

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – MARCH 25, 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, Nordin and Schiffner were present. Commissioner Kelly and Commissioner McGhee were absent. 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 Devero, the Commission approved the Minutes of the Regular Meeting of February 25, 2014. Voting aye: Archer, Devero, Haver, Nordin and Schiffner. Voting nay: none.

TREASURERS' REPORT

Commissioner Treasurer Schiffner stated all had been reviewed and recommended acceptance of report. Staff presented an overview and answered questions regarding the financials for the period ending February 28, 2014.

ITEMS OF BUSINESS

1. **BKD 2013 Audit Report:** The annual audit for the airport has been completed. A copy of the audit will be sent to the City Administrator, the FAA and the bond trustees.

John Parker, director, introduced BKD representatives Cynthia Burns and Kelly Minter-Schneider. Cynthia Burns complimented Kathey Boze, administration director, and accounting staff for being extremely helpful and for gathering information in a timely manner.

Cynthia Burns reported on the audit report and stated the audit went well and received an unmodified opinion, which is the best opinion that may be received. One change for this year was the implementation of the GASB65 which set a new standard in expenses and reclassifications. GASB65 resulted in reclassing \$100,000 in bond issue costs to expenses in 2013. Kelly Minter-Schneider reported on the management letter. Ms. Burns and Ms. Minter-Schneider answered questions presented by the Commissioners.

A motion to accept the 2013 Audit Report was made by Commissioner Schiffner and second by Commissioner Nordin. Voting aye: Archer, Devero, Haver, Nordin and Schiffner. Voting nay: none.

2. **Platinum Air Charter:** Mr. John Hartman, co-owner of Platinum Air Charter, is requesting to perform charter and charter broker operations at the airport and has submitted an operating application. This operation is covered by the Airport Commission Minimum Standards for Commercial Activities.

Mr. Hartman gave an overview of the request, stating their initial operations will be charter broker service and later they plan to provide charter service.

A motion to approve the Platinum Air Charter Operating request was made by Commissioner Nordin and second by Commissioner Devero. Voting aye: Archer, Devero, Haver, Nordin and Schiffner. Voting nay: none.

3. Bids for 2 Mowers: The 2014 Budget includes purchasing mower with broom attachment, budgeted at \$27,000 and two tractor mowers, budgeted at \$49,000. The new equipment would replace existing mowers.

Bids were advertised for a zero turn mower. Bids were received from two companies with the lowest bid submitted by The Mower Shop in the amount of \$15,608.

Bids were advertised for one enclosed cab mower with an optional rotary broom attachment. At this time, the airport will replace only one tractor mower and not two. Bids were received from one company which was submitted by Spider Webb Farm Implements in the amount of \$24,500 for an enclosed cab mower and \$5,000 for a rotary broom attachment. The enclosed cab mower price includes trade-in of one tractor mower.

A motion to accept The Mower Shop bid of \$15,608 for a zero turn mower and to accept Spider Webb Farm Implements bid of \$29,500 for an enclosed cab mower and rotary broom attachment was made by Commissioner Haver and second by Commissioner Nordin. Voting aye: Archer, Devero, Haver, Nordin and Schiffner. Voting nay: none.

4. Airport Activities/Projects

- A. Taxiway A West: Progress is concentrated on the south side of Taxiway A. Paving should begin soon with the placement of asphalt base and concrete. Electrical work continues south of the realignment area.
- B. MIREL System: Arkansas Aeronautics Commission approved grant funding in the amount of \$224,607.80 for the runway 1/19 medium intensity runway lights (MIREL) system. The total project is \$280,759.60. Notice to proceed has been issued to the construction contractor and work could begin in late April.
- C. AJUA and ARFF Services Update: Staff continues to work issues related to the National Guard Bureau's plans to terminate the AJUA and ARFF services.
- D. FEMA: Approved one of four applications for reimbursing cost associated with the ice storm damage in December 2013.
- E. Fort Smith Citizens Academy: Fort Smith Regional Airport will be host to the Academy on the evening of April 7, 2014.
- F. Arkansas Airport Operators Association: Fort Smith Regional Airport will be the host for the 2014 Annual Convention of the Arkansas Airport Operators Association. The convention will be September 28 through September 30, 2014 at the Fort Smith Holiday Inn. All Commissioners are signed up as attendees.

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

March 25, 2014

Page 3

- G. Defense Logistics Agency: Representatives will be meeting with TAC Air and the airport in reference to support, structure, and the possibility of combining assets in terms of fueling operations.

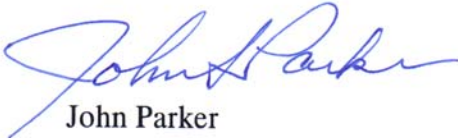
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, April 22, 2014 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On a motion by Commissioner Nordin and second by Commissioner Schiffner, the meeting adjourned at 6:30 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Parker", is written over the typed name.

John Parker
Airport Director