Hangar. Mr. Clark leased a hangar June 1st, 2022 belonging to the Springdale Airport subleased by Summit Aviation. Current status of the hangar is open per Austin Bersi, Airport Manager. Commissioner Thomason asked Austin where Mr. Clark would be on the list if he had leased with the Springdale Airport. Austin stated Mr. Clark would be at #17 on the waiting list. Austin has been working down the list to try and fill the remaining hangars. Hangar 3 to mention has no dividing interior walls and is currently not the most sought-after hangar to lease. Austin has had some trouble filling these hangars. Taking that into account, realistically Mr. Clark would be at #12 on the list, the next individual up for this particular hangar. Everyone before was asked and has passed on this hangar. Austin is notifying the remaining individuals on the list at #12 down to ask about the available hangars in hangar 3. There are 3 available hangars in hangar 3 for this situation. Mr. Clark entered the hangar in good faith and is in good standing financially. **Commissioner Smith made a motion to allow Steve Clark to keep his hangar. Commissioner McAhren seconded the motion. After rollcall vote was taken, the motion failed with Commissioners Thomason, Collier, Gardner and Gawf voting NO. Commissioner Thomason made a motion to put Mr. Clark on the list where he would have signed up for an airport hangar on the same day as he signed the lease with Summit. Commissioner Gardner Second the motion. After rollcall vote was taken, the motion passed with all voting YES.**

A second motion from Commissioner Thomason is to leave Mr. Clark in the hangar and give him 45 days to stay in the hangar before having to vacate. Commissioner Gardner second the motion. After rollcall vote was taken, the motion passed with all voting YES.

Update from Summit Aviation – Brian Danks, FBO Manager

November to October - was relatively flat on Jet A, low led 35% down 2886.68 gallons from October. Brian attributed to weather affecting planes take off/use. December was down 17% from November on Jet A, and up 4% 348 gallons from November.

Steve Clark's hangar was the last one Summit is working with and everyone else has vacated the other hangars in question from the previous meeting.

Report from Ernest Cate, City Attorney

There is one outstanding hangar 5-01 that was subleased. Eviction notice has been sent, if the plane is not out of the end of the month, we will file the unlawful detainer action. At the time when the complaint is filed if it needs to be filed, the clerk along with the summons, issues a notice of intent issue of repossession that is served on the occupant. They have five days to either respond in court or be out. If they do neither, an order of possession can be obtained on day six. The Sheriff will assist in removing of the tenant.

There is an available renter ready for when this hangar will open. The current lessee owes rent from October 22, 2025 until the date that they move out who is aware and understands that he owes the city.

Airport Operations Report – Austin Bersi, Airport Manager

Commissions request from the November meeting. Frank Sperandio surrendered the hangar back to the city. A new tenant is now in the hangar that went into effect January 1, 2026.

Serrhel Adams has signed his new lease agreement with the city as of January 1, 2026 he is now the lease holder of his old Summit hangar.

Chip Johnson was able to get into a hangar on Monday. Since the last meeting we took back two hangars, one due to subleasing and the other on a combination of being subleased and the sublessee was using it as a storage unit, not having an aircraft. Any tenants past due have been notified.

Airport Activity Report – James Smith, Director Airport & Public Works

Total for 2025 finished at 41,982 in operations. Previous year was at 48,217. Total fuel sales ended at 605,971 gallons. Averaging close year to year. City Council passed a request to apply for a \$15 million dollar EDA federal grant to build a hangar for the Army National Guard. Resolution No. 2-26. Anna McKinney, Deputy Chief of Staff stated as of Tuesday the city has approved the 20% match, if we are awarded it, the 80% percent would be about 11 million and the city will pay the remaining 2.9 million. As it stands, this facility will be a detachment serving as a training facility, emergency operations and an asset to the community over all.

Garver Update – Greg Thomas

The strategic plan discussion meeting with stakeholders' is set for January 28th, 2026. After discussion, we plan for more information in February's meeting.

Tower rehabilitation project: A meeting was held the first week of December to set the expectations on the remaining work and workmanship quality. A schedule was established to complete the remaining work left undone. Cabinetry was completed on time by the contractor. Mike is pleased with the results and has two remaining workmanship jobs to be fixed. Final inspection is scheduled for January 22, 2026 with that final inspection we will identify any more scuffs or workmanship issues. We will give the contractor another week or two to address those issues. The contractor is taking this very seriously and was apologetic about the performance previously on this project.

Phase two of the project is upgrading HVAC and adding a generator. Another item included in the last meeting was upgrading a controller chair. We were able to obtain pricing in December but are waiting on final numbers from the city on how much was spent to date. Based on the tracked estimates, we should be able to afford the items with renaming state funds.

When phase one is completed after final inspection, the contractor will be able to start with phase two of the project.

After obtaining the financial information from the city on how much was spent, there may be a phase three with renaming funds to use.

Old Business – *There was no old business.*

Comments from Commissioners

Commissioner Ulmer mentioned the completion of the grooving project.

The paint was completed and the only remaining item was the replacement of a light. Greg Thomas will reach out to the FAA to update.

The meeting was adjourned at 1:44 pm.

Greg Collier, Chairman

Joel Gardner, Vice Chair

Jennifer Vasquez, Recorder

January 2026 Summit Fuel Sales

Jet-A: 38,651 Gallons Down 4% from December (-1551 Gallons)

100LL: 7,410.86 Gallons Down 16% from December (-1190.14 Gallons)

