

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – MARCH 30, 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, Grimes, and Voris, were present. Commissioner Hawkins was 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 Voris and second by Commissioner McGhee, the Commission approved the Minutes of the Regular Meeting of February 23, 2021. Voting aye: Kelly, Nordin, Ridgley, McGhee, Grimes, and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Staff presented an overview and answered questions regarding the financials for the period ending February 28, 2021. Due to winter weather, there was an increase in overtime expenses and chemical usage. Maintenance of fencing and gates reflects the cost of repairing fence damage resulting from a vehicle accident. This will be reimbursed by the individual's insurance. Interest on new investments is significantly lower than this time last year. All other financials are tracking as expected and nothing out of the ordinary.

ITEMS OF BUSINESS

1. 2020 Audit and Annual Financial Report Review – BKD representative Kelly Minter-Schneider presented the 2020 Audit and Annual Financial Report to the commission. Mrs. Minter-Schneider stated that an unmodified opinion was issued, which is the best opinion that can be received. She reported there was an annual operating loss before the additional CARES Act funds increased capital contributions which netted a gain for the year. Mrs. Minter-Schneider complimented staff for their assistance with the audit process.
2. Professional Services Contract for Runway 7/25 Rehabilitation – Morrison Shipley Engineers (MSE) has submitted a contract for the bidding and construction phase of the project. The contract includes quality assurance testing which in the past had been contracted through a outside contractor. The contract total is \$359,500.

An Independent Fee Estimate (IFE) for professional services has been conducted by KSA Engineers and the IFE has determined MSE's contract fee is acceptable.

Mark Moll has reviewed the contract and advised it is acceptable. Staff recommends the Commission accept MSE's professional services contract.

Staff will submit the grant application after the construction bids are received.

A motion to approve the professional service agreement with Morrison Shipley Engineers in the amount of \$359,500 was made by Commissioner Kelly and second by Commissioner Voris. Voting aye: Grimes, Kelly, Nordin, McGhee, Ridgley, and Voris. Voting nay: none. Motion carried.

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3. **Mini-Excavator Purchase** – Purchase of a Mini-Excavator is included in the 2021 budget. Staff has advertised and received three bids for the excavator which includes a trailer for it. Gray Brothers Equipment submitted the low bid in the amount of \$62,400.00.

The budgeted amount for this purchase is \$52,000, however the budget amount was developed based on the sale of a backhoe. Staff anticipates the backhoe sale to be at least \$15,000 which will make up the difference in the budgeted amount and purchase price. Staff will apply for reimbursement from the CARES Act funds.

Staff recommends the acceptance of Gray Brothers Equipment bid.

A motion to accept Gray Brothers Equipment bid in the amount of \$62,400 was made by Commissioner Ridgley and second by Commissioner Grimes. Voting aye: Grimes, Kelly, Nordin, McGhee, Ridgley, and Voris. Voting nay: none. Motion carried.

4. **Tractor/Snow Broom Purchase** – As discussed in the February meeting, the airport needs an additional large snow broom and tractor. Although not included in the 2021 budget, this purchase is eligible for reimbursement using CARES Act funds and, if approved, can be added as a budget amendment. Staff has advertised and received two bids. Williams Tractor submitted the low bid in the amount of \$196,062.

A motion to accept Williams Tractor's bid in the amount of \$196,062 was made by Commissioner Kelly and second by Commissioner Grimes. Voting aye: Grimes, Kelly, Nordin, McGhee, Ridgley, and Voris. Voting nay: none. Motion carried.

5. **Director's Report:**

- A. **Mask Update** – Although the Governor of Arkansas announced he was not extending the mask mandate past March 31; the airport is regulated by TSA to require masks to be worn on airport property.
- B. **Federal Military Sale (FMS)** – Staff attended a meeting at the 188th base regarding the Singapore training mission. The community, city, chamber and the 188th all did a fantastic job of welcoming the visiting team. If Fort Smith is chosen for this mission, a runway extension may be required. A 1000-foot runway extension is already included in the airport master plan. This extension project would not be airport funded, but other funding sources may be available.
- C. **Runway Closure Markers (lighted X's)** – These markers are very old and it is difficult to find replacement bulbs. Staff has received bids however the bids were considerably higher than expected so staff will modify and tighten up the bid specs and then re-bid.
- D. **Runway Overlay Project** – The project was advertised but no bids were received so Morrison Shipley has advertised the project again and it is back out for bids. They have contacted out of state contractors to gain interest in the project.
- E. **Solar Panels** – MAHG is working with a solar company to evaluate the feasibility and return on investment of adding solar on the airport terminal.

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F. Boiler – Staff is consulting with HSA on the replacement of the boiler in the terminal.

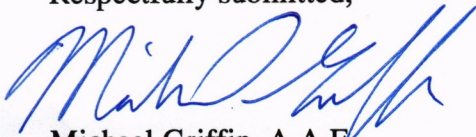
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, April 27, 2021 at 5:30 p.m.

ADJOURNMENT

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael Griffin".

Michael Griffin, A.A.E.
Airport Director