

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – APRIL 27, 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 Hawkins were present. Commissioner Voris 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 Ridgley and second by Commissioner Hawkins, the Commission approved the Minutes of the Regular Meeting of March 30, 2021. Voting aye: Kelly, Nordin, Ridgley, McGhee, Grimes, and Hawkins. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Grimes stated everything was normal. Staff presented an overview and answered questions regarding the financials for the period ending March 30, 2021. CD's that mature have been reinvested but the current interest rates are lower. Staff gave an overview of the budget and progress for the UV Lighting and ionizers for the terminal HVAC system. Both will improve the air quality and are eligible under CARES Act eligible. The mini excavator has been ordered and received. Runway closure markers were re-bid and will be brought to next commission meeting.

**ITEMS OF BUSINESS**

1. Runway 7/25 Rehabilitation Construction Bids and Grant Funds – The Runway 7/25 Rehabilitation Project was rebid since no bids were received the first time. Bids were advertised and received for the Runway 7/25 Rehabilitation Project. There were 3 plan holders, however only one firm submitted a bid. The lack of bids is due to the number of construction projects in the surrounding area and the staff available for the projects. The one qualified bid was received from Emery Sapp & Sons from Missouri, in the amount of \$12,537,655. The Engineer's Opinion of Probable Construction Costs was \$12,500,000.

The completed project is estimated at \$13,123,755. Project cost includes construction, engineering professional services, independent fee estimate, administration costs and FAA equipment costs (reimbursable agreement).

\$275,000 of the project cost is for removing the remaining arresting gear components and will not be paid by the FAA grant. The airport will be reimbursed by the Air National Guard.

The FAA has committed funding from entitlements, discretionary funds, supplemental funds, American Rescue Plan Act (ARPA). However, the FAA will require funds from the airport's CARES Act grant be used to finish the project. The current CARES Act grant is for airport operational expenses not capital projects, so it must be amended to reduce the grant and a new grant be issued for the project costs.

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The project funding will include (amounts may change some when grants are issued):

1. Grant funded with supplemental funds and ARPA funds, \$3,795,800.
2. Grant funded with entitlements, discretionary and ARPA funds, \$5,245,896.
3. Grant funded with a portion of current CARES Act grant, \$3,806,979.
4. Air National Guard funding for the arresting gear removal, \$275,000.

Grant amounts may change slightly when they are finalized. The grants and grant amendment are expected to be received within 10 days after submitting the applications. To avoid delaying the project staff recommended the commission accept the grants and amendment now and designated the airport director to sign them on commission's behalf.

Staff and Morrison Shipley Engineers recommend accepting Emery Sapp & Sons' bid in the amount of \$12,537,655.

Staff recommends accepting the FAA Supplemental Grant and authorizing the airport director to process the grant application and sign the grant when received.

Staff recommends accepting the FAA Entitlements and Discretionary Grant and authorizing the airport director to process the grant application and sign the grant when received.

Staff recommends accepting the new CARES Act Grant for the runway project and authorizing the airport director to submit the grant application and sign the amendment when received.

Staff recommends approving and accepting the grant amendment to airport's current CARES Act Grant and authorizing the airport director to submit the grant amendment request and sign the grant amendment when received.

A motion to accept Emery Sapp & Sons' bid in the amount of \$12,537,655 was made by Commissioner Kelly and second by Commissioner Hawkins. Voting aye: Grimes, Kelly, Nordin, McGhee, Ridgley, and Hawkins. Voting nay: none. Motion carried.

A motion to accept the 3 FAA grant offers and authorize the airport director to process the grant applications and sign the grant offers was made by Commissioner Grimes and second by Commissioner McGhee. Voting aye: Grimes, Kelly, Nordin, McGhee, Ridgley, and Hawkins. Voting nay: none. Motion carried.

A motion to approve amending and accept the CARES Act grant amendment and authorize the airport director to process the amendment request and sign the grant amendment was made by Commissioner Kelly and second by Commissioner Hawkins. Voting aye: Grimes, Kelly, Nordin, McGhee, Ridgley, and Hawkins. Voting nay: none. Motion carried.

2. Professional Services Contract Amendment for Runway 7/25 – The project has been broken down into phases. To minimize the time that the airport is closed, phase 3 will be split into phase 3A and phase 3B. Runway 7/25 will be closed for fifteen days total for phase 3A and 3B. During the fifteen days, four days will be a full closure of the airport except for helicopters. Runway 1/19 will be open and available for any users except for the four days of full closure.

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Morrison Shipley Engineers (MSE) has requested an amendment to the professional services agreement. The project was modified last month to include a second bidding phase and a time extension for phase 3 which increased the number of staffing days. These changes increased the cost of engineering and related services to \$426,100, which is still acceptable per the independent fee estimate conducted for the project.

Staff recommends the Commission accept MSE's request for an amendment to the Professional Services Agreement for the project.

A motion to approve amendment professional service agreement with Morrison Shipley Engineers to \$426,100 was made by Commissioner Hawkins and second by Commissioner McGhee. Voting aye: Grimes, Kelly, Nordin, McGhee, Ridgley, and Hawkins. Voting nay: none. Motion carried.

3. Director's Report:

- A. Water Leak – The air handler room next to the airport directors' office had a water leak last week. ServPro was called and responded very quickly which reduced repairs on the drywall and very little dripping downstairs onto the first floor. The carpet and furniture in the director's office received minimal damage.
- B. Chamber of Commerce Washington Fly-In – Staff attended the meetings and the discussions with senators and congressmen were good. Their support of the possible FMS mission relocation was encouraging.
- C. Green Islands – Solar airfield lights will be added to the green islands (no taxi islands) on the airfield. They should help pilots avoid the islands.

NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, May 25, 2021 at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Ridgley and second by Commissioner Kelly, the meeting adjourned at 6:24 p.m. Voting aye: Kelly, Nordin, Ridgley, McGhee, Grimes, and Hawkins. Motion carried.

Respectfully submitted,



Michael Griffin, A.A.E.  
Airport Director