

The City of Muskogee encourages participation from all citizens in public meetings if participation is not possible due to disability, please notify the City Clerk in writing at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA/36).

AGENDA

Muskogee Airport Board Meeting
04/18/2018
(4:00 PM)
Muskogee-Davis Regional Airport Terminal
1201 Sabre Street
Muskogee, OK

Roll Call

- 1 Consider approval of Airport Board Minutes of March 21, 2018 meeting. (Perline Boyattia)
- 2 Consider approval of Financial Statements of March 2018.(Perline Boyattia).
- 3 Airport Manager Report (Drew Saffell)
- 4 Consider approval of the purchase of a new Toro GM7200 Zero-Turn mower from Professional Turf Products, L.P. using FY2019 airport funds at the NIPA contract price of \$19,691.30 or take other necessary action.
- 5 New Business
("any matter not known about or which could not be reasonably foreseen 24 hours before the meeting")

Adjourn

Airport Board Agenda

1.

Meeting Date: 04/18/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Airport Board Minutes of March 21, 2018 meeting. (Perline Boyattia)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

AB March18 min

MINUTES
Muskogee Airport Board Meeting

Wednesday, March 21, 2018

The Members of the Muskogee Airport Board, City of Muskogee, met at 4:00 pm on March 21, 2018 at the Muskogee-Davis Regional Airport Terminal, 1201 Sabre Street, Muskogee, Oklahoma.

Meeting was called to order and Chairman Perline Boyattia called the roll as follows:

Present: Perline Boyattia, Vice Chairman; Daniel Miller, Board Member; Weldon Stout, Board Member; Tim Wheeler, Board Member; Dan Hall, Board Member

Absent: Mayor Bob Coburn, Board Member; Dr. Michael Soper, Board Member

Staff Present: Drew Saffell, Airport Manager; Mike Stewart, Assistant City Manager; Robin Orman, Administrator

Attendees: Richard Millsap

- 1 Consider approval of Airport Board Minutes of March 21st, 2018 meeting. (Perline Boyattia)

Motion was made by Board Member Dan Hall, seconded by Board Member Daniel Miller

AYE: Vice Chairman Perline Boyattia, Board Member Daniel Miller, Board Member Weldon Stout, Board Member Tim Wheeler, Board Member Dan Hall

Carried - Unanimously

- 2 Consider approval of Financial Statements of March 2018. (Perline Boyattia)

Motion was made by Board Member Dan Hall, seconded by Board Member Weldon Stout

AYE: Vice Chairman Perline Boyattia, Board Member Daniel Miller, Board Member Weldon Stout, Board Member Tim Wheeler, Board Member Dan Hall

Carried - Unanimously

- 3 Drew Saffell presented the Manager Report.

- 4 New Business

There was some discussion about the Bid Packet for the 5 year grazing leases. No action was needed.

No further business to come before the Airport Board, Chairman Boyattia adjourned the meeting at 4:40 p.m.

Airport Board Agenda

2.

Meeting Date: 04/18/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Financial Statements of March 2018.(Perline Boyattia).

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

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**MUSKOGEE DAVIS REGIONAL AIRPORT
BALANCE SHEET
March 31, 2018**

CURRENT ASSETS

101.10-00	CASH IN BANK	209,651.36	
115.10-00	ACCOUNTS RECIEVABLE	4,844.13	
	GRANT RECEIVABLE	151,251.37	
	TOTAL CURRENT ASSETS		365,746.86

NON CURRENT ASSETS

161.10-00	LAND	3,000.00	
162.10-00	BUILDINGS	930,909.76	
162.20-00	INFRASTRUCTURE	4,841,298.04	
164.10-00	MACHINERY & EQUIPMENT	45,371.75	
162.80-00	ACCUM DEPRECIATION BLDG		(498,699.28)
162.80-20	ACCUM DEPRECIATION INFRASTRUCTURE		(1,229,987.22)
164.80-00	ACCUM DEPRECIATION MACHINE & EQUIP		(40,738.92)
	TOTAL NON CURRENT ASSETS		<u>4,051,154.13</u>
	TOTAL ASSETS		<u><u>4,416,900.99</u></u>

