

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – JULY 22, 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 McGhee, presiding. Commissioners Devero, Haver, Kelly, Nordin and Schiffner were present. Commissioner Archer 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 Devero, the Commission approved the Minutes of the Regular Meeting of June 24, 2014. Voting aye: Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

**TREASURERS' REPORT**

Commissioner Treasurer Kelly stated all had been reviewed and no issues. Staff presented an overview and answered questions regarding the financials for the period ending June 30, 2014.

**ITEMS OF BUSINESS**

1. **Perimeter Security Fencing Bids:** This is a PFC funded project which will relocate and replace sections of the airport security fence due to erosion problems and unstable soil. The PFC funds have already been received for the project. The project will include replacing fence at the north end of Runway 1 along Phoenix Avenue and installing new fence at the west end of Runway 25 along Savannah and Old Greenwood Road with the old fencing remaining in its original location. For erosion control, a concrete strip will be poured underneath the new fencing.

Bids were advertised for the fencing work. Five bids were received with Ace Fence Fort Smith submitting the low bid in the amount of \$112,396.

A motion to accept Ace Fence Fort Smith bid in the amount of \$112,396 for security fencing work at the north end of Runway 1 along Phoenix Avenue and west end of Runway 25 along Savannah and Old Greenwood Road was made by Commissioner Kelly and second by Commissioner Haver. Voting aye: Devero, Haver, Kelly, McGhee, Nordin, and Schiffner. Voting nay: none.

2. **Runway Closure Marker Sign Bids (RCM):** This project is PFC funded. RCMs are trailer mounted, illuminated "X's" used to indicate closed runways and to enhance airfield safety. Large RCMs are necessary because the airport runways are 150 feet wide. The current RCMs were purchased in 2001 and are outdated and less reliable. Two new RCMs are needed with the old ones being retained as a backup.

Bids for two RCM signs were advertised with Sherwin Industries submitting the only bid which was \$33,686.

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A motion to accept Sherwin Industries bid in the amount of \$33,686 for two lighted runway closure marker signs was made by Commissioner Schiffner and second by Commissioner Kelly. Voting aye: Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

3. Aircraft Ground Power Unit Bids (GPU): This project is PFC funded. Currently, there is a GPU physically mounted underneath each jet bridge in order to maintain power to aircraft operation systems. If one of the mounted GPUs should fail, the portable GPU would be able to be moved into position and continue to operate from the jet bridge. The portable GPU would also be advantageous for aircraft parked away from the jet bridges.

Bids were advertised and three bids were received with one company bid not meeting specifications. TLD America submitted the low bid in the amount of \$48,270; however, staff was notified by TLD America that they cannot fulfill their bid because they will not have a GPU available in the time set in the proposal. The other bid was from Hobart Systems in the amount of \$52,644.

The 2014 Budget includes \$83,000 for a GPU and a portable preconditioned air unit which would be acquired later. The PFC Program requires all projects listed on the application be started by June 30, which has been accomplished.

A motion to except Hobart Systems bid amount of \$52,644 for an aircraft ground power unit was made by Commissioner Devero and second by Commissioner Nordin. Voting aye: Devero, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

4. ARFF Issues: The local unit of the 188<sup>th</sup>, the Arkansas National Guard (ANG), and the National Guard Bureau (NGB) are three separate entities. The lease for airport property is not with either the 188<sup>th</sup> or the ANG, but is with the United States Government through the United States Air Force. The AJUA (Joint Use Agreement) is not with the 188<sup>th</sup> or ANG, but is between the Fort Smith Airport Commission and the National Guard Bureau which resides in Washington, D.C. The airport has an excellent working relationship with the 188<sup>th</sup> and ANG.

At the meeting of April 4, 2014, the NGB representatives committed and confirmed the Fort Smith Airport Commission would be allowed to utilize the current ARFF equipment (truck) and ARFF station (building) past the end of the fiscal year for a period not to exceed 5 years. Staff has endeavored to obtain additional information from the NGB and has had limited success. In the last few days, the NGB made contact with staff concerning the ARFF equipment and staff responded. On July 21, staff received a "License Out Grant" document which would be utilized by the Air Force for the ARFF station. The document has been sent to Mark Moll, airport counsel, for review. Staff response on the ARFF station is to be returned by the end of business day July 23, 2014.

Because of the lack of movement and action by the National Guard Bureau and the U.S. Air Force, staff, with the Chairman's concurrence, advertised for proposals from turn-key third party contractors to be able to provide equipment and personnel to Fort Smith Regional Airport for ARFF coverage. Proposals are due back in early August and will provide the exact cost for contractual services.

The plan of action to hire ARFF positions, as Commission employees, has been temporarily placed on hold. Applications have been received, reviewed and contact made with the applicants as to the holding position of the airport. Staff will continue to prepare for every option and seek to present the most cost effective method of ARFF services meeting the FAA requirements.

Questions from the Commissioners concerning the land lease with the Air Force were answered by John Parker, airport director. Mr. Parker stated at the April FAA / ANG / Airport meeting, the FAA requested the Commission to place into our 5 year capital improvement plan the acquisition of an ARFF truck with FAA support in the fiscal year 2017, subsequently changed on request of the FAA to fiscal year 2015. Staff has complied with this FAA request. FAA also requested the Commission to send a letter to the NRG requesting renegotiations of the lease because of issues surrounding the FAA grant assurances and aeronautical/non-aeronautical issues. Staff has complied with this FAA request, but no response has been received.

**5. Airport Activities/Projects**

- A. Taxiway A West Phase 2: Final inspection will be July 23 and closeout is in process.
- B. Taxiway A West Phase 3: Grant application has been submitted, cleared through the Southwest Region and waiting FAA grant offer.
- C. Runway 1/19 MIRL: Project is completely closed out.
- D. Ice Guard System: FEMA funded project from December 2013 ice storm. Work has been completed and awaiting reimbursement from FEMA.
- E. FAA Site Visit: Kathy Franklin, FAA program manager, and Jerry Chism, staff member of the Arkansas Department of Aeronautics, performed a site visit to the airport on July 15, 2014.
- F. Insurance Broker Proposals: Staff has advertised for proposals from insurance brokers. Staff requested a Commission member assist the staff with the selection process. Chairman McGhee appointed Commissioner Archer, upon his agreement to participate in the process.
- G. ATM in Terminal: Current ATM lessee will remove their ATM September 30. Staff has advertised for proposals from banks.

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H. TAC: John Parker, airport director, congratulated TAC Air for establishing another facility in Little Rock, Arkansas.

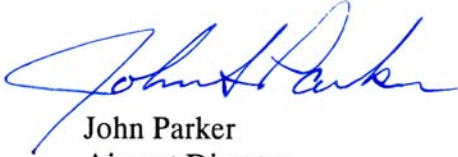
**NEXT COMMISSION MEETING**

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, August 26, 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 6:18 p.m.

Respectfully submitted,

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

John Parker  
Airport Director