January 2025 Summit Fuel Sales

Jet-A: 45,749 Gallons

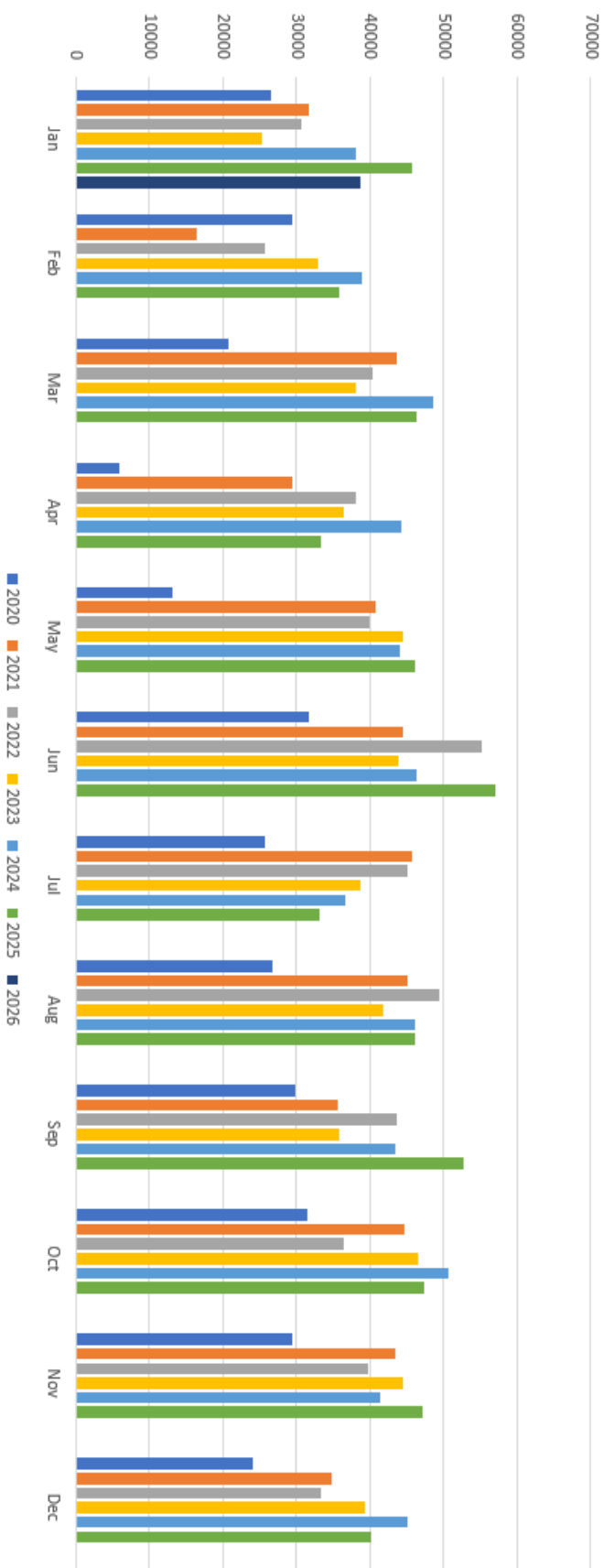
100LL: 9263.7 Gallons

January 2024 Summit Fuel Sales

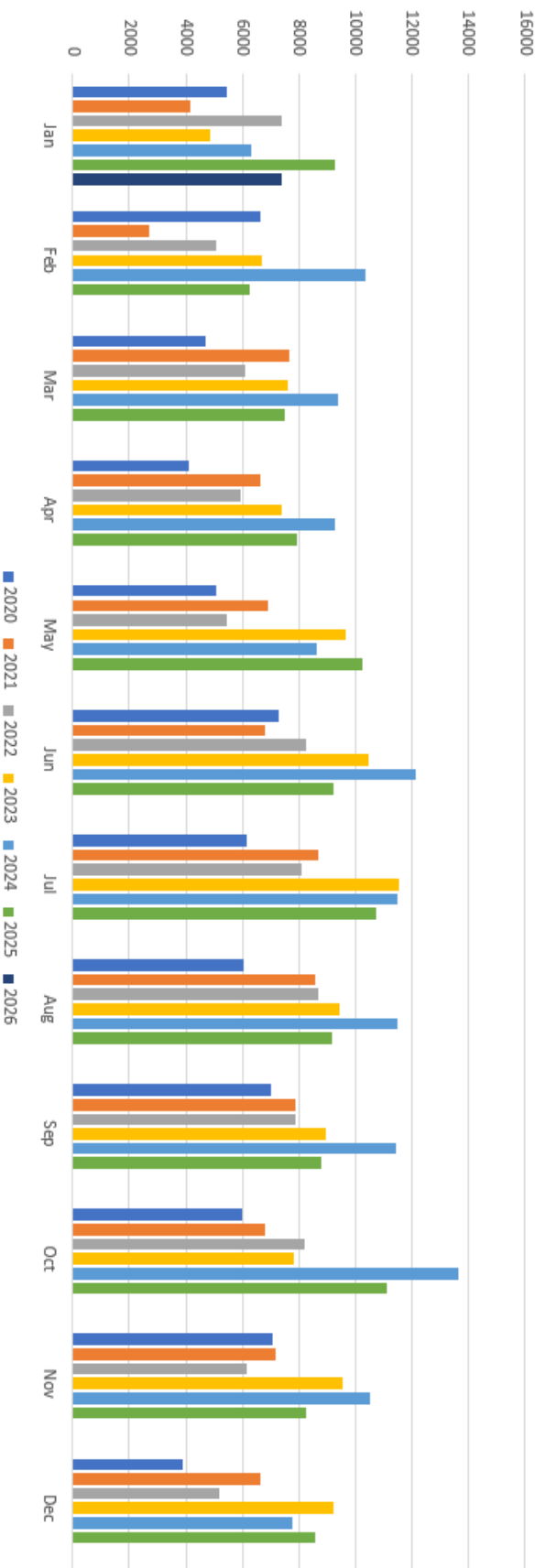
Jet-A: 38020 Gallons

Avgas: 9263.7 Gallons

Jet-A

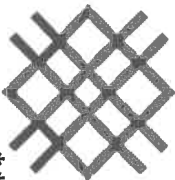


100LL



Aircraft Services

FUEL		
2	JET-A	\$5.60
5	AVGAS/100LL	\$5.50
5	AVGAS/100LL Self-Serve	\$4.95
HANGARS /per night cost		
83	Piston Single	\$100.00
83	Piston Twin	\$150.00
83	Turbo Prop/Light Jet	\$250.00
83	Large Jet (Phenom 300)	\$350.00
HEATED HANGAR		
83	Piston Single	\$200.00
83	Piston Twin	\$250.00
83	Turbo Prop/Light Jet	\$450.00
83	Large Jet (Phenom 300)	\$500.00
TIE DOWN OVERNIGHT / per night cost		
	1st Night (w/fuel purchase)	\$0.00
60	Piston Single	\$50.00
60	Piston Twin	\$75.00
60	Turbo Prop/Light Jet	\$125.00
60	Large Jet (Phenom 300)	\$175.00
TOWING CHARGES / non-Summit hangars		
67	Single Engine (Private Hangar)	\$50.00
67	Twin Engine (Private Hangar)	\$75.00
67	King Air/Jet Aircraft (Private Hangar)	\$250.00
Aircraft Services		
136	Coffee/Ice (w/no other services requested)	\$20.00
38	Call Out Fee (First Hour) 21:30-05:30 or 19:30-06:30	\$150.00
38	Call Out Fee (after First Hour) 21:30-05:30 or 19:30-06:30	\$100.00
81	GPU / per hour	\$100.00
81	GPU Off Ramp / per hour	\$150.00
51	LAV Service	\$100.00
51	LAV Service Off Ramp	\$150.00
76	TKS Fluid / Gallon	\$30.00
70	Catering Handling	\$50.00
88	Snow Removal / per hour	\$150.00
88	Cowl Heater / per hour	\$20.00
88	AC/Heater Cart / per hour	\$35.00



CITY OF SPRINGDALE

201 SPRING STREET

SPRINGDALE, AR 72764

479-750-8118

*** CUSTOMER RECEIPT ***

Batch ID: CITYCLERK 2/17/26 01 Receipt no: 862

Type	SvcCd	Description	Amount
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41	AP-FUEL	FLOWAGE FEES	\$5180.58
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SUMMIT AVIATION

OTHER INCOME / FUEL 40101103690000

FUEL FLOWAGE FEES - JAN 2026

46,403 GALLONS

\$76.25 RAMP FEE

SH

CK Ref#: 5051 \$5180.58

Total payment: \$5180.58

Trans date: 2/17/26 Time: 15:19:56

THANK YOU FOR YOUR PAYMENT

COPY

**City of Springdale
Airport Commission
Balance Sheet
January 31, 2026**

Assets

Current Assets

Cash in bank	\$ 2,214,582
Accounts receivable, net	14,563
Allowance for doubtful accounts	(4,880)
Prepaid assets	1,572
Other assets	<u>1,498</u>

Total Current Assets 2,227,335

Capital Assets

Land	3,297,658
Land improvements	9,063,584
Buildings	4,291,294
Machinery and equipment	1,166,900
Construction in progress	6,025,157
Less accumulated depreciation	<u>(10,358,650)</u>

Total Capital Assets, net of accumulated depreciation 13,485,942

Total Assets \$ 15,713,277

Liabilities and Fund Balance

Liabilities

Salaries payable	\$ -
Accounts payable	-
Due to other funds	525,740
Compensated absences	4,108
Customer deposits	600
Unearned revenue - hangar rent	31,942
Other Liabilities	<u>12,658</u>

Total Liabilities 575,048

Fund Balance 15,138,229

Total Liabilities and Fund Balance \$ 15,713,277

CITY OF SPRINGDALE
AIRPORT ACCOUNTS RECEIVABLE
AGING REPORT - 2/1/2026

CUST ID	HANGAR NUMBER	NAME	TOTAL	NOT YET DUE	1 - 30 DAYS DUE	31 - 60 DAYS DUE	61 - 90 DAYS DUE	OVER 90 DAYS DUE
HANGAR LEASE								
44	509	JUSTIS, JEFF - #509	178.00	178.00	-	-	-	-
70	807	JEFF RHODES - #807	256.00	256.00	-	-	-	-
505	401	STULTS, CARL - #401	121.00	121.00	-	-	-	-
1015	806	CRAWFORD, SHANE - #806	256.00	256.00	-	-	-	-
1551	10B	SUMMIT AVIATION - #10B	2,082.00	2,082.00	-	-	-	-
1552	11	SUMMIT AVIATION - #11	3,291.00	3,291.00	-	-	-	-
1621	9A	SUMMIT AVIATION - # 9A	1,631.00	1,631.00	-	-	-	-
1729	801	ARH AVIATION - #801	246.00	246.00	-	-	-	-
1730	803	ARH AVIATION - #803	256.00	256.00	-	-	-	-
1741	406	SUMMIT AVIATION - DAVE POWELL - #406	220.00	220.00	-	-	-	-
1800	804	SUMMIT - # 804 - DAVE POWELL	256.00	256.00	-	-	-	-
1810	607	FOGG, BRITT - #607	235.80	235.80	-	-	-	-
1858	202	FISHER, VINCENT - #202	153.00	153.00	-	-	-	-
1902	708	MORRIS, BRANDON - #708	246.00	246.00	-	-	-	-
1911	605	SUMMIT AVIATION - #605	262.00	262.00	-	-	-	-
2003	710	MORRIS, BRANDON - #710	129.00	129.00	-	-	-	-
2036	10A	ARH AVIATION	2,036.00	2,036.00	-	-	-	-
2070	703	ARH AVIATION - #703	246.00	246.00	-	-	-	-
2087	701	STURM, STEVE - #701	129.00	129.00	-	-	-	-
2088	702	STURM, STEVE - #702	246.00	246.00	-	-	-	-
2091	805	ARH AVIATION - #805	256.00	256.00	-	-	-	-
2164	810	MEDIC CORPS-810	273.00	130.00	143.00	-	-	-
2198	16	PINNACLE AIR SCVS DBA SUMMIT	3,291.00	3,291.00	-	-	-	-
2206	1201	CRAWFORD, SHANE - 1201	346.00	346.00	-	-	-	-
2219	108	HOLT, 1-08EDDIE & JUDY	93.00	93.00	-	-	-	-
2224	124	SUMMIT AVIATION - #124	250.00	250.00	-	-	-	-
2225	116	ARH AVIATION- #116	200.00	200.00	-	-	-	-
2250	20A&20B	AVIATORS ANONYMOUS LLC	2,675.00	2,675.00	-	-	-	-
2254	410	YOUNG-410, ADAM	220.00	220.00	-	-	-	-
2260	001	TISDALE-001, JUSTIN	191.00	191.00	-	-	-	-
2287	005	PRINTZ, DARREN	191.00	191.00	-	-	-	-
2300	003	TOLLIVER, MATT	191.00	191.00	-	-	-	-
2304	003	MATT GILBRECH - FRANKLIN	160.00	160.00	-	-	-	-
2305	004	CHIP JOHNSON	191.00	191.00	-	-	-	-
TOTAL DUE			21,003.80	20,860.80	143.00	-	-	-
			100.00%	99.32%	0.68%	0.00%	0.00%	0.00%
AIRPORT TERMINAL								
1868		SUMMIT AVIATION - FBO TERMINAL	3,000.00	3,000.00	-	-	-	-
2043	CAFÉ	ALBATROSS BAR & GRILL	2,160.00	-	-	-	-	2,160.00
2134	CAFÉ	FLIGHTLINE BAR & GRILL	1,440.00	-	-	-	-	1,440.00
2176	CAFÉ	COWBOY DINER	1,280.00	-	-	-	-	1,280.00
2176	CAFÉ	MANNY GONZALAS, EL CHEFE	800.00	-	-	-	-	800.00
2259	CAFÉ	AIRMEX LLC, EL HANGAR	400.00	400.00	-	-	-	-
			9,080.00	3,400.00	-	-	-	5,680.00
GRAND TOTAL			30,083.80	24,260.80	143.00	-	-	5,680.00

