

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – JULY 27, 2021
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, and Pendergrass were present. Commissioners Kelly and Ridgley were absent. Also, present were Michael Griffin, airport director, and Kathey Boze, administration director. Chairman McGhee introduced the new commissioner, Eric Pendergrass.

ADOPTION OF MINUTES

On a motion by Commissioner Nordin and second by Commissioner Hawkins, the Commission approved the Minutes of the Regular Meeting of June 22, 2021. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commission Treasurer Hawkins stated nothing out of the ordinary to report. Staff gave an overview of the finances. The June financial report includes a rent relief credit for rental cars, airport advertising and the public parking lot operator. The credit was reimbursed by the CRRSA grant received specifically for rent relief to terminal concessionaires. Staff stated the CARES and CRRSA grant receipts are substantially improving the airport's bottom line.

ITEMS OF BUSINESS

1. **Terminal Lighting Control Upgrade** – The lighting control system regulates the lights in and adjacent to the terminal building. The current system was installed when the building was constructed in 2001. Parts have been hard to find or unavailable for maintenance due to the system being outdated.

Bids were advertised by HSA Engineering Consulting Services. A few firms responded to the advertisement but only one company, B&A Electric, submitted a bid.

Staff recommends accepting B&A Electric's bid in the amount of \$48,780. The amount budgeted for the overall project was \$56,100.

A motion to accept B&A Electric's bid in the amount of \$48,780 was made by Commissioner Pendergrass and second by Commissioner Nordin. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass. Voting nay: none. There was no further discussion and motion carried.
2. **ARPA Grants Acceptance** - Staff has been informed that the airport is eligible to receive two grants from the Airport Rescue Grant Program (ARGP) under the American Rescue Plan Act (ARPA). These grants are related to the pandemic.

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The first grant is for \$1,669,624 and is for costs related to operating the airport, sanitizing the facilities, and measures to prevent the spread of pathogens. The second grant is for \$78,781 and is to provide rent relief to in-airport terminal concession lessees. The grant is similar to the CRRSA grant but more detailed.

Due to a quick turnaround time, staff recommends accepting both ARPA grant offers in advance and authorizing the airport director to execute the grants when they are received and reviewed by the airport attorney.

A motion to accept both ARPA grant offers and authorize the airport director to execute them when received was made by Commissioner Grimes and second by Commissioner Pendergrass. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass. Voting nay: none. There was no further discussion and motion carried.

3. Director's Report:

- A. Runway 7-25 Overlay – Construction work began last week. The work will be done in phases to reduce inconvenience to the flying public. On August 21st through September 5th there will be no airline services. During the initial planning stages it was intended for the airlines to utilize runway 1/19. However, the FAA has since stated that American Airlines' aircraft will not be able to operate on runway 1/19 due to the runway length. General aviation aircraft will continue to utilize the runway 1/19 except for September 1st – 5th when both runways are closed to repave the intersection. Helicopter traffic can use the airport throughout construction. Staff said resurfacing of the runway is done every twenty years.
- B. Air Service Development – The airport consultant company Mead & Hunt is working to attract airlines to Fort Smith. To ensure the airline has favorable connecting options to fit the passengers' needs Mead & Hunt have been comparing current Fort Smith passenger destinations with 2019 pre-pandemic destinations. Most of the top designations are the same while a few have changed since 2019. A destination survey is also being conducted on Facebook. Staff is also working with Mead & Hunt to find a low-cost carrier for possibly a seasonal route during vacation season.
- C. FAA Part 139 Inspection – This inspection is required for the airport to have airline service. The inspection went very well. Staff thanked the Operations Director, Ricky Rushing and staff for a great job.
- D. Terminal Carpet – New carpet has been installed in the airline departure lobby.
- E. Terminal Boiler – The chairman has signed the contract for the installation of the new boiler and it has been ordered.
- F. Runway Extension Design – Staff meets regularly with the chamber of commerce, the 188th, and airport engineers. The design portion of the project is scheduled to finish early next year with construction starting in the spring. Construction of the runway extension will not affect the airline service.

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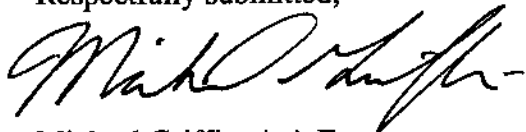
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, August 24, 2021, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Nordin and second by Commissioner Hawkins, the meeting adjourned at 6:10 p.m. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Griffin". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael Griffin, A.A.E.
Airport Director