

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
07/18/2018
4:00 PM
Muskogee-Davis Regional Airport Terminal
1201 Sabre Street
Muskogee, OK

Roll Call

- 1 Consider approval of Airport Board Minutes from June 20, 2018 meeting. (Perline Boyattia)
- 2 Consider approval of Financial Statements from June 2018. (Drew Saffell)
- 3 Airport Manager Report (Drew Saffell)
- 4 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: 07/18/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Airport Board Minutes from June 20, 2018 meeting. (Perline Boyattia)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

June 2018 AB minutes

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
06/20/2018
4:00 pm
Muskogee-Davis Regional Airport Terminal
1201 Sabre Street
Muskogee, OK

Roll Call

Present: Perline Boyattia, Vice Chairman
Dr. Michael Soper, Board Member
Monte Wapaha, Board Member
Dan Hall, Board Member

Absent: Mayor Bob Coburn, Board Member
Daniel Miller, Board Member
Tim Wheeler, Board Member

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

Attendees: Scott Robinson

- 1 Monte Wapaha was introduced to the Airport Board. Monte Wapaha, from the Civil Air Patrol, is replacing Weldon Stout for a four year term.
- 2 The minutes of Airport Board Minutes of April 18, 2018 were approved (No Quorum in May 16, 2018).

Motion was made by Board Member Dan Hall, seconded by Board Member Dr. Michael Soper

AYE: Vice Chairman Perline Boyattia, Board Member Dr. Michael Soper,
Board Member Monte Wapaha, Board Member Dan Hall

Carried - Unanimously

- 3 The Financial Statements of April 2018 and May 2018 were approved.

Motion was made by Board Member Dr. Michael Soper, seconded by Board Member Dan Hall

AYE: Vice Chairman Perline Boyattia, Board Member Dr. Michael Soper,
Board Member Monte Wapaha, Board Member Dan Hall

Carried - Unanimously

- 4 The Board approved to allow airport staff to advertise for bid 72.3 acres of Muskogee-Davis Regional Airport land for the sole-purpose of hay bailing.

Motion was made by Board Member Dr. Michael Soper, seconded by Board Member Dan Hall

AYE: Vice Chairman Perline Boyattia, Board Member Dr. Michael Soper,
Board Member Monte Wapaha, Board Member Dan Hall

Carried - Unanimously

- 5 The Board approved to allow airport staff to purchase a flat-screen television for the terminal foyer, for the purpose of displaying advertisements for local and regional businesses, at a starting lease rate of \$25.00 per month per advertisement.

Motion was made by Board Member Dan Hall, seconded by Vice Chairman Perline Boyattia

AYE: Vice Chairman Perline Boyattia, Board Member Dr. Michael Soper,
Board Member Monte Wapaha, Board Member Dan Hall

Carried - Unanimously

- 6 The Board approved airport staff to work with the City Manager's office to author a Letter of Support addressed to the President & CEO of Spartan College of Aeronautics supporting their potential future use of the airport for military flight training, leasing of the armory building for classroom use, and potential construction of a large commercial hangar for aircraft maintenance and storage.

Motion was made by Board Member Dan Hall, seconded by Board Member Dr. Michael Soper

AYE: Vice Chairman Perline Boyattia, Board Member Dr. Michael Soper,
Board Member Monte Wapaha, Board Member Dan Hall

Carried - Unanimously

- 7 Drew Saffell presented the Airport Manager Report.
- 8 No new business was discussed and the Chairman Perline Boyattia adjourned the meeting at 4:47.

Adjourn

Airport Board Agenda

2.