**CITY OF SPRINGDALE
Airport Commission
2026 Revenues and Expenditures**

	January	Year to Date	2025 Total	2024 Total	2023 Total
Revenue					
Washington County Sales Tax	\$ -	\$ -	\$ 25,954	\$ 58,844	\$ 27,816
Springdale Sales Tax	-	-	45,065	72,169	43,453
Federal Grants	-	-	1,116,398	293,227	599,574
State Grants	-	-	97,304	-	-
Interest	-	-	-	-	-
Hangar Rent	38,993	38,993	454,859	414,357	347,303
Terminal Rent	3,153	3,153	36,596	37,790	34,650
Ground Lease	186	186	2,868	1,700	937
Special Assessments	-	-	-	-	-
Through Fence Revenues	-	-	18,530	18,530	18,530
Fuel Flowage Fees	5,929	5,929	66,528	65,863	53,202
Miscellaneous	-	-	1,345	-	-
Insurance Recoveries	-	-	1,676,793	-	39,290
Total Revenue	<u>\$ 48,261</u>	<u>\$ 48,261</u>	<u>\$ 3,542,241</u>	<u>\$ 962,479</u>	<u>\$ 1,164,755</u>
Expenditures					
Regular Salaries	\$ 7,553	\$ 7,553	\$ 77,295	\$ 76,353	\$ 64,593
Overtime	1,139	1,139	6,153	3,200	676
Bonuses	-	-	400	38	113
Sick Leave Bonuses	-	-	914	906	-
Incentive Pay	27	27	554	75	-
Temporary	-	-	-	-	-
FICA/Medicare	645	645	6,245	5,960	4,818
Insurance	594	594	7,863	6,319	5,890
Pensions	531	531	4,641	4,367	3,876
Workers' Compensation	104	104	1,307	1,222	1,074
Uniforms	35	35	1,187	1,676	204
Engineering	8,970	8,970	34,882	48,817	36,505
Other Professional Services	-	-	-	47,104	8,918
Control Tower Operations	-	-	34,833	139,921	31,425
Water & Sewer	270	270	3,482	2,959	1,714
Maintenance Bldg. & Grounds	13,655	13,655	128,663	58,521	103,616
Vehicle Maintenance	-	-	1,533	5,911	1,156
Equipment Maintenance	-	-	12,295	6,041	9,618
Office Supplies & Postage	-	-	175	652	-
Natural Gas	1,702	1,702	7,799	11,142	6,249
Electricity	2,857	2,857	32,980	39,843	30,295
Gasoline	-	-	5,240	4,994	8,752
Insurance/Property	-	-	45,498	34,989	31,426
Communications	-	-	-	2,446	6,023
Travel & Training	-	-	2,523	-	332
Miscellaneous	170	170	2,120	6,447	4,515
Property Taxes	-	-	28,240	26,180	21,001
Improvements	-	-	-	-	-
Taxiway Improvements	-	-	-	15,525	659,896
ASG Hangar Enclosure	-	-	-	-	-
ASG East Hangar Construction	-	-	-	-	496,695
Powell Hangar AP2301	-	-	735,774	-	-
Tower Rehab	-	-	275,375	-	-
Hangers	-	-	-	582,793	-
ASG Runway	-	-	-	26,500	-
Runway Rehab AP2501	-	-	1,006,047	-	-
Terminal Improvements	-	-	-	-	-
Hangar Roof Repairs - Insurance	-	-	-	-	-
Equipment	-	-	17,685	1,483	6,166
Bad Debt (Recovery)	-	-	-	-	-
Total Expenditures	<u>\$ 38,250</u>	<u>\$ 38,250</u>	<u>\$ 2,481,705</u>	<u>\$ 1,162,382</u>	<u>\$ 1,545,544</u>
Excess Receipts Over (Under) Expenditures	<u>\$ 10,010</u> *	<u>\$ 10,010</u>	<u>\$ 1,060,536</u> *	<u>\$ (199,903)</u>	<u>\$ (380,789)</u>

RULES AND REGULATIONS

Springdale Municipal Airport Springdale, Arkansas

The following rules and regulations shall govern all persons using the Springdale Municipal Airport to operate aircraft, as spectators, or being present on the field for any purpose.

GENERAL REGULATIONS

- A. Springdale Municipal Airport is operated by the Springdale Airport Commission for the use and benefit of the public under the authority granted under the laws of the State of Arkansas and under the terms of the deed from the federal government and subsequent sponsor's assurance agreements with the federal government.
- B. The airport shall be open for public use subject to certain restrictions which may be necessary due to inclement weather, the conditions of the landing area, the presentation of special events and like causes as may be determined by the lessee and subject to such fees and charges as may be established without discrimination for each class of user.
- C. The use of the airport or any of its facilities in any manner shall create the obligation and the implied consent of the user to obey all of the regulations provided herein.
- D. The privilege of using the airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof and he shall release, hold harmless and indemnify the lessee, their officers and employees from any liability or loss resulting from such use, as well as, against claims of third persons as against those of the person so using the airport. The exercise of the privilege of use shall constitute an acknowledgement that the lessee shall maintain said airport in a governmental capacity.
- E. The published Federal Aviation Regulations, presently in effect, are hereby adopted and made a part of these regulations.
- F. No person, not properly certificated by the Federal Aviation Administration and no aircraft not similarly certificated, shall operate on or over the airport. This restriction shall not apply to public aircraft belonging to the government of the United States or to a state, territory, possession of any political subdivision, nor to any aircraft of a foreign country operating under permission of the federal government.
- G. No person shall use the airport for commercial activities without a written contractual arrangement with the Springdale Airport Commission and the lessee. Commercial activities shall include, but is not limited to, carrying passengers for hire, flight instruction, aircraft rental, sales of goods and

services, agricultural operations and aircraft maintenance and repairs. Any individual owner of aircraft, or where joint ownership exists, such as a flight club which engages in these activities for hire, shall be considered engaged in commercial activities.

- H. No aviation fuels shall be brought on the airport for use or for sale without the expressed permission of the Springdale Airport Commission. Permission will be granted in writing, providing for safety in storage and handling and the payment of a flow fee or specific exemption therefrom.
- I. Any person using the airport as a base for agricultural aerial application which involves the loading, unloading and storage of chemicals must receive a permit from the Springdale Airport Commission. This permit will specify the areas to be used, restrictions which will apply, and the payment of a operating fee. No permit will be granted for less than a thirty (30) day period.
- J. The Airport Manager shall be the designated representative of the lessee to enforce these regulations and supervise the operation of the airport.
- K. In case of an accident, it shall be reported to the emergency services by dialing 9-1-1. No unauthorized personnel shall go to the scene of an accident except to render aid in the absence of authorized personnel.
- L. All accidents regardless of extent or nature of damage, involving aircraft based on this field or accidents occurring on this field shall be reported, in writing, to the office of the airport manager within twenty four (24) hours.

AUTOMOBILE REGULATIONS

- A. No private vehicle shall be driven on to the ramp or landing area, except as necessary to go directly to and from specific aircraft for loading and unloading baggage or other special purposes.
- B. No person may operate a bicycle or a two-wheeled motor vehicle on the landing area, or ramp on the airport.
- C. No person may operate a motor vehicle at a speed of more than fifteen (15) miles an hour on any apron or ramp and no more than twenty five (25) miles an hour on any taxiway, runway, restricted service road, or other aircraft movement area other than the apron or ramp.
- D. No person may operate a motor vehicle on the airport in a careless or reckless manner. Each person operating a motor vehicle on the airport shall have it under proper control at all times.
- E. No person may park a motor vehicle on the airport except in an area specifically designated for parking. No person may park

a motor vehicle in any area on the airport for a period longer than is designated for that area. No person may park a motor vehicle within ten (10) feet of a fire hydrant on the airport.

- F. Any vehicle carrying passengers for hire may be subject to special restrictions concerning parking and solicitation of business.
- G. The lessee or authorized representative may tow away or move any motor vehicle on the airport that is parked in violation of the regulations of the airport. Any vehicle abandoned or left for a period of more than thirty (30) days will be removed. The airport may charge a reasonable amount for the moving service and for storage of the vehicle. The vehicle is subject to a lien for that charge.

