

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – AUGUST 28, 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 Haver, presiding. Commissioners Archer, Devero, Haver, Kelly, 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 Nordin and second by Commissioner Schiffner, the Commission approved the Minutes of the Regular Meeting of July 24, 2012. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

TREASURER REPORT

Commissioner McGhee stated all reports reviewed and no issues.

FINANCIAL STATEMENT

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

ITEMS OF BUSINESS

1. Rental Car Proposals and Agreements: Five brands operate from the airport terminal – Avis, Budget, Hertz, National, Alamo – under the old 10 year lease. Proposals were accepted from two operators with dual branding and one operator with single branding; therefore, there will still be five brands but only three leases: 1) Avis and Budget, dual branded; 2) EAN Holdings (Enterprise and National), dual branded; 3) Hertz, single branded. The fees submitted to the Airport from the rental car operators will be either the minimum annual guarantee (MAG) or 10% of gross, whichever is higher. The new concession and operating agreement will be for a 5 year period beginning October 1, 2012. One of the different elements in this agreement is the ready-return lot will have a monthly charge of \$10 per space.

Motion to accept proposals and approve concession and operating agreements was made by Commissioner Archer and second by Commissioner Devero. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

2. Rental Car Non-Tenant Applications and Agreements: This agreement is for rental cars located off airport property, but are operating on airport property. Fees are 10% of gross. Enterprise currently has a non-tenant agreement with the airport. Hertz Local Edition has submitted for approval a new application to provide rental car services on airport property.

Motion to approve the non-tenant rental car operating agreement and to submit to Enterprise Rent-A-Car and Carco's Hertz Local Edition was made by Commissioner Nordin and second by Commissioner McGhee. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

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3. Resolution No. 2012-3: This resolution will amend the airport's PFC Program by correcting and closing the current application and submitting a new PFC application.

A public comment period was held in July and expired without comment on our program from the airlines. Submitting the new PFC application to the FAA is the next step. Upon FAA approval, notification will be sent to the Airport and a new PFC program number assigned. The Airport will continue to receive PFC revenues (\$4.50 per boarding passenger) without interruption.

Motion to approve Resolution No. 2012-3 and submit the new PFC application to FAA was made by Commissioner Schiffner and second by Commissioner Archer. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

4. Airport Activities/Projects

- A. Defending Our Defenders: Commissioner Haver and staff briefed the Commission on the August 18th community meeting with Congressman Ford. There were approximately 1,000 persons attending in support of the 188th FW. A final decision as to the 188th FW flying mission has been extended through the FY 2013 defense budget.
- B. Emergency Table Top Exercise: FAA requires the airport to conduct annual table top exercise or tri-annual full drill. The exercise was attended by all responding organizations. Michael Griffin planned and conducted the review. Rick Gabbard, 188th FW Fire Chief, gave an ARFF response capabilities presentation.
- C. FAA Certification Inspection: Mr. Bill Mitchell, with the FAA, inspected the field. This FAA required inspection is conducted annually and is all inclusive; i.e., lights, markings, paved surface, design of field, etc. Michael Griffin and Steve Myers escorted Mr. Mitchell during the inspection. Outcome of inspection was no discrepancies or violations. Congratulations and appreciation was expressed for the airport staff's exceptional work.
- D. Forest Service: Renting building #10 for no less than 60 days to house auxiliary tanker base.
- E. GA Drainage Project: State funded project. Remaining work will soon begin and should be concluded at the end of the year.
- F. Airport Badging: Badges are renewed on a regular basis.

SIDA badges which allow access behind the terminal building on the commercial service ramp are to be renewed by October 2012. There are approximately 126 SIDA badges requiring changing. Badges will be changed out as soon as TSA approves badge design.

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AOA badges which allows access on airport from any location (i.e., TAC Air, corporate areas, etc.) will be changed in 2013. There are approximately 300 badges.

Michael Griffin will be conducting and managing the badge changes.

G. Taxiway A West Phase 2: Preparatory work will begin this year. Fee estimates, scopes of work and engineer contracts must be performed. Engineering contracts may be presented at the September Commission meeting.

H. Employee Retirement for Dale Garrett: Retirement luncheon will be Thursday, August 30 at 11:30 a.m. on the first floor of the terminal building.

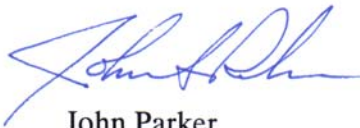
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, September 25, 2012 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On a motion by Commissioner Archer and second by Commissioner Devero, the meeting adjourned at 6:18 p.m.

Respectfully submitted,



John Parker
Airport Director