

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – JULY 23, 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 Pendergrass, presiding. Commissioners Barr, Cooper, Hawkins, Ridgley and Voris were present. Commissioner Kelly was absent. Also present were Michael Griffin, Airport Director, Lindsay Conley, Finance & Administration Director, and Kelly Johnson, Aviation Management Consultant to the City of Fort Smith.

Chairman Pendergrass stated the originally published agenda needed to be amended to include an additional item for discussion, the Runway 2/20 Electrical Recircuiting Project. A motion to accept the amended agenda as presented was made by Commissioner Cooper and seconded by Commissioner Hawkins. Voting aye: Barr, Cooper, Hawkins, Pendergrass, Ridgley and Voris. Voting nay: none. There was no further discussion and the motion carried.

ADOPTION OF MINUTES

On motion by Commissioner Barr and second by Commissioner Hawkins, the commission approved the minutes of the regular meeting of June 18, 2024. Voting aye: Barr, Cooper, Hawkins, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commission Treasurer Cooper presented the June 2024 financials, noting the year was half complete. The airport's operating revenues were at 51% of budget. The operating expenses were high, but excluding the city runway extension reimbursement, operating expenses were below budget at 45%. The airport had \$6.85 million in current cash and investments, with total current assets at \$9.9 million. There was net income of \$98,800 for the month. Notable expenses included a new backflow system for the terminal purchased from Northwest Fire Protection for \$11,000, and sidewalk repairs made by Forsgren for \$6,300. Director Griffin noted the sidewalk had been identified as a safety hazard, making the repairs necessary. He also reported Briley Forestry had been hired to clear underbrush on the airport properties on Phoenix Avenue and Massard Road.

ITEMS OF BUSINESS

1. Runway 2/20 Electrical Recircuiting Project – The Runway Visibility Zone (RVZ) is an area located near the intersection of our two runways and is required to be clear of obstructions (buildings, aircraft, etc.) when the Air Traffic Control Tower (ATC) is closed. Due to the military expansion, there is a need for structures in this area. Staff has been working with the FAA to mitigate the RVZ issue, and the solution is to close Runway 2/20 during the hours that ATC is closed, which is currently 11:30pm-5:30am. After evaluating the usage of the runway during these hours, closing this runway will not have an adverse effect on the use of the airport. In the past year, this runway was only used for landing 81 times during the affected hours, and none of those landings were commercial flights. To close the runway each night, it is required to disable the Pilot Controlled Lighting, the PAPI's, and ensure that various airfield signs always remain illuminated which requires recircuiting on sections of the airfield electrical system. This project will be funded 90% by an FAA AIP Discretionary Grant, and staff will apply for a state grant for the remaining 10%. The total cost of the project is \$185,000 and will be completed by Rick McGinty Company.

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

July 23, 2024

Page 2

A motion to authorize the Commission Chairman to execute the FAA AIP Discretionary Grant to fund the Runway 2/20 Electrical Recircuiting Project when it is awarded was made by Commissioner Hawkins and seconded by Commissioner Barr. Voting aye: Barr, Cooper, Hawkins, Pendergrass, Ridgley and Voris. Voting nay: none. There was no further discussion and the motion carried.

2. Construction Manager Contract Amendment – The City of Fort Smith has offered Beshears Construction, Inc. an incentive bonus for early completion of the Aircraft Arresting System project. The incentive will be paid to Beshears by the City if the system is completed by July 31st. Although the incentive will come from the City, the construction contract is between Beshears and the Commission, therefore the contract amendment must be executed by the Commission Chairman. The amendment has been reviewed by airport legal counsel, the city’s legal counsel, and the engineers of both the city and airport.

A motion to authorize the Commission Chairman to execute the Guaranteed Maximum Price Amendment to the Beshears Aircraft Arresting System construction manager contract was made by Commissioner Ridgley and seconded by Commissioner Hawkins. There was no further discussion and the motion carried.

3. Director’s Report

- A. Construction Update – Kelly Johnson reported the Arresting System completion date of July 31 will be realized if the weather remains favorable. Curtiss Wright is scheduled to certify the west box system by end of day Friday. Details of all construction work being completed this week were provided. If all goes as scheduled, the temporary markings will be taken up August 7, putting the runway back in play. The week of August 19th, an F16 is coming to test the cables. Berms are set to be completed within 150 days after August 31.
- B. ARFF Station Expansion – Construction of this project is ready to begin as soon the National Guard Bureau provides an updated MCCA funding agreement and gives the go ahead to proceed.
- C. National Airline Computer Outage – Fort Smith was unaffected by the national airline computer outage this week, as American Airlines had their system back in service before our first flight was scheduled to leave on the day of the outage.
- D. Staff Update – The Director of Operations executive search went live with ADK Consulting two weeks ago and will be active through mid-August. Several applicants have been pushed through to the next round. An airfield maintenance worker was hired to replace Danny Gasparotto. Danny retired in early July, but agreed to work part-time until his replacement is hired and trained. A listing for an Airfield Operations Specialist will be posted in the coming weeks to take on the safety duties of the airfield.
- E. Air Service Update – American Airlines reported the FSM quarterly load factor is at 76%; we need at least 80% before they will consider adding a second flight destination. Paris Marketing has been commissioned to create a digital ad campaign for the airport in efforts to bring the load factor up.

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

July 23, 2024

Page 3

- F. Air Force Update – Coordination with the Air Force for the coming FMS mission is going well. The airport now has a TSA approved security program in place, which was achieved by meshing the security procedures of the airport with those of the Air Force.
- G. FAA & TSA Inspections – The airport has undergone its annual comprehensive inspections by both the FAA and the TSA in the past few weeks. Director Griffin reported that both inspections went well. There was nothing of concern to report to the commission, and no items of impact to the safety and security of the public.

NEXT COMMISSION MEETING

The date of the next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, August 27, 2024, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Hawkins and second by Commissioner Voris, the meeting adjourned at 6:05 p.m. Voting aye: Barr, Cooper, Hawkins, Pendergrass, Ridgley and Voris. Voting Nay: none. Motion Carried.

Respectfully submitted,

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

Michael Griffin, A.A.E.
Airport Director