

A G E N D A

FORT SMITH PORT AUTHORITY

MEETING

Thursday, November 1, 2018

Port of Fort Smith

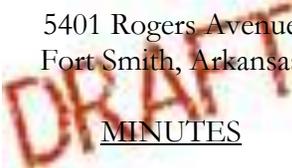
200 Navy Road

Fort Smith, Arkansas

TIME: 11:30 a.m.

1. Call to order – Larry Combs, Chair
2. Roll Call
3. Approve minutes of:
 - a. August 2, 2018 regular meeting
 - b. September 20, 2018 special meeting
4. Treasurer’s Report – Dustin Collyge, Treasurer
 - a. Port Authority Bank Statements
 - b. Ratification of bills paid to date
 - c. Authorization of outstanding expenditures
 - d. Nomination/selection of Treasurer effective January 1, 2019
5. Operations Reports – Wesley Daniel, Five Rivers Distribution
 - a. Tonnage Report
 - b. Operations Report (projects, operations, customers, issues, requests, etc.)
6. Unfinished Business:
 - a. Discussion regarding grant project status.
7. New Business:
 - a. none
8. Other discussion items.
9. Next meeting: ~ January 24, 2019
10. Adjourn

City of Fort Smith
Port Authority Meeting
11:30 a.m. Thursday, August 8, 2018
Bank of the Ozarks building
5401 Rogers Avenue
Fort Smith, Arkansas


MINUTES

The Fort Smith Port Authority scheduled its regular quarterly meeting following lunch at 11:30 a.m. on Thursday, August 8, 2018 at the Bank of the Ozarks building, 5401 Rogers Avenue, Fort Smith, Arkansas.

The meeting was called to order by Larry Combs, chairperson, at 12:01 a.m. and a quorum was noted present. Other Port Authority members present were Philip Doss and Chad Lane. Eddie Norman and Dustin Collyge were absent and excused. Others present were Wesley Daniel of Five Rivers Distribution and Jeff Dingman of the City of Fort Smith.

The minutes of the May 10, 2018 meeting were presented, and Mr. Doss moved approval. Mr. Lane seconded, and the motion carried unanimously.

Mr. Dingman presented the Compiled Financial Statements for the City of Fort Smith Port Authority, as prepared by Beall Barclay for the fiscal year ended December 31, 2017. There were no questions.

Mr. Combs asked for review of the bank statements for the two Port Authority accounts for the months comprising the second quarter of 2018. It was noted that \$10 was left in the Grant Account after expenses for the building project were finalized. It was further noted that both current accounts need to be closed and re-established using the Port Authority's new Tax Identification Number. The original accounts used the City of Fort Smith Tax Identification Number, which is now inappropriate since the Port Authority has its own number. The new accounts have already been opened, and upon verification that there are no outstanding checks, the funds within the old accounts will be transferred to the new accounts.

Mr. Doss moved ratification of all bills paid to date. Mr. Lane seconded, and the motion carried unanimously. There were no outstanding expenditures for approval.

Mr. Dingman noted that Dustin Collyge was re-appointed by the Mayor & confirmed by the Board of Directors for another term on Port Authority. Mr. Collyge earlier communicated that he would like to step down as Treasurer. Mr. Dingman suggested that the election of a new Treasurer happen so that it is effective on January 1 of the next fiscal year. No action was taken, and further discussion was deferred to the next meeting.

Mr. Daniel provided the second quarter tonnage report for the Port of Van Buren and the Port of Fort Smith. The Port of Fort Smith moved 26,737 net tons, the Port of Van Buren 50,847 net tons, with a total for the quarter of 77,584 net tons.

Mr. Daniel provided the Operator's Report. The new building is complete and in service, including moving the power poles, the extended apron, and the overhead door. The only thing left to complete is fabrication of the drop-in flood door that they need to have available to seal off the concrete

foundation if water starts to rise.

The building was full of material even before it was completely closed in. It is being used for bulk storage of “corn screenings” that is used for livestock feed. There are currently four barges worth of screenings (approx. 6500 tons) in the building, being stored for a customer who would use more space if we had it. The material will stay there until the customer sells or moves it.