AIRCRAFT PARKING

- A. All aircraft parked on the airport, temporary or permanent, shall be parked only in assigned or designated parking areas. Aircraft not parked in the proper area will be moved to the proper area by the lessee or authorized representative.
- B. A schedule of fees have been established for the parking of aircraft on the airport. These fees shall constitute a lien upon the aircraft and the lessee may hold such aircraft until the fees are paid or to dispose of the aircraft, as provided by law, in the event the fees are not paid.
- C. The registered owner of all aircraft permanently based on the airport and parked in the public parking area will register their full name and mailing address with the Airport Manager or his representative.
- D. No maintenance or repairs will be performed on aircraft parked on the airport except when necessary to move the aircraft to a designated maintenance facility.
- E. The operator of each aircraft permanently based and parked on the airport will be responsible for properly securing the aircraft to protect it and other aircraft from wind damage.

FIRE REGULATIONS

- A. Every person using the airport or its facilities in any way, must use the utmost caution to prevent fires.
- B. No aircraft shall be fueled or drained while its engine is running, or while located in a hangar or other enclosed place. Fueling shall be done in such a manner and with such equipment that permit adequate connection for the grounding of static electricity and such grounding shall be continuously maintained.
- C. No cylinder or flask of compressed flammable gas shall be kept or stored except at a place designated by the Airport Manager and/or the Fire Marshall for the purpose of storage.

- D. The use of flammable liquids inside any hangar for the purpose of cleaning motors or other parts of aircraft shall be prohibited except in the open air, outside the hangar.
- E. No person shall smoke or ignite any match or cigarette lighter in any hangar or building except in offices, waiting rooms or buildings in which smoking is authorized.
- F. No person may start the engine of an aircraft if there is any gasoline or other volatile, flammable liquid on the ground underneath it.
- G. No person may operate a radio transmitter or receiver, or switch electrical appliances on or off, in an aircraft while it is being fueled or de-fueled.
- H. Hangar entrances shall be kept clear at all times.
- I. Floors shall be kept clean and free from oil and no volatile, flammable solvent shall be used for cleaning floors.
- J. No boxes, crates, rubbish, paper or other litter shall be permitted to accumulate in or about any hangar, and all oil, paint and varnish cans or bottles or other containers shall be removed from the hangar immediately upon being emptied.

ADVERTISING

No person may post, distribute, or display, a sign, advertisement, circular, or other written or printed matter on the airport without the permission of the Airport Manager.

ENFORCEMENT

Enforcement of these rules and regulations will be accomplished by the appropriate agency. Violations for Air Traffic Rules will be filed with the Federal Aviation Administration. All other rules will be enforced by the Springdale Airport Commission and lessee, Police Department and by local and state law enforcement agencies. Denial of use of facilities will be through court action.

GENERAL AVIATION

AIRPORT OPERATIONS MANUAL

- A. PURPOSE: To set forth procedures and personal contacts to be utilized in everyday and emergency conditions at the airport. This manual is designed to assist the airport management to comply with "sponsor assurances" and obligations to the Federal Government encumbered through an ADAP grant, and includes Airport Rules and Regulations.

Airport Chain of Command:

1. Airport Manager - lessee.
2. Airport Commission Chairman - Garvin Martini.
3. Mayor - Honorable Charles N. McKinney.

This chain of command will be notified regarding any airport decisions. If a life or death situation exists, call emergency services by dialing 9-1-1. Utilize the enclosed grid map for referencing the location of an accident on/or nearby the airport.

- B. AIRPORT INSPECTIONS: The AIRPORT OPERATIONS AREA consists of all runways, taxiways, aprons, and other paved areas regularly used by aircraft. In addition, it consists of the SAFETY AREAS, the turfed area adjacent to operational pavements within *one hundred fifty (150) feet of a runway centerline, twenty five (25) feet from a taxiway edge or apron edge, and extending two hundred (200) feet beyond the physical ends of the runway. All operations conducted within the Operations Area are governed by the airport rules and regulations. Equipment, vehicles, or stockpiled material will not be permitted within the runway safety areas when the runway is active. Equipment will not be operated or parked and materials will not be stockpiled in the approaches to the runway without the prior permission of the airport management. Such stockpiling or parking would require a displaced threshold if surfaces, described in Federal Aviation Regulations Part 77, were obstructed. Mowing should progress toward the airport traffic when operating within the safety areas.

The Airport Operations Area will be inspected daily to evaluate the following safety factors:

- LIGHTING outages/misalignments including runways, taxiways, aprons, APPROACH AIDS, obstructions, rotating beacons, ramp floodlighting, windsocks, and construction areas. Make sure floodlights do not distract pilots.

*Seventy five (75) feet for general aviation airports without jets, one hundred fifty (150) feet for airports with jet activity.

- OPERATIONAL AREA MARKING including runways, taxiways and unusable or hazardous area marking, segmented circle and traffic pattern indicators, clarity and visibility.
- PAVEMENT condition including holes, grass encroachment, cracks, debris, ponding and general deterioration, slipperiness, or roughness.
- SAFETY AREA smoothness, free from ruts, miscellaneous equipment or obstacles, pavement edge dropoffs exceeding three (3) inches, frangible structures, clogged or overgrown lighting fixtures, drainage ditches and inlets, hazardous tree growth, and ponding.
- SECURITY/unauthorized entry, including people, birds, dogs, large domestic animals or encroachment of lease operations (farming or grazing, etc.), as well as control of ground vehicles on the field.

The airport and its environ should be inspected monthly to assure that construction or other development is not infringing on the field (new construction near an airport must be airspaced by the FAA prior to commencement; this is a matter of public law - Federal Aviation Act of 1958, 72 Statute 731). Additionally, physical facilities (hangars, terminal buildings) should be inspected for deterioration which may warrant reconstruction or replacement.

If any new or substantially altered conditions exist, a NOTAM should be issued. Records of the above inspections should be kept for discussion at subsequent airport commission meetings. A sample format is enclosed.

C. HAZARDOUS MATERIALS: (Specific reference should be made to local fire department codes and ordinances).

Hazardous materials may only be transported through the airport with the prior permission of the airport manager. Copies of permits, licenses, or specific exemptions must be submitted to the airport manager prior to the commencement of operations. Aircraft carrying explosives must be parked in the designated "hot spot".

Fuel handling procedures. The following procedures are set forth by the National Fire Protection Association Standard #407.

1. All pumps, switches, nozzle handles, fill pipes, or hatches should be labeled and color coded to minimize the possibilities of fuel mismanagement or contamination. Apron based fuel pumps or piping should be brightly painted and color coded.
2. A grounding cable must be available and be utilized during all fueling operations. Grounding systems must have a resistance of less than one (1) million ohms (1 megohm).

3. Fire extinguishers showing evidence of annual inspection must be posted at fuel pumps or on all fueling vehicles. It is preferable that these be class A, B, and C, 30 pound extinguishers.
 4. Smoking is prohibited within fifty (50) feet of any fueling operation or vehicle.
 5. Quality control measures for fuel acceptance include the following:
 - a. Evaluate a sample of fuel in a clear or white bucket prior to unloading by delivery agents. Ascertain color, clarity and contamination levels of the fuel (water, dust, etc.).
 - b. Conduct regular filter pressure and sump fuel filter checks. Dip storage tanks daily, utilizing litmus paper and paste to detect water contamination.
- D. CONSTRUCTION ON THE AIRPORT (including maintenance): Coordinate construction plans with utility companies, F.B.O.(s), etc., to avoid facility damage (water lines, sewer, electrical, telephone, gas, etc.).
1. Notify the nearest FAA Airports District Office or Regional Office if:
 - a. An alteration to the airport's configuration is involved, also for any construction on the field, FAA Form 7480-1 must be filed.
 - b. For construction in the vicinity of the airport, an airspace determination must be made to identify hazards to air navigation; FAA Form 7460-1 must be filed.
 - c. All tenants should be notified of construction proposals so as to avoid inconveniences or facility damage where possible.
 2. Restrictions to contractors:
 - a. No construction is permitted in the SAFETY AREA without the permission of the airport manager; permission may not be granted until a displaced threshold has been marked, if appropriate. MOWING will progress toward airport traffic when conducted within the safety area.
 - b. HAUL ROUTES must be designated and enforced; minimize traffic impact. NO VEHICLES ALLOWED IN OPERATIONS AREA; use flags and flashers.
 - c. STORAGE AREAS MUST BE DESIGNATED AND ENFORCED; no storage or staging will be permitted within the

safety area. Any equipment parked within five hundred (500) feet of a runway centerline must display flashing beacons and flags. Equipment operations and stockpiles are not permitted in the approach until displaced threshold requirements are satisfied.

