

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING  
TUESDAY – AUGUST 26, 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 Archer, Haver, Kelly, 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 Archer, the Commission approved the Minutes of the Regular Meeting of July 22, 2014, and the Minutes of the Special Meeting of August 12, 2014. Voting aye: Archer, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

**TREASURER REPORT**

Staff presented an overview and answered questions regarding the financials for the period ending July 31, 2014. Mr. Parker stated operating accounts include departments 100, 200, and 300; but in the future, operating accounts will include department 400 ARFF expenses.

**ITEMS OF BUSINESS**

1. Materials Testing Contract for Taxiway A West Phase 3: The material testing is conducted through an independent laboratory and is not part of the building contract. The independent material testing will be performed by Rodriguez Engineering Laboratories. Their proposal for the material testing is \$81,639 and is included in the grant.

A motion to accept the material testing contract with Rodriguez Engineering Laboratories in the amount of \$81,639 contingent upon legal counsel review was made by Commissioner Archer and second by Commissioner Nordin. Voting aye: Archer, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

2. Insurance Broker Proposals: Request for proposals was advertised with two proposals being received: 1) Arthur J. Gallagher Risk Management of Fort Smith and 2) Regions Insurance, Inc., of Fayetteville, Arkansas. Proposals were reviewed and independently evaluated by Commissioner Archer and the staff. Arthur J. Gallagher Risk Management was selected to present to the Commission.

A motion to select Arthur J. Gallagher Risk Management for the airport insurance broker for a 3 year period with renewal options was made by Commissioner Schiffner and second by Commissioner Archer. Voting aye: Archer, Haver, Kelly, McGhee, Nordin, and Schiffner. Voting nay: none.

3. ATM Proposal: BancorpSouth notified staff they will be removing their ATM from the central lobby of the terminal building. Request for proposals was advertised with one proposal being received from Welch ATM. The proposal included paying \$115 per month rental fees plus 10% of any branding fee the company may receive. Fees charged to the customer will be \$3 per cash withdrawal and does not include any

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additional fees charged by the customer's financial institution. The rental lease would be for two years.

A motion to accept Welch ATM proposal and entering into a 2 year lease was made by Commissioner Haver and second by Commissioner Nordin. Voting aye: Archer, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

4. ArcBest Lease Extension Agreement: Arkansas Best Corporation hangar lease and use agreement expires on October 31, 2014. They have requested their lease be extended for 5 years. The lease and use extension agreement will provide for a name change to ArcBest Corporation and a monthly rent increase.

A motion to except extending the lease and use agreement with ArcBest Corporation for 5 years was made by Commissioner Nordin and second by Commissioner Kelly. Voting aye: Archer, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

5. ARFF Contract: A service agreement has been developed by staff and reviewed by Mark Moll, airport attorney, and sent to Pro-Tec Fire Services for review and signature. This agreement provides for Index B ARFF coverage for 18 hours, every shift, every day and a supervisor Monday through Friday during normal duty hours and who will act as the primary point of contact and incident commander. The contract will be for a 2 year term with three 1 year options. The contract would begin October 1, 2014 and end on the last day of 2016. First year cost will be \$251,000, second year cost will be \$258,000, and after hours of operation cost will be \$25 per hour. Mr. Parker stated that Michael Griffin, operations director, had done an excellent job on overseeing all aspects of obtaining ARFF services for the airport. Mr. Parker answered questions from Commissioners concerning ARFF for after hours of operations. Only commercial service aircraft require ARFF to operate on the airfield.

A motion to approve the agreement with Pro-Tec Fire Services for a 2 year term with three 1 year options was made by Commissioner Archer and second by Commissioner Nordin. Voting aye: Archer, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

6. Resolution for Bank Signature Cards: New bank signature cards with BancorpSouth were signed in July with the change in chairman, vice chairman and commission treasurer. This resolution will identify Commission positions as opposed to personal names and is reflective of the Commission Rules and Regulations pertaining commission positions allowed to sign checks. The position names associated with the signature bank cards would come from the Commission Minutes where officers were elected and no new resolution would need to be updated or approved annually. The resolution designates BancorpSouth as the airport's depository for airport bank accounts.

A motion to adopt Resolution 2014-1 for Bank Signature Cards as presented was made by Commissioner Kelly and second by Commissioner Nordin. Voting aye: Archer, Haver, Kelly, McGhee, Nordin and Schiffner. Voting nay: none.

7. Budget Committee: Staff has begun work on the 2015 budget and requests the Chairman appoint two commission members to work with staff as the Budget Committee. Draft budget should be presented to commission at the October commission meeting with proposed budget submitted for acceptance at the November commission meeting. The 2015 budget will be effective January 1, 2015.

Chairman McGhee appointed Commissioner Kelly and Commissioner Schiffner to work with staff as the Budget Committee.

8. Airport Activities/Projects

- A. John Knight Retirement: John Knight, Director of Arkansas Aeronautics Department, will retire September 1, 2014. He has been in the department for 27 years and has been a tremendous supporter of aviation and airports in the state of Arkansas. The retirement reception was held at the Capitol in Little Rock, Arkansas, and Commissioner Schiffner and Mr. Parker were in attendance to represent the Fort Smith Regional Airport. Commissioner Schiffner had served for 8 years on the commission with Mr. Knight. Commissioner Schiffner stated Mr. Knight would be greatly missed.
- B. Taxiway A West Phase 3: Pre-Construction meeting was held and the notice to proceed will be issued to Forsgren, Inc., the construction contractor. Work is planned to begin on September 8.
- C. FAA Certification Inspection: Mr. Mitchell, FAA lead inspector for the Southwest Region, completed the airport's annual inspection. No discrepancies or violations were found and the inspector had many complementary comments about the field and operations. Michael Griffin, operations director, and Steve Myers, field supervisor, along with entire staff did a great job.
- D. ARFF Equipment Inspection: During the FAA certification inspection, ARFF vehicles were made available to be inspected by Mr. Mitchell in order to qualify the vehicles as to whether they would be acceptable for use by the Commission for FAA Index B purposes. Two of the three vehicles passed the FAA inspection and were deemed acceptable to the FAA. These two vehicles are the vehicles in question with the National Guard Bureau.
- E. Runway Rubber Removal: Scheduled to begin August 22. This work is part of the last operations covered by the Airport Joint Use Agreement (AJUA) before it is terminated on October 1, 2014.
- F. Hotel Construction: This will be a Hilton branded property Home2 and is progressing very well.
- G. Arkansas Airport Operators Association (AAOA): Their annual conference will be held September 28 – 30 at the Holiday City Center downtown Fort Smith. Staff will register any Commission member wanting to attend. The Commission will sponsor one of the lunches.

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H. Fort Smith Citizens Academy: The airport will host a session of the Fort Smith Citizens Academy on September 11 at 6:00 p.m.


NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, September 23, 2014 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On a motion by Commissioner Kelly and second by Commissioner Schiffner, the meeting adjourned at 6:23 p.m.

Respectfully submitted,

  
John Parker  
Airport Director