

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – APRIL 24, 2018  
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 Haver, Hawkins, Kelly, McGhee, Ridgley and Nordin were present. Also present were Michael Griffin, airport director; Kathey Boze, administration director; and Richard Rushing, operations director.

**ADOPTION OF MINUTES**

On a motion by Commissioner Nordin and second by Commissioner Hawkins, the Commission approved the Minutes of the Regular Meeting of March 27, 2018. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commission Treasurer Ridgley stated the revenues and expenses were on track with budget. Staff presented an update on capital outlay and expenditure items. Checkpoint remodeling is on hold pending TSA feedback on the new walk-through scanner and space availability. Staff is working on prices for replacing terminal furniture and chairs that are showing wear and tear. Airfield maintenance software is pending the Master Plan outcome. The runway sweeper is projected to be received by June. Snow broom bids should be available at the next months' meeting.

**ITEMS OF BUSINESS**

1. Terminal Building Landscaping: Staff received two proposals for the landscaping in front of the terminal to include installation of a French-drain system to correct a drainage issue. Ellis Landscaping Services submitted the lowest proposal, \$19,357. The other company's proposal was \$19,755 and a third company chose not to submit a proposal.  
  
A motion was made by Commissioner Kelly to accept Ellis Landscaping Services proposal. Second was made by Commissioner Nordin. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.
2. Director's Report
  - A. April is the one-year anniversary for the Airport Director.
  - B. ARFF Station Construction: The project is progressing well.
  - C. Master Plan Update: Staff is working with the consultant on the scope of work which will consist mainly of the FAA requirements. Once the scope of work is completed, it will be submitted to the FAA for review and approval. After approval is received, staff will seek an independent fee estimate for the consultant's proposal contract, and then staff will apply for the grant.

- D. Fuel Branding: Staff is exploring branding fuel at the t-hangars. There are several benefits of fuel branding such as help with liability, availability of fuel as needed and advertising. Staff has approached three companies, Shell, Phillips and AV Fuel, to see which company provides the best services for airport needs.
- E. Airport Marketing: Staff is working with a local company to update the airport website and to develop a new fly local campaign and a new layout for ads in local publications. Director of Operations is managing the airport's social media, with Facebook active and Twitter to come.

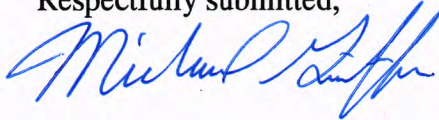
**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, May 22, 2018 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

**ADJOURNMENT**

On motion by Commissioner Nordin and second by Commissioner McGhee, the meeting adjourned at 6:03 p.m. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

Respectfully submitted,



Michael Griffin  
Airport Director