

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**  
**APRIL 17, 2024**

*Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.*

*When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body.*

*Under certain circumstances, items are deferred to a specific date or stricken from the agenda entirely.*

**REGULAR SESSION - 4:00 P.M. - MUSKOGEE-DAVIS REGIONAL AIRPORT TERMINAL,  
1201 SABRE STREET, MUSKOGEE, OKLAHOMA**

**ROLL CALL**

- 1 Consider approval of Airport Board Minutes of March 27, 2024, or take other necessary action.
- 2 Consider approval of Financial Statements for March 2024, or take other necessary action.
- 3 Discuss and take action as needed on capital improvements. (Mike Stewart)
- 4 Receive Airport Manager's Report, and take other necessary action. (Richard Millsap, Mike Stewart)

**ADJOURN**

**Airport Board Agenda**

**1.**

Meeting Date: 04/17/2024

Initiator: Marsha Wiseman, Public Works Strategic Support Admin

Department: Public Works

Staff Information Source:

---

Information

AGENDA ITEM TITLE:

Consider approval of Airport Board Minutes of March 27, 2024, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

---

Fiscal Impact

Attachments

Mar2024ABmin

---

**MINUTES  
OF THE SPECIAL CALL AIRPORT BOARD  
OF THE CITY OF MUSKOGEE, OKLAHOMA,  
MET IN A REGULAR MEETING AT THE  
MUSKOGEE-DAVIS REGIONAL AIRPORT TERMINAL  
MARCH 27, 2024**

Members of the Airport Board of the City of Muskogee, Oklahoma, met in a Special Call Meeting at 4:00 p.m. on March 27, 2024, at Muskogee-Davis Regional Airport Terminal, 1201 Sabre Street, Muskogee, Oklahoma.

The meeting was called to order and the roll was called as follows:

Present: Chair Tyler Evans; Board Member Gary Wright; Vice Chair Danny Dunlap; Board Member John Lange

Absent: Board Member Traci McGee; Board Member CB Abel; Board Member Carlile Roberts

Staff Present: Mike Stewart, Director of Public Works; TrishaJoann Terrell, Executive Assistant; Marsha Wiseman, Strategic Support Admin

- 1 Consider approval of Airport Board Minutes of November 15, 2023, or take other necessary action.

Motion was made by Vice Chair Danny Dunlap, seconded by Board Member Gary Wright to approve minutes of regular session of the Airport Board meeting of November 15, 2023.

AYE: Chair Tyler Evans, Board Member Gary Wright, Vice Chair Danny Dunlap, Board Member John Lange

Carried - Unanimously

- 2 Consider approval of Financial Statements for November 2023 through February 2024 or take other necessary action.

Motion was made by Vice Chair Danny Dunlap, to approve the Airport Financial Statements of November 2023 through February 2024.

AYE: Chair Tyler Evans, Board Member Gary Wright, Vice Chair Danny Dunlap, Board Member John Lange

Carried - Unanimously

- 3 Receive Airport Operations Report, and take other necessary action. (Mike Stewart)

Mike Stewart updated the board regarding the absence of Airport Manager Drew Saffell due to medical reasons and introduced them to Richard Millsap, former airport employee, who will be the acting Airport Manager during Drew's absence.

Mike Stewart reported on completion of the Runway 13-31 Omni Directional Approach Lighting System (ODALS) Design & Construction Project (90% funded by FAA and 10% City/Airport CIP funds) is complete. The issue with the PAPI lights was resolved. Board Chair Tyler Evans asked about the water tower beacon light and Mike Stewart replied that it was repaired as part of this project. A water leak on the tower has been fixed.

T202 which is leased by Davis Field Aviation is in need of repair. The contractor who has worked on this door previously declined to do any further work on it. We are reaching out to Wheeler Metals for a quote on whether it can be repaired or needs replacement. Davis Aviation has been informed and agreed that the repairs were not critical but we will pursue with some urgency. Board Member Danny Dunlap asked about other hangar doors in need of maintenance and Mike Stewart agreed and has asked Wheeler Metals for a separate quote on maintenance of the other 40 hangar doors.

