

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – JANUARY 28, 2014
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 Archer, presiding. Commissioners Devero, Haver, Kelly, McGhee, Nordin and Schiffner were present. Also present were John Parker, airport director; Kathey Boze, administration director; Michael Griffin, operations director.

ADOPTION OF MINUTES

On a motion by Commissioner Nordin and second by Commissioner Schiffner, the Commission approved the Minutes of the Regular Meeting of December 17, 2013. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

TREASURERS' REPORT

Commissioner Treasurer Schiffner stated everything was in order. Staff presented an overview and answered questions regarding the financials for the period ending December 31, 2013.

ITEMS OF BUSINESS

1. Engineering Contract for Taxiway A West Construction Phase 3: Phase 3 is due to start in 2014 and will be completed in 2015. FAA has identified discretionary funds in the amount of \$1.5 million for FY2014. FAA has requested the project be designed and bid with a deductive alternate. Therefore redesigning elements, bidding elements and safety plans will scope the entire completion of Taxiway A West, but include sections that can be delayed until funding is available.

Timeline projected is to accept bids at the May meeting; submit FAA grant application after the meeting; approve grant at June meeting; and begin construction in July.

Morrison Shipley Engineers has submitted a repackaging, bidding and construction services contract for their work on the project. The contract amount is \$257,739, which includes \$43,739 for the design and bidding process. The contract has been reviewed by Mark Moll, airport legal counsel.

A motion to approve the contract with Morrison Shipley Engineers in the amount of \$257,739 was made by Commissioner Nordin and second by Commissioner Devero. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

2. Engineering Contract for Runway 1/19 (MIRL): This project includes installation of a medium intensity runway lighting system with new cable, cans and conduit. The proposed upgrade will make transformers easily accessible for maintenance and troubleshooting.

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The airport will submit a grant to the Arkansas Aeronautics Commission for 80% funding on the project. The state grant total reimbursement for an 80% grant was increased at last month's meeting from \$300,000 to \$350,000.

The short timeline is to accept bids at the February meeting; submit state grant application and receive grant in March; and complete project before the end of the state's fiscal yearend, June 30.

Morrison Shipley Engineers has submitted a contract for approximately \$77,348 for design, bidding & construction observation. The contract has been reviewed by Mark Moll, airport legal counsel.

A motion to approve the Runway 1-19 Lights contract with Morrison Shipley Engineers in the amount of \$77,348 was made by Commissioner Kelly and second by Commissioner Nordin. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

3. Bids for Airport Vehicle: The 2014 Budget includes \$48,000 for a vehicle to replace Airport 2, a 1999 Ford Expedition. Bids were advertised and four bids were received from four companies with the low bid meeting specifications submitted by Smith Auto Group in the amount of \$39,499 for a 2014 Ford Expedition, which includes trade-in for the current Airport 2.

A motion to accept Smith Auto Group's bid of \$39,449 for a 2014 Ford Expedition was made by Commissioner Haver and second by Commissioner Nordin. Voting aye: Archer, Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

4. Lease Assignment: Franklin County Aviation LLC is an aviation maintenance company leasing the north end of hangar 17. The principal owner and leaseholder Flint Pulis is planning to assign ownership of the company to Jarred Lowrey and Eugene Wahl. Airport legal counsel reviewed the assignment and no Commission action is needed. Once staff receives the signed assignment, the airport will recognize the new owners of Franklin County Aviation LLC. The possibility of entering into a new lease for more square footage is being discussed.
5. National Guard Bureau – AJUA Termination: The National Guard Bureau (NG) issues which relate to our grant assurances are still ongoing and the latest letter to DSM from the FAA regarding aviation units and fair market value makes receiving a relative value for the continued lease even more important. The current lease is \$1 annually.

Chairman Archer, John Parker, and Congressman Womack met in January to discuss the airport's position. Congressmen Womack stated he had some ideas that he desired to investigate and assured he would be in contact with Chairman Archer and Mr. Parker again.

6. Airport Activities/Projects

- A. Taxiway A West Progress: Current progress is focused on moving to the south side of Taxiway A with excavation work. A truck checkpoint has been established for safety. All the concrete is placed in sequence 1 of the project and the completion of that area has allowed moving the centerline north.
- B. State Aid Program: Has changed to include an additional \$50,000 in each category and non-AIP matching grants are limited to one per year (July to June).
- C. Snow and Ice Operations: Staff conducted snow and ice operations in December and in January. December 5 & 6 event was classified by FEMA as a natural disaster. Staff met with FEMA about the possibility of recouping some expenses.
- D. American and Delta Regional Managers: Both managers visited the airport and were given a complete tour of the airport and field.
- E. TSA Annual Inspection: This was a comprehensive inspection involving all aspects of our security program. Michael Griffin, Operations Director, and Jim Shifflett, terminal maintenance supervisor, did an outstanding job with the inspection. No discrepancies noted.
- F. Self Service AVGAS at TAC Air: Staff was informed by TAC Air that they have removed self-service fuel system near hangar 2. They will not replace that station, but have acquired another AVGAS truck. The airport's self-service system at the t-hangars is operational.
- G. Southern Eagle Aviation Flight School: Has received an FAA designation as a Part 141 accredited flight school. This is a significant accomplishment. Additionally, the school may train student pilots and receive funding from governmental sources.
- H. Mr. Wilson and Insurance Company: An accident occurred in December 2011 involving Mr. Wilson damaging airport property including a gate, gate operator, taxiway light and drainage ditch. Mr. Wilson's insurance company has offered to settle and cover 78% of the damages and fees incurred in the amount of \$6,500. Payment is expected in approximately two weeks.
- I. Guard Outstanding Payment: Payment for work from 2011 has not been received; however, staff has enrolled in the payment system and is waiting for notification.
- J. FAA Plans: FAA has mentioned that plans are being prepared for the replacement of RWY 25 VASI with a new PAPI system. Timeline for this project is unknown at this point.
- K. Annual Audit: Currently in progress and have interviewed the Chairman and staff. Report should be forthcoming sometime in March 2014.

- L. Coffee Vending: The airport restaurant lessee operates and maintains the coffee vending machine located in the secure area. They have changed the brand of coffee in the vending machine to Miss Ellie's.

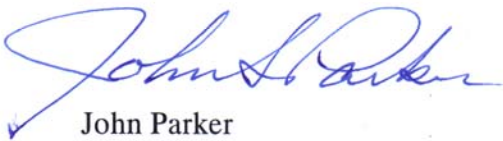
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, February 25, 2014 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On a motion by Commissioner Schiffner and second by Commissioner Devero, the meeting adjourned at 6:37 p.m.

Respectfully submitted,



John Parker
Airport Director