

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – DECEMBER 17, 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, Lindsay Conley, Finance & Administration Director, and Andrew Meyer, Operations Director.

ADOPTION OF MINUTES

On motion by Commissioner Kelly and second by Commissioner Hawkins, the commission approved the minutes of the November 19, 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 November 2024 financials, reporting the airport had a good month. Operating cash and investments totaled \$7.4 million. Project funds totaled \$1.1 million. Net income for the month was \$116,814. A maturing \$550,000 CD was reinvested in a new Bank OZK CD at 4.31% interest. Rental car revenue exceeded budgeted projections by 5.2%. Notable expenses this month were a \$3,400 charge for Paris Marketing's October portion of the fall social media campaign and a \$2,100 charge for Cityview Services to power wash the front of the terminal building.

ITEMS OF BUSINESS

1. Snow Removal Equipment Building Design Proposal – The Snow Removal Equipment Building is planned for design and construction in 2025. The building will be funded by the FAA's Bipartisan Infrastructure Law (BIL) which is a program that provides funding for airport infrastructure. MAHG Architecture, currently working on airport projects, provided a proposal that covers their tasks from design through construction in the amount of \$402,580. This amount is comparable in cost to a recent project of similar scope. Staff will have an Independent Fee Estimate (IFE) completed as required for FAA funded projects to confirm fair and reasonable consultant fees. KSA performs the IFE; this firm is located outside of the local market, enabling them to provide an independent estimate.

A motion was made by Commissioner Barr and seconded by Commissioner Ridgley to accept MAHG Architecture's Snow Removal Equipment Building Design proposal and to authorize the Airport Director to execute the agreement after completion of the IFE and legal review. Voting aye: Barr, Cooper, Hawkins, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

2. Proposed 2025 Budget – The proposed 2025 budget was presented for commission approval. The draft budget was previously presented at the November meeting, with no comments received from the commission.

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A motion was made by Commissioner Cooper and seconded by Commissioner Voris to approve Resolution 2024-2 approving the 2025 budget as presented. Voting aye: Barr, Cooper, Hawkins, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

3. Director's Report

- A. Aircraft Arresting System – Due to the flooding of the west end pit, the Air Force received approval from the FAA to place a temporary system until repairs can be made on the permanent system. The Air Force requested to displace the threshold, but that is a process that takes months to coordinate with the FAA. Repairs will be made between scheduled American flights. It was confirmed that the flooding was not due to contractor error.
- B. Arm Dearm Berms & Apron – Construction continues to be on schedule. The only remaining item for completion is striping.
- C. ARFF Fire Station Expansion – Construction went vertical December 16, with steel going up. Projected completion remains on track for November 2025.
- D. FedEx Lease Expansion – Galbreath Dodson leases land on Phoenix Avenue where the FedEx building is located. They plan to expand their leased area to allow for a parking lot in back of the building. The additional square footage has been offered at the same price per square foot as their current lease rate. Staff has allowed geotechnical work and preliminary planning to be completed. The additional land added to this lease will not inhibit potential construction of new hangars in the area.
- E. Element Hotel – Construction of the new Marriott Element Hotel is complete; the airport is lucky to have such quality developments at its front door. The City of Fort Smith planning department has delayed issuing the Certificate of Occupancy due to a vent that is visible from Phoenix Avenue, but the owner is working on obtaining a variance. The hotel will be open for business as soon as the variance is obtained.
- F. Property Development Ground Lease – Surveying for the tea franchise will be completed during the second half of January. There are a couple of mine voids that affect the one-acre lot.
- G. Civil Air Patrol – Col. Peter Mudge, commander of the Civil Air Patrol, and is seeking funding for a new facility for their 28 cadets and 20 senior members to meet. The current facility is only 1600 square feet, has flooding issues and a cracked foundation. They would like to have a larger space for STEM education. Mudge is working with grant writers and seeking community participation to raise funds.

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NEXT COMMISSION MEETING

The next meeting of the Fort Smith Airport Commission will be the rescheduled date of Tuesday, January 21, 2025, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Hawkins and second by Commissioner Kelly, the meeting adjourned at 6:10 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", is written over a light blue rectangular background.

Michael Griffin, A.A.E.
Airport Director