

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**  
**JULY 16, 2025**

*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 JUNE 18, 2025, or take other necessary action.
- 2        Receive Airport Manager's Report, and take other necessary action. (Tyler Evans)
- 3        Consider approval of Financial Statements for May 2025, or take other necessary action.

**ADJOURN**

## Airport Board Agenda

1.

Meeting Date: 07/16/2025  
Initiator: Kelly Bolding, Deputy Emergency Management Director  
Department: Emergency Management  
Staff Information Source:

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### Information

#### AGENDA ITEM TITLE:

Consider approval of Airport Board Minutes of JUNE 18, 2025, or take other necessary action.

#### BACKGROUND:

#### RECOMMENDED ACTION:

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### Fiscal Impact

### Attachments

June Airport Minutes

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# DRAFT

## MINUTES

### OF THE AIRPORT BOARD OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING AT THE MUSKOGEE-DAVIS REGIONAL AIRPORT TERMINAL JUNE 18, 2025

Members of the Airport Board of the City of Muskogee, Oklahoma, met in a Regular Scheduled Meeting at 4:00 p.m. on June 18, 2025, 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: Gary Wright, Board Member; CB Abel, Board Member; Robert Watts, Board Member; W. Patrick Cale, Board Member

Absent: Chair; Danny Dunlap, Vice Chair; Carlise Roberts, Board Member; John Lange, Board Member

Staff Present: TrishaJoAnn Terrell, Executive Assistant to the Assistant City Manager; Kelly Bolding, Interim Airport Manager

- 1 Nominate and select a Chairperson for the City of Muskogee Airport Board, or take other necessary action. (Kelly Bolding)

Motion was made by Board Member Gary Wright, seconded by Board Member W. Patrick Cale to appoint Robert "Bob" Watts as Chairman of the Airport Board.

AYE: Board Member Gary Wright, Board Member CB Abel, Board Member W. Patrick Cale

Other: Board Member Robert Watts (ABSTAIN)

Carried

- 2 Consider approval of Airport Board Minutes of April 16, 2025, or take other necessary action. (Kelly Bolding)

Motion was made by Board Member CB Abel, seconded by Board Member W. Patrick Cale to approve Airport Board Minutes of April 16, 2025.

AYE: Board Member Gary Wright, Board Member CB Abel, Board Member Robert Watts, Board Member W. Patrick Cale

Carried - Unanimously

- 3 Consider approval of Financial Statements for March 2025 and April 2025, or take other necessary action. (Kelly Bolding)

Motion was made by Board Member CB Abel, seconded by Board Member W. Patrick Cale to approve Financial Statements for March 2025 and April 2025.

AYE: Board Member Gary Wright, Board Member CB Abel, Board Member Robert Watts, Board Member W. Patrick Cale

Carried - Unanimously

- 4 Receive Airport Manager's Report, and take other necessary action. (Kelly Bolding)

No action needed.

- 5 Consider approval of the Master Agreement for Professional Services between Olsson, Inc., and the City of Muskogee, for airport engineering services at the Muskogee-Davis Regional Airport, or take other necessary action. (Kelly Bolding)

Motion was made by Board Member CB Abel, seconded by Board Member W. Patrick Cale to approve the Master Agreement for Professional Services between Olsson, Inc. and the City of Muskogee, for airport engineering services at the Muskogee-Davis Regional Airport.

AYE: Board Member Gary Wright, Board Member CB Abel, Board Member Robert Watts, Board Member W. Patrick Cale

Carried - Unanimously

- 6 Consider approval to authorize the City Manager to enter into a five (5) year Airport Engineering Agreement with Olsson, Inc., as recommended by the Airport Engineering Consultant Selection Committee, or take other necessary action. (Kelly Bolding)

Motion was made by Board Member CB Abel, seconded by Board Member W. Patrick Cale to authorize the City Manager to enter into a five (5) year Airport Engineering Agreement with Olsson, Inc. as recommended by the Airport Engineering Consultant Selection Committee.

AYE: Board Member Gary Wright, Board Member CB Abel, Board Member Robert Watts, Board Member W. Patrick Cale

Carried - Unanimously

- 7 Receive update on the status of the demolition of Hangar T-205, and take other necessary action. (Kelly Bolding)

No action needed.

