

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – OCTOBER 23, 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 Hawkins, presiding. Commissioners Haver, McGhee, Nordin, Ridgley and Voris were present. Commissioner Kelly was absent. 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 Voris, the Commission approved the Minutes of the Regular Meeting of September 25, 2018. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commissioner Treasurer McGhee stated nothing extraordinary to report. Staff presented an overview and answered questions regarding the financials for the period ending September 30, 2018.

ITEMS OF BUSINESS

1. Airport Café Lease Amendment - Mr. Wade York, the principal business owner of W.E.Y., Inc. (Art's BBQ), requested to continue the café lease for another year with the same terms and conditions. Staff recommended extending the lease.

On a motion by Commissioner Nordin and second by Commissioner Voris, the Commission accepted the request to extend the lease with W.E.Y, Inc. for one year. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

2. 2019 Budget Discussion - Staff has met with the budget committee members individually to review the draft budget and it is now being presented to the Commission for review. Staff gave an overview regarding capital outlay expenditures: remodel checkpoint, replace some terminal furniture and airfield maintenance software.

Staff requested the commissioners to provide feedback to staff prior to November 8 so any changes can be included in the proposed budget which will be submitted at the November commission meeting.

Airport director, Michael Griffin thanked Treasurer McGhee and Commissioner Haver for serving on the Budget Committee.

Minutes of F.S.A.C. Regular Meeting

October 23, 2018

Page 2

3. Director's Report:

- A. ARFF Station: Project is progressing well. Finish date is anticipated by end of the year.
- B. Diversions: Three American flights were diverted to Fort Smith Airport due to the weather at Dallas Fort Worth Airport. The departure lobby was full, with standing room only. Staff complimented American Airlines staff's performance. TSA checkpoint remained open, so passengers could come and go, and the café provided good service. Airport staff did a good job with security.
- C. Hangar 3 and 4: The roof project is going very well. Staff spoke with Hansen Roofing and they stated the project could be finished by this weekend if weather cooperates.
- D. Master Plan: Staff has been in regular contact with Coffman Associates. The sub-contractor has been collecting and setting survey points. The pavement assessment begins tomorrow.
- E. Commission / Staff Christmas party: The Christmas party will be December 13.

4. Executive Session for Airport Director Salary - At 5:55 p.m. on a motion by Commissioner Nordin and second by Commissioner McGhee, the Commission adjourned into Executive Session to discuss the airport director's salary. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley, and Voris. Voting nay: none.

The Commission reconvened into the regular meeting at 6:07 p.m. on a motion by Commissioner Nordin and second by Commissioner Voris. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley and Voris. Voting nay: none.

Chairman Hawkins reported that during the executive session the airport director's salary was discussed and it will remain the same for another year. The commission is pleased with the director's performance; however, the airport's recent deficits was a consideration.

NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, November 27, 2018 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On motion by Commissioner Nordin and second by Commissioner Voris, the meeting adjourned at 6:09 p.m. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

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