The lobby doors were repaired by Richard Millsap.

- 4 Discuss and take action as needed for the Muskogee-Davis Regional Airport 5-Year Financial Solvency Plan.

The current 5-Year Financial Solvency Plan was adopted by the Airport Board, and subsequently the City Council, in January 2019, at which time none of the sitting Airport Board members had been appointed. Proposed hangar lease increases that were part of that plan have not been implemented. Discussion consensus was to table a review of this plan until the next scheduled meeting, to allow time for a more thorough view of the airport's financial status.

- 5 Discuss and take action as needed on annual events held at Muskogee-Davis Regional Airport, including Sports Car Club of America (SCCA), Highway Patrol training, and Tora! Tora! Tora! practice.

The Sports Car Club of America (SCCA) held the first of eight events on the deactivated runway at the airport on March 16-17. SCCA has held these events here since 2002. Airport staff is very complimentary of this group as good stewards of our facility; they always clean up after themselves, leave no litter, patch holes and pay promptly following each event. That same

weekend, pilot practice for Tora!Tora!Tora! reenactment was financially underwritten to Davis Field Aviation by the city's Visit Muskogee tourism board and was a great success. The weather cooperated on Saturday and with much help from the city's Public Works employees, the free-to-the-public event attracted a great crowd and again showcased our airport.

- 6 Review and discuss airport 5-Year Capital Improvement Plan (CIP) which begins with FY25 on July 1, 2024.

Discussion consensus was to defer this to the next scheduled board meeting when the engineer from Olson can help explain the capital projects and their cost, funding and priorities for CIP year beginning 2025.

This led to a discussion of the \$400,000 designated for airport projects from the 2019 CIP sales tax renewal. Consensus from this discussion was that maintenance of the hangars, especially hangar doors, should be a priority from this fund.

There being no further business, the meeting was adjourned.

---

TYLER EVANS, CHAIRPERSON

---

MARSHA WISEMAN, RECORDER

**Airport Board Agenda**

**2.**

Meeting Date: 04/17/2024

Initiator: Marsha Wiseman, Public Works Strategic Support Admin

Department: Public Works

Staff Information Source:

---

Information

AGENDA ITEM TITLE:

Consider approval of Financial Statements for March 2024, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

