

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – SEPTMEBER 27, 2022
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 Grimes, presiding. Commissioners Hawkins, Kelly, McGhee, Pendergrass, Ridgley, and Voris were present. Also, present were Michael Griffin, airport director, Kathey Boze, administration director, and Tiffany Farmer, operations director.

ADOPTION OF MINUTES

On motion by Commissioner Pendergrass and second by Commissioner Kelly the Commission approved the Minutes of the Regular Meeting of August 23, 2022, and Minutes of the Special Meeting of September 8, 2022. Voting aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, Ridgley, and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commissioner Treasurer Pendergrass gave a brief overview of finances. Stated that the finances are on track. Several large checks have been written. Staff reported more large checks will be processed for the runway extension project in the coming months.

ITEMS OF BUSINESS

1. Amend 2022 Budget – The proposed 2022 Budget Amendment Resolution and Budget were presented to commission. The proposed amendment includes changes to the Operating Fund and the Project Fund.

Operating Revenues reflect some increases and decreases with an overall decrease of \$116,660. The most notable revenue increase comes from concession fees such as those from the parking lot and rental car operations. The decrease comes from a reduction in Cares grant receipts, resulting from a few capital outlay items being ineligible for reimbursement. The Case tractor with the snow broom attachment is the largest ineligible item. The tractor was not constructed in the United States so it does not comply with the Buy America Act. Operating Expenses have an overall decrease of \$18,826.

Project Fund reflect significant decreases in both receipts and expenses. The runway 7/25 overlay project was completed below budget, which reduced both receipts and expenses. The runway extension project will carry over to next year, which reduces the 2022 receipts and expenses as well. The 2022 expenses for security fencing decreased to include only the initial design phase with the balance of the project being completed in 2023. A new project was added for the ARFF station expansion. Only the initial design phase is included in the 2022 budget amendment, and the balance will be added to the 2023 and 2024 budgets. This project will enlarge the ARFF station to accommodate the Air National Guard's fire fighters, and it is funded by the National Guard.

The Arkansas Department of Aeronautics approved a 10% matching grant, \$78,168, for the airport master plan project that was recently closed. The budget amount increased slightly.

Minutes of F.S.A.C. Regular Meeting

September 27, 2022

Page 2

A motion was made by Commissioner Kelly and seconded by Commissioner Hawkins to approve Resolution 2022-1 to amend the 2022 Budget as presented. Voting aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, Ridgley, and Voris. Voting nay: none. There was no further discussion and motion carried.

2. Perimeter Security Fence Improvement Engineering Contract – This project will replace a section of the perimeter fence that is prone to wash-out areas after rains and requires regular maintenance to maintain security. The plan is to have new fence relocated out of the low-lying area and constructed on a concrete erosion control strip. This project is included in this year’s budget however the construction will begin in 2023. The project is funded with PFC collections.

The airport has completed similar projects in other areas of the perimeter fence. At least one additional section of fence to be completed in the future.

Halff Engineers has submitted a professional service contract in the amount of \$45,400. The contract includes all aspects of engineering service for the project, from design through construction.

A motion to approve the engineering contract with Halff in the amount of \$45,400 was made by Commissioner Pendergrass and seconded by Commissioner Ridgley. Voting aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, Ridgley, and Voris. Voting nay: none. There was no further discussion and motion carried.

3. Director’s Report

- A. Arkansas Airport Operators Association’s annual conference was held in Fort Smith on September 19 and 20, 2022. Attendance was in the 130 range, with members from airports across the state, as well as representatives from the FAA and state government. Arkansas Aeronautics Commission held their monthly meeting at the conference.

- B. Staff met with the airport’s new FAA program manager, who is staff’s primary contact in their regional office.

- C. Staff asked the commission if there was a desire to discuss the possibility of adding new t-hangars. The state has a new grant program that could help with funding new hangars. There is a very long waiting list for t-hangars. Commission agreed a study session is needed to discuss this topic. Staff will coordinate at date.

- D. Chairman Grimes and Director Griffin attended the public hearing regarding the Environmental Impact Statement for the foreign military sales mission planned to be located at the Air National Guard base. There was a large turnout with overwhelming positive support from the community.

- E. An offer was made for a replacement in the position of Director of Finance and Administration. The offer has been accepted with an October 31 start date.

Minutes of F.S.A.C. Regular Meeting

September 27, 2022

Page 3

4. Executive Session for Airport Director Evaluation – At 6:03 p.m. on motion by Commissioner McGhee and second by Commissioner Voris, the Commission adjourned into executive session to discuss the airport director’s performance. Voting aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, Ridgley, and Voris. Voting nay: none. Motion carried.

The commission reconvened into the regular meeting at 6:30 p.m. on motion by Commissioner Kelly and seconded by Commissioner Voris. Voting aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, Ridgley, and Voris. Voting nay: none. Motion carried.

The commission reported that the airport director is doing an excellent job. Each commissioner provided positive comments and expressed appreciation for his performance.

The commission also extended a thank you to Kathey Boze for her willingness to work through the cycle leading up to retirement and continue to contribute. This does not go unnoticed, and all her hard work is appreciated.

NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be held Tuesday, October 25, 2022, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner McGhee and second by Commissioner Voris, the meeting adjourned 6:38 p.m. Voting aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, Ridgley, and Voris. Voting Nay: None. Motion Carried.

Respectfully submitted,

Michael Griffin, A.A.E.
Airport Director