

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – DECEMBER 18, 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, and Voris were present. Commissioners Kelly and Ridgley were 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 November 27, 2018. Voting aye: Haver, Hawkins, McGhee, Nordin, 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 November 30, 2018. Miscellaneous revenue included the sale of an unused tractor. Maintenance and repair of buildings included the floor replacement of a boarding bridge and a full seal coating on the roof of building 10.

ITEMS OF BUSINESS

1. Airport Master Plan Update Report - Staff presented a brief overview of the information presented at the public information workshop that was held last week.
2. Director's Report:
 - A. ARFF Station: The project is progressing well with projected completion by the end of this month.
 - B. Tractor/Snow Broom: A tractor/snow broom and a flex wing rotary cutter has been received.
 - C. Engineer Selection: FAA requires the Engineer Selection process to be conducted every five years. Request for qualifications should be advertised next month.
 - D. AAAE: Mr. Michael Griffin has completed his accreditation for the American Association of Airport Executives.

NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, January 22, 2019 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 5:53 p.m. Voting aye: Haver, Hawkins, McGhee, Nordin and Voris. Voting nay: none. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Griffin", written in a cursive style.

Michael Griffin
Airport Director