- d. EXCAVATION for open trenches are not permitted within two hundred (200) feet of an active runway.
 - e. Work is not permitted within the critical area of radio NAVAIDS OR APPROACH AIDS (VASI, REILS) or contrary to the provisions of Federal Aviation Regulation Part 171 and the Airport Instrument Operations Manual (generally within a three hundred (300) foot radius of a radio NAVAID or within the line of site area between approaching aircraft and visual approach aids).
 - f. Work may not proceed so close to a visual landing aid that it interferes with the equipment's operation (approach aids include VASI, REILS, approach lights, airport rotating beacon, wind indicators, etc.).
- 3. FLAIR POTS WILL NOT BE PERMITTED TO HIGHLIGHT HAZARDOUS AREAS OR UNMANNED EQUIPMENT; use construction flashers or other battery powered lights.
 - 4. Construction equipment shall not exceed a height of one hundred fifty (150) feet above the airport surface; any equipment exceeding a height of seventy five (75) feet shall be obstruction marked for daylight conditions and lighted for night conditions. When not in use all tall equipment will be lowered to its minimum height configuration.
 - 5. NOTAM's must be issued to describe unusual conditions or hazards on the airport. INSPECT THE FIELD REGULARLY.
- E. ISSUANCE OF NOTAM'S: "Notices To Air Men" should be issued to the nearest Flight Service Station any time an unusual condition or hazard to air navigation or aircraft operations exists. (ANY FLIGHT OR OPERATIONAL IRREGULARITIES). Flight Service Stations have toll free numbers. All airports in Arkansas should call the Jonesboro Flight Service Station at 1-800-544-1709. NOTAM's should be issued by the AIRPORT MANAGER or successive members of the Chain of Command previously mentioned. In an emergency situation, any person making an observation at the airport should issue the NOTAM if the members of the Chain of Command are not available. This would include emergency closure of the airport. When conditions change or the emergency ceases, the NOTAM must be revised or cancelled.

REPORT THE FOLLOWING:

1. OPENING OR CLOSING part of the Airport Operations Area.
2. COMMISSIONING/DECOMMISSIONING NAVAIDS/VISUAL APPROACH AIDS (including new radio controls).
3. FIELD CONDITIONS - RUNWAY CONDITIONS such as slush, breaking action, standing water or ponding, growth or erection of obstructions in the vicinity of the airport, displacement of threshold, excessive light outages (more than three consecutive lights), beacon failure, loss of crash-fire-rescue equipment (CFR), excessive bird activity in the vicinity, sky diving or parachuting activities, construction on or near the safety areas, debris problems, etc.

Remember common sense must dictate the timing and phraseology of a NOTAM. If snow is plowed from the runway it might be "windrowed" directly in front of and obscuring the edge of the lighting system. Resolution of one problem may create another. Consider what the pilot needs to know to safely complete his flight so therefore issue NOTAM's accordingly.

- F. PRIORITY OF WORK: Consider the following priorities when scheduling maintenance and construction projects (mowing, snow removal, etc.). It is essential the primary runway and its fundamental taxiway(s) be kept open. Then attention should be directed to primary apron area, secondary runways and their fundamental taxiways, capacity taxiways off the primary runway, then capacity apron area, etc. The object is to restore the basics immediately and then capacity items as time permits.
- G. AIRPORT LAYOUT PLAN AND GRID MAP: (24 x 36 inch is preferable, covering the airport and two (2) mile radius of surrounding areas): The attached airport layout plan and grid map depicts the field's actual configuration including Airport Operations Area, safety areas, gates, and fencing, electrical cable layouts, property boundaries, drainage facilities and layout, building and other structures, access roads, etc. The grid section is primarily for the emergency response agencies who are not based at the field and to be used as a quick reference in pinpointing the site of an accident and the most expedient route. It is important to retain current geographical features prominently highlighted (marshes, rocky fields, forest, weight limited bridges or roads, power lines, etc.) so that crews will be able to judge their equipment's limitations effectively.
- H. REFERENCE MATERIALS: Reference materials for most aspects of airport operations are available through the Federal Aviation Administration Airports District Office in Oklahoma City, Oklahoma, telephone number (405)-789-2905; or 204 FAA Building, Wiley Post Airport, Bethany, Oklahoma 73008. These advisory circulars are available free of charge.

The State Aeronautics Division can also provide valuable information and guidance on operations and development of the airport. The State Aeronautics Division phone number is (501)-376-6781.

SPRINGDALE TOWER AND SPRINGDALE MUNICIPAL AIRPORT

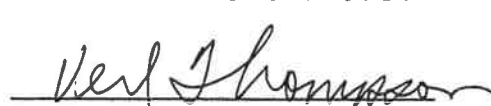
LETTER OF AGREEMENT

Effective Date: July 1, 1985

SUBJECT: DELINEATION OF LOADING RAMPS, PARKING AREA, AND MOVEMENT AREAS AT SPRINGDALE AIRPORT

1. PURPOSE. This agreement delineates aircraft loading ramps, parking areas and movement areas, and defines jurisdictional responsibility between the Airport Management and Springdale Tower.
2. SCOPE. The loading ramps, parking areas, and movement areas are depicted on Annex 1. When any movement area is closed to air traffic used for parking aircraft, it shall be considered a parking area.
3. DEFINITIONS.
 - a. Loading ramps - any area on the airport used for loading or unloading passengers, mail, cargo or any other material.
 - b. Parking areas - any area on the airport used for parking aircraft and designated by the airport Commission, either temporary or permanent.
 - c. Movement area - the runways and taxiways of the airport which are utilized for taxing, takeoffs, and landing of aircraft, exclusive of loading ramps and parking areas.
4. RESPONSIBILITIES.
 - a. The control tower is responsible for the control of aircraft/vehicular operations on the movement areas visible from the tower.
 - b. The airport management is responsible for the control of aircraft/vehicular operations on the loading ramps/parking areas.
5. PROCEDURES.
 - a. Airport Management shall require, either by agreement or regulation all aircraft/vehicle operators, including those conducting pushback/towing operations, to contact the tower for approval prior to moving aircraft/vehicles out of the loading ramps or parking areas onto the movement areas.
 - b. Information issued by the control tower relating to aircraft/vehicle movement on the loading ramps or parking areas is advisory in nature and does not imply control responsibility.
6. ATTACHMENT. Annex 1, diagram of Springdale Airport depicting loading ramps, parking areas and movement areas.


Garvin E. Martini,
Chairman, Springdale
Airport Commission


Verl Thompson, Manager
Springdale Airport


Carl Brooks, Manager
Springdale Tower

SPRINGDALE TOWER AND SPRINGDALE AIRPORT

LETTER OF AGREEMENT

Effective Date: July 1, 1985

SUBJECT: AIRPORT EMERGENCY PROCEDURES

1. PURPOSE. This agreement between Springdale Tower and Springdale Municipal Airport prescribes procedures to be utilized, to the intent practicable, in the event of an accident, emergency or potential emergency on or in the vicinity of Springdale Airport.
2. RESPONSIBILITIES.
 - a. In the event of an aircraft accident, emergency or potential emergency on or in the vicinity of Springdale Airport, air traffic personnel will assume notification responsibilities during the hours the Control Tower is in operation.
 - b. Air Traffic personnel shall alert the emergency equipment operator when any of the following personnel request such action; (1) Air Traffic specialist on duty. (2) The pilot of the aircraft concerned. (3) The operator of this aircraft or his/her representative. (4) The airport Manager or his/her representative.
 - c. The amount of equipment and number of personnel responding to the emergency shall be determined by the emergency equipment operator.
3. ALERTING PROCEDURES.
 - a. It shall be the responsibility of the controller-in-charge to alert the emergency equipment operator as specified:
 - (1) Until an emergency "hot line" is installed, notification will be via commercial telephone (9-1-1).
 - (2) The emergency equipment operator is responsible for alerting additional personnel or equipment if needed.
 - (3) In instances when an aircraft is experiencing minor difficulty and the dispatch of emergency equipment is not required, personnel on duty at the tower will normally notify the emergency equipment operator when in their judgement such notification is warranted.

b. When an emergency occurs, or is believed to be eminent, the initial alert will include as much of the following information as is pertinent and available at the time.

- (1) Aircraft identification and type.
- (2) Nature of the emergency and estimated time of arrival.
- (3) Location of airborne aircraft when emergency is declared.
- (4) Amount of remaining fuel.
- (5) Runway to be used for landing.
- (6) Number of persons on board.
- (7) Presence of hazardous cargo or explosives.

4. NOTIFICATION OF AGENCIES OR PERSONNEL

- a. After the emergency equipment operator has been alerted, air traffic personnel shall notify only the following.
 - (1) FAA Flight Standards District Office (FSDO).
 - (2) The local aircraft operator or his/her representative.
 - (3) The Airport Manager or his/her representative, if prior notification has not been made.
- b. It shall be the responsibility of the Airport Manager to provide any other notification of agencies or personnel that may be required by their respective offices.

5. GENERAL

- a. The closing and re-opening of taxiways and/or runways due to aircraft accident/emergency shall be the responsibility of the Airport Management.


