

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – FEBRUARY 25, 2025
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, Hawkins, Kelly, Ridgley and Voris were present. Lindsay Conley, Director of Finance & Administration, was also present. Commissioner Cooper was absent, as well as Michael Griffin, Airport Director.

ADOPTION OF MINUTES

On motion by Commissioner Hawkins and second by Commissioner Barr, the commission approved the minutes of the January 21, 2025 regular meeting. Voting aye: Barr, Hawkins, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Lindsay Conley, Director of Finance & Administration, presented the January 2025 financials. Current assets included \$10.1 million in operating cash and investments, and \$1.5 million in project funds. With 8.5% of the year completed, operating revenues were at 7.9% of the budget, and expenses at 8.0%, resulting in a net operating income of \$7,031. Notable revenues included rental car gas revenues at a low 2.9% of budget due to a repair issue with the rental car fuel pump. Notable expenses included personal services overtime at 43.6% of the budget due to an inclement weather event; technical services at 12.4% of the budget, with \$2,500 paid to AAAE for a custom online non-movement training course; maintenance/repair buildings at 10.5% of the budget, with \$16,500 paid to Mid-South Painting for roof repair of three hangars; chemicals at 35% of the budget due to the use of five bags of deicer during the inclement weather event; and field lighting at 20% of the budget, with \$3,493 paid to Allen Enterprises for 15 blue glass LED taxiway lights. No capital expenditures were recorded in January as construction invoices received had been accrued for December year-end; construction expenses were set to resume in February.

ITEMS OF BUSINESS

1. Air National Guard (ANG) Lease Amendment – Staff received a lease amendment request from the National Guard Bureau (NGB) to add additional property previously approved by the Commission into the ANG lease. This property included three Phoenix Avenue parcels and additional land directly adjacent to the base on the airside. Staff coordinated with NGB to add verbiage to the lease guaranteeing public access to Airport Blvd. and Old Phoenix Avenue for ingress and egress to the FBO and corporate aviation areas. Additionally, staff added provisions to maintain access through areas of the airport perimeter road that are co-located with or adjacent to mission areas essential for airport operations. The lease amendment was reviewed by legal counsel, and staff recommended approval for the Chairman to execute the amendment. Commissioner Voris inquired if the amendment referenced Airport Blvd. being rerouted in the future; the lease was reviewed and Commissioner Pendergrass noted that section (f) laid the groundwork for the DOD to be able to add a new road if needed. It was noted that section (h) gave the public ingress and egress to the Fixed Base Operator, hangars and other locations. Commissioner Ridgley believed the wording of the lease amendment was straightforward and would protect the airport's ingress and egress to these areas.

A motion was made by Commissioner Ridgley and seconded by Commissioner Hawkins to approve the Chairman to execute the Air National Guard lease amendment. Voting aye: Barr, Hawkins,

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Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

2. Hangar Development Request – Mr. Al Lavenue submitted a request to construct a 62' x 50' STAR Building Systems hangar with a hydraulic door for his personal aircraft at the Charlie South T-Hangar ramp. The airport's minimum standards permit individuals to construct their own hangar upon obtaining the Commission's approval and providing the necessary construction and architectural plans. Staff confirmed receipt of the required plans and specifications. Upon approval, staff will initiate the ground leasing process and assist Mr. Lavenue with obtaining the necessary FAA Airspace Review prior to construction.

Mr. Lavenue addressed the Commission, giving a brief personal history and explaining his need for the hangar. Commissioner Kelly inquired about the distance between the T-Hangar building and the proposed hangar, which was reported to be 63 feet. Commissioner Hawkins asked about the construction timeline; Mr. Lavenue indicated that construction would begin in spring. He also commended Director Griffin for his excellent assistance in planning the hangar.

A motion was made by Commissioner Kelly and seconded by Commissioner Hawkins to approve the hangar development request. Voting aye: Barr, Hawkins, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

3. RTV Bid - The 2025 budget included the purchase of an RTV with a broom attachment to replace the 2015 Kawasaki Mule currently used for terminal area maintenance. An RTV was chosen for its ability to utilize various implement attachments. The broom attachment would be utilized for snow removal and pavement sweeping. Bids were advertised, with only one bid received. Gray Brothers Equipment of Fort Smith submitted a bid of \$34,028, which was below staff's estimate and budget amount of \$38,000. Staff recommended accepting the bid from Gray Brothers Equipment.

A motion was made by Commissioner Hawkins and seconded by Commissioner Voris to accept the RTV bid for \$34,028 from Gray Brothers Equipment. Voting aye: Barr, Hawkins, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

4. Director's Report

- Runway 8 Blast Pad Project – This project has been advertised, and bids will be brought to the commission at the March meeting.
- Annual Audit – Auditors from Forvis Mazars were onsite February 10 – 14 to complete the annual audit. The audit report will be presented at the March meeting.
- Sports Tourism Strategic Plan – Discover Fort Smith, formerly the Fort Smith Convention & Visitors Center Bureau, invited staff to a presentation of their concept for an indoor sports facility used for volleyball and pickleball. The conceptual site plan proposed placing the facility on airport property east of Home2Suites. The budget was based on a land lease rate of \$0.30 per square foot for 871,200 square feet, totaling \$274,000 annually, with deferred lease payments for 3 years. The airport's current ground lease rates are \$0.45 per square foot for similar properties. While other sites were considered, the preferred location was the airport land due to its central position. The conceptual plan was to be presented at the City of Fort Smith Board of Directors meeting, but no formal action was being proposed. Commissioner Kelly noted that the

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airport is legally required to lease land at fair market value due to FAA grant assurances and cannot discount or defer lease payments.

- Chairman Pendergrass reported that he attended a meeting between the FAA and the City of Fort Smith to introduce Jeff Dingman, the interim City Administrator. The FAA emphasized the importance of adhering to grant assurances and maintaining effective communication between the military and the Fort Smith Airport. The FAA also praised Michael and his staff for their efforts in ensuring a smooth flow of information and communication.
- Pendergrass also reported on airfield development discussions with a visiting American Airlines executive. The Fort Smith nonprofit air service development group hosted the executive for lunch and a tour of Fort Smith. They explored the potential for increased flight frequency and additional destinations. The meeting concluded positively, with American Airlines expressing commitment to maintaining service in Fort Smith.

NEXT COMMISSION MEETING

The next meeting of the Fort Smith Airport Commission will be the rescheduled date of Tuesday, March 18, 2025, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Hawkins and second by Commissioner Voris, the meeting adjourned at 6:07 p.m. Voting aye: Barr, 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