

MINUTES OF AIRPORT COMMISSION REGULAR MEETING
TUESDAY – MAY 28, 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, and Voris were present. Commissioner Kelly was absent. 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 Voris, the Commission approved the Minutes of the Regular Meeting of April 23, 2019. Voting aye: Hawkins, Haver, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

TREASURERS' REPORT

Commissioner Treasurer McGhee stated everything seems to be in order. Staff presented an overview and answered questions regarding the financials for the period ending April 30, 2019.

ITEMS OF BUSINESS

1. Engineering Contract for Taxiway A East Lighting Improvement Project – Morrison Shipley Engineers has submitted professional services contracts for the design and construction phase of this project.

An Independent Fee Estimate (IFE) for the professional services is being conducted by KSA Engineers. Mark Moll has reviewed both contracts and they are acceptable.

A motion to authorize the airport director to approve both professional service contracts with Morrison Shipley Engineers upon receipt of the IFE provided the contracts do not exceed \$130,000 was made by Commissioner McGhee and second by Commissioner Nordin. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley and Voris. Voting nay: none.

2. Stephens Production Company Easement – Stephens Production has requested an easement to install a rectifier and ground bed system on their compressor site just outside of airport property on Massard Road. The underground easement is an area that is prone to flooding and is currently under water. The easement has been reviewed by the airport attorney Mark Moll.

A motion to approve the easement with Stephens Production Company was made by Commissioner Haver and second by Commissioner Nordin. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley and Voris. Voting nay: none.

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3. Construction bids for Security Checkpoint Modification Project – This project is to redesign the area at the security checkpoint to increase space for a new walk-thru screening machine.

MAHG Architects designed the modification and solicited construction bids. Two qualified bids were received with Glidewell Construction being the lowest bid.

The bids were over the budget amount of \$85,000. Staff has submitted a grant application to the Arkansas Aeronautics Commission for 50% funding, and staff is confident it will be approved. Project start date is contingent to grant approval.

A motion to accept Glidewell Construction's bid in the amount of \$162,513 was made by Commissioner Nordin and second by Commissioner Ridgley. Voting aye: Haver, Hawkins, McGhee, Nordin, Ridgley and Voris. Voting nay: none.

4. Insurance Broker Committee Appointment – Staff requests the Chairman appoint a commissioner to serve on the committee for selecting an insurance broker. Commissioner Haver was appointed.

5. Director's Report:

- A. Master Plan: The second master plan public information open house was held on May 23, 2019. This section covers options for future airfield development.

- B. AIP 46: ARFF station construction is closed out and final documents have been submitted to the FAA. Once closed out staff will submit a grant application to the Aeronautics Commission for partial funding.

- C. TSA Arkansas & Airport Managers' Meeting: The current administration for TSA in Arkansas is committed to make the passenger experience more pleasant.

- D. Storm Damage: A t-hangar door was damaged, and several trees were down from the tornado.

- E. Emergency Drill: A full scale emergency drill was held on May 22, 2019. FAA requires the airport to physically test the emergency procedures every three years.

The airport operations director, Richard Rushing, and the airport operations officer, Danny Gasparotto did a great job. The airport and 188th were joined with local emergency responders and hospitals to conduct this drill. Everything went well.

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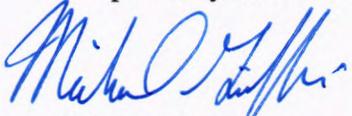
NEXT COMMISSION MEETING

The next regularly scheduled meeting of the Fort Smith Airport Commission will be Tuesday, June 25, 2019 at 5:30 p.m. in the Fort Smith Regional Airport Conference Room.

ADJOURNMENT

On motion by Commissioner Nordin and second by Commissioner Voris, the meeting adjourned at 5:59 p.m. Voting aye: Hawkins, Haver, McGhee, Nordin, Ridgley and Voris. Voting nay: none. Motion carried.

Respectfully submitted,



Michael Griffin
Airport Director