There being no further business, the meeting was adjourned.

## Airport Board Agenda

3.

Meeting Date: 07/16/2025  
Initiator: Kelly Bolding, Deputy Emergency Management Director  
Department: Emergency Management  
Staff Information Source:

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### Information

#### AGENDA ITEM TITLE:

Consider approval of Financial Statements for May 2025, or take other necessary action.

#### BACKGROUND:

#### RECOMMENDED ACTION:

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### Fiscal Impact

### Attachments

May 2025 Financials

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City of Muskegon  
Airport Fund (520)  
Balance Sheet  
Unaudited

Account Title	FY2025											
	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09	Period 10	Period 11	Period 12
101.10.00 Cash in Bank	570,166.34	564,672.39	572,289.94	532,259.54	591,389.47	599,417.13	622,129.81	614,006.54	628,885.86	633,871.50	636,802.05	
115.10.00 Accounts Receivable	3,502.57	10,457.56	8,240.56	7,873.56	8,906.56	3,389.56	4,839.56	4,939.56	2,139.56	3,939.56	3,143.56	
161.10.00 Land	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
162.10.00 Buildings	980,703.37	980,703.37	980,703.37	980,703.37	980,703.37	980,703.37	980,703.37	980,703.37	980,703.37	980,703.37	980,703.37	
162.20.00 Infrastructure	6,128,585.05	6,128,585.05	6,128,585.05	6,128,585.05	6,128,585.05	6,128,585.05	6,128,585.05	6,128,585.05	6,128,585.05	6,128,585.05	6,128,585.05	
162.80.00 Accum Depreciation	(640,202.17)	(640,202.17)	(640,202.17)	(640,202.17)	(640,202.17)	(640,202.17)	(640,202.17)	(640,202.17)	(640,202.17)	(640,202.17)	(640,202.17)	
162.80.20 Accum Deprec. Inf	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	(1,828,167.11)	
164.10.00 Machinery and Equip	45,371.75	45,371.75	45,371.75	45,371.75	45,371.75	45,371.75	45,371.75	45,371.75	45,371.75	45,371.75	45,371.75	
164.80.00 Accum Depreciation	(47,680.08)	(47,680.08)	(47,680.08)	(47,680.08)	(47,680.08)	(47,680.08)	(47,680.08)	(47,680.08)	(47,680.08)	(47,680.08)	(47,680.08)	
Total Assets	5,215,279.72	5,216,740.76	5,222,141.31	5,181,743.91	5,241,906.84	5,244,417.50	5,268,580.18	5,260,556.91	5,272,636.23	5,279,421.87	5,281,556.42	-
202.10.00 Acc't Payable	10,316.16	2,878.36	44,932.78	61,802.06	5,843.95	7,194.87	2,864.79	-	9,435.60	9,905.36	2,647.64	
203.20.00 Accrued Payroll	-	-	-	-	-	-	-	-	-	-	-	
Total Liabilities	10,316.16	2,878.36	44,932.78	61,802.06	5,843.95	7,194.87	2,864.79	-	9,435.60	9,905.36	2,647.64	-
245.00.00 Reserve for Enc.	31,433.44	92,049.17	252,242.79	190,451.16	193,394.07	203,058.17	219,734.26	199,135.42	207,585.15	205,162.44	201,498.12	
249.00.00 Reserve PY Enc.	648,583.81	648,573.82	648,573.82	648,573.82	648,573.82	648,573.82	648,573.82	648,573.82	648,573.82	648,573.82	648,573.82	
Ret Earnings	4,524,946.31	4,473,239.41	4,276,391.92	4,280,916.87	4,394,095.00	4,385,590.64	4,397,407.31	4,412,847.67	4,407,041.66	4,415,780.25	4,428,836.84	
Total Equity	5,204,963.56	5,213,862.40	5,177,208.53	5,119,941.85	5,236,062.89	5,237,222.63	5,265,715.39	5,260,556.91	5,263,200.63	5,269,516.51	5,278,908.78	-
Total Liab + Equity	5,215,279.72	5,216,740.76	5,222,141.31	5,181,743.91	5,241,906.84	5,244,417.50	5,268,580.18	5,260,556.91	5,272,636.23	5,279,421.87	5,281,556.42	-