Meeting Date: 07/18/2018
Initiator: Robin Orman, Office Administrator
Department: Assistant City Manager
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Financial Statements from June 2018. (Drew Saffell)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

AB July financials

MUSKOGEE DAVIS REGIONAL AIRPORT
BALANCE SHEET
June 30, 2018

CURRENT ASSETS

101.10-00	CASH IN BANK	371,956.11	
115.10-00	ACCOUNTS RECIEVABLE	1,468.75	
	GRANT RECEIVABLE	83,385.84	
	TOTAL CURRENT ASSETS		456,810.70

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>4,507,964.83</u></u>

LIABILITIES AND EQUITY

CURRENT LIABILITIES

202.10-00	ACCOUNTS PAYABLE	3,300.25	
203.10-00	ACCRUED SICK/VACATION	461.60	
203.20-00	ACCRUED PAYROLL	2,948.23	
	TOTAL CURRENT LIABILITIES		6,710.08

EQUITY

245.00-00	EQUITY RESERVE	664,322.78	
249.00-00	EQUITY FOR ENCUMBRANCES	1,713,875.49	
	RETAINED EARNINGS	2,123,056.48	
	TOTAL EQUITY		<u>4,501,254.75</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>4,507,964.83</u></u>

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

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	%
REVENUES					
INTERGOVERNMENTAL REVENUES					
331-10-00 FEDERAL GRANTS	80,000.00	98,179.84	300,000.00	201,820.16	32.73%
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	188,312.00	424,259.00	235,947.00	44.39%
CHARGES FOR SERVICES					
343-10-00 GRAZING FEES	28,159.84	28,159.84	21,313.00	(6,846.84)	132.13%
343-20-00 AIRPORT RENTAL	14,278.03	171,898.26	171,076.00	(822.26)	100.48%
343-30-00 HANGAR LEASES	1,631.50	6,428.50	5,453.00	(975.50)	117.89%
361-10-00 INTEREST REVENUES	0.00	0.00	250.00	250.00	0.00%
363-20-00 FACILITY RENTAL	0.00	100.00	0.00	(100.00)	
390-90-00 MISCELLANEOUS	1,342.50	9,840.40	10,000.00	159.60	98.40%
TOTAL REVENUES	125,411.87	550,484.10	980,551.00	430,066.90	56.14%
SURPLUS FORWARD	0.00	0.00	347,227.73		
TOTAL REVENUES AND SURPLUS	125,411.87	550,484.10	1,327,778.73		
EXPENDITURES					
PERSONNEL					
430-11-00 WAGES	7,050.21	61,451.75	57,117.00	(4,334.75)	107.59%
430-18-00 UNIFORM & CLOTHING ALLOWANCE	0.00	230.00	230.00	0.00	100.00%
430-21-00 FICA/MEDICARE	539.34	4,701.08	4,420.00	(281.08)	106.36%
430-22-00 PENSIONS	523.69	4,564.62	4,320.00	(244.62)	105.66%
430-23-00 GROUP INSURANCE	656.40	5,831.34	6,935.00	1,103.66	84.09%
TOTAL PERSONNEL	8,769.64	76,778.79	73,022.00	(3,756.79)	105.14%
CONTRACTUAL					
430-30-35 MAINTENANCE CONTRACTS	0.00	0.00	4,000.00	4,000.00	0.00%
430-39-90 OTHER	4,360.02	43,107.08	49,000.00	5,892.92	87.97%
TOTAL CONTRACTUAL	4,360.02	43,107.08	53,000.00	9,892.92	87.97%
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	34.33	12,526.62	16,000.00	3,473.38	78.29%
430-46-10 AUTO MAINTENANCE	0.00	0.00	2,500.00	2,500.00	0.00%
430-46-25 BUILDING AND GROUNDS	1,224.37	4,667.08	37,500.00	32,832.92	12.45%
430-46-30 EQUIPMENT	0.00	223.80	2,500.00	2,276.20	8.95%
430-52-30 OFFICE SUPPLIES	0.00	1,181.07	1,500.00	318.93	78.74%
430-42-40 JANITORIAL SUPPLIES	642.53	1,342.90	2,000.00	657.10	67.15%
430-52-50 GAS OIL & GREASE	0.00	2,450.80	4,000.00	1,549.20	61.27%
430-52-70 SMALL TOOLS & MINOR EQUIPMENT	521.71	2,014.13	2,000.00	(14.13)	100.71%
430-52-90 MISCELLANEOUS OPERATING SUPPLIES	224.49	3,168.12	6,000.00	2,831.88	52.80%
430-65-00 FURNITURE & FIXTURES	0.00	0.00	1,500.00	1,500.00	0.00%
TOTAL OPERATING	2,647.43	28,129.57	78,600.00	50,470.43	35.79%
CAPITAL					
430-62-45 RUNWAY	80,000.00	255,618.08	772,366.00	516,747.92	33.10%
430-62-46 RUNWAY APRON HARDSTAND	0.00	24,774.21	45,000.00	20,225.79	55.05%
TOTAL CAPITAL	80,000.00	280,392.29	817,366.00	536,973.71	34.30%
TOTAL EXPENDITURES	95,777.09	450,532.73	1,054,113.00	603,580.27	42.74%
INCOME/LOSS FROM OPERATIONS	109,634.78	380,343.66	1,091,031.73		
NET INCOME/LOSS	29,634.78	99,951.37	273,665.73		

