

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – DECEMBER 16, 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, Pendergrass and Ridgley were present. Also present were Andrew Meyer, Airport Director, and Lindsay Conley, Director of Finance and Administration.

ADOPTION OF MINUTES

On motion by Commissioner Pendergrass and second by Commissioner Ridgley, the commission approved the minutes of the November 18, 2025 regular meeting and the December 9, 2025 study session. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commission Treasurer Barr presented the November 2025 financial report. With 91.5% of the year complete, operating revenues reached 93.8% of the annual budget. Operating expenses stood at 87.0%, resulting in a net operating income of \$61,666 for the month and a year-to-date net operating income of \$91,128. Director Conley highlighted strong general aviation fuel sales, which are \$4,000 above budgeted projections with one month remaining in the year. Staff strategically priced fuel competitively with area pumps to attract additional sales. Rental car and parking lot revenues also exceeded expectations, coming in 3% above budget year-to-date. Notable expenses for the month included Mead & Hunt's travel costs for the TakeOff Air Service Development Conference and \$3,200 for the airport's tenant appreciation event, covering catering, supplies, and promotional items.

ITEMS OF BUSINESS

1. Air Force Report/Update –No updates were reported.
2. Airport Joint Use Agreement (AJUA) – The final AJUA agreement was not ready for approval due to U.S. Air Force personnel being on leave. Commissioner Pendergrass said that following the December 9 study session, he communicated commissioner's feedback regarding proposed language of payment terms and the 12-month ARFF termination notice, and he had emphasized the deadline for approval at the December 16 commission meeting.

A motion to table this item was made by Commissioner Pendergrass and seconded by Commissioner Ridgley. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass, Ridgley and Voris. There was no further discussion.

3. Law Enforcement Support – The City of Fort Smith, facing a budget deficit, plans to discontinue its previous verbal agreement to provide law enforcement personnel at no charge for TSA compliance at the checkpoint and secured areas. Director Meyer outlined three options discussed with COFS Police Chief Danny Baker:

- Option 1: Continue Fort Smith Police services under a reimbursable agreement contract, estimated at \$231,685 for FY2026.

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- Option 2: Establish an airport police department. This would require hiring a Police Chief and officers, certification through the State of Arkansas program, and procurement of vehicles and equipment.
- Option 3: Hire off-duty FSPD officers on an ad-hoc basis. While potentially less expensive than Option 1, drawbacks include:
 - All officers must be SIDA badged
 - Risk of lost badges counting against our TSA minimum percentage
 - Challenges with flight delays and diversions
 - Requires consistent oversight of portal requests to ensure officers are scheduled as air carrier schedules fluctuate from month to month or sometimes daily around various holidays.

The Sebastian County Sheriff's Office was also considered; however, due to staffing shortages, they would need to hire additional officers and purchase vehicles, making this option significantly more costly and time-consuming. Past TSA grant programs that reimbursed a portion of law enforcement costs are currently unavailable, though they may return in the future if passed by Congress.

Commissioners inquired about grant funding (none available), city cost-sharing (not feasible due to budget deficit), and military police support (not permitted). Director Conley noted that airport funding to cover the law enforcement costs would likely require postponing the \$200,000 preventative silicone roof coating project planned for FY2026, with a budget amendment prepared once the final AJUA is received to incorporate all changes.

A motion to authorize the Airport Director to negotiate and execute a reimbursable agreement with the City of Fort Smith to continue law enforcement support services at the airport was made by Commissioner Hagy and seconded by Commissioner Ridgley. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

4. Air Carrier Incentive Plan – A requirement of FSM's Small Community Air Service Development (SCASD) Grant is the airport must offer an Air Carrier Financial Incentive to the prospective airline wishing to utilize said grant. While a draft of an existing Air Carrier Incentive Plan was located, no evidence substantiated that plan having been adopted by the Airport Commission in years past. The Air Carrier Incentive Plan presented to the commission was rewritten and vetted through the airport's air service consultant at Mead & Hunt.

A motion to adopt the Air Carrier Incentive Plan as presented was made by Commissioner Pendergrass and seconded by Commissioner Kelly. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

5. Taxiway Echo Contract Amendment – Earlier this year, the airport revised its Capital Improvement Plan (CIP) to prioritize projects critical to the FSM mission and ensure timely completion. One of the accelerated projects was the Runway 2/20 Overlay. After consulting with Halff Engineering, it was determined that completing the Runway 2/20 Overlay concurrently with the Taxiway E Rehabilitation would significantly reduce time and cost,

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while freeing FAA funding for other essential projects. Further analysis concluded that rehabilitating Taxiway E in its current alignment—rather than realigning it—would generate additional savings and prevent a 4–8 week runway closure. However, to achieve these efficiencies, an increase in the Taxiway E design cost is required to modify the original plans. The FAA requires submission of an amended professional services agreement from Halff to allow use of existing grant funds for the Taxiway E design. The original design contract and grant totaled \$221,000, with \$49,185 remaining. The additional design scope will cost \$95,000, leaving the airport responsible for an overage of \$45,815.

A motion to approve the Taxiway E South Reconstruction Design Amendment and to authorize the Airport Director to execute the agreement was made by Commissioner Ridgley and seconded by Commissioner Kelly. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass, Ridgley and Voris. Voting nay: none. Motion carried. There was no further discussion.

6. Director's Report

- Hangar 23 Purchase Option – The committee appointed at last month's meeting determined to place the offer determination on hold until Shirley Crain provides current ADEQ fuel storage tank certificate and most recent tank inspection report.
- Clear TSA PreCheck Enrollment Event – The airport hosted a TSA PreCheck® enrollment event on December 4, completing 38 enrollments. The next event is scheduled for January 8, 2026.
- Construction Updates
 - ARFF Station Expansion project is 100% complete, with some residual kitchen renovation work.
- Action Plan Update
 - A new Director of Operations was selected, with a start date of January 12, 2026.
 - The FAA 6 year CIP plan was submitted and accepted.
 - A Minimum Standards Update is underway.
 - The airport will host a Leadership Fort Smith Class January 29, 2026.
- Upcoming Events
 - A tour of the ARFF Station will take place immediately after tonight's Commission meeting.
 - An Airline Headquarters visit is scheduled for January 6, 2026.
 - A Career Day tour of the airport for Magazine High School took place on December 4th.
 - Flight Data – In September, FSM had 4,674 enplanements and an average load factor of 71.9%. There were 98 flights scheduled, nine of which were canceled.

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7. Chairman's Report - Chairman Voris commended Director Meyer for his efforts organizing the Magazine High School visit, noting that he has done a phenomenal job increasing community engagement in airport events. He also expressed appreciation to Commissioner Pendergrass for his dedicated work on the AJUA initiative. Chairman Voris shared his optimism for January, stating that he is hopeful for positive developments in the near future.

NEXT COMMISSION MEETING

The next meeting of the Fort Smith Airport Commission is scheduled for Tuesday, January 27, 2026, at 5:30 p.m.

ADJOURNMENT

On motion by Commissioner Pendergrass and second by Commissioner Ridgley, the meeting adjourned at 6:05 p.m. Voting aye: Barr, Cooper, Hagy, Kelly, Pendergrass, Ridgley and Voris. Voting Nay: none. Motion Carried.

Respectfully submitted,



Andrew Meyer
Airport Director