

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – NOVEMBER 23, 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, and Commissioners Kelly and Ridgley were absent. Also, present were Michael Griffin, airport director, Kathy Boze, administration director and Richard Rushing, operations director.

**ADOPTION OF MINUTES**

On a motion by Commissioner Nordin and second by Commissioner Hawkins, the Commission approved the Minutes of the Regular Meeting of October 26, 2021. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Hawkins stated the finances are on track with checks written for several projects. Staff gave a brief overview of the finances. The administration office has been repainted and carpet installation is near completion. Delivery of the snow broom and tractor has been delayed until 2022. Completion of runway 7/25 overlay has been delayed until 2022. Renumbering of both runways has been delayed to March 2022 to coincide with the FAA publishing the new approach procedures. In October investments matured and funds were put in the bank accounts to cover construction invoices until reimbursement is received from other parties.

**ITEMS OF BUSINESS**

1. **Construction Manager/General Contractor Selection (CM/GC)** – The purpose of the CM/GC is help maintain the expedited project schedule for the Runway 8/26 Extension project. The CM/GC will provide preconstruction services to assist in finalizing design process, including providing more reliable construction cost and schedule projections. It is anticipated that later the CM/GC will provide construction services for the project, but those services are not being considered at this time.

Requests for Qualifications for CM/GC with two firms submitting statements of qualifications, Emery Sapp and Sons and Weaver-Bailey. Qualifications of both firms were scored independently by Chairman McGhee, Commissioner Grimes, and the airport director. All three scorers ranked Emery Sapp and Sons #1 and Weaver-Bailey #2.

Negotiations on terms and prices will begin with the selected firm. If negotiations breakdown at any time, the airport can terminate negotiations and immediately begin negotiations with the next ranked firm.

A motion to approve the ranking for the Construction Manager/General Contractor of Runway 8/26 Extension project and proceed with a contract with Emery Sapp and Sons was made by Commissioner Nordin and second by Commissioner Grimes. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass. Voting nay: none. There was no further discussion and motion carried.

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2. Construction Manager/General Contractor Preconstruction Services Proposal (CM/GC) – Emery Sapp and Sons submitted a proposal for CM/GC Preconstruction Services for the Runway 8/26 Extension project. The proposal is for the maximum not-to-exceed amount of \$89,630. The project design engineers and staff have reviewed the proposed contract and legal counsel is currently reviewing it. Commission approval will be subject to legal counsel’s review, and the chairman will execute the contract.

The contract with Emery Sapp and Sons for Construction Manager/General Contractor Preconstruction Services on Runway 8/26 Extension project, subject to attorney review, was made by Commissioner Pendergrass and second by Commissioner Hawkins. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass. Voting nay: none. There was no further discussion and motion carried.

3. Audit Engagement Letter – BKD, LLP has submitted an engagement letter to perform an audit for the airport’s FY21 financial records at a proposed base cost of \$42,600, with additional fees based on time expended on items related to new auditing and accounting standards, with GASB 87 being one of the standards. During the audit process, the chairman, management staff, and administration staff are interviewed as part of the auditor’s fraud detection.

Timeline for taking proposals for auditor selection was discussed. Qualifications were taken 3 years ago and for a possible 5 years.

A motion to accept BKD proposal and authorize the airport director to execute the engagement letter with BKD 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.

4. Proposed 2022 Budget – A few changes were made after submitting the draft budget. These items have been moved from 2021 to the 2022 budget: Renumbering the runways, completing the airport master plan, purchasing the snow broom and tractor, and the MCCA reimbursement for arresting system removal. A new position has been budgeted for a six-month period. This position will be a successor for Kathey Boze, who plans to retire in 2023. A retirement date is still pending and is totally at her discretion. The plan is to have the new person work with Kathey for a year.

The director thanked staff for the work involved in putting together the budget.

A motion to approve the Resolution 2022-2 to approve the 2022 Budget as presented was made by Commissioner Nordin and second by Commissioner Hawkins. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass. Voting nay: none. There was no further discussion and motion carried.

5. Director’s Report:

- A. Runway Extension Project – The project is ongoing with coordination between many different parties.

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- B. Staff changes – This is Ricky Rushing’s last day week. He accepted position at another airport which is a good opportunity for him. On behalf of the commission, the chairman expressed his appreciation for the work Ricky has done. ADK has been contracted to conduct a search for the new director of operation and in one week has received several qualified applicants. The receptionist left for a fulltime position. An offer has been made and the individual will start in mid-December.
- C. Air Service – the air service meeting was not well attended by big air carriers. The airport director did not attend but will attend the spring conference. Mead Hunt and staff continues working air service development. Current focus is looking at needed airline connections and kicked off a corporate travel survey. In the new year, a targeted focus on service needed for the foreign military operations will begin.
- D. Chairman McGhee wished everyone a Happy Thanksgiving.


**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission was moved to Tuesday, December 23, 2021, at 5:30 p.m.

**ADJOURNMENT**

On motion by Commissioner Nordin and second by Commissioner Hawkins, the meeting adjourned at 6:08 p.m. Voting aye: Grimes, Hawkins, McGhee, Nordin, and Pendergrass

Respectfully submitted,



Michael Griffin, A.A.E.  
Airport Director