

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – FEBRUARY 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 McGhee, presiding. Commissioners Grimes, Hawkins, Nordin, Ridgley, and Kelly were present. Commissioner Pendergrass was 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 Kelly, the Commission approved the Minutes of the Regular Meeting of January 25, 2022, and Special Meeting February 09, 2022. Voting aye: Grimes, Hawkins, McGhee, Nordin, Ridgley, and Kelly. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Hawkins stated the finances are on track and the airport just renewed a CD. Director Griffin reviewed in the financials for the month of January. The airport is over budget for miscellaneous revenue due to receipts for rental of runway marker signs. No motion was required.

**ITEMS OF BUSINESS**

1. 2021 Audit Report - David Coleman, BKD representative was present and gave an overview of 2021 audit and annual finance report. No issues were found in the audit. Overall, a good report was received for the airport. No motion was required.
2. Property Development Ground Lease- This 50-year ground lease is with CSK Partners and the Heritage Hotel Group for construction of a hotel to be located just adjacent to the Home2 Suites, on the east side. Attorney Mark Moll has reviewed the lease. Groundbreaking is anticipated to be this summer. A motion to approve the ground lease with CSK Partners and Heritage Hotel Group was made by Commissioner Nordin and seconded by Commissioner Hawkins. Voting Aye: McGhee, Grimes, Hawkins, Kelly, Ridgley, and Nordin. Voting Nay: none. There was no further discussion and motion carried.
3. Construction Contract for Runway Extension- At the November 2021 commission meeting, Emery Sapp and Sons (ESS) was selected as the Construction Manager/General Contractor (CMGC) for the runway extension project. Since that time, Brian Mauer (Morrison-Shiple/Half) has been working with ESS to develop the project construction costs, which is \$15,800,026.40. This cost does not include the cost for NAVAIDs. A motion to approve Emery Sapp and Sons proposal for the construction contract of \$15,800,026.40 contingent upon funding provided by the city and state and contingent on review by legal counsel was made by Commissioner Kelly and seconded by Commissioner Ridgley. Voting Aye: McGhee, Grimes, Hawkins, Kelly, Ridgley, and Nordin. Voting Nay: none. There was no further discussion and motion carried.

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4. Professional Service Contract for Runway Extension Construction- Morrison-Shipley/Halff has submitted a professional services contract for the construction phase of the project with the cost for engineering and related services at \$1,216,326. Legal counsel has reviewed this contract. A motion to approve the professional service agreement with Morrison-Shipley/HALFF in the amount of \$1,216,326 contingent on funding by the city and state was made by Commissioner Grimes and seconded by Commissioner Nordin. Voting Aye: McGhee, Grimes, Hawkins, Kelly, Ridgley, and Nordin. Voting Nay: none. There was no further discussion and motion carried.
5. NAVAID Purchase for Runway Extension- As part of the runway extension project an upgraded 420 glideslope antenna and localizer system will be installed for Runway 26. The cost of this equipment and installation is included in the project with funding by the city and state. The current price of \$820,000 is not finalized but includes a quote from Thales for all equipment along with a 10% escalation for contingency on remaining items. Following installation, the FAA will certify the NAVIDS and take over maintenance. A motion to proceed with purchasing new ILS model 420 glideslope antenna and localizer system to be installed on Runway 26 was made by Commissioner Nordin and seconded by Commissioner Hawkins. Voting Aye: McGhee, Grimes, Hawkins, Kelly, Ridgley, and Nordin. Voting Nay: none. There was no further discussion and motion carried.
6. Bids for Airport Vehicle- Bids were received for the replacement of the airport's 2012 Ford Expedition. Breeden Dodge was the sole bidder, and they proposed a 2022 Dodge Durango in the amount of \$42,730. This item was budgeted at \$55,000. Delivery will be in August or later. A motion to accept the bid from Breeden Dodge of a 2022 Dodge Durango in the amount of \$42,730 was made by Commissioner Ridgley and seconded by Commissioner Kelly. Voting Aye: McGhee, Grimes, Hawkins, Kelly, Ridgley, and Nordin. Voting Nay: none. There was no further discussion and motion carried.
7. Bids for Mower- Bids were received for a front-end mower with enclosed cab and attachments. Professional Turf Products was the sole bidder with a bid of \$47,345 for the mower and \$6,917.90 for a broom attachment totaling \$54,262.90. The budget includes this purchase in the amount of \$62,500. A motion to accept the bid from Professional Turf Products in the amount of \$54,262.90 was made by Commissioner Nordin and seconded by Commissioner Hawkins. Voting Aye: McGhee, Grimes, Hawkins, Kelly, Ridgley, and Nordin. Voting Nay: none. There was no further discussion and motion carried.
8. Director's Report- Staff is preparing for upcoming winter weather.

**NEXT COMMISSION MEETING**

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

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ADJOURNMENT

On motion by Commissioner Nordin and second by Commissioner Ridgley, the meeting adjourned at 6:10 p.m. Voting aye: Grimes, McGhee, Nordin, Ridgley, Kelly, and Hawkins. Voting Nay: None. Motion Carried.

Respectfully submitted,

Michael Griffin, A.A.E.  
Airport Director