---

Fiscal Impact

Attachments

March 2024 MKO Financials

---

**MUSKOGEE DAVIS REGIONAL AIRPORT  
INCOME STATEMENT  
FOR THE MONTH ENDING MARCH 31, 2024**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	%	
<b>REVENUES FROM OPERATIONS</b>						
343-10-00	0.00	0.00	28,400.00	28,400.00	0.00%	
343-20-00	1,024.13	116,817.17	180,000.00	63,182.83	64.90%	
343-30-00	0	5795	7382	1587	78.50%	
361-10-00	4,077.06	25,364.79	0.00	(25,364.79)	#DIV/0!	
363-20-00	1000	4500	5000	500	90.00%	
365-10-00	0	0	0	0	#DIV/0!	
390-45-00	0	0	0	0	#DIV/0!	
390-90-00	8186.4	17686.9	12000	-5686.9	147.39%	
<b>INCOME FROM OPERATIONS</b>	<b>14,287.59</b>	<b>170,163.86</b>	<b>232,782.00</b>	<b>62,618.14</b>	<b>73.10%</b>	
<b>OPERATING EXPENSES</b>						
430-11-00	<b>WAGES</b>	0.00	47,193.22	86,236.00	39,042.78	54.73%
430-18-00	UNIFORM & CLOTHING ALLOWANCE	0.00	260.00	711.00	451.00	36.57%
430-21-00	FICA/MEDICARE	0.00	3,686.73	6,592.00	2,905.27	55.93%
430-22-00	RETIREMENT	0.00	3,771.06	5,294.00	1,522.94	71.23%
430-23-00	HEALTH INSURANCE	732.68	7,048.29	7,543.00	494.71	93.44%
430-30-35	MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	#DIV/0!
430-31-30	PREMIUMS, INS. & BONDS	0.00	22,288.00	22,288.00	0.00	100.00%
430-31-40	MISC ENGINEERING	0.00	0.00	5,000.00	5,000.00	0.00%
430-34-10	ADVERTISING	0.00	0.00	2,000.00	2,000.00	0.00%
430-35-10	TRAVEL AND EDUCATION	0.00	7.00	1,000.00	993.00	0.70%
430-35-20	MEMBERSHIPS DUES SUBSCRIPTIONS	0.00	0.00	575.00	575.00	0.00%
430-39-90	CONTRACTUAL STAFFING	8,099.22	39,133.65	35,000.00	(4,133.65)	111.81%
430-41-20	POSTAGE AND FREIGHT	0.00	0.00	250.00	250.00	0.00%
430-43-10	UTILITIES	1,706.40	20,293.26	30,000.00	9,706.74	67.64%
430-46-25	BUILDING AND GROUNDS	0.00	2,705.67	40,000.00	37,294.33	6.76%
430-52-30	OFFICE SUPPLIES	0.00	0.00	2,500.00	2,500.00	0.00%
430-52-40	JANITORIAL SUPPLIES	82.93	1,399.92	2,500.00	1,100.08	0.559968
430-52-50	GASOLINE & DIESEL FUEL	0.00	0.00	10,000.00	10,000.00	0.00%
430-52-70	SMALL TOOLS & MINOR EQUIPMENT	0.00	117.78	2,000.00	1,882.22	5.89%
430-52-90	MISCELLANEOUS OPERATING SUPPLIES	331.45	4,199.33	7,000.00	2,800.67	59.99%
430-65-00	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	#DIV/0!
<b>TOTAL OPERATING EXPENSES</b>	<b>10,952.68</b>	<b>152,103.91</b>	<b>266,489.00</b>	<b>114,385.09</b>		
<b>OPERATING INCOME(LOSS)</b>	<b>3334.91</b>	<b>18,059.95</b>	<b>(33,707.00)</b>	<b>559,969.85</b>	<b>-0.535792269</b>	
<b>OTHER REVENUES</b>						
	<b>SALES TAX CAP IMPROVE - CITY MATCH</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>
	<b>FEDERAL GRANTS</b>	<b>0.00</b>	<b>302,648.29</b>	<b>800,000.00</b>	<b>497,351.71</b>	<b>0.378310363</b>
	<b>FEDERAL GRANTS - CITY MATCH</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>
	<b>STATE GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>
<b>TOTAL OTHER REVENUES</b>	<b>0</b>	<b>302648.29</b>	<b>800000</b>	<b>497351.71</b>		
<b>OTHER EXPENDITURES</b>						
430-50-00	LAND HELD FOR DEVELOPMENT	0.00	0.00	0.00	0.00	#DIV/0!
430-62-40	RUNWAY	0.00	103,883.80	800,000.00	696,116.20	0.12985475
430-62-97	ODALS	0.00	0.00	0.00	0.00	#DIV/0!
430-64-50	NEW EQUIPMENT	0.00	0.00	20,000.00	20,000.00	0
430-64-60	COMPUTER HARDWARE/SOFTWARE	0.00	0.00	4,000.00	4,000.00	0
<b>TOTAL OTHER EXPENDITURES</b>	<b>0.00</b>	<b>95,921.12</b>	<b>824,000.00</b>	<b>720,116.20</b>	<b>0.116409126</b>	
<b>TOTAL REVENUES</b>	<b>14,287.59</b>	<b>472,812.15</b>	<b>1,032,782.00</b>	<b>559,969.85</b>	<b>0.457804406</b>	
<b>TOTAL EXPENSES</b>	<b>10,952.68</b>	<b>248,025.03</b>	<b>1,090,489.00</b>	<b>834,501.29</b>	<b>0.227443862</b>	
<b>TOTAL INCOME(LOSS)</b>	<b>3,334.91</b>	<b>224,787.12</b>	<b>(57,707.00)</b>	<b>(274531.44)</b>		