Mr. Lane asked Mr. Daniel if Five Rivers Distribution was noticing difficulty in getting access to trucks and drivers. Mr. Daniel replied that there is a general shortage of drivers in the trucking industry that everyone notices. Mr. Daniel moved approval of the Operator’s Report, Mr. Lane seconded, and the motion carried unanimously.

Mr. Combs introduced proposed Resolution No. 2018-01 authorizing application for grant funding from the Arkansas Waterways Commission Port Development Grant Program. This is the same program that has provided funding for the storage building project in recent years, and the next application will seek funds to apply to the completion of the building. The application is due to the Arkansas Waterways Commission by August 15, and it will seek \$149,718.06 to go toward the final bills associated with the project. Five Rivers Distribution has signed the Match Agreement, agreeing to provide the required 10% matching funds if the Port Authority is awarded a grant. The resolution authorizes the Chair, or his designee, to submit the grant application and sign any necessary documents. Mr. Daniel and Five Rivers Distribution will submit the application, and Mr. Dingman will assist as necessary. Mr. Doss moved approval of Resolution No. 2018-01. Mr. Lane seconded and the motion carried by unanimous vote. As in past years, the Port Authority should be notified in late October or early November if a grant is to be awarded.

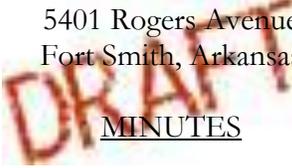
The next regular meeting of the Port Authority will be scheduled for late October, with the specific date and time to be determined. There being no further business before the body, the meeting adjourned at 12:29 pm.

Respectfully submitted,



Jeff Dingman
Deputy City Administrator
City of Fort Smith, Arkansas

City of Fort Smith
Port Authority Special Meeting
11:00 a.m. Thursday, September 20, 2018
Bank of the Ozarks building
5401 Rogers Avenue
Fort Smith, Arkansas


MINUTES

The Fort Smith Port Authority called a special meeting at 11:00 a.m. on Thursday, September 20, 2018 at the Bank of the Ozarks building, 5401 Rogers Avenue, Fort Smith, Arkansas.

Larry Combs, Chair, called the meeting to order at 11:00 a.m. Also in attendance were Philip Doss, Chad Lane and Eddie Norman. Dustin Collyge was absent and excused. Also present were Marty Shell of Five Rivers Distribution and Jeff Dingman of the City of Fort Smith.

The purpose of the special meeting was to consider authorizing the final payment to the building contractor, Legacy in the amount of \$131,272.86. The grant funds from the Arkansas Waterways Commission for the purpose of finishing this building project in the amount of \$110,000 have been deposited in the Port Authority's grant account. Five Rivers Distribution has also deposited the 10% matching funds of \$11,000 into that same account, so the Port Authority has \$121,000 available in its grant project account.

Mr. Shell noted that the invoiced amount from Legacy included a charge \$8,172.76 related to demobilization/re-mobilization of work due to the need to relocate utility poles. The poles were moved, and Legacy returned to complete the building. There was discussion of the agreement between the Port Authority and Five Rivers Distribution where all agreed that Five Rivers Distribution would be responsible for any building costs that were not ultimately covered by the AWC grant funds. There was also discussion on how Five Rivers Distribution has provided the 10% match on all grant awards the Port Authority has received from the AWC.

After discussion, Mr. Lane moved that the Port Authority pay the full amount of the Legacy invoice, first from its grant account, and then any remaining amount from its general operating account. Mr. Doss seconded, and the motion carried with three in favor, one opposed (Mr. Norman).

Upon approval, it was further clarified that two checks would be written, the first on the grant account to exhaust the grant funds, and then a second from the operating fund for the balance of the invoice.

There being no further business, Mr. Lane moved adjournment of the special meeting. Mr. Doss seconded, and the motion carried unanimously to adjourn at 11:46 a.m.

Respectfully submitted,

Jeff Dingman
Deputy City Administrator