

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – FEBRUARY 23, 2021
FORT SMITH REGIONAL AIRPORT CONFERENCE ROOM

The regular meeting of the Fort Smith Airport Commission was called to order at 5:30 p.m. by Chairman Nordin, presiding. Commissioners Kelly, Ridgley, McGhee, and Voris, were present. Commissioners Grimes and Hawkins were absent. Also present were Michael Griffin, airport director, Kathey Boze, administration director and Richard Rushing, operations director.

ADOPTION OF MINUTES

On a motion by Commissioner McGhee and second by Commissioner Kelly, the Commission approved the Minutes of the Regular Meeting of January 26, 2021. Voting aye: Kelly, Nordin, Ridgley, McGhee, and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Staff presented an overview and answered questions regarding the financials for the period ending January 31, 2021. Staff gave an update on scheduling capital outlay and capital expenditure projects. The Runway 7/25 Overlay Design project is near completion and the project has been bid for construction. The bids will be presented at the March commission meeting. During part of the project, both runways will be closed for 8 days leading up to and including the Labor Day weekend. Plenty of notice will be provided to the airport users and work will be conducted around the clock to ensure this part of the project is completed quickly. TAC Air manager, Christina Lang said a B-25 operator had just requested to set up on their ramp to provide tours and flights during the same time period. It was suggested TAC contact the operator and possibly adjust their schedule slightly.

ITEMS OF BUSINESS

1. CRRSA Grants – The airport has received two grant offers under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) with the grant funding amount based on 2019 enplanements. The FAA will distribute the grant funds the same way as the CARES Act program.

The grant information is very specific on how the funds are to be used. The first grant in the amount of \$1,247,625 is for costs related to airport operations, personnel, cleaning, sanitization, and/or janitorial services. The second grant in the amount of \$19,695 is to provide relief from rent and minimum annual guarantees to airport parking, on-airport car rentals and in-terminal concessionaires. A timeframe to use the grant funds is currently unknown.

When the grants are received, they must be accepted, signed, and returned so funds can be released. Staff recommended the Commission authorize the airport director to execute the grants.

A motion to accept two CRRSA Grant Offers, one for airport operations and one for rent relief for parking and terminal concession lessees, and to authorize the airport director to execute them was made by Commissioner Kelly and second by Commissioner Ridgley.

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Voting aye: Kelly, McGhee, Nordin, Ridgley, and Voris. Voting nay: none. Motion carries.

2. Director's Report:

- A. 2021 Snow Event – Staff is very proud of the operations director and the maintenance staff's work to manage the snow on the airfield, and also the terminal area. This was the first snow removal operation for a few staff members.
- B. Snow Broom – The new snow broom worked very well and was a great asset. Staff recommended acquiring another snow broom and tractor, which are eligible for purchase with CARES Act funds. A new mower deck for the tractor would be acquired with either airport funds or CARES Act funds, if eligible. This purchase is not in the 2021 budget, so if acceptable with the commission, staff will solicit bids and bring them to the commission for consideration and approval. The commissioners concurred.

NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission was moved to Tuesday, March 30, 2021 at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner McGhee and second by Commissioner Voris, the meeting adjourned at 6:03 p.m. Voting aye: Kelly, Nordin, Ridgley, McGhee, and Voris. Motion carried.

Respectfully submitted,

Michael Griffin, A.A.E.
Airport Director