

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – NOVEMBER 19, 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, Kelly, Ridgley and Voris were present. Also present were Michael Griffin, Airport Director, and Lindsay Conley, Finance & Administration Director.

ADOPTION OF MINUTES

On motion by Commissioner Hawkins and second by Commissioner Voris, the commission approved the minutes of the October 29, 2024 regular meeting. Voting aye: Barr, Cooper, Hawkins, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commission Treasurer Cooper presented the October 2024 financials, reporting the airport had a good month and had kept expenses at a controlled level. Operating cash and investments totaled \$8.1 million. Net income for the month was \$20,747. Notable expenses this month were relocation expenses for the newly hired Director of Operations, a new t-hangar door, fire truck maintenance totaling \$27,000, and deicer inventory replacement totaling \$23,800. Director Griffin noted that the 2024 budget amendment had been finalized in the previous month. Since that time, additional expenses were incurred in Professional Services account for engineer services contracted with Halff. These expenses will put the airport over budget, but are necessary to protect the airport interests in airfield projects to be completed by the Air Force.

ITEMS OF BUSINESS

1. Property Development Ground Lease – Staff and Commissioner Cooper have been negotiating a ground lease with the owners of a franchise business that sells premium tea, water, and coffee related products. This development would be located next to Home2 by Hilton Hotel on Phoenix Avenue. After discussions and negotiations, a Letter of Intent (LOI) has been executed contingent on approval by the Commission. The leased area will consist of a one-acre parcel with an initial term of fifteen years with renewal options.

A motion was made by Commissioner Cooper and seconded by Commissioner Hawkins to approve the Letter of Intent and to authorize the Airport Director to execute a ground lease. Voting aye: Barr, Cooper, Hawkins, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

2. Draft 2025 Budget – Budget meetings were held in November with Commission Treasurer Cooper and Commissioner Barr to review the draft budget in detail. 2025 will be the first full year post-pandemic with no CARES act funding, and staff was able to present a balanced budget. Planned Capital Outlay expenditures include new baggage return bagbelt doors, concrete repairs and a new Kubota RTVX that will replace the current Kawasaki Mule and enhance the equipment capabilities. Planned projects include a continuance of Taxiway E South Design and the ARFF Station expansion, as well as beginning construction of a Runway 8 Blast Pad Overlay, Snow Removal Equipment Building and security improvements. Commissioners were asked to provide feedback to the airport director by December 6th.

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3. Director's Report

- A. Arm Dearth Berms & Apron – Construction continues to be on schedule. The retaining walls have been completed. Target completion date remains December 9.
- B. Aircraft Arresting System – The west end pit flooded and ruined the arresting system equipment. The area received three months of rain in two nights, and although the arresting system was built to manufacturer's spec, it could not withstand that much water. The airport signed over ownership to the Air Force in August 2024, but is staying involved as needed. The Air Force is working on an alternative for their operations, and using the east end arresting system for the time being.
- C. ARFF Fire Station Expansion – Construction was held up briefly due to the rain, but continues to be on track for completion in November 2025.
- D. SATAF Meeting – Staff attended the ninth Site Activation Task Force (SATAF) meeting at the guard base, and escorted meeting attendees on the airfield to view potential take-off and landing sites. The guard wants to restart the clock on their ground lease due to the amount of building and infrastructure improvements they're completing; this will be done when their environmental study is complete.
- E. Taxiway J – The Air Force plans to fund and construct new Taxiway J. The new taxiway will connect to Taxiway Bravo. The airport is working with the Air Force integration team, and construction will begin in early 2025.

NEXT COMMISSION MEETING

The date of the next meeting of the Fort Smith Airport Commission will be the rescheduled date of Tuesday, December 17, 2024, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Hawkins and second by Commissioner Ridgley, the meeting adjourned at 6:12 p.m. Voting aye: Barr, Cooper, 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