

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – SEPTEMBER 23, 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 Voris, presiding. Commissioners Barr, Cooper, Kelly, Pendergrass and Ridgley were present. Also present were co-interim directors Lindsay Conley and Andrew Meyer. Commissioner Hagy was absent.

ADOPTION OF MINUTES

On motion by Commissioner Pendergrass and second by Commissioner Cooper, the commission approved the minutes of the August 26, 2025 regular meeting and the September 8 and 15, 2025 special meetings. Voting aye: Barr, Cooper, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commission Treasurer Barr presented the financial report for August 2025. With 66.6% of the year complete, operating revenues reached 65.9% of the annual budget, slightly below projections. Operating expenses totaled 69.3%, exceeding expectations. This resulted in a net operating income of \$9,330 for the month, and a year-to-date net operating loss of \$24,948. Director Conley noted a decline in fuel revenues, attributed to ongoing fuel pump maintenance issues throughout the year. Professional services expenses were higher than budgeted due to consultant support during the leadership transition, as well as engineering costs related to new leaseholder construction. Large expenses during August included the car rental and airfield maintenance fuel pump replacements, as well as the water pump repair of ARFF truck 15.

ITEMS OF BUSINESS

1. Air Force Report/Update – The Air Force had no updates to report at this time.
2. 2025 Budget Amendment – The proposed 2025 Budget Amendment Resolution and Budget Amendment was presented to the commission for review.

In the operating fund, revenues decreased \$37,700, primarily due to fuel pump fuel pump maintenance issues that impacted fuel sales throughout the year. Operating expenses increased \$234,110, driven by several factors including: the accrued leave payout for Michael Griffin, increased AOG gas expenses, interim airport consultant fees, engineering fees for the HTeaO land lease, equipment repairs exceeding projections, Windows 11 computer upgrades, and the replacement of rental car and airfield maintenance fuel pumps.

In the project fund, revenue decreased by \$2,571,314 and expenses decreased \$3,096,668. The reductions were largely due to the postponement of the Snow Removal Equipment Building construction and the Part 150 Study. However, costs for the Runway 8 Blast Pad Overlay and Security Fencing exceed initial estimates. Additional unplanned projects contributed to increased receipts and expenses, including the Runway 2/20 Overlay Design, Hangar 22 door replacement, PV Solar Arrays and the Main Drainage Ditch repair. The Runway 8/26 Arresting Barrier Installation and Runway 8/26 Extension projects were carried over into 2025, further impacting the budget.

A motion to approve Resolution 2025-1 to amend the 2025 budget as presented was made by Commissioner Kelly and seconded by Commissioner Cooper. Voting aye: Barr, Cooper, Kelly,

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

September 23, 2025

Page 2

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

3. Budget Committee – Staff requested the Chairman to appoint two commissioners to serve on the Budget Committee for the 2026 budget cycle. The committee will meet with staff prior to the October commission meeting to review a draft budget, which will be presented to the full commission for feedback. Final revisions will be made ahead of the November meeting for formal approval.

Chairman Voris appointed Commission Treasurer Barr and Commissioner Hagy to serve on the 2026 Budget Committee. No motion was required.

4. Main Drainage Ditch Repair Project – At the September 15, 2025 special commission meeting, the commission approved both the Main Drainage Ditch Repair project and the associated MCCA funding agreement. Garver Engineering has been working with the Air National Guard on preliminary design efforts. Given Garver's familiarity with the project scope and existing coordination, staff recommended waiving the formal Request for Qualifications (RFQ) process and proceeding directly with Garver. Garver submitted a design proposal totaling \$679,963, which falls within the approved MCCA funding allocation of \$682,170.

A motion to waive the RFQ process, accept Garver's proposal, and authorize the Airport Director to execute the contract following legal review was made by Commissioner Ridgley and seconded by Commissioner Kelly. Voting aye: Barr, Cooper, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

5. PV Solar Arrays Project Construction Manager Contract – At the April 28, 2025 special commission meeting, the commission approved the airport acting as contractor for the PV Solar Arrays project. The associated MCCA funding agreement was approved at the August 26, 2025 commission meeting. Garver Engineering, having worked on the project design and coordinated with the Air National Guard, was recommended by staff to serve as the Construction Manager without a formal RFQ process. Garver submitted a construction manager proposal totaling \$95,591.50, which falls within the approved MCCA funding allocation of \$202,100.