Garvin E. Martini,
Chairman, Springdale
Airport Commission


Verl Thompson, Manager
Springdale Airport


Carl Brooks, Manager
Springdale Tower

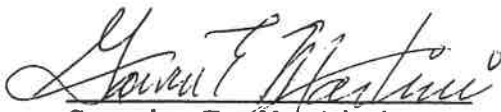
SPRINGDALE TOWER AND SPRINGDALE MUNICIPAL AIRPORT

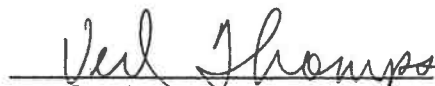
LETTER OF AGREEMENT

Effective Date: July 1, 1985

SUBJECT: VEHICULAR TRAFFIC PROCEDURES ON SPRINGDALE AIRPORT

1. PURPOSE. This agreement between Springdale Tower and Springdale Airport regulates vehicular traffic procedures on Springdale Airport.
2. RESPONSIBILITIES. It shall be the responsibility of the vehicle operator or the foreman of any working party to adhere to the following procedures.
3. PROCEDURES.
 - a. The vehicle operator or foreman, in case of more than one vehicle, shall call the Springdale Control Tower during the Tower's hours of operation or report in person to the Tower for authorization to enter the airport movement area. Springdale Tower shall be advised of the type and number of vehicles and their destination, route and expected duration on the airport.
 - b. Vehicles shall receive clearance from Springdale Tower by radio or Air Traffic light signals before crossing any taxiways or runways or driving down a taxiway or runway or towing aircraft on taxiways or runways.
 - c. Springdale Tower shall use the information stipulated in paragraph 4a and 4b to control traffic in a safe and orderly manner.
 - d. All vehicles shall yield to taxing aircraft.
 - e. Vehicular traffic on any designated movement area, not essential to the operation of the airport should be discouraged.
4. ATTACHMENT. Annex 1, Diagram of Springdale Airport depicting movement areas.


Garvin E. Martini,
Chairman, Springdale
Airport Commission


Verl Thompson, Manager
Springdale Airport


Carl Brooks, Manager
Springdale Tower

AIRPORT EMERGENCY PROCEDURES

The Springdale Fire Department will respond to reported emergencies involving aircraft on the municipal airport property as per the following procedures:

A. Plane coming in for an emergency landing:

1. Small plane: Dispatch Engine 1 and a Squad to stand by for the emergency landing.
2. Larger plane: (Corporate jet or passenger plane, etc.): Dispatch Engine 1, Engine 5, Rescue 1 and 2 Squads to stand by. If there are any concerns or doubts about the size of the plane involved, use this procedure.

B. Plane crash reported at the airport:

For any size plane: Dispatch Engine 1, Engine 5, Rescue 1 and 2 Squads. All units are to begin operations if necessary. Upgrade of alarm assignments should begin with Engine 3 for additional foam capabilities and Engine 2 for the manning of another ambulance.

C. Command:

Command at aircraft incidents on the airport will be the same as other incidents. Generally, the officer on Engine 1 will be the IOS and a subsequent arriving officer (preferably a Chief Officer) will be the incident commander. Other sectors will be assigned and/or assumed as needed. All sector commanders must have portable radios.

D. Aircraft on fire at the airport:

Use the same procedure as for standing by on a large plane emergency landing.

E. Coordination with the airport tower:

During those times when the tower is manned, we need to have a command level officer go to the top of the tower to relay information between the tower and command.

When the caller reporting the emergency is not identified as the tower operator, dispatch is to call the tower as soon as convenient after the units are dispatched to alert the tower operator, and if necessary, obtain any additional information about the incident.

Updated 3-28-96

Fort Smith ATCT, Springdale ATCT, and Air Evac EMS, Inc.

Letter of Agreement

EFFECTIVE: February 21, 1995

SUBJECT: Helicopter Operations at SMH Heliport (OV9)

1. **PURPOSE.** To provide standard operating procedures and clearances for helicopters operated by Air Evac EMS, Inc., West Plains, Missouri departing from SMH Heliport (OV9), Springdale, Arkansas.

2. **CANCELLATION.** Fort Smith ATCT and Air Evac EMS, Inc. Letter of Agreement Subject; Helicopter Operations at SMH Heliport (OV9), dated December 8, 1994, is cancelled.

3. **SCOPE.** This agreement is effective during the hours that Razorback Approach Control/Fort Smith ATCT is in operation.

4. **RESPONSIBILITY.**

* a. Air Evac EMS is responsible for ensuring all Air Evac service helicopter operations are in accordance with this agreement. Nothing in this agreement supersedes applicable Federal Aviation Regulations (FAR's).

b. Aircraft operating in accordance with this agreement shall use the transponder code 0477.

* c. During IFR weather conditions, Springdale ATC Tower authorizes Razorback Approach to conduct operations within the Class D Surface Area for aircraft arriving or departing SMH Heliport (OV9).

5. **DEFINITIONS.**

a. Fort Smith ATCT shall be designated as Razorback Approach.

b. Helicopter operations that require priority handling shall use the call sign prefix "Lifeguard" followed by the aircraft registration number.

c. Non-priority flights shall use the aircraft registration number.

6. **PROCEDURES.**

* a. VFR Weather Conditions.

(1) When Springdale Tower is open, pilots shall contact Springdale Tower prior to departing in accordance with existing FAR's.

(2) When Springdale Tower is closed, aircraft may depart at their discretion and request traffic advisories from Razorback Approach.

Fort Smith ATCT, Springdale ATCT, and Air Evac EMS, Inc.
Letter of Agreement
Subject: Helicopter Operations at SMH Heliport (OV9)
Effective: February 21, 1995

Page 2

* b. IFR Weather Conditions.

(1) Pilots shall request Special VFR or IFR clearance from Razorback Approach prior to departing.

* (2) Aircraft issued Special VFR clearance shall maintain visual reference to the surface and will be cleared as follows:

(a) "Cleared out of Class (D or E) Surface Area" - No departure route restrictions.

(b) "Cleared out of Class (D or E) Surface Area via NORTH Route" - Depart SMH Heliport and proceed north along of Highway 71B.

(c) "Cleared out of Class (D or E) Surface Area via WEST Route" - Depart SMH Heliport and proceed west along Highway 412.

(d) "Cleared out of Class (D or E) Surface Area via SOUTH Route" - Depart SMH Heliport and proceed south along Highway 71B.

note: North, West, and South Special VFR Routes are shown on Attachment 1. Aircraft shall remain over or west of Highway 71B.



Stan Coss
Chief Pilot, Air Evac EMS, Inc.



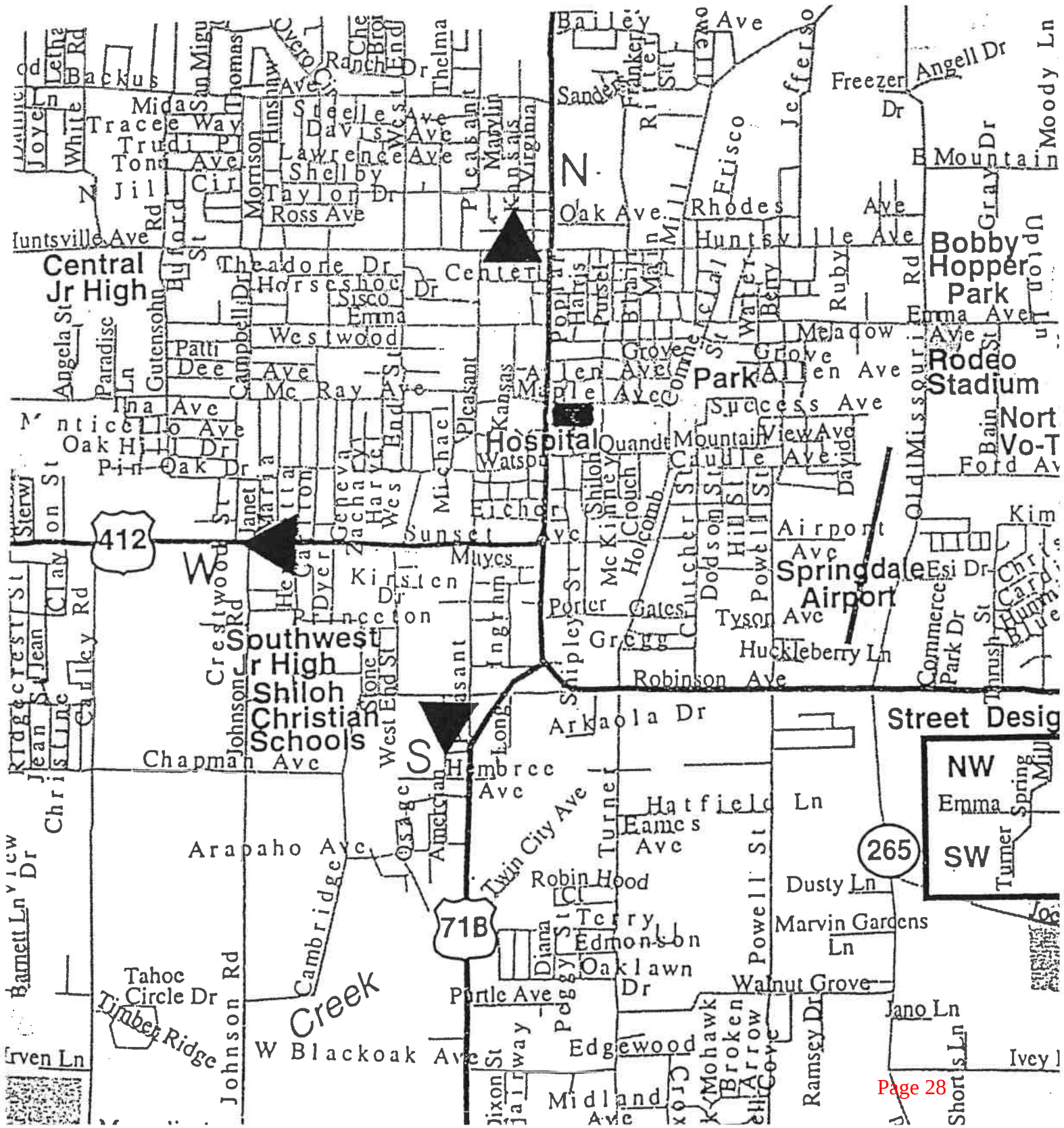
Charles N. DuBois
Air Traffic Manager, Fort Smith ATCT



