

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – MAY 28, 2024  
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 Barr, Cooper, Pendergrass and Voris were present. Commissioners Kelly and Ridgley were absent. Also present were Michael Griffin, Airport Director, Lindsay Conley, Finance Director, Tiffany Farmer, Operations Director, Carl Geffken, City Administrator, and Kelly Johnson, Aviation Management Consultant.

**ADOPTION OF MINUTES**

On motion by Commissioner Pendergrass and second by Commissioner Voris, the commission approved the minutes of the regular meeting of April 23, 2024. Voting aye: Barr, Cooper, Hawkins, Pendergrass and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Director Griffin reported notable items on the financials. The solar farm project planned for 2024 has been postponed. Grant funds allotted to the solar farm are now to be used for projects with higher priority. One such project is the runway lighting recircuiting upgrade for the runway visibility zone (RVZ), which cuts across the old terminal ramp where the new sun shade and shelters will be for the F35s. During construction of this recircuiting project, pilot-controlled lighting will be disabled, and the North/South runway will have to closed at night when the control tower is closed. This shouldn't affect air traffic much, as this runway is rarely used at night. Because of the shifted grant funds and solar farm project postponement, solar farm environmental assessment charges of \$70,000 were expensed as Professional Services and removed from the grant receivables account. This caused Professional Services expense to be at 147% of the current year budget. Other notable expenses were Jetbridge repairs totaling \$27,700 expensed to the Buildings Maintenance/Repair account, and ARFF Truck tires totaling \$18,500 expensed to the Maintenance/Repair of Equipment account.

**ITEMS OF BUSINESS**

1. Aircraft Rescue Fire Fighting (ARFF) Station Expansion Bids – In 2022, the airport entered into a Military Construction Cooperative Agreement (MCCA) for the expansion of the ARFF station. This project design has been completed. In April, the 188<sup>th</sup> Wing advised that the National Guard Bureau (NGB) gave clearance to send the project to the bidding phase. Beshears Construction Inc. was previously selected as the construction manager for this project. Bids were obtained and provided this month. The 188<sup>th</sup> Wing is aware that the project bids exceed the original MCCA amount authorized, and they intend to seek a modification of the agreement with NGB. This project is based on the 188<sup>th</sup>'s scope of work, and additions to this scope have been made since the MCCA was executed. It is staff's intention not to issue a notice to proceed for construction until this modification is made, and all project expenses are covered under the MCCA.

A motion to approve Beshears Construction bid received for the ARFF station expansion, pending receipt of the MCCA modification and approval by the 188<sup>th</sup> Wing, was made by Commissioner Pendergrass and seconded by Commissioner Voris. Voting aye: Barr, Cooper, Hawkins, Pendergrass and Voris. Voting nay: none. There was no further discussion and motion carried.

2. Director's Report

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- A. Construction Update – Kelly Johnson, the City’s airport consultant, said Administrator Geffken had brought her on board to help ensure the City pushes as hard as it can on the timeline of construction on the airfield because it’s so critical. She reported that construction had begun on the east end, and significant work was accomplished over the three-day holiday weekend. Subcontractors for OG&E were currently working on the primary line for electrical. Final equipment installation at the west end should be completed during the second half of June. All BAK equipment has been delivered and is on site. She stated the project was moving along well, as long as the weather continues to cooperate.
- B. Irrigation System Replacement Project – Alber Irrigation is currently working towards completion of the irrigation system replacement.
- C. Sidewalk Replacement – The main sidewalk leading to the customer parking area is being replaced. Over the years the concrete slabs have become uneven, and replacement is necessary as it’s a liability risk.
- D. Terminal Chiller – A compressor for one of the airport’s terminal chillers was not functioning upon inspection and was replaced during May. The expense for this will be seen on next month’s financials.
- E. Fence Damage – Reimbursement was received for the fence damage that occurred in October, and now the fence has been damaged again in the same area of 46<sup>th</sup> and Savannah. Airport staff will meet with City engineers to see if a solution can be found to prevent the numerous accidents that occur in this area.
- F. Air Service Committee – Kelly Johnson has joined the Mayor’s Air Service Committee at the request of the City Administrator. She will be a valuable addition to this group as she can step in to deal with potential airlines when airport staff is required to recuse themselves due to grant assurances. There were 212 responses to the corporate air survey sent to the community. The next step for the air service committee is to reach out to surrounding communities.
- G. TSA LEO Reimbursement Program Cessation – Commissioner Pendergrass asked for a status update regarding the cessation of TSA LEO funding. Carl Geffken responded that the City of Fort Smith will continue providing law enforcement officers as they always have, and absorb the cost previously funded by TSA. Kelly Johnson reported that they are pushing to reinstate this program funding in components of a new bill in Congress, and her contacts at AAAE should be able to find out by next week if the funding has been restored for this year. If not this year, funding should be restored for 2025.
- H. New Commissioner – Commissioner Hawkins welcomed Russ Barr to the commission, who was appointed by the Mayor to replace former Commissioner Grimes. He also thanked Carl and Kelly for attending the meeting and providing updates.

### **NEXT COMMISSION MEETING**

The date of the next regularly scheduled meeting of the Fort Smith Airport Commission was changed to Tuesday, June 18, 2024, at 5:30 p.m.

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ADJOURNMENT

On motion by Commissioner Barr and second by Commissioner Voris, the meeting adjourned at 5:57 p.m. Voting aye: Barr, Cooper, Hawkins, Pendergrass and Voris. Voting Nay: none. Motion Carried.

Respectfully submitted,

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

Michael Griffin, A.A.E.  
Airport Director