A motion to waive the RFQ process, accept Garver's proposal, and authorize the Airport Director to execute the contract following legal review was made by Commissioner Pendergrass and seconded by Commissioner Ridgley. Voting aye: Barr, Cooper, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

6. Director's Report

- Clear TSA PreCheck Enrollment Event – The airport hosted a successful TSA PreCheck® enrollment event on September 4th, completing 71 enrollments. The next event is scheduled for October 2nd and staff anticipates continued strong participation.
- Global Entry Enrollment Event – Held on September 8 & 9, The Global Entry event saw an impressive 266 enrollments. Staff is working to schedule a follow-up event in the coming months to meet ongoing demand.

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

September 23, 2025

Page 3

- Construction Updates
 - ARFF Station Expansion: The project is approximately 86% complete and remains on schedule for November completion. Recent milestones include installation of metal wall panels, fire sprinklers, and painting of the apparatus bay.
 - Runway 8 Blast Pad: Construction is fully complete.
 - HTeaO Development: The Arkansas Department of Health approved HTeaO's Health permit on August 21. Staff is finalizing bid specifications for the sewer line extension, with bidding anticipated soon.
 - Security Perimeter Fence: Construction is slated to begin in October, with completion expected by January 2026.
- Project Updates
 - The FAA is currently reviewing plans for Mr. Mistretta's hangar development.
 - TSA has approved the rewrite of the Airport Security Plan (ASP) manual.
 - A full badging audit is underway and showing excellent progress, with 91.9% completion ahead of the September 30 deadline.
 - The AJUA draft version 5 has been reviewed and submitted with comments. A cost worksheet meeting was held with the Air National Guard, with minimal feedback received.
- Upcoming Events – Staff is coordinating with Magazine High School to host a Career Day tour of the airport. Staff will attend the annual Arkansas Airport Operators Association conference October 13-15 in Jonesboro, Arkansas. The Air National Guard is planning a community exercise tentatively for October 23, to perform an infrastructure vulnerabilities test.
- Flight Data – In August, FSM had 5,440 enplanements and an average load factor of 77.1%. There were 96 flights scheduled, one of which was canceled.

7. Chairman's Report

- AJUA Negotiations - Commissioner Pendergrass shared that a productive call was held with the Air National Guard on the AJUA cost worksheet, noting that staff was well-prepared and discussions progressed efficiently. The airport continues to receive input from the Air Guard and Air Force regarding the AJUA addenda. Most items have been resolved, with only two remaining addenda under review. Commissioner Pendergrass requested feedback from the commission regarding their desired level of involvement in the final draft. He asked Baker Donelson to prepare a side-by-side comparison of the new AJUA with the 2023 version, and they offered to host a virtual meeting for the commission to review the comparison and the final draft. Commissioners agreed that a virtual meeting would be beneficial. Chairman Voris thanked Commissioner Pendergrass for his extensive work on the AJUA negotiations.

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

September 23, 2025

Page 4

- Airport Director Announcement - Chairman Voris announced that the commission has unanimously selected Andrew Meyer as the new Airport Director. He expressed full confidence in Andrew's ability to lead the airport and meet the expectations of local, regional and state stakeholders. The commission is excited for all that Andrew brings to the table and is confident he will do great things. Director Meyer was asked to present an annual action plan to the commission in October.

A motion to appoint Andrew Meyer as Airport Director was made by Commissioner Kelly and seconded by Commissioner Pendergrass. Voting aye: Barr, Cooper, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

NEXT COMMISSION MEETING

The next regular meeting of the Fort Smith Airport Commission will be Tuesday, October 28, 2025, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Pendergrass and second by Commissioner Barr, the meeting adjourned at 6:00 p.m. Voting aye: Barr, Cooper, Kelly, Pendergrass, Ridgley and Voris. Voting Nay: none. Motion Carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andrew Meyer', with a stylized, flowing script.

Andrew Meyer
Airport Director