

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – MAY 30, 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, Ridgley and Voris were present. Commissioner Kelly was absent. Also present were Michael Griffin, airport director, Lindsay Conley, finance director, and Tiffany Farmer, operations director.

ADOPTION OF MINUTES

On motion by Commissioner McGhee and second by Commissioner Pendergrass, the Commission approved the Minutes of the Regular Meeting of April 25, 2023. Voting aye: Grimes, Hawkins, McGhee, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commissioner Treasurer Pendergrass gave a brief overview of finances, stating staff completed the usual check runs and does a good job documenting expenses. He mentioned the possibility of updating the method of filing expense reports. Director Griffin also gave a financial overview, reporting that if CARES grant reimbursements were deducted from April financials, there would be net income of \$74,629 for the month. A repair to the ARFF fire truck earlier this year totaling \$39,800 caused maintenance & repair expense to be over budget. The Exit Lane System project has been completed and is working well; false alarms have greatly decreased. The Airport 2 replacement vehicle on order has been cancelled by Breeden Dodge due to an inability to obtain necessary parts. Staff will obtain pricing for an alternate vehicle and present to the commission at a later date.

ITEMS OF BUSINESS

1. Airport Property Lease – The city requested three parcels of airport property near the intersection of Phoenix Avenue and Airport Blvd in order to provide additional space to accommodate the Foreign Military Sales (FMS) mission to be located at the 188th. As part of this request, the city will develop a new entrance to the general aviation area that will accommodate airport users and will not adversely affect these areas. Staff requests approval to lease the parcels to the city at this time so the additional land can be shown as available for military use in the upcoming amendment to the mission Environmental Assessment. If approved, lease details for the land parcels will be brought to the commission at a future meeting.

A motion to approve leasing the three parcels of land to the City of Fort Smith for FMS program purposes was made by Commissioner McGhee and seconded by Commissioner Ridgley. There was no further discussion. Voting aye: Grimes, Hawkins, McGhee, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

2. Minimum Standards Update –At a previous commission meeting, staff provided updates regarding the need for additional hangar space at the airport. Staff has been contacted by individuals and companies who have expressed interest in constructing hangars, however

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this interest has stalled due to the current Minimum Standards not allowing a person to lease space to another occupant unless they are a Fixed Base Operator (FBO). Staff presented a proposed amendment to the Minimum Standards that adds "Section 16. Hangar Leasing Services". This addition will allow a Hangar Leasing Service Operator to construct hangars and subsequently lease the hangars to aircraft owners or operators. Lease rates and operator fees will be developed for each development. If approved, a Request for Proposals (RFP) will be developed for available areas to ensure a fair process.

A motion to approve the Minimum Standards amendment allowing for Hangar Leasing Services was made by Commissioner Pendergrass and seconded by Commissioner Hawkins. There was no further discussion. Voting aye: Grimes, Hawkins, McGhee, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

3. Consultant Selection Part 150 Update - An FAA funded project planned for 2023 is to conduct a Federal Aviation Regulation (FAR) Part 150 Noise Compatibility Study. A Request for Qualifications (RFQ) was developed and advertised, with two responses received. Based on the RFQ, the submittals were independently reviewed and scored, all scoring Harris Miller Miller & Hanson (HMMH) higher than Coffman Associates. Staff will present the contract and documentation to accept the FAA grant to the commission at subsequent meetings.

A motion to approve Harris Miller Miller & Hanson as the Part 150 Noise Compatibility Study consultant was made by Commissioner Hawkins and seconded by Commissioner Ridgley. There was no further discussion. Voting aye: Grimes, Hawkins, McGhee, Ridgley and Voris. Voting nay: none. Motion carried.

4. Director's Report

- A. The Runway Extension project is on target for a June completion date. The instrument landing system will be back in service soon. Transient traffic should increase upon completion.
- B. The Air Force IGSA (inter-governmental support agreement) reimbursement program for the Runway Arresting Barrier has been executed, and the order was placed for the aircraft arresting system equipment with an 11-month lead time.
- C. An Airport Emergency Plan (AEP) Tabletop Exercise on Unmanned Aircraft Systems (drones) was conducted at the airport by Tiffany Farmer on May 24. It was a well-attended and well-received event.
- D. The airport received a Glare Study for the proposed Terminal Solar Farm, to ensure it won't interfere with pilot visibility. The environmental assessment for the Solar Farm project is progressing well.
- E. The self-serve fuel pump continues to be out of service. The main pump replacement was received and installed, but an additional part had to be ordered

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to restore functionality. The additional part is expected to be received within the week.

- F. Construction is underway for the new Marriott Element Hotel, with completion expected within 12 months.

NEXT COMMISSION MEETING

The date of the next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, June 27, 2023, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner McGhee and second by Commissioner Voris the meeting adjourned 6:20 p.m. Voting aye: Grimes, Hawkins, McGhee, Pendergrass, Ridgley and Voris. Voting Nay: None. Motion Carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael Griffin", is written over the typed name.

Michael Griffin, A.A.E.
Airport Director