

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – SEPTEMBER 28, 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 McGhee, presiding. Commissioners Grimes, Hawkins, Kelly, Nordin, Pendergrass, and Ridgley present. Also, present were Michael Griffin, airport director, Kathey Boze, administration director and Richard Rushing, operations director.

**ADOPTION OF MINUTES**

On a motion by Commissioner Pendergrass and second by Commissioner Nordin, the Commission approved the Minutes of the Regular Meeting of August 24, 2021. Voting aye: Grimes, Hawkins, Kelly, McGhee, Nordin, Pendergrass, and Ridgley. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Hawkins stated a CD was invested and everything looks fine. Staff deferred discussion to the budget amendment presentation.

**ITEMS OF BUSINESS**

1. Amend 2021 Budget – The proposed 2021 Budget Amendment Resolution was presented to commission. The proposed budget includes changes in both the Operating Fund and the Project Fund.

Staff presented the proposed amendment with some highlights -

The Operating Expenses includes the Maintenance and Repair of Buildings increased by \$53,500 due to the landscaping of the medians in the parking lot, elevator improvements, and cleaning the exterior of the terminal building.

The Maintenance & Repair Pavement account decreased by \$130,000 because the Runway 2/20 renumbering was moved to a stand-alone project and will be 80% funded by a state grant.

The Field Lighting account decreased \$50,000 because the Runway 2/20 signs were moved to the runway 2/20 renumbering project.

Capital Outlay increased by \$152,965 due to the purchase of a tractor earlier this year.

Project Fund: The Runway 7/25 overlay project has been divided into 3 projects: runway overlay, arresting system removal, and runway 2/20 renumbering. Additionally, the arresting system removal and the terminal boiler replacement, both came in under budget.

Design work for the runway 8/26 extension was added to the budget at \$1.9M in 2021 and the balance will be included in the 2022 budget.

A motion to approve Resolution 2021-1 and to amend the 2021 Budget as presented was made by Commissioner Nordin and second by Commissioner Grimes. Voting aye: Grimes, Hawkins, Kelly, McGhee, Nordin, Pendergrass, and Ridgley. Voting nay: none. There was no further discussion and motion carried.

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2. Reimbursable Agreement with FAA – The runway 8/26 extension project design phase includes the relocation of FAA owned equipment which consists of MALSR lights (approach lights), Runway Visual Range (RVR), and the Localizer and Glideslope (instrument landing system components).

Morrison-Shiple Engineers does all the design work for the FAA equipment and the FAA reviews the work. The FAA's work is conducted through a Reimbursable Agreement (RA) with the FAA. Payment for the RA is made in advance and then FAA applies their cost and reimburses the balance of the funds, if any, to the airport. There will be another RA when the construction phase begins.

The final RA cost will be received later this week. Due to the RA arriving between commission meetings, it is requested the airport director be authorized to execute this agreement.

A motion to approve the Reimbursable Agreement with FAA and authorize the airport director to execute the agreement was made by Commissioner Nordin and second by Commissioner Hawkins. Voting aye: Grimes, Hawkins, Kelly, McGhee, Nordin, Pendergrass, and Ridgley. Voting nay: none. There was no further discussion and motion carried.

3. Director's Report:

- A. Runway Overlay Project – Full closures of both runways will be done during the overnight hours after the last airline flight so there will be no inconvenience to airlines passengers. Staff will notify the other airport users of the closure dates.

- B. Terminal Carpet – New carpet has been installed in the departure and boarding bridges area.

- C. Air Service Development – Airport Director and Air Service Development Consultant will be attending an air service development conference and have scheduled meetings with airlines.

- D. Terminal Boiler Project – Project is underway.

- E. Terminal Light Control Project – Contractors are ready to start and just waiting on the equipment to come in.

- F. Runway Closure Markers – The runway closure markers have been received.

4. Executive Session for Airport Director Evaluation – At 6:00 p.m. on a motion by Commissioner Kelly and second by Commissioner Nordin, the Commission adjourned into Executive Session to discuss the performance evaluation of the airport director. Voting aye: Grimes, Hawkins, Kelly, McGhee, Nordin, Pendergrass, and Ridgley. Voting nay: none.

The Commission reconvened into the regular meeting at 6:19 p.m. on a motion by Commissioner Pendergrass and second by Commissioner Ridgley. Voting aye: Grimes, Hawkins, Kelly, McGhee, Nordin, Pendergrass, and Ridgley. Voting nay: none.

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Chairman McGhee reported that during the executive session the airport director's performance was discussed and the consensus is his performance is exemplary.

**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, October 26, 2021, at 5:30 p.m.

**ADJOURNMENT**

On motion by Commissioner Nordin and second by Commissioner Hawkins, the meeting adjourned at 6:21 p.m. Voting aye: Grimes, Hawkins, McGhee, Nordin, Kelly, Ridgley, and Pendergrass. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael Griffin", is written over a light blue rectangular background.

Michael Griffin, A.A.E.  
Airport Director