

***MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – OCTOBER 28, 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, Hagy, Kelly and Pendergrass were present. Also present were Andrew Meyer, Airport Director, and Lindsay Conley, Director of Finance and Administration. Commissioner Ridgley was absent.

ADOPTION OF MINUTES

On motion by Commissioner Cooper and second by Commissioner Pendergrass, the commission approved the minutes of the September 23, 2025 meeting. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commission Treasurer Barr presented the September 2025 financial report. With 74.8% of the year complete, operating revenues reached 75.6% of the annual budget, slightly ahead of projections. Operating expenses stood at 72.7%, resulting in a net operating income of \$10,770 for the month and a year-to-date net operating loss of \$14,178. Director Conley noted a rise in fuel sales, driven by the AvGas pump returning to service and a reduced fuel rate to encourage purchases. Airline landing fees rose 25% in September, thanks to the additional daily flight throughout the month.

ITEMS OF BUSINESS

1. Air Force Report/Update – Col. Nicholas Ihde, Commander of the U.S. Air Force 85th Fighter Group, announced that planning is underway for an Air Show scheduled for May 2027. Jab and Roney will attend the 2026 International Council of Air Shows (ICAS) Convention to support the effort. Leading the planning team are Heater Griffin, advisor to the nonprofit; Col. Garvey, director; and Major Baker, air operations advisor. Col. Ihde also shared that he will be transitioning to Luke Air Force Base in Phoenix, Arizona, in the summer of 2026 to assume the role of Wing Commander. His successor has been selected and is described as highly qualified—a strong leader to have in place as the Singapore mission begins. Regarding the recent government shutdown, Col. Ihde reported minimal impact to the base. While a few civilian personnel were furloughed, base operations and construction continued uninterrupted, as funding was provided through Foreign Military Sales (FMS) mission funds rather than U.S. government appropriations.
2. 2026 Draft Budget – Commission Treasurer Barr and Commissioner Hagy worked closely with the Airport Director and the Director of Finance & Administration as members of the Budget Committee to review the 2026 Draft Budget, which was presented for the Commission's consideration. Key highlights of the proposed budget included anticipated revenues from the National Guard Use Fee and Project Administration Fees, both stemming from the Airport Joint Use Agreement and upcoming National Guard Bureau (NGB) projects to be managed by airport staff. The Personal Services expense category reflects a 3.1% inflationary adjustment for staff salaries, along with a 30% increase in health insurance costs through the City of Fort Smith. Commissioners were asked to submit feedback to the Airport Director by November 7th. Staff expressed appreciation to Commissioner Barr and

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Commissioner Hagy for their time and valuable contributions to the development of the draft budget.

3. Sports Complex Letter of Intent – David Barret of Caddo Holdings, LLC, submitted a Letter of Intent on behalf of the City of Fort Smith, outlining proposed terms for leasing approximately 16.22 acres of airport property along Phoenix Avenue. The site is the preferred location for the development of a new sports complex. Mr. Barret collaborated with Mickle Griffin Engineers to design a site plan that strategically utilizes floodplain areas for parking, maximizing the use of available space. Commissioner Cooper commended Mr. Barret for his thoughtful layout, noting that the proposed development makes productive use of land previously considered unsuitable due to floodplain restrictions. The project represents a long-term, revenue-generating, nonaeronautical use of airport property and aligns with FAA-approved land use strategies for commercial service airports. The initiative is contingent upon further coordination with the City of Fort Smith. Caddo Holdings is seeking the Commission's support prior to presenting the proposal to the City for formal approval. The lease would be executed with the City, which would then sublease the property to a nonprofit organization. Approval of the Letter of Intent by the Airport Commission would initiate the process, with formal lease negotiations and agreements to be presented for Commission consideration at a future meeting.

A motion to approve the Letter of Intent and to authorize the Airport Director to continue negotiations and development of a ground lease for future Commission consideration was made by Commissioner Hagy and seconded by Commissioner Barr. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried. There was no further discussion.

