

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

May 16, 2018

4:00 PM

Muskogee-Davis Regional Airport Terminal
1201 Sabre Street
Muskogee, OK

Roll Call

- 1 Consider approval of Airport Board Minutes of April 18, 2018 meeting.(Perline Boyattia)
- 2 Consider approval of Financial Statements of April 2018.(Perline Boyattia)
- 3 Consider approval of the highest bids for a five-year lease of Muskogee-Davis Regional Airport's grazing land beginning June 1st, 2018 and ending May 31st 2023 (Drew Saffell)
- 4 Consider approval to allow airport staff to advertise for bid 72.3 acres of Muskogee-Davis Regional Airport land for the sole-purpose of hay bailing.(Drew Saffell)
- 5 Airport Manager's Report (Drew Saffell)
- 6 New Business
("any matter not known about or which could not be reasonably foreseen 24 hours before the meeting") (Perline Boyattia)

Adjourn

Airport Board Agenda

1.

Meeting Date: 05/16/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Airport Board Minutes of April 18, 2018 meeting.(Perline Boyattia)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

April 18 AB min

MINUTES
Muskogee Airport Board Meeting

Wednesday, April 18, 2018

The Members of the Muskogee Airport Board, City of Muskogee, met at 4:00 pm on April 18, 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, Chairman; Mayor Bob Coburn, Board Member; Dr. Michael Soper, Board Member; Daniel Miller, Vice Chairman; Tim Wheeler, Board Member
Absent: Weldon Stout, Board Member; Dan Hall, Board Member
Staff Present: Drew Saffell, Airport Manager; Mike Stewart, Assistant City Manager; Nan Warren, Administrator;

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

Motion was made by Vice Chairman Daniel Miller, seconded by Board Member Mayor Bob Coburn

AYE: Chairman Perline Boyattia, Board Member Mayor Bob Coburn, Board Member Dr. Michael Soper, Vice Chairman Daniel Miller, Board Member Tim Wheeler

Carried - Unanimously

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

Motion was made by Board Member Mayor Bob Coburn, seconded by Vice Chairman Daniel Miller

AYE: Chairman Perline Boyattia, Board Member Mayor Bob Coburn, Board Member Dr. Michael Soper, Vice Chairman Daniel Miller, Board Member Tim Wheeler

Carried - Unanimously

- 3 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.

Motion was made by Vice Chairman Daniel Miller, seconded by Board Member Dr. Michael Soper
Approve 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.

Drew reported to the board the need for zero-turn mower. Drew recommended approval. Discussion followed. Mayor Coburn asked where the company Professional Turf products, L.P. was based, which is in Tulsa. There was no local company to make this purchase.

AYE: Chairman Perline Boyattia, Board Member Mayor Bob Coburn, Board Member Dr. Michael Soper, Vice Chairman Daniel Miller, Board Member Tim Wheeler

Carried - Unanimously

4 Drew Saffell presented the Airport Report.

5 No New Business to discuss.

No further business to come before the Airport Board, Chairman Boyattia adjourned the meeting at 4:25 p.m.

Airport Board Agenda

2.

Meeting Date: 05/16/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

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

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

AB fin april 2018

MUSKOGEE DAVIS REGIONAL AIRPORT
BALANCE SHEET
April 30, 2018

CURRENT ASSETS

101.10-00	CASH IN BANK	421,518.06	
115.10-00	ACCOUNTS RECIEVABLE	1,408.75	
	GRANT RECEIVABLE	-	
	TOTAL CURRENT ASSETS		422,926.81

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		4,051,154.13
	TOTAL ASSETS		<u>4,474,080.94</u>

LIABILITIES AND EQUITY

CURRENT LIABILITIES

202.10-00	ACCOUNTS PAYABLE	82.24	
203.10-00	ACCRUED SICK/VACATION	461.60	
	TOTAL CURRENT LIABILITIES		543.84

EQUITY

245.00-00	EQUITY RESERVE	668,316.58	
249.00-00	EQUITY FOR ENCUMBRANCES	1,713,875.49	
	RETAINED EARNINGS	2,091,345.03	
	TOTAL EQUITY		4,473,537.10
	TOTAL LIABILITIES AND EQUITY		<u>4,474,080.94</u>

