

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – AUGUST 23, 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, and Pendergrass were present. Commissioners Ridgley and Voris were absent. Also, present were Michael Griffin, airport director, Kathey Boze, administration director, and Tiffany Farmer, operations director.

ADOPTION OF MINUTES

On motion by Commissioner Kelly and second by Commissioner Pendergrass the Commission approved the Minutes of the Regular Meeting of July 19, 2022. Voting aye: Grimes, Hawkins, Kelly, McGhee, and Pendergrass. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commissioner Treasurer Pendergrass gave a brief overview of finances. Airport had several CDs mature. They have been converted over to Treasury Bills with significantly better rates. Airport will hold out funds from CDs maturing in August to pay construction cost while awaiting reimbursement. Director Griffin also gave a brief report. The income statement reflects expenses considerably more than revenues. This is related to timing in receiving reimbursement funds for construction. Capital outlay purchases include the purchase a new rotating beacon that is LED and should also result in some savings. The t-hangar entrance gate operator has been replaced due to a lightning strike. Furniture for the administration office was received. Furniture for the departure area will be finished this year with all updated and matching seating.

ITEMS OF BUSINESS

1. Exit Lane breach Control System – The purpose of the Exit Lane Breach System is to allow one way flow of arriving passengers and to prevent unauthorized entry into the secure departure area. The airports current system was installed in 2002 when the building was under construction and parts replacement are now difficult to find. If this system has a malfunction the airport would have to provide security by sitting at the exit lane anytime passengers are present to ensure there are no unauthorized access.

Staff began looking for vendors to replace this system in 2021 and added it to the 2022 budget for replacement. An advertisement was placed for bids. One bid was received from Dormakaba, who is one of the industry leaders in this technology, in the amount of \$135,618.27. This bid includes total installation of their system, associated electrical data wiring, and glass work around their unit. The budget amount was \$110,000 for the unit only.

A motion to accept Dormakabs's bid in the amount of \$135,618.27 was made by Commissioner Hawkins and was seconded by Commissioner McGhee. Voting Aye: Grimes, Hawkins, Kelly, McGhee, and Pendergrass. Voting Nay: None. There was no further discussion and motion carried.

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2. Rotary Cutter Purchase – Earlier this year the airport took delivery of a new Case tractor and snow broom that was ordered in 2021. The 2022 budget included a purchase of a 20-foot rotary cutter to attach on the Case tractor during mowing season. Bids were advertised for this rotary cutter. Three bids were received however one was received a day late, so it was not considered.

The two bids received were from WT Equipment-Springdale in the amount of \$31,660 and Alma Tractor in the amount of \$32,066. The bid received from WT Equipment listed three bid exceptions, so they did not meet specifications. Staff recommends accepting the bid received from Alma Tractor whose bid meets all specifications.

A motion to approve the bid from Alma Tractor in the amount of \$32,066 was made by Commissioner Pendergrass and seconded by Commissioner McGhee. Voting Aye: Grimes, Hawkins, Kelly, McGhee, and Pendergrass. Voting Nay: None. Motion carried. The rotary cutter is expected to be received by year end.

3. Budget Committee – Staff has begun the budget process for 2023. Staff is requesting the chair to appoint two commissioners to work with staff on the Budget Committee. The process will be met with the Budget Committee prior to the October commission meeting; present a draft budget to the full commission in October for review; receive comments and make final changes; and present the proposed budget for acceptance at the November commission meeting.

Commission Treasurer Pendergrass and Commissioner Voris were appointed to serve on the Budget Committee for the 2023 budget. No motion was required.

4. Director's Report

- A. Staff reported the airport will receive a Department of Transportation Small Community Air Service development grant. Although the airport has received this grant with the goal of adding service to Chicago. Currently there is no guarantee that American Airlines (AA) will provide this service. Staff and the marketing firm will be meeting with AA to discuss providing this service.
- B. An offer has been made and accepted for a replacement of Kathey Boze in the Director of Finance and Administration position, and she will begin on September 19, 2022.
- C. Arkansas Airport Operators Associations annual conference will be held in Fort Smith this year. Director Griffin is the current president of this association. The date for this conference is September 18-20 with the primary conference days being the 19-20. This conference will be held at the Wyndham Hotel. Staff will register any commissioners that want to attend.
- D. Director of Operations Tiffaney Farmer passed the AAAE's certification test last month and earned the classification of Certified Member of the AAAE. The test is intensive and covers all aspects of airport management and operations.

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NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be held Tuesday, September 27, 2022, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner McGhee and second by Commissioner Hawkins, the meeting adjourned 5:59 p.m. Voting aye: Grimes, Hawkins, Kelly, McGhee, and Pendergrass. Voting Nay: None. Motion Carried.

Respectfully submitted,



Michael Griffin, A.A.E.
Airport Director