ACCOUNT CHECK NUMBER	DESCRIPTION INVOICE DATE NUMBER	PROJECT	VENDOR NUMBER	VENDOR NAME	AMOUNT
520-6070-430.39-90	CONTRACTUAL SERVICES / OTHER				
199644	06/04/2018 704001905		2713	ACTION GROUP STAFFING	1,020.18
200033	06/11/2018 704002061		2713	ACTION GROUP STAFFING	787.92
200187	06/18/2018 704002128		2713	ACTION GROUP STAFFING	1,264.20
200187	06/25/2018 704002230			ACCOUNT TOTAL	1,287.72
					4,360.02 *
520-6070-430.43-10	UTILITY SERVICES / UTILITIES				
199955	06/01/2018 1311015752MAY18		4760	OG&E - ACCT #35947999-5C	34.33
				ACCOUNT TOTAL	34.33 *
520-6070-430.46-25	REPAIR & MAINTENANCE / BUILDING AND GROUNDS				
200097	06/04/2018 943147		56	LOWES	619.06
200097	06/12/2018 946813		56	LOWES	28.23
200379	06/26/2018 941684DF		56	LOWES	48.11
200379	06/28/2018 936328 CR		56	LOWES	4.03
200398	06/28/2018 2493		847	MUSKOGEE FENCE & DECK CO	533.00
				ACCOUNT TOTAL	1,224.37 *
520-6070-430.52-40	OPERATING SUPPLIES / JANITORIAL SUPPLIES				
200097	06/12/2018 946813		56	LOWES	129.61
200141	06/07/2018 139168		84	SADLER PAPER COMPANY	411.30
200141	06/18/2018 139772		84	SADLER PAPER COMPANY	101.62
				ACCOUNT TOTAL	642.53 *
520-6070-430.52-70	SMALL TOOLS & MINOR EQUIP				
200099	06/04/2018 227715		4246	MARVIN'S MOWERS AND OUTDOOR LLC	450.47
200381	06/29/2018 229142		4246	MARVIN'S MOWERS AND OUTDOOR LLC	71.24
				ACCOUNT TOTAL	521.71 *
520-6070-430.52-90	OPERATING SUPPLIES / MISC OPERATING SUPPLIES				
199959	06/01/2018 R147493		2763	ONE SOURCE WATER LLC	31.00
200122	06/12/2018 2197338072		114	OFFICE DEPOT	93.48
200323	06/18/2018 39249200		844	CARROT-TOP INDUSTRIES	74.01
200413	06/29/2018 R148350		2763	ONE SOURCE WATER LLC	26.00
				ACCOUNT TOTAL	224.49 *
520-6070-430.62-45	IMPROV OTHER THAN BUILDIN / RUNWAY				
199902	06/20/2018 4FINAL-2014028		3294	GLOVER & ASSOCIATES INC	80,000.00
				ACCOUNT TOTAL	80,000.00 *
				FUND TOTAL	87,007.45
FUND 520 AIRPORT FUND					
FINAL TOTAL					87,007.45 **

Airport Board Agenda

3.

Meeting Date: 07/18/2018
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.
