

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – AUGUST 24, 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, Nordin, Kelly, and Pendergrass were present. Commissioner Ridgley 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 Nordin and second by Commissioner Hawkins, the Commission approved the Minutes of the Regular Meeting of July 27, 2021. Voting aye: Grimes, Hawkins, McGhee, Nordin, Kelly, and Pendergrass. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Hawkins stated financials are on track. Staff gave an overview of the finances. Capital Outlay reflects the cost of the carpet for the terminal departure lobby. The contractors are coming back next week to finish the carpet at the jet bridges that was postponed. The carpet installation fee is yet to be paid, however; the project will still come in under the budget. The UV lighting for HVAC is currently being installed. This will help clean the air circulated in the terminal. Capital expenditures section reflects the runway 7/25 overlay design project is completed and the overlay construction and runway extension projects have started.

**ITEMS OF BUSINESS**

1. Runway 8/26 Extension Design Contract – Runway 7/25 will be renumbered to 8/26 by the end of the overlay project. Runway 1/19 will change to 2/20. The change to the runway designations (numbers) is due to magnetic field shifting and heading deviation.

The Runway 8/26 Extension Project is being funded 100% by the State of Arkansas and the City of Fort Smith. Although this runway extension was not a requirement of the Foreign Military Sales (FMS) decision process, the State of Arkansas and the City of Fort Smith decided to fund the project to enhance the airport to keep this mission and attract new missions.

Morrison Shipley Engineers has submitted a professional service contract for the design of this project with the total cost for engineering and related services at \$2,325,900. The airport's attorney, Mark Moll has reviewed the contract and advised it is acceptable.

The contract fee includes invoices paid prior to the execution of the contract. To complete this work in the desired time frame work began prior to Morrison Shipley Engineers submitting the contract.

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Staff recommends the commission approve and execute Morrison Shipley Engineers' professional services contract.

A motion to approve Morrison Shipley's contract in the amount of \$2,325,900 was made by Commissioner Kelly and second by Commissioner Grimes. Voting aye: McGhee, Grimes, Hawkins, Kelly, Nordin, and Pendergrass. Voting nay: none. There was no further discussion and motion carried.

2. Budget Committee - Staff has begun the budget process for 2022. Staff requests the Chairman appoint two commissioners to work with staff on the Budget Committee.

The Chairman McGhee appointed Commission Treasurer Hawkins and Commissioner Pendergrass.

The schedule for the budget process is to meet with the Budget Committee members prior to the October commission meeting and present the draft budget at the October meeting for review.

3. Director's Report:

- A. Runway 7/25 Overlay Design Project – This project has been closed out with FAA. The Arkansas Department of Commerce - Division of Aeronautics has approved a 10% matching grant in the amount of \$47,961.30.
- B. Runway 1/19 Renumbering – Renumbering runway 1/19 to 2/20 is not eligible to be included in the AIP overlay project since it is on a separate runway, however; it is eligible as a state project. An application for an 80/20 grant has been submitted to the Arkansas Department of Commerce - Division of Aeronautics.
- C. Terminal Work – While there are no passengers due to the runway being closed, work is being done in the terminal to include re-carpeting the TSA office.
- D. Runway Overlay Project – Work is progressing very well. The full closure of the runway will start a couple of days early which should allow it to open a couple of days earlier than expected.
- E. Runway 1/19 – This runway is scheduled to be overlayed in approximately five years. Timing depends on the condition of the runway at that time.
- F. Air Service Development – The air service consultant has been working on various proposals and incentive programs for commission approval.

**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, September 28, 2021, at 5:30 p.m.

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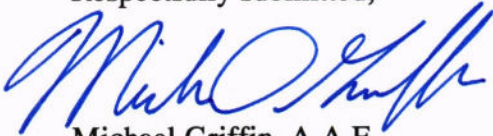
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**ADJOURNMENT**

On motion by Commissioner Nordin and second by Commissioner Hawkins, the meeting adjourned at 6:00 p.m. Voting aye: Grimes, Hawkins, McGhee, Nordin, Kelly, and Pendergrass. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael Griffin", is written over the typed name.

Michael Griffin, A.A.E.  
Airport Director