

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).

POSTING DATE:

AGENDA
MUSKOGEE AIRPORT BOARD MEETING
MAY 15, 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 April 17, 2024, or take other necessary action.
- 2 Consider approval of Financial Statements for April 2024, or take other necessary action.
- 3 Receive Airport Manager's Report, and take other necessary action. (Drew Saffell/Richard Millsap)
- 4 Discuss and take actions as needed on possible airport capital improvements. (Mike Stewart)
- 5 Receive report on Civil Air Patrol (CAP) building. (Mike Stewart)
- 6 Receive report and take possible action on leases and/or tenants of airport property to include hangars, commercial buildings, and land. (Mike Stewart/Richard Millsap)

ADJOURN

Airport Board Agenda

1.

Meeting Date: 05/15/2024
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 April 17, 2024, or take other necessary action.

BACKGROUND:

Minutes of regular meeting of the Airport Board from April 2024.

RECOMMENDED ACTION:

Approve minutes.

Fiscal Impact

Attachments

041724 AB Minutes

MINUTES

OF THE AIRPORT BOARD OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING AT THE MUSKOGEE-DAVIS REGIONAL AIRPORT TERMINAL APRIL 17, 2024

Members of the Airport Board of the City of Muskogee, Oklahoma, met in a Regular Scheduled Meeting at 4:00 p.m. on April 17, 2024, at Muskogee-Davis Regional Airport Terminal, 1201 Sabre Street, Muskogee, Oklahoma.

The meeting was called to order at 4:02 p.m. and the roll was called as follows:

Present: Tyler Evans, Chair; Gary Wright, Board Member; Danny Dunlap, Vice Chair; CB Abel, Board Member; Carlise Roberts, Board Member

Absent: John Lange, Board Member

Staff Mike Stewart, Director of Public Works; Richard Millsap, Interim Airport Manager;

Present: Marsha Wiseman, Strategic Support Admin

1 At the request of Public Works Director Mike Stewart, the board members present gave a brief introduction of themselves and their specific aeronautical interests.

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

Motion was made by Vice Chair Danny Dunlap, seconded by Board Member CB Abel

AYE: Chair Tyler Evans, Board Member Gary Wright, Vice Chair Danny Dunlap, Board Member CB Abel, Board Member Carlise Roberts

Carried - Unanimously

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

Motion was made by Board Member Gary Wright, seconded by Board Member CB Abel

AYE: Chair Tyler Evans, Board Member Gary Wright, Vice Chair Danny Dunlap, Board Member CB Abel, Board Member Carlise Roberts

Carried - Unanimously

- 4 Discuss and take action as needed on capital improvements. (Mike Stewart)

Public Works Director Stewart introduce Brian Coomes from Olsson Engineering, who gave a complete report of State and Federal funds available for capital improvements at airports, which require a 10% or 5% funding match and explained the allowed rollover of funds. He reviewed possible projects for FY25 (Oct 2024-Sep 2025) funds. Discussion followed and Coomes will revise the 5-Year Capital Plan, to be presented for further discussion and possible approval at the next board meeting.

- 5 Receive Airport Manager's Report, and take other necessary action. (Richard Millsap, Mike Stewart)

Interim Airport Manager Richard Millsap reported on status of the hangars. After much work and with the assistance of Chairman Evans, hangar tenant status is updated and four of the eight vacant ones now have leases. Three airport tenants with leases are considerably behind in their payments. Airport and City staff are working on these will report back at the May Airport Board meeting.

He also reported that the mowing tractor was finally in the shop for repair; the Sports Car Club of America held its second of eight events this past weekend at the airport with each weekend they pay \$1,000; and he had visited with Wheeler Metals and they would be working on repair of T-202 hangar door soon.

Chairman Evans called for other business. Board member Roberts requested a balance sheet and accounts payable details with future financials. Discussion followed and all three financial documents (Income Statement, Balance Sheet and AP Distribution) will be included in all forthcoming agendas. Board member Dunlap asked for help with getting the CAP building useable for their meetings. Discussion followed and CAP needs will be included on the next board agenda for continued consideration.

There being no further business, the meeting was adjourned.

Airport Board Agenda

2.

Meeting Date: 05/15/2024
Initiator: Marsha Wiseman, Public Works Strategic Support Admin
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

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

BACKGROUND:

Review of April Income, Balance Sheet and Accounts Payable.

RECOMMENDED ACTION:

Approve airport financial reports.

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda

3.

Meeting Date: 05/15/2024
Initiator: Marsha Wiseman, Public Works Strategic Support Admin
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Receive Airport Manager's Report, and take other necessary action. (Drew Saffell/Richard Millsap)

BACKGROUND:

Report of airport routine operation and maintenance items.

RECOMMENDED ACTION:

Receive report.

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda

4.

Meeting Date: 05/15/2024
Initiator: Marsha Wiseman, Public Works Strategic Support Admin
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Discuss and take actions as needed on possible airport capital improvements. (Mike Stewart)

BACKGROUND:

Review of possible projects for airport capital improvements for FY25 (Oct 2024-Sep2025) funds.

RECOMMENDED ACTION:

Approve FY25 airport capital projects.

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda

5.

Meeting Date: 05/15/2024
Initiator: Marsha Wiseman, Public Works Strategic Support Admin
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Receive report on Civil Air Patrol (CAP) building. (Mike Stewart)

BACKGROUND:

The Civil Air Patrol has been meeting in the airport's conference room, but would like to be able to use the building dedicated for CAP use.

RECOMMENDED ACTION:

Receive report.

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda

6.

Meeting Date: 05/15/2024
Initiator: Marsha Wiseman, Public Works Strategic Support Admin
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Receive report and take possible action on leases and/or tenants of airport property to include hangars, commercial buildings, and land. (Mike Stewart/Richard Millsap)

BACKGROUND:

Airport records have been updated as to current tenants and all vacant hangars have been filled.

RECOMMENDED ACTION:

Receive report and take any needed action upon recommendation of the board.

Fiscal Impact

Attachments

No file(s) attached.