4. HTeaO Sewer Extension Bids – In support of the HTeaO development, the airport previously agreed to extend sewer service to the property. On October 21, 2025, bids were received for the HTeaO Sewer Extension Line Project. Three bids were received: Banks Property Management at \$66,715, Sandridge Construction at \$108,457, and Four J Excavation at \$192,476. The Engineer's Opinion of Probable Cost was \$182,900. After references were reviewed, Banks Property Management was disqualified due to past performance concerns. Allen Deaver of Halff Engineering recommended awarding the project to Sandridge Construction, whose bid of \$108,457 was both competitive and credible. Commissioner Cooper advised postponing commencement of the project until HTeaO secures construction permits and establishes a definitive construction timeline.

A motion to award the HTeaO sewer extension construction contract to Sandridge Construction pending legal review and HTeaO construction permit issuance was made by Commissioner Pendergrass and seconded by Commissioner Cooper. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass and Voris. Voting nay: none. Motion carried. There was no further discussion.

5. Director's Report

- Clear TSA PreCheck Enrollment Event – The airport hosted another successful TSA PreCheck® enrollment event on October 2nd, completing 62 enrollments. The next event is scheduled for November 6th and staff anticipates continued strong participation.

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- Construction Updates
 - Refreshed markings were completed on Runway 8/26.
 - ARFF Station Expansion: The project is approximately 95% complete. Recent milestones completed include concrete driveways, wall panels, ceramic floors and walls, fire sprinkler and HVAC installation. Carryover work will be completed by December, including the kitchen remodel, parking lot striping, murphy bed delivery and appliance installation.
- Project Updates
 - Mistretta Hangar: Construction has been delayed until the FAA Airspace Study approval is received. The study was submitted in July 2025, but approval has been delayed due to the government shutdown.
 - Security Perimeter Fence Upgrade: The pre-construction meeting was held October 16, and construction is set to begin this week.
 - Air National Guard Community Exercise: Staff attended a Fort Ebbing Installation Community Workshop led by Converge Strategies on October 23 at the Blue Lion downtown. Attendees included the City of Fort Smith personnel, Sebastian County Emergency Management, the 188th Wing Civil Engineering Squadron, and OG&E. It was an collaborative team building event.
 - FSM was assigned a new FAA Certification inspector, Heidi Higginbotham. Dates for the 2026 inspection have been set.
- Upcoming Events
 - The Leakage Study presented by Mead & Hunt takes place November 13 at noon.
 - After the commission meeting on November 18, the Tenant Appreciation event will take place. Invitations will go out soon.
 - Staff is hosting a Career Day tour of the airport for Magazine High School on December 4th.
 - A tour of the ARFF Station will take place after the December Commission meeting.
- Flight Data – In September, FSM had 6,067 enplanements and an average load factor of 68%. There were 118 flights scheduled, one of which was canceled. The decreased load factor was due to American Airlines utilizing their larger jets throughout the month, causing increased seat availability. While passenger numbers rose, the increase in seat capacity outpaced the growth in enplanements.
- Director Meyer presented his One-Year Action Plan to the commission:
 - Administration and Compliance
 - Hire Director of Operations
 - Update Minimum Standards document
 - Obtain Certified Manager (CM) Certification

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- Update and execute new 6yr CIP plan
- Air Service Development
 - Adopt revised Air Service Incentive Plan
 - Connect local businesses to airlines for MRG
 - Attend Air Service Conferences
 - Complete Airline Headquarters visit
- Community Engagement
 - Integrate with City and Chamber
 - Chamber – meet w/FS business owners
 - City – periodic meetings w/City leadership
- Project Management
 - 3 MCCA Construction Projects
 - Taxiway Echo Mill and Overlay
 - Runway 2/20 Mill and Overlay
 - Perimeter Fence Upgrade

6. Chairman's Report:

- AJUA Negotiations - Commissioner Pendergrass reported that negotiations regarding the Airport Joint Use Agreement (AJUA) are currently at a standstill due to the government shutdown. The next step in the process is reaching consensus on the Allowable Cost Worksheet. Once the final draft of the AJUA is completed, a study session will be scheduled to allow the Commission to review and discuss the document in detail.

NEXT COMMISSION MEETING

The next meeting of the Fort Smith Airport Commission was rescheduled for Tuesday, November 18, 2025, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Pendergrass and second by Commissioner Kelly, the meeting adjourned at 6:27 p.m. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass and Voris. Voting Nay: none. Motion Carried.

Respectfully submitted,



Andrew Meyer
Airport Director