LIABILITIES AND EQUITY

CURRENT LIABILITIES

202.10-00	ACCOUNTS PAYABLE	-	
203.10-00	ACCRUED SICK/VACATION	461.60	
	TOTAL CURRENT LIABILITIES		461.60

EQUITY

245.00-00	EQUITY RESERVE	673,222.51	
249.00-00	EQUITY FOR ENCUMBRANCES	1,713,875.49	
	RETAINED EARNINGS	2,029,341.39	
	TOTAL EQUITY		<u>4,416,439.39</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>4,416,900.99</u></u>

**MUSKOGEE DAVIS REGIONAL AIRPORT
INCOME STATEMENT
FOR THE MONTH ENDING MARCH 31, 2018**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	%
REVENUES					
INTERGOVERNMENTAL REVENUES					
331-10-00 FEDERAL GRANTS	1,898.20	151,251.37	300,000.00	148,748.63	50.42%
331-11-00 FEDERAL GRANTS - CITY MATCH	0.00	47,565.26	48,200.00	634.74	98.68%
334-10-00 STATE GRANTS	0.00	0.00	424,259.00	424,259.00	0.00%
CHARGES FOR SERVICES					
343-10-00 GRAZING FEES	0.00	0.00	21,313.00	21,313.00	0.00%
343-20-00 AIRPORT RENTAL	14,337.02	128,876.46	171,076.00	42,199.54	75.33%
343-30-00 HANGAR LEASES	0.00	4,797.00	5,453.00	656.00	87.97%
361-10-00 INTEREST REVENUES	0.00	0.00	250.00	250.00	0.00%
363-20-00 FACILITY RENTAL	0.00	50.00	0.00	(50.00)	
390-90-00 MISCELLANEOUS	143.00	7,102.80	10,000.00	2,897.20	71.03%
TOTAL REVENUES	16,378.22	339,642.89	980,551.00	640,908.11	34.64%
SURPLUS FORWARD	0.00	0.00	347,227.73		
TOTAL REVENUES AND SURPLUS	16,378.22	339,642.89	1,327,778.73		
EXPENDITURES					
PERSONNEL					
430-11-00 WAGES	6,997.61	45,044.74	57,117.00	12,072.26	78.86%
430-18-00 UNIFORM & CLOTHING ALLOWANCE	0.00	230.00	230.00	0.00	100.00%
430-21-00 FICA/MEDICARE	535.32	3,445.94	4,420.00	974.06	77.96%
430-22-00 PENSIONS	519.78	3,345.91	4,320.00	974.09	77.45%
430-23-00 GROUP INSURANCE	674.55	4,287.64	6,935.00	2,647.36	61.83%
TOTAL PERSONNEL	8,727.26	56,354.23	73,022.00	16,667.77	77.17%
CONTRACTUAL					
430-30-35 MAINTENANCE CONTRACTS	0.00	0.00	4,000.00	4,000.00	0.00%
430-39-90 OTHER	2,049.18	30,106.86	49,000.00	18,893.14	61.44%
TOTAL CONTRACTUAL	2,049.18	30,106.86	53,000.00	22,893.14	61.44%
PROFESSIONAL					
430-31-30 PREMIUMS, INS. & BONDS	0.00	22,125.00	22,125.00	0.00	100.00%
430-31-40 ENGINEERING	0.00	0.00	10,000.00	10,000.00	0.00%
TOTAL PROFESSIONAL	0.00	22,125.00	32,125.00	10,000.00	68.87%
OPERATING					
430-34-10 ADVERTISING	0.00	0.00	1,000.00	1,000.00	0.00%
430-35-10 TRAVEL AND EDUCATION	0.00	149.00	1,500.00	1,351.00	9.93%
430-35-20 MEMBERSHIPS DUES SUBSCRIPTIONS	0.00	350.00	350.00	0.00	100.00%
430-41-20 POSTAGE AND FREIGHT	0.00	56.05	250.00	193.95	22.42%
430-43-10 UTILITIES	1,301.81	9,741.31	16,000.00	6,258.69	60.88%
430-46-10 AUTO MAINTENANCE	0.00	0.00	2,500.00	2,500.00	0.00%
430-46-25 BUILDING AND GROUNDS	0.00	2,637.28	37,500.00	34,862.72	7.03%
430-46-30 EQUIPMENT	0.00	223.80	2,500.00	2,276.20	8.95%
430-52-30 OFFICE SUPPLIES	250.76	1,134.14	1,500.00	365.86	75.61%
430-42-40 JANITORIAL SUPPLIES	43.80	618.66	2,000.00	1,381.34	30.93%
430-52-50 GAS OIL & GREASE	0.00	1,516.80	4,000.00	2,483.20	37.92%
430-52-70 SMALL TOOLS & MINOR EQUIPMENT	0.00	1,057.45	2,000.00	942.55	52.87%
430-52-90 MISCELLANEOUS OPERATING SUPPLIES	0.00	1,538.97	6,000.00	4,461.03	25.65%
430-65-00 FURNITURE & FIXTURES	0.00	0.00	1,500.00	1,500.00	0.00%
TOTAL OPERATING	1,596.37	19,023.46	78,600.00	59,576.54	24.20%
CAPITAL					
430-62-45 RUNWAY	1,898.20	173,006.45	772,366.00	599,359.55	22.40%
430-62-46 RUNWAY APRON HARDSTAND	0.00	24,000.00	45,000.00	21,000.00	53.33%
TOTAL CAPITAL	1,898.20	197,006.45	817,366.00	620,359.55	24.10%
TOTAL EXPENDITURES	14,271.01	324,616.00	1,054,113.00	729,497.00	30.80%
INCOME/LOSS FROM OPERATIONS	4,005.41	212,033.34	1,091,031.73		
NET INCOME/LOSS	2,107.21	15,026.89	273,665.73		

