

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – OCTOBER 26, 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, Kelly, Ridgley were present with Nordin arriving a few minutes late. Commissioner Pendergrass was absent. Also, present were Michael Griffin, airport director, Kathey Boze, administration director and Richard Rushing, operations director.

**ADOPTION OF MINUTES**

On a motion by Commissioner Ridgley and second by Commissioner Hawkins, the Commission approved the Minutes of the Regular Meeting of September 28, 2021. Voting aye: Grimes, Hawkins, Kelly, McGhee, and Ridgley. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Hawkins stated the finances are on track. Staff gave a brief overview of the finances. Professional services for September were high and the bulk of that was insurance broker fees. Staff deferred line items discussion to the draft budget presentation.

**ITEMS OF BUSINESS**

1. Draft 2022 Budget – Airport director, Michael Griffin thanked Treasurer Hawkins and Commissioner Pendergrass for serving on the budget committee with staff. The draft 2022 budget was presented to commission. The airport director noted there is an excess of revenue over expenses. There is an increase in personnel services. A salary survey was conducted this year so that the airport can be competitive in pay and retaining employees. As a result of the salary survey wages increased. The new salary scale is based on entry minimum and maximum rather than on grade and steps.

Staff reviewed the budgeted capital expenses and capital maintenance. The primary item in the project fund for next year is the runway extension.

Staff requested the commissioners to provide feedback to staff prior to November 10<sup>th</sup> so any changes can be included in the proposed 2022 budget which will be submitted for approval at the November commission meeting.

2. Director's Report:

- A. Land Clearing – The FAA does required flight checks on the runways, and on Runway 1, several trees were identified as penetrating the approach surface by a few feet. A contractor will clear cut that area.
- B. Runway Overlay Design Project – The runway grooving should be completed this week, weather permitting.
- C. Terminal Boiler Replacement Project – The boilers are now in operation.
- D. Fort Smith Regional Chamber of Commerce 2021 Annual Meeting – Commissioners were invited to attend a chamber lunch meeting tomorrow.

*Minutes of F.S.A.C. Regular Meeting*  
*October 26, 2021*  
*Page 2*

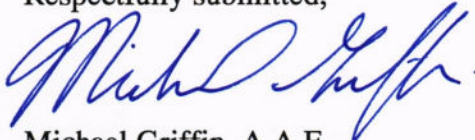
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, November 23, 2021, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Nordin and second by Commissioner Grimes, the meeting adjourned at 6:00 p.m. Voting aye: Grimes, Hawkins, McGhee, Nordin, Kelly, and Ridgley. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael Griffin".

Michael Griffin, A.A.E.  
Airport Director