

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – JANUARY 25, 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 McGhee, presiding. Commissioners Grimes, Hawkins, Nordin, and Pendergrass (via phone) were present. Commissioners Kelly and Ridgley were absent. Also, present were Michael Griffin, airport director, and Kathey Boze, administration director.

**ADOPTION OF MINUTES**

On motion by Commissioner Nordin and second by Commissioner Hawkins, the Commission approved the Minutes of the Regular Meeting of December 21, 2021. Voting aye: Grimes, Hawkins, McGhee, Nordin, Pendergrass. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Hawkins stated the finances are on track. Director Griffin gave a brief overview of finances for the end of year 2021. Airport revenues are on a positive track, and new revenues are expected to come in. The notable expense above budget is professional services which include ADK, professional search firm, and the remodel/updating of the airport offices. No motion was required.

**ITEMS OF BUSINESS**

1. Runway Extension Project- As of right now the airport is on track for this project, with construction to begin tentatively in April. A public notice meeting is being scheduled with the meeting date pending on the FAA's approval the airport's environmental impact study.

Director Griffin said there has been some public concern on how far the runway will be extended and if it will affect the development across Massard Road. Griffin talked briefly about the requirement for an FAA air space review due to the development projects proximity to the airport.

2. Director's Report:

- A. Passenger Numbers - 2021 enplaned passenger numbers was 47,287 which is moving in the right direction.
- B. Development Grant - Staff intends to apply to the department of transportation for a small community air service grant. This will be a \$1M grant, with 20% buy-in from the community. Airport funds cannot be used for this grant. One market targeted with this grant is American service to Charlotte and grant funds could be used to subsidize this service.
- C. Concession Rent Relief Grant - This grant has been received and it will allow the airport to waive rents for certain concessionaries. The tenants that qualify under this grant are Airport Advertising and ATM Depot.

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- D. Airport Infrastructure Grant - This grant is intended to help make improvements to airports and is expected later in the year (around October). One possible project to do with this grant is install a solar farm to switch the terminal building to solar power.
- E. Director of Operations Position - Tiffaney Farmer has been hired for this position and is scheduled to start February 28, 2022. ADK did an excellent job and provided a pool of several qualified candidates.

**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be held Tuesday, February 22, 2022, at 5:30 p.m.

**ADJOURNMENT**

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

Respectfully submitted,

Michael Griffin, A.A.E.  
Airport Director