

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – JULY 25, 2023  
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 Hawkins, presiding. Commissioners Grimes, Pendergrass, Ridgley and Voris were present. Commissioners Kelly and Cooper were absent. Also present were Michael Griffin, airport director, Lindsay Conley, finance director, and Tiffany Farmer, operations director.

**ADOPTION OF MINUTES**

On motion by Commissioner Pendergrass and second by Commissioner Voris, the Commission approved the minutes of the regular meeting of June 27, 2023. Voting aye: Grimes, Hawkins, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commissioner Treasurer Ridgley reported that the finances were tracking along. He noted that while reviewing the check run, he was reminded of the good work of the airport staff, repairing and maintaining much of the building and equipment in-house. An airport Certificate of Deposit matured and was renewed at a higher interest rate of 5.31%. Director Griffin presented an overview of the June Financial Statements, stating that FBO Flowage Fees were down, but the fees should go up after the runway is open at full length. The Runway Extension construction project is winding down, but other projects are beginning to wind-up, including the Taxiway E design, ARFF station expansion, and Part 150 study.

**ITEMS OF BUSINESS**

1. Staff Addition Request – There is an immediate need for an additional terminal maintenance employee. Terminal maintenance currently consists of a supervisor and one maintenance employee. These employees are responsible for maintaining all systems, necessary repairs, grounds maintenance, and any other tasks that may arise from maintaining a 21-year-old building. The workload is presently too large for two people to handle. Additionally, these employees cover custodial shifts when necessary, which prevents them from performing maintenance duties.

A motion to approve hiring an additional Terminal Maintenance employee was made by Commissioner Pendergrass and seconded by Commissioner Ridgley. There was no further discussion. Voting aye: Grimes, Hawkins, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

2. Part 150 Noise Study Contract – At the May 30 commission meeting, the commission selected HMMH as the consultant for the Part 150 Noise Study. HMMH submitted their fee for the study in the amount of \$1,886,694. As part of the AIP grant process, staff contracted with an independent firm (KSA Engineers) to conduct an Independent Fee Estimate (IFE) to determine if the cost submitted by HMMH was appropriate for the study. KSA Engineers developed an IFE and projected the noise study would cost \$1,923,461. Based on the IFE, the FAA finds the HMMH fee reasonable and acceptable for our project.

A motion to accept the HMMH fee of \$1,886,694 to conduct the Part 150 Noise Study was made by Commissioner Voris and seconded by Commissioner Ridgley. There was no further discussion. Voting aye: Grimes, Hawkins, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

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3. Part 150 Noise Study Grant – The FAA has informed staff that the grant funding is now available and we will receive an Airport Improvement Program (AIP) grant to fund the Part 150 Noise Study. As per the grant offer, the Commission must authorize the Airport Director to execute the grant to accept the offer.

A motion to authorize the Airport Director to execute and accept the Part 150 Noise Study AIP Grant was made by Commissioner Pendergrass and seconded by Commissioner Ridgley. There was no further discussion. Voting aye: Grimes, Hawkins, Ridgley and Voris. Voting nay: none. Motion carried.

4. Director's Report

- A. The Runway Extension Project is expected to be complete by the third week of August. The FAA installers have been delayed, so the NAVAIDS may not be operational until the end of September, but this won't delay the opening of the runway.
- B. The airport received six applications for ARFF Station Construction Manager. Commissioners Pendergrass and Kelly agreed to score applicants; the scoring process will begin soon.
- C. A selection committee for the Aircraft Arresting System Construction Manager is needed. Commissioners Ridgley and Voris volunteered to serve. The Aircraft Arresting System construction needs to begin in late 2023, and must be in place by August 1, 2024.
- D. The Terminal Solar Farm Environmental Study is expected to be complete by the end of 2023, at which time construction plans can begin.

NEXT COMMISSION MEETING

The date of the next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, August 22, 2023, at 5:30 p.m.

ADJOURNMENT

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

Respectfully submitted,



Michael Griffin, A.A.E.  
Airport Director