

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – JUNE 26, 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 Vice Chairman Hawkins, presiding. Commissioners Haver, Kelly, Ridgley and Nordin were present. Commissioners Voris and McGhee were absent. 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 Kelly, the Commission approved the Minutes of the Regular Meeting of May 22, 2018. Voting aye: Haver, Hawkins, Kelly, Nordin, and Ridgley. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commissioner Treasurer Ridgley stated the revenues and expenses were on track with budget. Capital expenditures are below budget but will be increasing. Staff presented an overview and answered questions regarding the financials for the period ending May 31, 2018.

**ITEMS OF BUSINESS**

1. Professional Service Agreement for Airport Master Plan Update: The airport master plan is a full comprehensive plan to review existing facilities needs and then recommend any changes and future developments. These changes will be reflected on the ALD (Airport Layout Drawing). The project is 90% funded by FAA, and when the project is completed a state grant will be submitted to fund part of the airport's share.

The FAA has approved the scope of services for the airport master plan update. Coffman and Associates has submitted an agreement for the project in the amount of \$769,929. This amount is within the acceptable range for the scope of services as determined by an independent fee estimate and approved by the FAA. Staff anticipates submitting a grant application to the FAA in July.

On a motion by Commissioner Kelly and second by Commissioner Nordin, the Commission approved the agreement with Coffman and Associates to conduct the airport master plan in the amount of \$769,929 and to authorize the airport director to execute the agreement after a full legal review. Voting aye: Haver, Hawkins, Kelly, Nordin, and Ridgley. Voting nay: none. Motion carried.

2. Bids for Runway Rubber Removal and Painting: This project includes removing rubber and painting on runway 7/25. Two firms presented bids with Hi-Lite Airfield Services

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being the low bidder at \$66,476. Staff recommends awarding the bid to Hi-Lite Airfield Services in the amount of \$66,476.

On a motion by Commissioner Nordin and second by Commissioner Ridgley, the Commission accepted Hi-Lite Airfield Services' bid in the amount of \$66,476. Voting aye: Haver, Hawkins, Kelly, Nordin, and Ridgley. Voting nay: none. Motion carried.

The commission asked if the Air National Guard would help fund the project as they are the primary source of the rubber. Col. Dodroe and Michael Griffin will inquire about the possibility.

3. Bids Runway Crack Seal: This project includes an estimated 50,000 linear feet of pavement crack seal on both runways. Three firms presented bids with Custom Pavement Maintenance and Safety's bid of \$48,500 being the lowest. Staff recommends awarding the bid to Custom Pavement Maintenance and Safety in the amount of \$48,500.

The need for crack sealing on runway 7/25 will be reevaluated each year until the runway is overlaid.

On a motion by Commissioner Haver and second by Commissioner Nordin, the Commission to accept Custom Pavement Maintenance and Safety's bid of \$48,500. Voting aye: Haver, Hawkins, Kelly, Nordin, and Ridgley. Voting nay: none. Motion carried.

4. Election of Officers: Vice-Chairman Hawkins opened the floor to nominations for a slate of officers. Nominations were Commissioner Hawkins for Chairman, Commissioner Ridgley for Vice-Chairman and Commissioner McGhee for Commission Treasurer.

A motion to elect the slate of officers was made by Commissioner Haver and second by Commissioner Nordin. Voting aye: Haver, Hawkins, Kelly, Nordin and Ridgley. Voting nay: none. Officer terms will begin July 1, 2018.

5. Commissioner Appointment for Auditor Selection: Commissioner McGhee was appointed to assist staff with the auditor selection process.

6. Director's Report:

A. Wildlife Habitat Mitigation - Spivey Creek Project: The project is complete.

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- B. PFC Amendment: FAA has approved the PFC program amendment to close out the 2012 application.
  - C. FAA Inspection: The FAA certification inspection was completed with minor corrections needed.
7. 188<sup>th</sup> ARFF Staffing: Col. Dodroe said they are working on getting positions filled and transitioning those employees to state positions.

**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, July 24, 2018 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

**ADJOURNMENT**

On motion by Commissioner Nordin and second by Commissioner Kelly, the meeting adjourned at 6:07 p.m. Voting aye: Haver, Hawkins, Kelly, Nordin, and Ridgley. Voting nay: none. Motion carried.

Respectfully submitted,



Michael Griffin  
Airport Director