

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – JUNE 23, 2015
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 McGhee, presiding. Commissioners Archer, Haver, Kelly, Nordin, Schiffner and Voris were present. Also present were John Parker, airport director; Kathey Boze, administration director; Michael Griffin, operations director.

Chairman McGhee introduced the newly appointed airport commissioner, Robert Hawkins. Mr. Hawkins will be replacing Commissioner Archer on July 1, 2015.

ADOPTION OF MINUTES

On a motion by Commissioner Nordin and second by Commissioner Archer, the Commission approved the Minutes of the Regular Meeting of May 26, 2015. Voting aye: Archer, Haver, Kelly, McGhee, Nordin, Schiffner and Voris. Voting nay: none.

TREASURERS' REPORT

Commission Treasurer Kelly stated all had been reviewed with no issues and there were a couple of significant construction draws. Staff presented an overview and answered questions regarding the financials for the period ending May 31, 2015.

ITEMS OF BUSINESS

1. Adjust ARFF Coverage Hours and Amend ARFF Contract: The airport entered into an agreement with Pro-Tec Fire Services providing 18.5 hours per day of ARFF coverage. The 18.5 hours per day was dependent upon the scheduled arrivals/departures of the airlines. Since the agreement, American Airlines has moved their flight schedule to an earlier departure. This scheduled flight change affected the hours of coverage and caused a daily half-hour of overtime to be paid by the airport. Late arrivals also cause extended hours and additional overtime.

Mr. Parker, airport director, communicated with the contract provider concerning an estimate of the cost to amend the current contract for 24 hour coverage. The total labor contract cost would be over \$300,000. For a 2016 amendment to the current agreement, the cost would be \$50,000 which, at this time, would cost more than the current overtime being paid. This information is provided for reference and, at this time, no action is required by the Commission.

2. Election of Officers: Chairman McGhee presented a slate of officers: Commissioner Schiffner for Chairman, Commissioner Kelly for Vice-Chairman and Commissioner Voris for Commission Treasurer.

A motion to accept the slate of officers and for officer terms to begin July 1, 2015, was made by Commissioner Nordin and second by Commissioner Archer. Voting aye: Haver, Kelly, McGhee, Nordin, Schiffner and Voris. Voting nay: none.

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

June 23, 2015

Page 2

3. Airport Activities/Projects

- A. Taxiway A West Phase 3: Final phase of this project is progressing well. All major excavation is complete and select backfill requires blue topping. Asphalt paving is scheduled on the far west end of the project site.
- B. West Corporate General Aviation State Grant: Arkansas Aeronautics Commission has approved state aid grant in the amount of \$438,875.78. Total project cost is approximately \$487,640. Notice to proceed has been issued.
- C. Vault Modification Phase 1: This project has been completed and request for reimbursement on the state aid grant has been submitted to the Department of Aeronautics.
- D. ARFF Truck and Equipment: Have been ordered from E-One. Staff, Pro-Tec Fire Services and E-One met to finalize order details. The airport ARFF truck has been placed in the production line.
- E. Office of Economic Adjustment (OEA) Visit: OEA is within the Department of Defense and assists military locations that were closed during BRAC. Staff met with two representatives and provided all requested information concerning the ANG mission closure. The representatives will complete their determination report; but, at this time, have indicated no assistance could be provided to the airport.
- F. Proposed Fly-In: This is to support the FAA "Vector for the Cure" fundraiser. Commissioner Kelly was contacted by a representative concerning the fundraiser. Details will be worked out with all parties. The fundraiser should be sometime in September.
- G. ID Badge Changes: Corporate and contractor badges were due to be updated. Because of continual regulation changes, ID badges may be updated annually at a cost of approximately \$2,500. A new ID printer has been purchased through the PFC funding.
- H. AAAE Conference: Staff attended the annual AAAE conference held in Philadelphia. Michael Griffin, operations director, gave an overview of the conference and the availability of vendors.
- I. Delta Airline: Flights have been reduced from three flights per day to two flights per day. As of September 1, the two flights will be on larger aircraft (CRJ700). Each larger aircraft has a first-class cabin and will seat 70 passengers (140 passengers per day).

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

June 23, 2015

Page 3

J. Commissioner Archer: Chairman McGhee thanked Commissioner Archer for his years of service from 2005 through 2015. Commissioner Archer expressed appreciation to the Mayor and the Fort Smith Board of Directors for allowing him to serve on the Airport Commission. A luncheon for Commissioner Archer will be on Thursday, July 9, at 11:30 a.m. in the airport conference room. No business will be conducted at the luncheon.

K. Presentation of Plaque: Commissioner Schniffer presented a plaque of appreciation to Commissioner McGhee for serving as Chairman from 2014-2015.

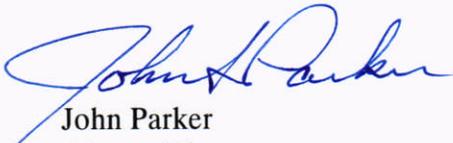
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, July 28, 2015 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On a motion by Commissioner Nordin and second by Commissioner Kelly, the meeting adjourned at 6:07 p.m.

Respectfully submitted,


John Parker
Airport Director