

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – MAY 22, 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 Devero, Haver, Nordin and Schiffner were present with Commission Archer arriving at 6:10 p.m. Commissioner McGhee was absent. Also present were John Parker, Airport Director; Kathey Boze, Director of Administration; and Michael Griffin, Director of Operations.

Chairman Deramus welcomed Paula Putman to airport administrative staff and congratulated Commissioner Nordin upon his reappointment and Dr. James E. Kelly, III, upon his appointment to the Commission. Appointments will begin July 1, 2012.

**ADOPTION OF MINUTES**

On a motion by Commissioner Nordin and second by Commissioner Schiffner, the Commission approved the Minutes of the Regular Meeting of April 24, 2012. Voting aye: Archer, Deramus, Devero, Haver, Nordin and Schiffner. Voting nay: none.

**FINANCIAL STATEMENT**

Staff presented an overview and answered questions regarding the financials for the period ending April 31, 2012. Staff reported the FAA Escrow funds were expended on AIP 40 as required by the FAA.

**ITEMS OF BUSINESS**

1. Rental Car Leases: 10 year leases expire September 2012. Staff is preparing a request for proposals for rental car operators with a tentative schedule established. Mark Moll, airport attorney, is working with staff to develop a new 5 year concession agreement.
2. Grant Amendment AIP40: On a motion by Commissioner Nordin and second by Commissioner Devero, the Commission accepted an AIP 40 Grant Amendment in the amount of \$121,289. The amendment increases the grant to \$1,176,482 and the total project amount is \$1,456,156. Staff will submit a grant application to the Department of Aeronautics for 5% funding. Voting aye: Archer, Deramus, Devero, Haver, Nordin and Schiffner. Voting nay: none.
3. Airport Activities/Projects
  - A. Airfield pavement improvements were highlighted by staff using Google Earth maps. Also shown were the drainage project areas. Drainage areas are functioning, but further construction is required.
  - B. A letter was sent to the owner of a derelict aircraft, which had been left at the airport for a length of time, requesting the aircraft to be repaired or stored at owner's expense. The letter was sent in compliance with FAA documents stating Airport Commission does not have to accept any unsightly or unsafe activities on the airport. The derelict aircraft was removed from the airfield.

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- C. Lighted vending sign was redesigned and installed in the secured lobby.
- D. Wildlife Hazard Assessment: Grant application in the amount of \$3,237 has been submitted to the Department of Aeronautics. Grant will be on the June calendar for acceptance at the Department of Aeronautics.
- E. American Airlines Lease: Staff continuing talks with American and is proceeding with hopes of completion in June (based on information provided by American Airlines).
- F. Airport Ramp Delay Plan: Department of Transportation required a Ramp Delay Plan. Michael Griffin assembled a draft plan and sent the plan to the Department of Transportation. The draft plan was utilized almost immediately by five American Eagle aircraft on the ramp at the same time due to weather in Dallas. All aircraft were handled successfully within 85 minutes. Thanks go to all American Eagle staff and airport personnel Michael Griffin and Steve Spinney. Department of Transportation sent back recommendations and changes to the draft will be implemented.
- G. TAC Air: Has been handling several large cargo aircraft operations.
- H. Chairman Deramus:
  - (1) Recommend the flying public check the airline websites for baggage fees. The Airport Commission has no control over these fees.
  - (2) Delta will have direct flights to Atlanta beginning June 7, 2012.

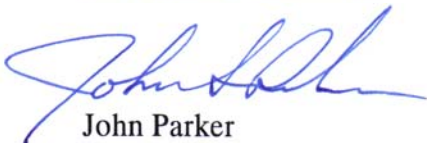
**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, June 26, 2012 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

**ADJOURNMENT**

On a motion by Commissioner Haver and second by Commissioner Archer the meeting adjourned at 6:20 p.m.

Respectfully submitted,



John Parker  
Airport Director