**City of Muskogee**  
**Airport Fund (\$20)**  
**Statement of Revenues and Expenses**  
**Unaudited**

Account	TY2025	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09	Period 10	Period 11	Period 12
331.10.00	Federal Grants	-	-	-	117,509.32	-	-	-	-	-	-	-	-
343.10.00	Grazing Fees	-	-	-	-	-	-	-	-	-	-	-	-
343.20.00	Airport Rental	14,746.12	22,918.11	15,296.12	12,562.79	12,562.79	12,562.79	12,562.79	12,562.79	12,562.79	12,562.79	12,562.79	-
343.30.00	Hanger Leases	1,615.00	-	1,140.00	3,040.00	-	-	-	-	-	-	-	-
361.10.00	Interest Rev	3,829.76	3,918.60	3,586.72	2,914.59	3,013.18	3,141.03	3,031.86	2,605.89	2,923.41	2,860.10	3,012.57	-
363.20.00	Facility Rental	1,000.00	-	1,000.00	2,000.00	1,000.00	-	-	-	-	2,000.00	1,000.00	-
390.90.00	Other Misc. Inc.	3,562.50	-	789.30	100.00	-	-	20,305.00	5,560.20	7,000.00	200.00	-	-
<b>Total Revenue</b>		<b>24,753.38</b>	<b>26,836.71</b>	<b>21,812.14</b>	<b>20,617.38</b>	<b>134,085.29</b>	<b>15,703.82</b>	<b>35,899.65</b>	<b>20,728.88</b>	<b>22,486.20</b>	<b>17,622.89</b>	<b>16,575.36</b>	<b>-</b>
430.11.00	Regular Wages	6,154.58	1,059.42	-	1,236.53	6,654.42	3,689.70	2,513.06	3,608.29	4,022.34	2,380.14	2,152.96	-
430.18.00	Uniforms	-	-	-	-	100.00	-	-	-	-	-	-	-
430.21.00	Fica/MC	470.82	81.04	-	94.59	547.31	282.26	192.25	276.03	307.70	131.55	-	-
430.22.00	Pensions	473.78	90.23	-	103.39	566.05	297.15	209.75	291.10	321.86	150.82	-	-
430.23.00	Group Insur.	585.32	812.92	812.92	812.92	1,219.38	812.92	812.92	813.10	813.10	813.10	-	-
430.31.30	Premiums, Ins.	2,493.00	-	-	-	-	-	-	19,632.00	-	-	-	-
430.32.64	Event Expense	-	-	-	-	-	-	-	-	5,692.62	-	-	-
430.34.10	Advertising	-	-	270.00	-	-	-	-	-	-	-	-	-
430.35.10	Travel/Educ.	-	-	-	-	-	-	-	-	8.06	-	-	-
430.35.20	Memberships	-	-	-	-	-	-	-	-	-	-	-	-
430.39.90	Services - Other	4,085.49	12,513.67	11,045.52	10,300.67	3,140.19	2,459.16	1,341.36	1,266.84	2,587.50	3,305.79	2,786.70	-
430.41.20	Postage/Freight	-	-	-	-	-	-	-	-	-	-	-	-
430.43.10	Utilities	2,401.90	2,734.41	2,912.65	198.02	3,994.70	1,885.73	2,100.14	-	4,339.38	2,126.36	1,964.47	-
430.46.25	Buildings/Grounds	218.95	82.37	3,024.05	2,800.00	-	4,265.00	104.46	-	833.99	2,016.22	111.41	-
430.52.30	Office Supplies	-	-	-	-	-	-	-	-	270.59	71.28	-	-
430.52.40	Janitorial Supp	-	208.78	69.11	102.76	-	704.97	-	-	196.54	65.31	8.37	-
430.52.50	Gasoline	-	-	-	-	1,603.00	-	-	-	-	-	-	-
430.52.70	Small Tools	-	-	-	-	-	-	-	-	-	-	-	-
430.52.90	Misc. Op Supp	163.17	345.04	244.08	140.94	139.20	147.19	132.95	-	448.80	246.44	159.18	-
430.62.40	Improvements	-	-	40,181.92	62,000.00	-	-	-	-	-	-	-	-
430.62.97	Runway Lights	-	-	-	-	-	-	-	-	-	-	-	-
430.64.50	New Equipment	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>		<b>17,047.01</b>	<b>17,927.88</b>	<b>58,560.25</b>	<b>77,789.82</b>	<b>17,964.25</b>	<b>14,544.08</b>	<b>7,406.89</b>	<b>25,887.36</b>	<b>19,842.48</b>	<b>11,307.01</b>	<b>7,183.09</b>	<b>-</b>
<b>Net Income (loss)</b>		<b>7,706.37</b>	<b>8,908.83</b>	<b>(36,748.11)</b>	<b>(57,172.44)</b>	<b>116,121.04</b>	<b>1,159.74</b>	<b>28,492.76</b>	<b>(5,158.48)</b>	<b>2,643.72</b>	<b>6,315.88</b>	<b>9,392.27</b>	<b>-</b>



