

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – SEPTEMBER 24, 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, Kelly and Voris were present. Commissioners Hawkins and Ridgley were absent. Also present were Michael Griffin, Airport Director, and Lindsay Conley, Finance & Administration Director.

**ADOPTION OF MINUTES**

On motion by Commissioner Barr and second by Commissioner Voris, the commission approved the minutes of the regular meeting of August 20, 2024. Voting aye: Barr, Cooper, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Cooper presented the August 2024 financials. Revenues were \$3.28 million, with expenses of \$3.21 million, leaving a net income of \$61,300 for the month. In Current Assets, cash decreased \$2.7 million from the prior month due to Air Force reimbursement of current month Arresting System construction expenses being received the following month. Revenues exceeded projections in Self Service Fuel and Airline Landing Fees. Operating interest was lower than budget due to airport investments being redeemed to pay for project expenses. Notable operating expenses are Marketing/Development costs including an AAOA lunch sponsorship and Aerospace Mid-America Defense Summit sponsorship, as well as Professional Services costs for the ADK Consulting Operations Director executive search. Overall expenses were below budget for the year.

**ITEMS OF BUSINESS**

**1. Director's Report**

- A. Director of Operations Position – ADK Consulting completed the Operations Director search, submitting 18 applicants for staff review. Interviews with 3 qualified applicants are scheduled for the last week of September. Commissioner Voris will be involved in the interview process. A decision will be made by October 1.
- B. Industrial Aviation Military Workshop - Director Griffin recently attended this workshop, which was formerly the Joint Use Conference and Joint Use Committee with AAAE. Griffin has been a member of this committee since last June. The committee is made up of civilian and military members. Although most of the workshop and committee is geared towards joint-use airports, rather than airports with military tenants like FSM, it is a good group to be involved with to discuss and compare the different requirements.
- C. ARFF Fire Station Expansion – A notice to proceed with construction was issued this week, as the National Guard Bureau MCCA modification has been

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received. The airport has received the first construction Pay App from Beshears. Project completion is expected in November 2025 if not sooner.

- D. SIDA Badge Renewals – Airport SIDA badge renewals are underway. Director Griffin thanked staff for handling this busy time.
  - E. Arm De-arm Project – Current work underway at the west end berm is joint sealant and concrete panel repair. The east end berm is more challenging, given the drainage that runs behind it and the brick retaining wall. Progress is being made and the project is on schedule, with completion estimated to be November or December 2024.
  - F. Arresting Barrier Certification – The Arresting Barrier Certification testing was completed and went well. Ownership of the Arresting System was transferred to the Air Force this week.
  - G. F35 Training – A crew from Eglin Air Force Base was in Fort Smith for the past two weeks doing a test run for their training rounds and curriculums. The Air Force was happy with how things went operationally on the ground as well with local air traffic.
  - H. Air Force Projects – Current construction calls with the Air Force take less than ten minutes each, which is a testament to how well things are going. All parties are operating in compliance with FAA regulations, and there are no known issues.
  - I. Runway 2/20 Electrical Recircuiting Project – This project to mitigate the Runway Visibility Zone (RVZ) due to the FMS construction is complete, and costs came in under budget. The airport received a grant from the FAA covering 90% of the cost, and will apply with the Arkansas Division of Aeronautics to cover the remaining 10%. The runway hasn't yet closed overnight because it isn't necessary at the present time.
  - J. Take Off Air Service Conference – Director Griffin will attend this conference in October to meet with American Airlines, United, Breeze, Delta, JSX and Skywest in order to attract new air service to Fort Smith.
2. Executive Session for Airport Director Evaluation – At 5:53 p.m. on motion by Commissioner Kelly and second by Commissioner Cooper, the Commission adjourned into executive session to discuss the airport director's performance. Voting aye: Barr, Cooper, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried.

The commission reconvened the regular meeting at 6:22 p.m. on motion by Commissioner Voris and second by Commissioner Kelly. Voting aye: Barr, Cooper, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried.

Chairman Pendergrass reported the commission was very pleased with the Director Griffin, they appreciated his commitment to Fort Smith Airport, and they wished to continue his contract. Commissioner Voris stated the commission hears very positive things about

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Director Griffin. Voris said he has seen the relationships Griffin has forged on the airport's behalf, and those relationships are monumental for where the airport stands today. Voris didn't believe the airport would be where it is today without a director of Griffin's character, leadership ability, and selfless manner in which he takes care of his staff. Voris expressed appreciation for all Griffin does and will continue to do for years to come. Commissioner Cooper seconded Voris' comments.

**NEXT COMMISSION MEETING**

The date of the next meeting of the Fort Smith Airport Commission will be the rescheduled date of Tuesday, October 29, 2024, at 5:30 p.m.

**ADJOURNMENT**

On motion by Commissioner Voris and second by Commissioner Kelly, the meeting adjourned at 6:25 p.m. Voting aye: Barr, Cooper, Kelly, 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