**MUSKOGEE DAVIS REGIONAL AIRPORT
INCOME STATEMENT
FOR THE MONTH ENDING APRIL 30, 2018**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	%
<u>REVENUES</u>					
INTERGOVERNMENTAL REVENUES					
331-10-00 FEDERAL GRANTS	14,794.00	14,794.00	300,000.00	285,206.00	4.93%
331-11-00 FEDERAL GRANTS - CITY MATCH	0.00	47,565.26	48,200.00	634.74	98.68%
334-10-00 STATE GRANTS	37,060.63	188,312.00	424,259.00	235,947.00	44.39%
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	14,365.74	143,242.20	171,076.00	27,833.80	83.73%
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	50.00	100.00	0.00	(100.00)	
390-90-00 MISCELLANEOUS	1,352.10	8,454.90	10,000.00	1,545.10	84.55%
TOTAL REVENUES	67,622.47	407,265.36	980,551.00	573,285.64	41.53%
SURPLUS FORWARD	0.00	0.00	347,227.73		
TOTAL REVENUES AND SURPLUS	67,622.47	407,265.36	1,327,778.73		
<u>EXPENDITURES</u>					
<u>PERSONNEL</u>					
430-11-00 WAGES	4,678.40	49,723.14	57,117.00	7,393.86	87.05%
430-18-00 UNIFORM & CLOTHING ALLOWANCE	0.00	230.00	230.00	0.00	100.00%
430-21-00 FICA/MEDICARE	357.90	3,803.84	4,420.00	616.16	86.06%
430-22-00 PENSIONS	347.51	3,693.42	4,320.00	626.58	85.50%
430-23-00 GROUP INSURANCE	449.70	4,737.34	6,935.00	2,197.66	68.31%
TOTAL PERSONNEL	5,833.51	62,187.74	73,022.00	10,834.26	85.16%
<u>CONTRACTUAL</u>					
430-30-35 MAINTENANCE CONTRACTS	0.00	0.00	4,000.00	4,000.00	0.00%
430-39-90 OTHER	2,452.89	33,256.53	49,000.00	15,743.47	67.87%
TOTAL CONTRACTUAL	2,452.89	33,256.53	53,000.00	19,743.47	67.87%
<u>PROFESSIONAL</u>					
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%
<u>OPERATING</u>					
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	0.00	10,816.99	16,000.00	5,183.01	67.61%
430-46-10 AUTO MAINTENANCE	0.00	0.00	2,500.00	2,500.00	0.00%
430-46-25 BUILDING AND GROUNDS	292.08	2,929.36	37,500.00	34,570.64	7.81%
430-46-30 EQUIPMENT	0.00	223.80	2,500.00	2,276.20	8.95%
430-52-30 OFFICE SUPPLIES	0.00	1,134.14	1,500.00	365.86	75.61%
430-42-40 JANITORIAL SUPPLIES	0.00	700.37	2,000.00	1,299.63	35.02%
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	47.49	1,104.94	2,000.00	895.06	55.25%
430-52-90 MISCELLANEOUS OPERATING SUPPLIES	0.00	1,583.59	6,000.00	4,416.41	26.39%
430-65-00 FURNITURE & FIXTURES	0.00	0.00	1,500.00	1,500.00	0.00%
TOTAL OPERATING	339.57	20,565.04	78,600.00	58,034.96	26.16%
<u>CAPITAL</u>					
430-62-45 RUNWAY	0.00	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	0.00	197,006.45	817,366.00	620,359.55	24.10%
TOTAL EXPENDITURES	8,625.97	335,140.76	1,054,113.00	718,972.24	31.79%
INCOME/LOSS FROM OPERATIONS	58,996.50	269,131.05	1,091,031.73		
NET INCOME/LOSS	58,996.50	72,124.60	273,665.73		

ACCOUNTING PERIOD 10/2018

ACCOUNT	DESCRIPTION	PROJECT	VENDOR	AMOUNT
CHECK	INVOICE			
NUMBER	DATE	NUMBER	NAME	

520-6070-430.39-90	CONTRACTUAL SERVICES / OTHER			
198324	04/02/2018	61341	2713 ACTION GROUP STAFFING	411.60
198611	04/09/2018	61409	2713 ACTION GROUP STAFFING	652.68
198611	04/16/2018	61470	2713 ACTION GROUP STAFFING	1,108.38
198649	04/15/2018	33851001151	4263 DIRECTV LLC	197.99
198925	04/27/2018	34075693661	4263 DIRECTV LLC	82.24
			ACCOUNT TOTAL	2,452.89
				*
520-6070-430.46-25	REPAIR & MAINTENANCE / BUILDING AND GROUNDS			
198686	04/04/2018	943946 FM	56 LOWES	195.43
198686	04/04/2018	943951	56 LOWES	5.50
198686	04/12/2018	941004	56 LOWES	75.05
198686	04/12/2018	943465	56 LOWES	16.10
			ACCOUNT TOTAL	292.08
				*
520-6070-430.52-70	SMALL TOOLS & MINOR EQUIP			
198686	04/16/2018	943722	56 LOWES	47.49
			ACCOUNT TOTAL	47.49
				*
FUND 520 AIRPORT FUND				
			FUND TOTAL	2,792.46
FINAL TOTAL				2,792.46
				**

Airport Board Agenda

3.

Meeting Date: 05/16/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the highest bids for a five-year lease of Muskogee-Davis Regional Airport's grazing land beginning June 1st, 2018 and ending May 31st 2023 (Drew Saffell)

BACKGROUND:

The Airport's current grazing leases end on May 31st, 2018. In April 2018, airport staff put the grazing land out for bid. The City received many bids and the highest bids for each lot are listed below. The bid tabulation sheet is attached for reference. These bids are complete and meet the requirements of both the Airport and the City of Muskogee.