City of Muskogee  
Airport Fund (520)  
Statement of Cash Flows  
Unaudited

	FY2025											
	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09	Period 10	Period 11	Period 12
Net Income (loss)	7,706.37	8,908.83	(36,748.11)	(57,172.44)	116,121.04	1,159.74	28,492.76	(5,158.48)	2,643.72	6,315.88	9,392.27	-
Beginning A/R	21,867.60	3,502.57	10457.56	8,240.56	7,873.56	8,906.56	3,389.56	4,839.56	4,939.56	2,139.56	3,939.56	-
Ending A/R	(3,502.57)	(10,457.56)	(8,240.56)	(7,873.56)	(8,906.56)	(3,389.56)	(4,839.56)	(4,939.56)	(2,139.56)	(3,939.56)	(3,143.56)	-
	18,365.03	(6,954.99)	2,217.00	367.00	(1,033.00)	5,517.00	(1,450.00)	(100.00)	2,800.00	(1,800.00)	796.00	-
Beginning A/P	(5,441.56)	(10,316.16)	(2,878.36)	(45,027.02)	(61,802.06)	(5,843.95)	(7,194.87)	(2,864.79)	-	(9,435.60)	(9,905.36)	-
Ending A/P	10,316.16	2,878.36	45,027.02	61,802.06	5,843.95	7,194.87	2,864.79	-	9,435.60	9,905.36	2,647.64	-
	4,874.60	(7,437.80)	42,148.66	16,775.04	(55,958.11)	1,350.92	(4,330.08)	(2,864.79)	9,435.60	469.76	(7,257.72)	-
Net Change in Cash	30,946.00	(5,483.96)	7,617.55	(40,030.40)	59,129.93	8,027.66	22,712.68	(8,123.27)	14,879.32	4,985.64	2,930.55	-
Beginning Cash	539,210.35	570,166.34	564,672.39	572,289.94	532,259.54	591,389.47	599,417.13	622,129.81	614,006.54	628,885.86	633,871.50	-
Ending Cash	570,166.34	564,672.39	572,289.94	532,259.54	591,389.47	599,417.13	622,129.81	614,006.54	628,885.86	633,871.50	636,802.05	-

PREPARED 07/14/2025, 13:48:34  
PROGRAM GM360L  
CITY OF MUSKOGEE

ACCOUNT ACTIVITY LISTING

PAGE 1  
ACCOUNTING PERIOD 13/2025

GROUP						CURRENT	
PO	ACCTG	TRANSACTION	DEBITS	CREDITS	BALANCE		
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION	
FUND 520 AIRPORT FUND							
520-0000-343.20-00 AIRPORT / AIRPORT RENTAL							
5420		11/25	AJ	05/01/25	MR	MISC RECEIVABLES	
ACCOUNT TOTAL				.00	12,562.79	12,562.79-	
520-0000-361.10-00 INTEREST REVENUE / INTEREST REVENUE							
6197		11/25	CR	06/03/25	06197	POOLED EQUITY INTEREST	
ACCOUNT TOTAL				.00	3,012.57	3,012.57-	
520-0000-363.20-00 RENTS AND ROYALTIES / FACILITY RENTAL							
6016		11/25	AJ	05/27/25	0138717	051825 NE OK SCCA INC MAY BHOTEMA 05/27/25 03	
ACCOUNT TOTAL				.00	1,000.00	1,000.00-	
FUND TOTAL				.00	16,575.36	16,575.36-	
GRAND TOTAL				.00	16,575.36	16,575.36-	

