

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – JUNE 24, 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 Haver, Kelly, McGhee, Nordin and Schiffner were present Commissioner Devero was 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 Kelly, the Commission approved the Minutes of the Regular Meeting of May 27, 2014 Voting aye Archer, Haver, Kelly, McGhee, Nordin and Schiffner Voting nay none

On a motion by Commissioner Nordin and second by Commissioner McGhee, the Commission approved the Minutes of the Study Session of June 2, 2014 Voting aye Archer, Haver, Kelly, McGhee, Nordin and Schiffner Voting nay none

**TREASURERS' REPORT**

Commissioner Treasurer Schiffner stated all had been reviewed and all questions were answered satisfactorily Staff presented an overview and answered questions regarding the financials for the period ending May 31, 2014

**ITEMS OF BUSINESS**

- 1 Runway Rubber Removal and Painting Bids Staff received notification from the National Guard Bureau that funding for reimbursement of runway rubber removing and painting has been approved through a MCCA. Rubber removal, painting, and reimbursement submittal must be completed before October 1, 2014, which will conclude the AJUA.

Bids were received on June 19, 2014 from three firms with Chemtek, Inc. being the lowest bidder at \$46,933

A motion to award the rubber removal and painting to Chemtek, Inc in the amount of \$46,933 was made by Commissioner Schiffner and second by Commissioner Nordin. Voting aye Archer, Haver, Kelly, McGhee, Nordin and Schiffner Voting nay none

- 2 T-Hangar Rental Rates Rental rates for t-hangars have not been adjusted since 2007 Current rental rates are \$190 for the 44 foot hangars and \$220 per month for the 48 foot hangars Staff proposes lease rates be increased to \$220 and \$250 per month. The rates would be effective immediately for new leases Current tenant leases would be increased at lease expiration.

A motion to increase lease rates on t-hangars from \$190 to \$220 for smaller hangars and \$220 to \$250 for larger hangars was made by Commissioner Nordin and second by Commissioner Schiffner Voting aye Archer, Haver, Kelly, McGhee, Nordin, and Schiffner Voting nay none

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

June 24, 2014

Page 2

- 3 Operations / ARFF Personnel At the June 2 Study Session, commissioners reviewed options for providing airport ARFF services beginning October 1 Manning the ARFF would be either by private contractual ARFF services or by hiring airport operation personnel with ARFF certification.

Manning hours would be 20 hours per day at 360 days per year Staffing require 4.5 full-time equivalent positions The full-time positions would be operations / ARFF personnel The hiring process would need to begin immediately with projected employment beginning in August 2014 John Parker, airport director, answered flexibility, training, and accessibility questions presented by the Commissioners

A motion to man the ARFF with airport operations personnel with ARFF certification and to hire 4 full-time and part-time on-call employees as necessary was made by Commissioner Kelly and second by Commissioner Haver Voting aye Archer, Haver, Kelly, McGhee, Nordin, and Schiffner Voting nay none

- 4 Election of Officers Commissioner Nordin presented a slate of officers Commissioner McGhee for Chairman, Commissioner Schiffner for Vice-Chairman and Commissioner Kelly for Commission Treasurer

A motion to accept the slate of officers and for officer terms to begin July 1, 2014, was made by Commissioner Haver and second by Commissioner Nordin. Voting aye Archer, Haver, Kelly, McGhee, Nordin and Schiffner Voting nay none

- 5 Airport Activities/Projects

- A. Taxiway A West Phase 2 Nearing completion with concrete on the ground, joint sealing complete, electrical in place, realignment refreshed and closeout July 2014
- B Taxiway A West Phase 3 Grant applications have been submitted FAA grant offer to be determined
- C Runway 1/19 MIRL. Project completed and the request for grant reimbursement submitted
- D Ice Guard System for Terminal Roof FEMA approved materials have been ordered and upon arrival of the Ice Guard System, work will begin.
- E New Mower and SUV New mower and Airport 1 have been received with payment made on June 23
- F Presentation of Plaque A plaque was presented by Commissioner McGhee to Chairman Archer in appreciation of his term as chairman.

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

*June 24, 2014*

*Page 3*


NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, July 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 McGhee, the meeting adjourned at 6:15 p m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Parker". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Parker  
Airport Director