

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – OCTOBER 24, 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 Hawkins, presiding. Commissioners Cooper, Grimes, Kelly, Pendergrass, and Voris were present. Commissioner Ridgley 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 Voris and second by Commissioner Kelly, the Commission approved the minutes of the regular meeting of September 26, 2023. Voting aye: Cooper, Grimes, Hawkins, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Director Griffin reported that two airport investments matured during the month, and both were reinvested in Certificates of Deposit at good interest rates. He presented an overview of the September Financial Statements, stating the airport generated net income for the month even if grant funds were excluded. It was noted that a down payment was made on replacement terminal seating. The expenses from the Runway Extension Project were over budget, but the airport is expecting funds from the FAA reimbursable agreement that will offset those expenses.

**ITEMS OF BUSINESS**

1. Auditor Selection – Commissioner Pendergrass and Commissioner Cooper served on the Auditor Selection Committee along with the airport director and the finance & administration director. Responses to the Requests for Qualifications were received from three firms, Forvis, Weaver and Landmark, and were scored independently. Forvis, the airport's current audit service provider, was ranked highest by three of the four selection committee members. Staff recommended that the commission approve Forvis as the airport's audit service provider and allow fee negotiations to begin. After negotiations, staff will bring fees to the commission for approval.

A motion was made by Commissioner Cooper and seconded by Commissioner Voris to approve Forvis as the airport's audit service provider and begin fee negotiations. Voting aye: Cooper, Grimes, Hawkins, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried. There was no further discussion.

2. T-Hangar Lease Rates – When the T-Hangar facility was constructed, the commission chose to set the lease rates for the airport T-Hangars. The current T-Hangar leases expire 12/31/23. Current rent is \$245/month with a 5% early-pay discount. Rent was previously increased \$25 in 2020, and \$30 in 2016. The CPI rate has increased 12.2% since the last rent increase. Staff requested approval to increase T-Hangar lease rates by 12.2% effective 1/1/2024.

A motion was made by Commissioner Pendergrass and seconded by Commissioner Kelly to approve the increasing T-Hangar lease rates by 12.2% effective 1/1/2024. Voting aye: Cooper, Grimes, Hawkins, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried, and there was no further discussion.

3. Employee Handbook Updates - Staff conducted a review of the airport employee handbook and made updates to remain consistent with the city's personnel policies. Updates were also made to

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the airport's FMLA policy based on legal recommendation. The proposed handbook revisions were submitted to the commission for approval.

A motion was made by Commissioner Pendergrass and seconded by Commissioner Kelly to approve revisions to the employee handbook as presented effective November 1, 2023. Voting aye: Cooper, Grimes, Hawkins, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried, and there was no further discussion.

4. Director's Report

- A. The Runway Extension project is nearing completion. Painters are coming back to finish their work. The FAA flight check is scheduled for November 6.
- B. 100% Plans were submitted to the US Air Force for the Aircraft Arresting System Project. December 1 is the target start date, and August 1, 2024 is the project completion deadline.
- C. The airport has been asked to share the cost to purchase 50 acres of land adjacent to the airport with the City of Fort Smith. The land will be used as a munitions site for the FMS Mission. Not enough information was available prior to the meeting to present a formal report to the commission. The topic will be readdressed at a subsequent meeting when more information is available.

NEXT COMMISSION MEETING

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

ADJOURNMENT

On motion by Commissioner Kelly and second by Commissioner Grimes, the meeting adjourned at 5:55 p.m. Voting aye: Cooper, Grimes, Hawkins, Kelly, Pendergrass and Voris. Voting Nay: none. Motion Carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael Griffin", is written over a light blue rectangular background.

Michael Griffin, A.A.E.  
Airport Director