

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – AUGUST 28, 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 Hawkins, presiding. Commissioners Haver, Kelly, Ridgley and Voris were present. Commissioners McGhee and Nordin 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 Kelly and second by Commissioner Voris, the Commission approved the Minutes of the Regular Meeting of July 24, 2018. Voting aye: Haver, Hawkins, Kelly, Ridgley and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Staff presented an overview and answered questions regarding the financials for the period ending July 31, 2018. Mr. Griffin states revenues were on track with budget. Expenditures and revenues are right above 50%. Crack seal project has been completed and rubber removal will follow. Checkpoint remodeling is underway for design only this year. Some of the terminal furniture needs replaced or recovered. An order has been placed for a few lobby seats and others will be recovered or replaced as budgeted.

**ITEMS OF BUSINESS**

1. Auditing Firm Selection - Proposals for auditing services were received from two firms: Beall Barclay & Company and BKD, LLP. The selection committee, Commissioner McGhee, Michael Griffin and Kathey Boze interviewed and ranked both firms. BKD, LLP was ranked the highest and fees for the 2018 audit were negotiated.

On a motion by Commissioner Haver and second by Commissioner Ridgley, the Commission approved the auditing firm selection of BKD, LLP with the fee of \$38,250 for the 2018 audit. Voting aye: Haver, Hawkins, Kelly, Ridgley and Voris. Voting nay: none. Motion carried.

2. Hangar 3 and 4 Roof Repair - The roofs are in poor condition and staff recommends applying a seal coat to extend their life. Staff received bids from three companies with Hansen Roofing and Construction submitting the low bid of \$61,132. The bid is to apply GacoFlex, a silicon-based seal coat with a 50-year warranty. Staff recommends approving the project and accepting Hansen Roofing and Construction bid with the intention of receiving partial funding from the Arkansas Aeronautics Commission.

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

*August 28, 2018*

*Page 2*

On a motion by Commissioner Kelly and second by Commissioner Voris, the Commission approved the Hangar 3 and 4 Roof Repair project and accepted the bid submitted by Hansen Roofing and Construction in the amount of \$61,132. Voting aye: Haver, Hawkins, Kelly, Ridgley and Voris. Voting nay: none. Motion carried.

3. Budget Committee - Staff has begun the 2019 budget process and requests the Chairman appoint two commission members to work with staff on the Budget Committee.

Chairman Hawkins appointed Commissioner Haver and Commission Treasurer McGhee to serve on the Budget Committee to work with staff.

4. Director's Report:

- A. Plaque: The teachers of Southside High School presented Commissioner Haver with a retirement plaque which is on display in the airport museum.
- B. Terminal Advertising: Request for proposals will be received for managing the advertising concession in the terminal building.
- C. Masterplan Meeting: Master plan work has begun, and the first meeting was last week with several meetings scheduled during the project.
- D. Airport Website: The new airport website was launched yesterday. Customers using the old website will be redirected to [www.flyfsm.com](http://www.flyfsm.com). The airport's Facebook page is promoting the hashtags #flyfsm and #flylocal. The new website is mobile friendly and is more vibrant.
- E. Arkansas Airport Operators Association (AAOA): The annual conference will be held in Fort Smith on September 16-18. Any commissioners wishing to attend must register and the airport will cover registration fees.

**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, September 25, 2018 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

**ADJOURNMENT**

On motion by Commissioner Voris and second by Commissioner Kelly, the meeting adjourned at 6:02 p.m. Voting aye: Haver, Hawkins, Kelly, Ridgley and Voris. Voting nay: none. Motion carried.

**Minutes of F.S.A.C. Regular Meeting**  
**August 28, 2018**  
**Page 3**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Griffin". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Michael Griffin  
Airport Director