

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – DECEMBER 13, 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, and Voris were present. Commissioner Ridgley was 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 Voris and second by Commissioner Kelly, the Commission approved the Minutes of the Regular Meeting of November 22, 2022. Voting aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commissioner Treasurer Pendergrass gave a brief overview of finances, stating airport staff continues to do an excellent job of managing airport funds and the transition is going well. Director Griffin also gave a brief financial overview. Revenues are up this month in rental car concessions. Utilities expense is over budget, due to increased OG&E electricity costs. With additional FAA grant funding, staff is planning to add a solar farm to the new ARFF station to reduce electricity expense in 2023.

ITEMS OF BUSINESS

1. FAA NAVAID Project – NAVAIDS, which includes the instrument landing system (ILS) and part of the runway extension project, was not included in the original Emery Sapp and Sons (ESS) runway extension bid during the design phase due to additional information needed from the FAA to obtain an estimate. ESS has now submitted a bid for the NAVAIDS, however their proposal was significantly higher than the engineer's estimate and our project budget. If unable to reach a pricing agreement with ESS, the airport will bid the project out. The bidding process typically takes 4 to 8 weeks to complete. The airport has already experienced flight delays and cancellations due to the ILS being out of service. Airport policy indicates in exceptional situations, the Commission can waive the requirement for the competitive bidding process. Given the exceptional situations of the time constraint of this project, and the flight delays and cancellations, Director Griffin requested commission approval to waive the competitive bidding process and take bids directly from qualified firms. The Commission requested Griffin obtain as many bids as possible and noted the winning bid will still be brought to the commission for approval.

A motion to approve waiving the competitive bidding process due to the exceptional situation and authorizing airport director to obtain bids directly from qualified firms, if an agreement cannot be reached with Emery Sapp and Sons, was made by commissioner Pendergrass and seconded by commissioner McGhee. Voting Aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, and Voris. Voting Nay: none. There was no further discussion and motion carried.

2. Audit Engagement – Airport has the annual audit coming up after the first of the year. Forvis, formerly BKD, submitted their engagement letter to execute the airport's 2022 annual audit.

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The proposed cost is \$46,000.00 with possible additional fees based on time to implement the new GASB87 accounting standard, though staff is confident that there will be minimal additional cost. The price increased from the prior year audit. A request for qualifications will be sent out in 2023 to pursue pricing and options for other auditing firms. Staff recommends approving the Forvis engagement letter and authorizing airport director to execute it. A motion to approve Forvis engagement letter and authorize the airport director to execute was made by Commissioner Kelly and seconded by commissioner Voris. Voting Aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, and Voris. Voting Nay: none. There was no further discussion and motion carried.

3. Airport Marketing Firm Selection – Staff requested Chairman Grimes select one commissioner to assist staff in review of request of qualifications for a new marketing firm for the airport. This marketing firm would handle all local media for the airport, dealing mainly with website development, online social media and on-call services. Chairman Grimes requested commissioner Pendergrass to assist in selection of this firm. Commissioner Pendergrass agreed to assist. No motion was required.

4. Director's Report

A. Director Griffin hoped the commissioners would have a chance to view the progress of the runway extension. He reported airport staff were working hard preparing for year end. He wished the Commissioners a Merry Christmas and expressed appreciation for their service to the airport.

NEXT COMMISSION MEETING

The date of the next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, January 24, 2023, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Hawkins and second by Commissioner McGhee the meeting adjourned 5:53 p.m. Voting aye: Grimes, Hawkins, Kelly, McGhee, Pendergrass, and Voris. Voting Nay: None. Motion Carried.

Respectfully submitted,

Michael Griffin, A.A.E.
Airport Director