

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – JUNE 26, 2012**  
**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 Deramus, presiding. Commissioners Archer, Deramus, Devero, Haver, McGhee, Nordin and Schiffner were present. Also present were John Parker, Airport Director; Kathey Boze, Director of Administration; and Michael Griffin, Director of Operations.

**ADOPTION OF MINUTES**

On a motion by Commissioner Devero and second by Commissioner McGhee, the Commission approved the Minutes of the Regular Meeting of May 22, 2012. Voting aye: Archer, Deramus, Devero, Haver, McGhee, Nordin and Schiffner. Voting nay: none.

**FINANCIAL STATEMENT**

Staff presented an overview and answered questions regarding the financials for the period ending May 31, 2012.

**ITEMS OF BUSINESS**

1. Revision of Commission Rules and Regulations: The Rules and Regulations of the Commission state all checks over \$10,000, except for checks written to the City of Fort Smith payroll services, must be signed by either the Airport Director or the Director of Administration and by either the Chairman, Vice-Chairman, or Commission Treasurer. It is common for the check to electric or gas utilities to total over \$10,000. The payment is for consolidated bills which include several invoices/meter locations (i.e., OG&E). As these invoices are regular and routine monthly operating costs, it is requested the Rules and Regulations of the Commission be revised to allow the Airport Director and Director of Administration to co-sign checks over \$10,000 for utility services.

Motion to revise the Commission Rules and Regulations as stated was made by Commissioner Nordin and second by Commissioner Schiffner. Voting aye: Archer, Deramus, Devero, Haver, McGhee, Nordin and Schiffner. Voting nay: none.

2. PFC Application Update: Staff briefed the Commission on the new PFC application. PFCs are utilized for infrastructure improvements. On July 23, an airline consultation meeting will be held; in August, a resolution to approve the PFC Application will be presented to the Commission; in October, the application will be submitted to the FAA; and by December, the PFC application should be approved by the FAA. New PFC Application will fund the following projects (refer to 2012 PFC Project Table, page 2).

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**2012 PFC PROJECTS**

<b>Project Title</b>	<b>Project Cost \$</b>	<b>PFC Request \$</b>	<b>Expected Start Date</b>	<b>Expected Completion Date</b>	<b>Project Status</b>
Airport Entry to Passenger Terminal	65,273	65,273		Dec. - 07	Completed
Modifications to Passenger Terminal Sterile Area	40,000	40,000	Apr. - 07	Dec. - 12	Under Construction
Portable Pre-Conditions Air and Ground Power Unit	130,000	130,000	Jun. - 14	Apr. - 15	New
Runway Pavement Rejuvenation and Marking	125,000	12,500	Mar. - 10	Dec. - 12	Under Construction
Improvements to Perimeter Security Fence and Erosion Control	250,000	250,000	Aug. - 13	Aug. - 15	New
Runway Closure Signs	40,000	40,000	Feb. - 14	Jul. - 14	New
Wildlife Habitat Mitigation and Drainage Improvements	1,200,000	1,200,000	Jun. - 14	Jul. - 17	New
Wildlife Management Plan	10,000	10,000	Sept. - 12	Oct. - 13	Completed
Airport Security Systems Upgrade	75,000	75,000	Oct. - 13	Dec. - 17	New
Breaking Action Testing Equipment	10,000	10,000	Nov. - 11	Mar. - 12	Completed
Replace Security Vehicles	75,000	75,000	Nov. - 13	Dec. - 15	New
Public Information Systems	50,000	50,000	Jun. - 14	Dec. - 17	New
Snow Removal Equipment	110,000	110,000	Jan. - 12	Dec. - 14	New
Reconstruction of Taxiway A West Phase 2	2,750,166	137,508.50	May - 13	Dec. - 14	New
Reconstruction of Taxiway A West Phase 3	2,925,090	146,254.50	May - 14	Dec. - 15	New
PFC Administration	61,000	61,000	Jun. - 11	Mar. - 18	On-going
TOTAL		2,412,536			

3. Election of Officers: Chairman Deramus presented a slate of officers – Haver as chairman, Archer as vice-chairman, and McGhee as treasurer. Motion to accept slate of officers and terms to start July 1, 2012 was made by Commissioner Devero and second by Commissioner Nordin. Voting aye: Archer, Deramus, Devero, Haver, McGhee, Nordin and Schiffner. Voting nay: none.
4. Delta Air Lines: Currently, Delta has two flights per day to Memphis and one flight per day to Atlanta from FSRA. As of September 5, Delta will stop flights to Memphis and have three flights per day between Atlanta and Fort Smith. Delta ground services have been provided by Pinnacle Airlines; but, Pinnacle has declared bankruptcy and stopping their ground services in Fort Smith by August. American Eagle bid and was awarded the Delta ground services contract in Fort Smith.
5. Airport Activities/Projects
  - A. Arkansas Aeronautics Commission approved two grant applications – one at \$3,237 for AIP 39 Wildlife Hazard Assessment; one at \$69,922.63 for AIP 40 Construction of Taxiway A West Phase 1.

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- B. New Arkansas Department of Aeronautics state grant program guidelines were approved in June. The new program will cover one 10% FAA match per year and one additional state grant per year.
  - C. Rental car request for proposals has been advertised and a meeting held June 25 with all rental car concessions currently located on the airport represented. Question and Answers between FSRA and Proposers are in process.  

John Parker introduced Enterprise Holdings representatives Mr. Tim Huels (Little Rock, AR) and Kent McHenry (Fort Smith, AR) who were in attendance at the Commission Meeting.
  - D. TAC Air cargo operations are at high volume. To date, approximately 100 cargo operations have been completed. Most operations are done during the night.  

John Parker introduced TAC Air representatives Lynn Gardenhire and Tim Rogers who were in attendance at the Commission Meeting.
  - E. Goodyear airship/blimp arrived at the north end of runway 1/19 without incident.
  - F. Air Force AC-130 operations were conducted at the east end holding ramp and joint training with 188<sup>th</sup> FW was successfully accomplished.
  - G. New maintenance truck was received and is now in service.
6. Departing Commissioner: Commissioner Archer commemorated Chairman Deramus for his years of service on the Airport Commission by presenting him with an appreciation plaque. Commissioner Deramus received the plaque, gave departing words and much appreciation to John Parker, Kathey Boze and the commissioners for all their dedication. John Parker stated there would be a luncheon for departing Chairman Deramus sometime in July and notification would be sent to all commissioners.


**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, July 24, 2012 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

**ADJOURNMENT**

On a motion by Commissioner Nordin and second by Commissioner Devero the meeting adjourned at 6:30 p.m.

Respectfully submitted,



John Parker  
Airport Director