CITY OF MUSKOGEE
AP Distribution to General Ledger
ACCOUNTING PERIOD 09/2018

ACCOUNT CHECK NUMBER	DESCRIPTION INVOICE DATE	PROJECT	VENDOR NUMBER	VENDOR NAME	AMOUNT
520-6070-430.39-90	CONTRACTUAL SERVICES / OTHER				
197981	03/05/2018 61109		2713	ACTION GROUP STAFFING	658.56
197981	03/12/2018 61157		2713	ACTION GROUP STAFFING	682.08
197981	03/19/2018 61223		2713	ACTION GROUP STAFFING	708.54
				ACCOUNT TOTAL	2,049.18 *
520-6070-430.52-30	OPERATING SUPPLIES / OFFICE SUPPLIES		26	DELL MARKETING LP	250.76
197864	03/09/2018 10229122139			ACCOUNT TOTAL	250.76 *
520-6070-430.52-40	OPERATING SUPPLIES / JANITORIAL SUPPLIES		84	SADLER PAPER COMPANY	43.80
197930	03/19/2018 133264			ACCOUNT TOTAL	43.80 *
520-6070-430.62-45	IMPROV OTHER THAN BUILDIN / RUNWAY		339	GARVER ENGINEERS LLC	1,358.20
197695	03/14/2018 8 - 2017017		339	GARVER ENGINEERS LLC	1,540.00
197695	03/14/2018 9 - 2017017			ACCOUNT TOTAL	1,898.20 *
				FUND TOTAL	4,241.94
FUND 520 AIRPORT FUND					
FINAL TOTAL					4,241.94 **

Airport Board Agenda

3.

Meeting Date: 04/18/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:
Airport Manager Report (Drew Saffell)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda

4.

Meeting Date: 04/18/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the purchase of a new Toro GM7200 Zero-Turn mower from Professional Turf Products, L.P. using FY2019 airport funds at the NIPA contract price of \$19,691.30 or take other necessary action.

BACKGROUND:

Airport staff is in need of a new zero-turn mower for airfield maintenance use around hangars, buildings, ditches, fences, posts, airfield lights, and airfield signs. The airport's current John Deere 72" zero-turn mower is ten years old and is in need of replacement. Airport staff considered many options for replacement. The Toro GM7200 zero-turn is not only the highest horsepower and the only diesel commercial 72" zero-turn that offers rear-discharge, but also the lowest priced commercial zero-turn mower available that fits the needs of the airport. The City of Muskogee's Fleet Management is working towards a unified fleet of equipment in order to simplify parts availability and maintenance. Fleet Management supports the purchase of this mower as it will align with majority of the City's mower fleet. The City of Muskogee is a National IPA (NIPA) Member and the NIPA contract price of \$19,691.30 is below the State of Oklahoma contract price of \$19,948.00.