Carl Brooks
Manager, Springdale ATCT

Fort Smith ATCT, Springdale ATCT, and Air Evac EMS, Inc.
 Letter of Agreement
 Subject: Helicopter Operations at SMH Heliport (OV9)
 Effective: February 21, 1995

ATTACHMENT 1



Fort Smith ATCT and Springdale ATCT

Letter of Agreement

EFFECTIVE: February 21, 1995

SUBJECT: Approach Control Service for Springdale Municipal Airport

1. **PURPOSE.** To establish responsibilities and procedures for the control of arriving and departing itinerant aircraft at Springdale Municipal Airport.
2. **CANCELLATION.** Fort Smith ATCT and Springdale ATCT Letter of Agreement; Subject: Approach Control Service for Springdale Municipal Airport, dated November 14, 1994, is canceled.
3. **RESPONSIBILITIES.** Fort Smith ATCT/Razorback TRACON (Approach) is responsible for the control of IFR, Special VFR, and practice instrument approach aircraft at the Springdale Municipal Airport. Springdale ATCT (Tower) is responsible for VFR aircraft operating within Class D airspace at Springdale Municipal Airport.
4. **PROCEDURES.**
 - a. Tower shall:
 - (1) Advise Approach when Tower is open or closed.
 - (2) Advise Approach of current runway in use and any significant weather changes that may affect operating procedures.
 - (3) Have the authorization to provide visual separation as contained in FAA 7110.65.
 - b. Approach shall have the authority to transition Springdale Class D airspace at or above 3,000 feet MSL without coordination.
 - c. Arrivals.
 - (1) Approach shall establish the approach sequence for IFR, SVFR, and practice instrument approach aircraft.
 - (2) Approach shall forward the following information to Tower prior to 5NM from the airport for IFR and practice instrument approach aircraft, and as soon as practical for Special VFR aircraft:
 - (a) Aircraft identification and type
 - (b) Position from airport
 - (c) Intentions if other than full stop landing
 - (3) When controller workload permits, Approach may forward inbound information for VFR aircraft receiving radar services.

Fort Smith ATCT and Springdale ATCT

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Letter of Agreement

Subject: Approach Control Service to Springdale Municipal Airport (ASG)

Effective: February 21, 1995

- (4) Approach shall transfer communications on all inbound aircraft to Tower at least 5 NM from the airport unless otherwise coordinated.
- (5) Approach shall obtain approval from Tower for opposite direction approaches.
- * (6) Tower shall advise Approach when an arriving IFR or practice approach aircraft has executed an unplanned missed approach.

d. Departures.

- (1) Tower shall obtain IFR clearances from Approach and issue verbatim to the aircraft when a Full Route Clearance (FRC) is required or a Standard Instrument Departure (SID) procedure is not used.
- (2) When a SID is used and the destination airport has been verified when the clearance is requested, Tower shall issue clearance to the destination airport, Spring One departure, then as filed, maintain 4,000 feet, and obtain a beacon code from Approach.
- (3) Practice instrument approaches. Tower shall issue clearance to the Springdale airport via radar vectors, maintain 4,000 feet, and obtain a beacon code from Approach.
- (4) Special VFR. Tower shall issue clearance out of Springdale Class D surface area, at or below 3,000 feet, and obtain a beacon code from Approach.
- (5) Prior to issuing takeoff clearance, Tower shall obtain a release from Approach for all IFR, Special VFR, or practice approach aircraft.
- (6) Releases are valid for three minutes. In the event aircraft cannot depart within three minutes after release is received by Tower, Tower shall notify Departure and request a new release.
- (7) Unless otherwise coordinated, Tower shall issue East Departure frequency to aircraft. *128.15*
- (8) VFR aircraft requesting basic radar service shall be instructed to contact Razorback Departure after airborne.

Fort Smith ATCT and Springdale ATCT

3

Letter of Agreement

Subject: Approach Control Service at Springdale Municipal Airport (ASG)

Effective: February 21, 1995

e. Equipment Outages.

(1) Tower and Approach shall notify each other immediately of any equipment outage that would effect the procedures contained in this letter.

* (2) When approach is operating in non-radar or Cenrap, Tower shall advise approach of arrival on all IFR, Special VFR, and practice instrument approach aircraft.



Charles N. DuBois
Manager, Fort Smith ATCT



Carl Brooks
Manager, Springdale ATCT



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

FAA, LIT ATCT
#1 Airport Drive
Little Rock, AR 72202

LIT LOA
ASG INFO ONLY

Subject: ACTION: Little Rock Approach Control,
Arkansas Army National Guard and Arkansas State
Police Letter of Agreement

Date: October 25, 1995

From: Acting Air Traffic Manager, Little Rock ATC Tower

Reply to
Attn. of:

To: Manager, Ft. Smith/Razorback Approach Control
✓ Manager, Springdale ATC Tower
Manager, Memphis ARTCC
Manager, Fayetteville ATC Tower

Attached please find the revisions to pages 1 & 2 to the Little Rock Approach Control, Arkansas Army National Guard and Arkansas State Police Letter of Agreement. The changes are a result of a typographical error in the Subject line and replaces all references to ARANG with Arkansas Army National Guard. These changes are effective immediately.

If you need additional information, please contact David Vechik, Plans and Procedures Specialist, at 501-324-5166.

Thank you.


Samuel J. Gill, Jr.

Attachment

Little Rock Approach Control, Arkansas Army National Guard and
Arkansas State Police

LETTER OF AGREEMENT

EFFECTIVE: September 30, 1995

* SUBJECT: LOCAL RADIOTELEPHONY DESIGNATORS FOR ARKANSAS ARMY NATIONAL
GUARD AND THE ARKANSAS STATE POLICE

1. PURPOSE. This agreement establishes an FAA authorized call-sign
* to be used by the Arkansas Army National Guard and the Arkansas State
Police (ASP) while participating in various law enforcement tasks.

2. SCOPE: This procedure is restricted within the confines of the
state of Arkansas and Memphis Center's areas of jurisdiction operating
under VFR/SVFR flight rules.

3. RESPONSIBILITIES: This joint agreement is to outline procedures
* between ATC, Arkansas Army National Guard, and ASP during special law
enforcement missions.

* a. The Arkansas Army National Guard based at Camp Robinson is
currently operating two Bell OH-58 helicopters that are on call by
various law enforcement agencies and may be tasked with missions within
* the state of Arkansas. The Arkansas Army National Guard will be using
the call signs "RECON 27" and "RECON 67" in conjunction with these
missions.

REV.: 10/25/95

b. The ASP has a fleet of five (5) aircraft that will be tasked with various law enforcement missions. These missions include surveillance and transporting the Governor of Arkansas. The ASP will be using the call signs "TROOPR 1, 2, 3, or 4" in conjunction with these missions. The following is a list of registration numbers and call signs:

N2621R	TROOPR 1	C182
N736A	TROOPR 2	C172
N522SP	TROOPR 3	BE55
N111AR	TROOPR 4	BE65

- * 4. PROCEDURES: The Arkansas Army National Guard will use the call signs "RECON 27" and "RECON 67" in lieu of the registration numbers for all special missions. ASP will use the call signs "TROOPR 1, 2, 3, or 4" in lieu of the registration numbers within the confines of the State of Arkansas and Memphis Center's areas of jurisdiction. All other flights with the intention of leaving the aforementioned airspace, either laterally or vertically, shall be required to use the full aircraft registration (N number). See attached map.

- * The Arkansas Army National Guard and ASP missions may require certain requests which include vectors, information on other aircraft, notification of other units, etc. These requests may also include the elimination of some services such as traffic advisories, in order for the chase aircraft to remain as undetected as possible.

Charles H. Wilson
Arkansas Army National Guard

Byron J. Melius
Air Traffic Manager
Little Rock Approach Control

Charles H. Wilson
Air Traffic Manager
Fort Smith/Razorback Approach
Control

Carl Brooks
Air Traffic Manager
Springdale ATCT

John A. Sparks
Arkansas State Police

Robert J. Harwood
Air Traffic Manager
Memphis ARTCC

John A. Sparks
Air Traffic Manager
Fayetteville ATCT

Airport Emergency Plan

Updated March 22, 2023

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- b. Scope of Plan
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- c. Fire Department
- d. Police Department
- e. Fixed Base Operator
- f. Aircraft Owner/Operator

3) Types and Levels of Emergencies

- a. General
- b. Alert levels and descriptions
- c. Notification
- d. Response Procedures for each participating agency
- e. Public Relations and Media Relations

Appendix

I Emergency Call List

II Emergency Services Call List

III Airport Layout

Introduction

Mission Statement

In order to better protect the lives and property on and around the Springdale Municipal Airport during emergency situations, the Airport Commission with the assistance of all other participating municipal agencies have established this plan to ensure better communication, and control in the event of an emergency on the airport.

Scope of Plan

This plan is designed to give guidance in the case of aircraft Incidents or Accidents on the Springdale Municipal Airport. Other types of emergencies including bomb threats, structural fires, natural disasters, hazardous material incidents, medical emergencies, or other emergency situations are covered in each agency's standard operating procedures and would therefore be outside the scope of this plan.

