

**MINUTES OF AIRPORT COMMISSION REGULAR MEETING**  
**TUESDAY – MARCH 26, 2019**  
**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 Hawkins, presiding. Commissioners Haver, McGhee, Nordin, Ridgley, Kelly, and Voris were present. Also present were Michael Griffin, airport director, Kathey Boze, administration director and Richard Rushing, operations director.

**ADOPTION OF MINUTES**

On a motion by Commissioner Nordin and second by Commissioner Ridgley, the Commission approved the Minutes of the Regular Meeting of February 26, 2019. Voting aye: Hawkins, Haver, McGhee, Nordin, Ridgley, Kelly, and Voris. Voting nay: none. Motion carried.

**TREASURERS' REPORT**

Commissioner Treasurer McGhee stated nothing extraordinary to report. Staff presented an overview and answered questions regarding the financials for the period ending February 28, 2019. Mr. Griffin reported ARFF truck #16 sustained damage by one of the ARFF drivers. An insurance claim has been filed and there will be significant deductible, which will reflect as maintenance repair of equipment when work is completed. The checkpoint remodel is still pending the final approval from TSA headquarters. The fire station is complete and project close out should occur soon.

**ITEMS OF BUSINESS**

1. Airport Engineer Selection – Three firms submitted statements of qualifications for engineering services: Michael Baker International, Burns McDonnell, and Morrison Shipley. Selection committee members were Chairman Hawkins, Commissioner Kelly, Michael Griffin, airport director, and Reese Brewer, Transportation Director at the Frontier Metropolitan Planning Organization. The selection committee ranked the submittals and interviewed Morrison Shipley and Michael Baker International. The selection committee unanimously recommended retaining Morrison Shipley.

A motion to retain the firm of Morrison Shipley Engineers for primary engineering services for the next five-year period was made by Commissioner Nordin and second by Commissioner McGhee. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley, and Voris. Voting nay: none.

2. Ground Lease at Leigh Avenue/Airport Boulevard – Mr. Scott Clark, owner of the developed property in the 5400 block of Phoenix Avenue, has requested a lease for a portion of airport property to be used for overflow parking. The land is located between Leigh Avenue, the I-540 off-ramp and a large drainage ditch. That property has

approximately 10,000 square feet of leasable space. Staff recommends leasing the property at 30 cents per square foot. It has not been determined if the lease will be with Scott Clark or an LLC representing the businesses at the development. Mr. Clark has received necessary approval from the city for the parking lot.

A motion to lease the property at Leigh Avenue and Airport Boulevard and to authorize the airport director to execute an agreement after legal counsel review was made by Commissioner Kelly and second by Commissioner Nordin. Voting aye: Haver, Hawkins, Kelly, McGhee, Nordin, Ridgley, and Voris. Voting nay: none.

3. Director's Report:

- A. ARFF Station: Open House for ARFF station will possibly be the week of April 15<sup>th</sup>.
- B. Waterline Leak: A bushing blew on the water under the kitchen sink in the administrative offices and caused damage in adjacent rooms. The area was treated for mold by a contractor and repair work was completed in-house.
- C. Air Service Conference: Airport director attended an air service conference earlier this month with Mead and Hunt. The goal is to maintain and increase services. Staff met with representatives of both American and Delta; as well as SkyWest, United and Allegiant Airlines. Staff discussed the possibility of future routes with each airline.

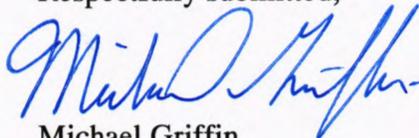
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, April 23, 2019 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On motion by Commissioner Nordin and second by Commissioner Kelly, the meeting adjourned at 5:50 p.m. Voting aye: Hawkins, Haver, McGhee, Nordin, Ridgley, Kelly and Voris. Voting nay: none. Motion carried.

Respectfully submitted,



Michael Griffin  
Airport Director