

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – NOVEMBER 22, 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 McGhee, Pendergrass, Ridgley, and Voris were present. Commissioners Hawkins and Kelly were absent. Also present were Michael Griffin, airport director, Kathey Boze, administration director, Lindsay Conley, finance director, and Tiffany Farmer, operations director.

**ADOPTION OF MINUTES**

On motion by Commissioner Pendergrass and second by Commissioner McGhee the Commission approved the Minutes of the Regular Meeting of October 25, 2022. Voting aye: Grimes, McGhee, Pendergrass, Ridgley, and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commissioner Treasurer Pendergrass gave a brief overview of finances, stating airport staff continues to do a great job of managing airport funds. As investments are maturing, staff is rolling them over into CDs and T-Bills. Staff makes investment decisions based on the best rate available, factoring in any fees associated with the T-Bill purchases. Director Griffin also gave an overview of finances, stating that the airport is winding things down for yearend in regard to capital expenditures. The Exit Lane System and vehicle replacement planned for 2022 will not arrive until after the yearend and have been moved from the 2022 budget to the 2023 budget. Terminal chairs have been received and are now located in the terminal departure lounge, but the final invoice had not yet been received. Griffin reported the construction checks will be getting smaller as the larger projects have been completed.

**ITEMS OF BUSINESS**

1. ARFF Station Expansion Design Contract – In the October meeting, the commission discussed the Air National Guard's need for a larger fire station and their willingness to fund that project using an MCCA. The commission had approved using MAHG as the architect for the ARFF station expansion at that time. MAHG has now submitted a proposal to design the station in the amount of \$428,655.00. This proposal includes fees from MAHG and their engineering and design sub-consulting firms for the project. Staff recommends accepting the proposal for design from MAHG and authorizing airport director to execute the contract with MAHG after legal review. Commissioner Ridgley asked whether the existing ARFF station would have to be modified to meet the new sustainability certification requirements. Director Griffin said the sustainability requirements apply only to the new expansion that is being funded by the Air National Guard. A motion to accept MAHG design proposal and authorize airport director to execute the contract after legal review was made by Commissioner McGhee and seconded by Commissioner Voris. Voting aye: Grimes, McGhee, Pendergrass, Ridgley, and Voris. Voting nay: none. There was no further discussion and motion carried.

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2. Proposed 2023 Budget – Director Griffin extended thanks to staff members: Kathey Boze, Lindsay Conley, Tiffaney Farmer, Jim Shifflett, and Tim Thomas for their efforts in executing the current year budget and the preparation for the 2023 budget. He also thanked the members of the Budget Committee, Commissioners Pendergrass and Voris. The 2023 Draft Budget was presented to the commission in the October meeting; no comments were received from the commission regarding the draft budget. Director Griffin presented one addition to the 2023 proposed budget: he wanted to include the social security cost of living increase, which amounted to an additional \$29,253 in personal services expense. The original draft & proposed 2023 budget did not include the social security cost of living increase. Commissioner Pendergrass requested clarification of where these changes would affect the budget. Director Griffin responded that on the Budget Operating Fund, Personal Services Expense would increase \$29,253 to a total of \$1,215,000, and that the total Excess of Revenues over Expenses would change to \$1,697,400 from \$1,726,000.

A motion to approve resolution 2022-2 to approve the 2023 proposed budget as changed was made by Commissioner Ridgley and seconded by Commissioner McGhee. Voting aye: Grimes, McGhee, Pendergrass, Ridgley and Voris. Voting nay: none. There was no further discussion and motion carried.

3. Director's Report

- A. The NAVAIDs for the runway extension project should arrive in the next couple of weeks for the runway project.
- B. Staff are working on the closeout of the runway 7/25 overlay project. The final acceptance letter was sent to the contractor on November 22, 2022. The project will be completed and closed out with the FAA in the coming weeks.
- C. The Marketing Request for Qualification has been advertised and sent to various local marketing firms, and the deadline for submissions is December 7. Director Griffin asked for a minimum of one commissioner to assist with the process of scoring the submissions.
- D. Corporate hangars 17 and 20 are currently being painted. Additional corporate hangars will be painted in 2023.
- E. The airfield maintenance position has been filled by current custodian Faite Brown. Subsequently there is now an airport custodian position open. Operations director Tiffaney Farmer and terminal maintenance supervisor Jim Shifflett will begin interviewing for the position in the coming weeks. New finance director Lindsay Conley began her position October 31, 2022, and is doing well.

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**NEXT COMMISSION MEETING**

The date of the next regularly scheduled meeting of the Fort Smith Airport Commission will be changed to Tuesday, December 13, 2022, at 5:30 p.m.

**ADJOURNMENT**

On motion by Commissioner McGhee and second by Commissioner Voris, the meeting adjourned 5:51 p.m. Voting aye: Grimes, McGhee, Pendergrass, Ridgley, and Voris. Voting Nay: None. Motion Carried.

Respectfully submitted,

Michael Griffin, A.A.E.  
Airport Director