

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY - FEBRUARY 21, 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 Grimes, presiding. Commissioners Hawkins, McGhee, Pendergrass, and Voris were present. Commissioners Kelly and Ridgley were absent. Also present were Michael Griffin, airport director, Lindsay Conley, finance director, Kathy Boze, administration director, and Tiffany Farmer, operations director.

**ADOPTION OF MINUTES**

On motion by Commissioner McGhee and second by Commissioner Hawkins, the Commission approved the Minutes of the Rescheduled Regular Meeting of January 27, 2023. Voting aye: Grimes, Hawkins, McGhee, Pendergrass, and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commissioner Treasurer Pendergrass gave a brief overview of finances, stating everything seemed in order, and staff continues to be able to answer any questions asked. Director Griffin also gave a financial overview, stating the year has started off well. Two additional CD investments were purchased earning favorable interest rates. Staff expects to receive greater matching funds revenue in the coming months as more projects are completed.

**ITEMS OF BUSINESS**

1. Hangar 20 Fuel Tank Request – Bruce Peterson, who rents Hangar 20 in the corporate hangar area requested to install an above-ground fuel tank at his leased area. Mr. Peterson's lease state that "Lessee may not install fuel storage tanks without the express written consent of the Lessor". If approved, an addendum to the lease will be completed that states the requirements for all applicable licenses and approvals to be obtained (fire codes, EPA, etc.) prior to installation. The addendum will also include the required fuel flowage fee (\$.09) per gallon, the same rate other corporate tenants with fuel tanks pay. An additional requirement will be that the fuel be used exclusively to fuel Mr. Peterson's aircraft with no sale of fuel to others. Staff recommended approving the request for fuel tank installation.

A motion to approve Bruce Peterson's request to install an above-ground fuel tank at corporate Hangar 20 was made by Commissioner Pendergrass and seconded by commissioner Voris. There was no further discussion. Voting aye: Grimes, Hawkins, McGhee, Pendergrass, and Voris. Voting nay: none. Motion carried.

2. Director's Report

- A. Staff attended the Mead and Hunt Air Service Conference in January. The airport's air service consultant and airport staff attended meetings with multiple airlines. In recent years there have been two major problems affecting the regional jet market that serves the Fort Smith area: pilot shortages and equipment shortages. During this year's conference, most airlines expressed they have a game plan to alleviate these shortages and begin adding regional air service as soon as 2024. Staff's meeting with American Airlines was positive;

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the airline is satisfied with their load factors in Fort Smith and plan to continue service in our area. Their plans are to decrease to three flights per day beginning Summer 2023, but the larger planes will be used so that the number of enplaned passengers will not drastically decrease.

- B. Staff met with the Air National Guard (ANG) to discuss the Airport Joint Use Agreement (AJUA). The AJUA is a funding mechanism for the ANG to reimburse the airport for their share of airfield maintenance costs. Having an AJUA in place strengthens the permanence of the ANG ARFF fire services provided to the airport. On another positive note, the record of decision finalizing the environmental process necessary for implementation of the upcoming ANG mission is expected to be signed in March.
- C. After the T-hangar discussion from last month's meeting, staff contacted Garver Engineering to obtain current pricing for T-hangar construction. The new estimates will be presented to the Commission upon receipt.
- D. Staff met with Chip Harris from Paris Marketing to begin planning local marketing efforts, and will present the marketing plan to the Commission when finalized.
- E. The annual audit is underway, and staff has been working diligently with the auditors. The auditor indicated to Director Griffin and Chairman Grimes that there had been no findings to date, and expects the audit to be finalized in early March and presented at next month's Commission meeting.
- F. Director Griffin expressed appreciation for Tiffaney Farmer, operations director, for her diligence with snow operations during the recent winter weather events.

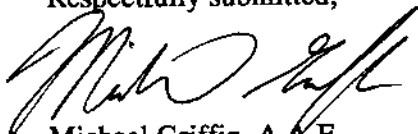
**NEXT COMMISSION MEETING**

The date of the next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, March 28, 2023, at 5:30 p.m.

**ADJOURNMENT**

On motion by Commissioner McGhee and second by Commissioner Hawkins the meeting adjourned 6:00 p.m. Voting aye: Grimes, Hawkins, McGhee, Pendergrass, and Voris Voting Nay: None. Motion Carried.

Respectfully submitted,



Michael Griffin, A.A.E.  
Airport Director