

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – MAY 22, 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 Voris, presiding. Commissioners Haver, Hawkins, Kelly, McGhee, Ridgley and Nordin 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 McGhee, the Commission approved the Minutes of the Regular Meeting of April 24, 2018. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commissioner Treasurer Ridgley stated the revenues and expenses were on track with budget. Staff presented an overview and answered questions regarding the financials for the period ending April 30, 2018. Mr. Griffin reported a few investments renewed in May and interest rates have increased slightly.

**ITEMS OF BUSINESS**

1. Bids for Tractor and Tractor-Mount Runway Broom and Blower: The item was included in the budget with PFC funding and will replace a 1978 snow broom. Staff recommends accepting the low bid from Williams Tractor for \$175,312 with the addition of an instruction seat, auto-shift transmission and a suspended cab, which will bring the price to \$177,612. Estimated delivery date in 180 days.

On a motion by Commissioner Kelly and second by Commissioner Nordin, the Commission to accept Williams Tractor's bid of \$175,312 with the three options for the total price to \$177,612. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

2. Director's Report:
  - A. ARFF Station Construction: The project is progressing well with a target completion date for October.
  - B. Spivey Creek Project: The project should be completed by the end of the month.
  - C. PFC Amendment: Staff is working with the FAA on closing the current PFC application, so the new PFC application can be implemented.

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- D. Master Plan Update: KSA Engineers has been contracted to do an independent fee estimate for the consultant's proposed fee. Coffman and Associates has submitted the scope of work and it has been forwarded to the FAA for review and approval. Pending that approval, the grant application should be submitted in June.
  - E. Landscaping Update: The landscaping work should start this week.
  - F. FAA Inspection: The annual FAA certification inspection is scheduled for June 5 thru 7.
  - G. TSA Checkpoint Modification: MAHG Architecture has drawn up a schematic for modifications to allow spacing for a full body scanner with a current price estimate of \$70,000. Once spacing is available for the scanner, the airport can be placed on waiting list to be considered for a future machine placement.
3. Executive Session – Airport Director Evaluation: At 6:00 p.m. on a motion by Commissioner Nordin and second by Commissioner Haver, the Commission adjourned into Executive Session for performance evaluation of the airport director. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley and Voris. Voting nay: none.

The Commission reconvened into the regular meeting at 6:22 p.m. on a motion by Commissioner Haver and second by Commissioner Nordin. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley and Voris. Voting nay: none.

Chairman Voris reported that during the executive session, the Commission reviewed the airport director's performance and agreed the director has done an excellent job and they appreciate his hard work, determination and enthusiasm. There will be a formal statement for placement in the director's permanent file. Mr. Griffin expressed his appreciation for the opportunity to work for the Commission.

**NEXT COMMISSION MEETING**

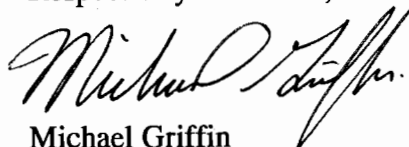
The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, June 26, 2018 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

**ADJOURNMENT**

On motion by Commissioner Nordin and second by Commissioner Hawkins, the meeting adjourned at 6:25 p.m. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Griffin". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Michael Griffin  
Airport Director