

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – OCTOBER 25, 2022
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, Kelly, Pendergrass, Ridgley, and Voris were present. Commissioner McGhee was absent. Also, present were Michael Griffin, airport director, Kathey Boze, administration director, and Tiffaney Farmer, operations director.

ADOPTION OF MINUTES

On motion by Commissioner Ridgley and second by Commissioner Kelly the Commission approved the Minutes of the Regular Meeting of September 27, 2022. Voting aye: Grimes, Hawkins, Kelly, Pendergrass, Ridgley, and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commissioner Treasurer Pendergrass gave a brief overview of finances. Stated that the finances are on track. Staff have been working diligently on cash flow and investments. Director Griffin gave a brief overview of finances as well. In capital outlay the front-end mower has been removed from the 2022 budget as there are supply chain issues. The rotary cutter and replacement of furniture in the terminal departure area will be received before yearend. The office network system is being installed this week. Staff is planning for the end of CARES grant funds in 2024 by looking at sustainability projects to enhance the airport's future financial position.

ITEMS OF BUSINESS

1. Architect for ARFF Station Expansion – The 188th will be moving their Aircraft Rescue Fire Fighting (ARFF) staff into the airport fire station full time and they will need more space. Funding is in place from the Air National Guard to expand the airport's current fire station to accommodate their needs. An architect selection process is required for this type of project. Staff recommends waiving the requirement of request for qualifications and proceed with using MAHG for the expansion. The reason for this is MAHG was the architect for the current fire station construction so they are very familiar with the building. As such, they are ahead of all other architects that may apply, making the project completion time shorter, which is necessary to meet the Guard's needs. MAHG is a local architect that has done many projects in the City of Fort Smith as well as for the airport.

A motion to waive the request of qualifications requirement and to contract with MAHG to design the ARFF station expansion was made by Commissioner Pendergrass and seconded by Commissioner Hawkins. Voting aye: Grimes, Hawkins, Kelly, Pendergrass, Ridgley, and Voris. Voting nay: none. There was no further discussion and motion carried.

Minutes of F.S.A.C. Regular Meeting

October 25, 2022

Page 2

2. Parking Lot Rate Increase – REEF Parking is the current parking lot operator for the public parking lot at the terminal building. They have approached staff about the possibilities of increasing the maximum daily parking fee. All other fees such as 0-30 minutes, 31-60 minutes, or any other additional hours would remain the same. The current maximum daily fee is \$9 a day, and it has not been raised since 2016.

REEF would like an increase of \$1 or \$2. Based on usage and receipts it is estimated that increasing the maximum daily rate by \$1 to \$10 would result in \$67,896 additional revenue to the airport. Increasing the maximum daily rate by \$2 to \$11 would result in \$135,792 additional revenue. With a \$2 increase Fort Smith is still lower than other airports in the region. Staff recommends increasing the maximum daily parking fee at a rate determined by the commission. After a brief discussion, commissioners suggested an increase of \$2 making the maximum daily rate \$11.

A motion to increase the public parking lot maximum daily rate by \$2 effective December 1, 2022, was made by Commissioner Voris and seconded by Commissioner Hawkins. Voting aye: Grimes, Hawkins, Kelly, Pendergrass, Ridgley, and Voris. Voting nay: none. There was no further discussion and motion carried.

3. Draft 2023 Budget – The 2023 Draft Budget was presented to the commission. Staff requested commissioners review the draft budget and contact staff with feedback or questions before November 10, 2022. This will allow time for any changes to be included in the proposed 2023 budget, which will be presented at the November meeting. Chairman Grimes thanked Commissioners Pendergrass and Voris for serving on this year's budget committee.

4. Director's Report

- A. Passenger enplanement numbers are continuing to increase. Nationwide, enplanements are affected by issues with pilot and equipment shortages. Staff and the marketing team are having discussions with airlines as often as possible.
- B. Runway 8/26 Extension is on track with paving continuing and completion projected for spring 2023. Staff offered the commissioners a tour of the construction site.
- C. Lindsay Conley, who was hired for the position of Director of Finance and Administration, is scheduled to start Monday October 31, 2022. Resumes are also now being taken for a vacant airfield maintenance position.

Minutes of F.S.A.C. Regular Meeting

October 25, 2022

Page 3

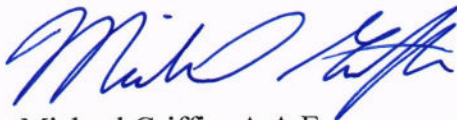
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be held Tuesday, November 22, 2022, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Ridgley and second by Commissioner Voris, the meeting adjourned 5:57 p.m. Voting aye: Grimes, Hawkins, Kelly, Pendergrass, Ridgley, and Voris. Voting Nay: None. Motion Carried.

Respectfully submitted,

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

Michael Griffin, A.A.E.
Airport Director