-----TRANSACTION-----							DEBITS	CREDITS	CURRENT BALANCE
GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	NUMBER	DESCRIPTION			
FUND 520 AIRPORT FUND									
520-6070-430.11-00		ENGINEERING/PUBLIC WORKS / REGULAR WAGES					663.68		
6061		11/25 AJ 05/30/25			PRO530	PAYROLL SUMMARY	663.68		
5765		11/25 AJ 05/16/25			PRO516	PAYROLL SUMMARY	825.60		
5460		11/25 AJ 05/02/25			PRO502	PAYROLL SUMMARY			
ACCOUNT TOTAL							2,152.96	.00	2,152.96
520-6070-430.39-90 CONTRACTUAL SERVICES / OTHER									
6273	250893	11/25 AP 05/28/25			0250723	ACTION GROUP STAFFING	207.00		
6047		11/25 AP 05/25/25			0250653	MURRY, KELLY	105.00		
AIRPORT CLEANING									
6066	250893	11/25 AP 05/21/25			0250594	ACTION GROUP STAFFING	828.00		
5944	252083	11/25 AP 05/19/25			0250538	MURRY, KELLY	105.00		
5944	250893	11/25 AP 05/14/25			0250480	ACTION GROUP STAFFING	496.80		
5770	252083	11/25 AP 05/12/25			0250423	MURRY, KELLY	120.00		
5770	250893	11/25 AP 05/07/25			0250339	ACTION GROUP STAFFING	662.40		
5604	252083	11/25 AP 05/06/25			0250261	MURRY, KELLY	150.00		
5604	252083	11/25 AP 05/06/25			0250261	MURRY, KELLY	112.50		
ACCOUNT TOTAL							2,786.70	.00	2,786.70
520-6070-430.43-10 UTILITY SERVICES / UTILITIES									
6066	250795	11/25 AP 05/19/25			0250661	OKLAHOMA NATURAL GAS	158.00		
6066	250894	11/25 AP 05/16/25			0250659	OG&E - ACCT #35947999-5C	1,703.09		
6483	250795	11/25 AP 05/15/25			0250978	OKLAHOMA NATURAL GAS	103.38		
ACCOUNT TOTAL							1,964.47	.00	1,964.47
520-6070-430.46-25 REPAIR & MAINTENANCE / BUILDING AND GROUNDS									
6533	250829	11/25 AP 04/22/25			0251025	BANK OF AMERICA - P CARD	51.66		
6533	250829	11/25 AP 04/18/25			0251025	BANK OF AMERICA - P CARD	59.75		
ACCOUNT TOTAL							111.41	.00	111.41

PREPARED 07/14/2025, 13:49:08  
PROGRAM GM360L  
CITY OF MUSKOGEE

ACCOUNT ACTIVITY LISTING

PAGE 2  
ACCOUNTING PERIOD 13/2025

GROUP		PO	ACCTG	TRANSACTION----			DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE
NBR	NBR	PER.	CD	DATE	NUMBER					
FUND 520 AIRPORT FUND										
520-6070-430.52-40						OPERATING SUPPLIES /	JANITORIAL SUPPLIES			
5770	250788	11/25	AP	05/09/25	0250446	BLANKET PURCHASE ORDER	SADLER PAPER COMPANY		149.25	
5770	250788	11/25	AP	05/09/25	0250446	BLANKET PURCHASE ORDER	SADLER PAPER COMPANY	157.62		
ACCOUNT TOTAL								157.62	149.25	8.37
520-6070-430.52-90						OPERATING SUPPLIES /	MISC OPERATING SUPPLIES			
6273	250791	11/25	AP	05/27/25	0250748	BLANKET PURCHASE ORDER	DIRECTV LLC	117.23		
5944	250950	11/25	AP	05/08/25	0250551	BLANKET PURCHASE ORDER	ONE SOURCE WATER LLC	31.96		
6533	250829	11/25	AP	04/19/25	0251025	BLANKET PURCHASE ORDER	BANK OF AMERICA - P CARD	9.99		
ACCOUNT TOTAL								159.18	.00	159.18
FUND TOTAL								7,332.34	149.25	7,183.09
GRAND TOTAL								7,332.34	149.25	7,183.09