RECOMMENDED ACTION:

Approve airport staff to purchase a new Toro GM7200 Zero-Turn mower from Professional Turf Products, L.P. using FY2019 airport funds at the NIPA contract price of \$19,691.30 or take other necessary action.

Fiscal Impact

FUNDING SOURCE:

Utilize FY2019 budgeted airport operational funds at a cost of \$19,691.30

Attachments

Toro Quote



Professional Turf Products, L.P.

3621 So. 73rd East Ave, Bldg. 1

Tulsa, Oklahoma 74145

Dennis Lindemann

(918) 361-7451

lindemannd@proturf.com



Count on it.

Ship To	City of Muskogee - Davis Airport		Date	2/15/2018
	NAT'L IPA - Credit Cards Not Accepted		Tax Rate	
Contact	Drew Saffell		Destination	
Address	229 E. Okmulgee		Trade-In	
City	Muskogee, OK		Finance	
State	OK	Comments:	Account Type	Contract
Postal Code	77401	2277134 (2-15-2018) NIPA member number 2326921		
Phone	405/496-6580			
Fax				

#H50TH

Proposal

Qty	Model #	Description	Unit	Extended
1	30495	GM7200 NO Deck (30495)		
1	30353	72 in Base Deck		
1	30472	72" Rear Discharge Completion Kit (Includes baffles, blades and fender kit)		
1	30052	MVP FILTER KIT		
		Toro GM7200	\$	19,691.30

SubTotal	\$	19,691.30
Destination		Included
Tax has not been included	\$	-
TOTAL	\$	19,691.30

Comments:

For all New Equipment, Demo units may be available for up to 20% savings.

For all New Equipment, Refurbished units may be available for up to 40% savings.

Terms & Conditions:

- Orders are considered contractual. Order cancellations are subject to fees up to 10% of the original order value.
- New equipment delivery time is estimated at six weeks from the time credit is approved & documents are executed.
- Pricing, including finance options, valid for 30 days from time of quotation.
- After 30 days all prices are subject to change without notice.
- Used and Demo equipment is in high demand and availability is subject to change.
 - Upon firm customer commitment to purchase, said equipment availability will be determined and "locked".
 - In the event equipment is unavailable at time of order, PTP will employ every resource to secure an acceptable substitute.
 - PTP strongly advises the customer to issue a firm PO as quickly as possible after acceptance of quotation.
- "Trade In Allowances" will be treated as a credit for future parts purchases on PTP account unless other arrangements have been made.

Returns Policy:

1. All returns are subject to restocking, refurbishing, usage, and shipping fees.
2. All returns must be able to be sold as new.
3. Items missing parts are non returnable.
4. Professional Turf Products will have sole discretion as to the resalable condition of the product.
5. This policy does not apply to items that are defective, or shipped incorrectly by PTP or one of its vendors.

Payment:

1. Terms are net 10 unless prior arrangements have been made.
2. Quoted prices are subject to credit approval.
 - A. PTP will work with third party financial institutions to secure leases when requested to do so.
 - B. When using third party financiers, documentation fees & advance payments may be required.
 - C. For convenience, monthly payments are estimated based on third party rate factors in effect at time of the quotation.
 - D. PTP assumes no liability in the event credit becomes unavailable or rates change during the approval process.
3. There will be a service charge equal to 1.5% per month (18% per annum) on all past due invoices.
4. By Law we are required to file a "Notice to Owner" of our intent to file lien in the event of payment default.

This notice must be sent within 60 days of the date the original invoice and will happen automatically regardless of any special payment arrangements that may have been made.

Authorized Signature: _____

Date: _____

Airport Board Agenda**5.**

Meeting Date: 04/18/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information**AGENDA ITEM TITLE:**

New Business

("any matter not known about or which could not be reasonably foreseen 24 hours before the meeting")

BACKGROUND:**RECOMMENDED ACTION:**

Fiscal Impact**Attachments**

No file(s) attached.