Maintenance of Plan

The plan will be reviewed every 12 months. The Springdale Airport commission may choose to revise the plan at its discretion at any time. An exercise of the plan with all participating agencies involved will take place at least every 2 years.

Participating Agencies

The agencies that will be involved in this plan include:

- 1) Airport Management** - Has the ultimate accountability for the control and operation of any aircraft emergency on the airport property. Responsible for the closing and re-opening of the airport movement areas and providing public information when warranted.
- 2) Control Tower** - During normal hours of operation, the control tower operator is responsible for: notification of Alert condition to 911 operators, control of airport movement areas until released, coordination with Command Fire Officer for entrance on to the movement areas and with police personnel to insure the movement areas are secure from unauthorized access by non essential vehicles and people. In the absence of Airport Management, the control tower operator will determine the need and duration for suspension of airport operations.
- 3) Fire Department** - Responsible for: dispatch of emergency response vehicles and equipment, coordination with control tower personnel for access to the airfield, establishment of emergency "Command" control and response, providing periodic updates to control tower personnel concerning status of emergency and returning control of movement areas to airport management.
- 4) Police Department** - Responsible for: providing first response if necessary before emergency response vehicles arrive on the scene, securing airport access at gates and terminal area to prevent spectators from accessing the airport movement area, restrict media personnel to specific site away from emergency personnel and the airport movement area.
- 5) Fixed Base Operator** - During periods when control tower is not in operation, the FBO will assume notification and coordination responsibilities, and will ensure that unauthorized persons and spectators do not have access to the airport movement area until police arrive.
- 6) Aircraft Owner/Operator** - Shall be responsible for preserving to the extent possible any aircraft wreckage, cargo, mail, or debris aboard the aircraft, and all records involved in the accident, and shall be responsible for the quick removal of the aircraft, debris, and/or damaged property after it has been released by the appropriate authority. Shall make notification to NTSB or other applicable authority.

Types and Levels of Emergency

General

The procedures below are designed to eliminate confusion and promote teamwork between the participating agencies in the event of an aircraft accident on the Springdale Municipal Airport. It should be understood that the first priority is the protection and rescue of victims involved in an accident. These procedures are designed to be utilized while the control tower is in operation or at least when the fixed base operator is operating on the field. If an accident occurs at other than normal operational hours it should be understood that the first person on the scene of an accident will notify other participating agencies and will take charge of the situation until such time as he can be relieved by the appropriate agency personnel.

Alert Levels and Descriptions

Alert #1 - Minor in-flight difficulty. A crash is not imminent; however there is an indication of trouble, which has the potential of becoming an emergency.

Alert #2 - Major in-flight difficulty. A crash is likely or emergency assistance may be required after landing.

Alert #3 - Actual Emergency. A crash has occurred, or is imminent.

Notification

Notification of an alert condition will be accomplished by calling 911. Control tower personnel will normally handle notification while the tower is in operation. During hours when the tower is not in operation notification will be handled by the FBO when it is in operation or any other witness also by calling 911. The 911 personnel will then notify other participating agencies by use of the emergency call list (appendix I).

911 personnel should be made aware of the nature of the emergency situation and if possible the alert level. Notification of alert condition 1 and 2 are designed to allow rescue personnel time to preposition should they be needed in the event of a crash. Alert condition 3 requires immediate emergency response as a crash has occurred and

Procedures:

Airport Management

When an aircraft crash or an emergency occurs on the Springdale Municipal Airport, airport management will:

1. Coordinate with other participating agencies to determine whether it is necessary and for how long to close the airport by issuance of NOTAMS.
2. Make final inspection and issue all-clear instructions
3. Provide notification of accident to FAA when control tower is not in operation by contacting Flight Standards District Office (FSDO) for guidance regarding any investigation. In event FSDO is not available, contact Memphis Center.
4. Coordinate and assist the news media.
5. Coordinate with owner/operator and the necessary departments or services for removal of wreckage, pavement repairs, and debris clean up.

Procedures:

Control Tower

During the control tower hours of operation, in the event of an accident or emergency on the Springdale Municipal airport, control tower personnel will:

1. Notify emergency personnel of other participating agencies by calling 911 and providing information about the alert condition.

Alert #1 - Provide guidance to fire personnel as to type of emergency, and notify airport management of potential emergency by use of call list.

Alert #2 - Same as alert #1, but give further information as to aircraft type, amount of fuel on board, souls on board, landing runway and best location for set up in case of actual crash. Notify airport management as in alert #1.

Alert #3 - After notifying 911 of an aircraft crash, establish radio contact with fire personnel via city frequency **118.2** to give any additional information, clear emergency vehicles onto movement area, and assist with routing information to crash site. Notify airport management as in alert #1 and 2.

2. In the absence of airport management control tower personnel will be authorized to issue NOTAMS to close the airport at his discretion in order to insure the safety of everyone involved in the emergency.
3. Control tower personnel will coordinate with fire officials and airport management to keep approach control, regional communication center and pilots apprised to the situation and estimate of time before airport can be reopened.
4. Will notify FAA via FSDO for guidance regarding their desires for any investigation of the aircraft accident.

Procedures:

Fire Department

When notified of an alert condition or an emergency on the Springdale Municipal Airport, the Springdale Fire Department will respond as follows:

1. Alert #1 - No immediate response is required, however, personnel and equipment may be put on stand-by in case of an increase in alert level.

Alert #2 - Prepare or stage at the appropriate location as determined by information given by control tower or witness.

Alert #3 - Proceed directly to crash site. During hours of control tower operation (6am - 9pm daily), make radio contact with controller on city frequency **118.2** for clearance onto movement area and guidance to crash site.

2. The Fire Chief or Senior Fire Officer will be in command of all emergency equipment at the scene and establish command post near the scene.
3. Coordinate security with Springdale Police Department.
4. Provide update information to control tower or airport management for the issuance of NOTAMS and for approach control.
5. After the emergency is under control the scene will be turned over to Airport management.

Procedures:

Springdale Police Department

When notified of an alert condition or an emergency on the Springdale Municipal Airport, the Springdale Police Department will respond as follows:

1. Alert #1 - No immediate action is necessary

Alert #2 - Alert patrol vehicles to respond to the Airport in case there is an upgrade in the alert condition. Contact fire officials to help with emergency response if necessary.

Alert #3 - Dispatch patrol units to the airport to assist in:

1. Securing all entrances to the airport movement area, such as open gates, access roads and the terminal building exit to the ramp area, and allow only emergency vehicles and crews or airport management into the area.
2. Provide access route for emergency vehicles to the scene and to the hospital if necessary.
2. Coordinate with fire officials and airport management to ensure that the area is kept secure until airport management has determined the area is "all clear".
3. Coordinate with airport management as to any investigative needs as requested by FAA or other authority.
4. Local law enforcement procedures will not be limited in scope if there is probable cause for a criminal investigation.

Procedures:

Fixed Base Operator

During the hours that the control tower is not in operation, in the event of an accident or emergency on the Springdale Municipal airport, FBO personnel will:

1. Notify emergency personnel of other participating agencies by calling 911 provide information about the type of emergency and direct emergency personnel to the site of the emergency.
2. Notify airport management using the emergency call list (appendix I).
3. Notify flight service station, or approach control of emergency if they are not already aware.
4. Keep spectators and media from accessing the ramp area until police arrive.

Aircraft Owner/Operator

In the event of a crash or other emergency, it is the responsibility of the aircraft owner/operator to make immediate arrangements to remove the wreckage or any obstruction from the crash site upon release or clearance by FAA or NTSB in coordination with airport management. (See Appendix II for emergency service providers.)

Public Relations and Information

1. Members of the media or other spectators will not be allowed onto the airport movement area without being escorted by a member of airport management or designated representative approved by airport management as per FAA regulations.
2. All news media will be located in the airport terminal.
3. Airport management will release official information once the "all clear" has been given, and the emergency is under control.

Appendix I

Emergency Call List

- | | | |
|--------------------------------------|--------------|----------------|
| 1. Emergency Dispatch | 911 | |
| 2. Control Tower | 750-8164 | |
| 3. Airport Management | | |
| Airport Facility Mgr. – Austin Bersi | 966-2010 – C | |
| Greg Collier (Chairman) | 422-7465 – C | 725-0453 – W |
| Joel Gardner (Vice Chairman) | 236-0463 – C | 361-8742 - W |
| 4. Airport Director | | |
| James Smith | 601-4273 – C | 387-6625 – H |
| 5. FBO | | |
| Summit Aviation | 751-4462 | 1-800-828-4462 |

Appendix II

Emergency Services Phone Numbers

- | | |
|--|----------------|
| 1. Ft. Worth Automated Flight Service Station
to file NOTAMS | (877) 487-6867 |
| 2. FAA Flight Standards District Office
to report an aircraft incident/accident | (501) 918-4400 |
| 3. Memphis Center | (800) 543-9389 |
| 4. Northwest Medical Center | (479) 751-5711 |
| 5. Air Evac EMS, Inc. | (479) 750-6526 |
| 6. Central EMS | (479) 521-5800 |
| 7. Springdale Public Works Division | (479) 750-8135 |
| 8. Sam's Aircraft Service | (479) 935-5295 |
| 9. Summit Aviation | (479) 751-4462 |