

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – NOVEMBER 27, 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, McGhee, Nordin, Ridgley, Voris and Kelly 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 Kelly, the Commission approved the Minutes of the Regular Meeting of October 23, 2018. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley, Voris and Kelly. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commissioner Treasurer McGhee stated nothing extraordinary to report. Staff reported at October 31 expenses are a little over 70% and at year end expenses are projected to be less than revenues. Large expenditures in October included HVAC carbon filter replacements, which are very pricey but necessary; and rubber removal. Maintenance and repair of pavement is over budget due to additional crack sealing required. The new flex wing rotary cutter was received and will be reflected on November's financials.

ITEMS OF BUSINESS

1. 2019 Budget - The proposed 2019 budget includes two changes from the draft budget submitted at the last meeting. Personal services increased \$4,300 due to changes in employee insurance and salaries, and airport insurance coverage increased \$2,400. Revenues remained unchanged.

Staff gave a brief overview of the proposed budget. Corporate flowage fees are lower due to a corporate operator downsizing from two aircraft to one. SASO operator fees are down due to an avionics shop closing. Airline landing fees are lower due to the use of smaller aircraft. Airline rents increased as provided in the leases. Maintenance and repair of pavement and chemicals are lower. Utilities are higher due to the new ARFF station. The bond debit will be paid off in 2026.

On a motion by Commissioner Haver and second by Commissioner Kelly, the Commission approved the 2019 budget. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley, Voris and Kelly. Voting nay: none. Motion carried.

2. Director's Report:

- A. ARFF Station: Completion is projected for the week of December 10th. Open house will be scheduled after the first of the year.

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

November 27, 2018

Page 2

- B. Airport Master Plan Update: The most recent part of the master plan completed was the pavement maintenance plan. A public information workshop will be held Tuesday, December 11, 2018 from 5:30 pm to 7:00 pm. This is a 'drop-in' event to receive public input. A website to feature the progress of the master plan update has been created and a link has been added to the airport's website.
- C. Take Off North America Conference: Last month the airport director attended this conference, which is designed for smaller airports to visit with airline representatives regarding air service development.
- D. Small Aircraft Incident: A small aircraft landed with landing gear up. There were no injuries. Staff said it was beneficial to have the larger 188th ARFF crew to help.
- E. Christmas party: The Commission/Staff Christmas party will be December 13.
- F. Commission Meeting: The December Commission meeting was changed to December 18 at 5:30 pm due to the Christmas holidays.

NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, December 18, 2018 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On motion by Commissioner Nordin and second by Commissioner Voris, the meeting adjourned at 6:00 p.m. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

Respectfully submitted,



Michael Griffin
Airport Director