Lot 1, Tract 1 – Jim Chappell \$4,843.13
Lot 2, Tract 2 – Curt Daubs \$6,621.00
Lot 3, Tracts 3, 4, 5 – Triple J Ranch \$34,930.00
Lot 4, Tracts 6, 7 – Kay Anderson \$16,415.00
Lot 5, Tract 8 – Triple J Ranch \$3,040.00
Lot 6, Tract 9 – Tommy Thomas \$6,100.00
Lot 7, Tract 10 – Tommy Thomas \$1,500.00
Lot 8, Tract 11, 12, 13 – Triple J Ranch \$36,558.00
Lot 9, Tract 14 - Jim Chappell \$11,017.84

RECOMMENDED ACTION:

Approve the highest bids for a 5-year lease of Muskogee-Davis Regional Airport's grazing land beginning June 1st, 2018 and ending May 31st, 2023 or take other necessary action.

Fiscal Impact

FUNDING SOURCE:

The highest grazing bids total \$121,024.97 for the five-year term. These bids total \$24,204.99 in yearly grazing revenue for the airport during the five-year term beginning June 1st, 2018.

Attachments

AP Grazing Tab sheet



Tabulation Sheet

City of Muskogee

Bid Item: Grazing Leases Airpo
Date: 5/3/2018
Department: Muskogee-Davis Reg

Approved by Purchasing: _____

Approved by City Council: _____

Vendors >	Dan Leatherman				
Airport					
Lot 1 Tract #1	No Bid				
Lot 2 Tract #2	No Bid				
Lot 3 Tract #3,4,5	No Bid				
Lot 4 Tract #6,7	No Bid				
Lot 5 Tract #8	No Bid				
Lot 6 Tract #9	No Bid				
Lot 7 Tract #10	No Bid				
Lot 8 Tract #11,12,13	No Bid				
Lot 9 Tract #14	No Bid				
Old Landfill					
Lot 1 Tract # NA	\$20,800.00				

Witnessed by:

Approved by:

[illegible]



Tabulation Sheet

City of Muskogee

Bid Item: Grazing Leases Airp

Date: 5/3/2018

Department: Muskogee-Davis Re

Approved by Purchasing: _____

Date: _____

Approved by City Council: _____

Date: _____

Vendors >	Travis O'Neal	Curt Daubs	Triple J Ranch	Jacky Reese	Tommy Thomas	
Airport						
Lot 1 Tract #1	\$3,000.00	No Bid	\$1,800.80	No Bid	No Bid	
Lot 2 Tract #2	\$3,000.00	\$6,621.00	\$3,524.80	No Bid	No Bid	
Lot 3 Tract #3,4,5	\$30,001.50	No Bid	\$34,930.00	No Bid	No Bid	
Lot 4 Tract #6,7	\$12,080.00	No Bid	\$14,523.00	No Bid	No Bid	
Lot 5 Tract #8	\$1,500.00	No Bid	\$3,040.00	No Bid	No Bid	
Lot 6 Tract #9	\$4,808.15	\$5,713.00	No Bid	\$5,200.00	\$6,100.00	
Lot 7 Tract #10	\$300.00	No Bid	No Bid	\$800.00	\$1,500.00	
Lot 8 Tract #11,12,13	\$29,200.00	No Bid	\$36,558.00	No Bid	No Bid	
Lot 9 Tract #14	\$9,703.00	No Bid	\$6,913.80	No Bid	No Bid	
Old Landfill						
Lot 1 Tract # NA	\$13,725.00	No Bid	No Bid	No Bid	No Bid	

Witnessed by:

Approved by:

Airport Board Agenda

4.

Meeting Date: 05/16/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to allow airport staff to advertise for bid 72.3 acres of Muskogee-Davis Regional Airport land for the sole-purpose of hay bailing.(Drew Saffell)

BACKGROUND:

Airport staff has identified 72.3 acres of Airport land, in four separate lots, that could be advertised for bid for the purpose of hay bailing. Airport maintenance staff presently maintains the identified land and it is outside of all airfield object-free area boundaries. The identified land, if used for hay bailing, both has the potential to bring additional revenue to the airport and reduces the amount of land that must be maintained by airport staff. Maps of this land is attached for reference.

RECOMMENDED ACTION:

Approve airport staff to advertise for bid the identified 72.3 acres if Muskogee-Davis Regional Airport land for the sole-purpose of hay bailing or take other necessary action.

Fiscal Impact

Attachments

Hay Meadow Maps

S 6th St E

11.30 Acre
Hay Meadow

81



29.50 Acre
Hay Meadow

P. Davis Field Rd

20.00 Acre
Hay Meadow

81



11.50 Acre
Hay Meadow

E 62nd St S

S 20th St E

Airport Board Agenda**5.**

Meeting Date: 05/16/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:
Airport Manager's Report (Drew Saffell)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact**Attachments**

No file(s) attached.

Airport Board Agenda

6.

Meeting Date: 05/16/2018
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") (Perline Boyattia)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.
