

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – DECEMBER 18, 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; Michael Griffin, Director of Operations.

**ADOPTION OF MINUTES**

On a motion by Commissioner Nordin and second by Commissioner Archer, the Commission approved the Minutes of the Regular Meeting of November 27, 2012. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

**TREASURER REPORT**

Commissioner McGhee stated all reports reviewed were fine with one exception. Mr. Parker will clarify in his overview of the financial statement.

**FINANCIAL STATEMENT**

Staff presented an overview and answered questions regarding the financials for the period ending November 30, 2012. Mr. Parker explained that in reviewing the invoices, Commissioner McGhee questioned an out-of-state purchase for printer toner cartridge. Staff had ordered from a local vendor whose supplier circumvented them and sent a cartridge directly to the airport and billed the airport. Staff stopped check payment, returned the cartridge, and steps have been put in place to prevent this error in the future.

**ITEMS OF BUSINESS**

1. BKD Engagement Letter for FY2012 Audit: Fees for audit have increased slightly due to new GASB changes. Airport audits must have emphasis on federal projects and PFC administration. BKD submitted an engagement letter to perform the FY2012 airport audit.

Motion to authorize airport director to execute the engagement letter with BKD was made by Commissioner Nordin and second by Commissioner Devero. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

2. Airport Activities/Projects

- A. Hangar 16 Fuel Tank: Tenant owned fuel tank has been removed after a leak. To stabilize the ground, the area will be sodded in the spring. The airport will receive state environmental clearance certificate from ADEQ.
- B. Hangar 20 Fuel Tank: Tenant owned fuel tank has been removed and there was no leakage. The tank was under a taxiway; so, that area of the taxiway will be replaced. The airport will receive state environmental clearance certificate from ADEQ.
- C. Dirt Work on West End: To improve ground conditions, dirt work is in progress to level the ground on the west end of the airfield.

*Minutes of F.S.A.C. Regular Meeting  
December 18, 2012  
Page 2*

- D. Chairman expressed gratitude for the hard work that went into making the Christmas party a success.
- E. Staff wished everyone a Merry Christmas.

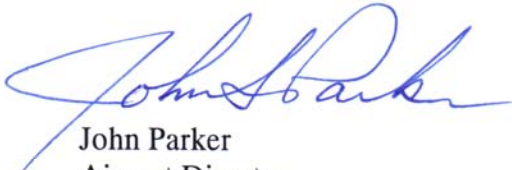
**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, January 22, 2013 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

**ADJOURNMENT**

On a motion by Commissioner Schiffner and second by Commissioner McGhee, the meeting adjourned at 6:00 p.m.

Respectfully submitted,



John Parker  
Airport Director