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
OCTOBER 15, 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 September 17, 2025, or take other necessary action.

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

3 Receive Airport Manager's Report, and take other necessary action. (Tyler Evans)

4 Discuss and consider approval of the 2026 meeting schedule for the Muskogee Davis Regional Airport Board per Section 311A.1, Title 25, Oklahoma Statutes.

5 Review and discuss the upcoming 5-year Capital Improvement Plan starting in Federal Fiscal Year 2026, and take any necessary action.

6 Pursuant to City of Muskogee Code of Ordinances Sec. 2-163, discuss and consider approval or disapproval of the proposed commercial activity request of James Russell or take any other necessary action.

7 Pursuant to City of Muskogee Code of Ordinances Sec. 2-163, discuss and consider approval or disapproval of the proposed commercial activity request of Mel Tilley or take any other necessary action.

8 Pursuant to City of Muskogee Code of Ordinances Sec. 2-163, discuss and consider approval or disapproval of the proposed commercial activity request of Mike Anderson or take any other necessary action.

9 Consider approval for use of the Muskogee-Davis Field Regional Airport to host the 2nd Annual Salute to Service event tentatively scheduled for April 4th, 2026 or take other necessary action.

10 Authorize the Airport Manager, Tyler Evans, to accept donations, contributions, and sponsorships on behalf of Muskogee-Davis Regional Airport for the upcoming 2nd Annual Salute to Service event or take other necessary action.

ADJOURN

Airport Board Agenda **1.**

Meeting Date:	10/15/2025
Initiator:	Kelly Bolding, Deputy Emergency Management Director
Department:	Emergency Management/Airport
Staff Information Source:	

Information

AGENDA ITEM TITLE:

Consider approval of Airport Board Minutes of September 17, 2025, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

Sept 2025 Minutes

MINUTES

OF THE AIRPORT BOARD OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING AT THE MUSKOGEE-DAVIS REGIONAL AIRPORT TERMINAL SEPTEMBER 17, 2025

Members of the Airport Board of the City of Muskogee, Oklahoma, met in a Regular Scheduled Meeting at 4:00 p.m. on September 17, 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:	Robert Watts, Chair; Gary Wright, Vice Chair; Danny Dunlap, Board Member; CB Abel, Board Member
Absent:	Carlise Roberts, Board Member; John Lange, Board Member; W. Patrick Cale, Board Member
Staff Present:	Tyler Evans, Airport Manager; Kelly Bolding, Secretary

1 Consider approval of Airport Board Minutes of July 16, 2025, or take other necessary action.

Motion was made by Board Member CB Abel, seconded by Chair Robert Watts

AYE: Chair Robert Watts, Vice Chair Gary Wright, Board Member Danny Dunlap, Board Member CB Abel

Carried - Unanimously

2 Consider approval of Airport Board Minutes of August 20, 2025, or take other necessary action.

Motion was made by Chair Robert Watts, seconded by Board Member CB Abel

AYE: Chair Robert Watts, Vice Chair Gary Wright, Board Member Danny Dunlap, Board Member CB Abel

Carried - Unanimously

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

Motion was made by Board Member CB Abel, seconded by Chair Robert Watts

AYE: Chair Robert Watts, Vice Chair Gary Wright, Board Member Danny Dunlap, Board Member CB Abel

Carried - Unanimously

4 Receive Airport Manager's Report, and take other necessary action. (Tyler Evans)

No Action Taken

5 Review and discuss the current City of Muskogee T-Hangar Lease agreement and other local airport T-Hangar Lease agreements and, if needed, provide direction to Staff to amend the Lease agreement template upon approval from City of Muskogee Legal Counsel, or take other necessary action.

No Action Taken

There being no further business, the meeting was adjourned.

____

ROBERT WATTS, CHAIRPERSON

____

KELLY BOLDING, SECRETARY

Airport Board Agenda **2.**

Meeting Date: 10/15/2025

Initiator: Kelly Bolding, Deputy Emergency Management Director

Department: Emergency Management/Airport

Staff Information Source:

Information

AGENDA ITEM TITLE:

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

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

August 2025 Airport Financials

City of Muskogee
Airport Fund (520)
Balance Sheet
Unaudited

Account	Title	FY 2026 Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
101.10.00	Cash in Bank	679,516.79	687,178.63										
115.10.00	Accounts Receivable	18,492.62	13,488.68										
161.10.00	Land	3,000.00	3,000.00										
162.10.00	Buildings	980,703.37	980,703.37										
162.20.00	Infrastructure	6,128,585.05	6,128,585.05										
162.80.00	Accum Depreciation	(640,202.17)	(640,202.17)										
162.80.20	Accum Deprec. Inf	(1,828,167.11)	(1,828,167.11)										
164.10.00	Machinery and Equip	45,371.75	45,371.75										
164.80.00	Accum Depreciation	(47,680.08)	(47,680.08)										
Total Assets		5,339,620.22	5,342,278.12	-	-	-	-	-	-	-	-	-	-
202.10.00	Acct Payable	11,899.46	4,629.08										
203.20.00	Accrued Payroll												
Total Liabilities		11,899.46	4,629.08	-	-	-	-	-	-	-	-	-	-
245.00.00	Reserve for Enc.	59,595.88	51,338.25										
249.00.00	Reserve PY Enc.	838,402.19	838,402.19										
	Ret Earnings	4,429,722.69	4,447,908.60										
Total Equity		5,327,720.76	5,337,649.04	-	-	-	-	-	-	-	-	-	-
Total Liab + Equity		5,339,620.22	5,342,278.12	-	-	-	-	-	-	-	-	-	-

City of Muskogee
Airport Fund (520)
tatement of Revenues and Expense
Unaudited

Account	Title	FY26 Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
331.10.00	Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-
343.10.00	Grazing Fees	-											
343.20.00	Airport Rental	12,562.79	12,412.79										
343.30.00	Hanger Leases	-											
361.10.00	Interest Rev	2,948.90											
363.20.00	Facility Rental	2,000.00	1,000.00										
390.90.00	Other Misc. Inc.	-	6,062.40										
		-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue		17,511.69	19,475.19	-	-	-	-	-	-	-	-	-	-
430.11.00	Regular Wages												
430.18.00	Uniforms												
430.21.00	Fica/MC												
430.22.00	Pensions												
430.23.00	Group Insur.												
430.31.30	Premiums, Ins.	2,493.00											
430.32.64	Event Expense												
430.34.10	Advertising												
430.35.10	Travel/Educ.												
430.35.20	Memberships												
430.39.90	Services - Other	4,921.95	5,811.00										
430.41.20	Postage/Freight												
430.43.10	Utilities	2,548.49	3,250.27										
430.46.25	Buildings/Grounds		389.08										
430.52.30	Office Supplies												
430.52.40	Janitorial Supp		55.61										
430.52.50	Gasoline	1,285.00											
430.52.70	Small Tools												
430.52.90	Misc. Op Supp	49.19	40.95										
430.62.40	Improvements												
430.62.97	Runway Lights												
430.64.50	New Equipment	-											
Total Expenses		11,297.63	9,546.91	-	-	-	-	-	-	-	-	-	-
Net Income (loss)		6,214.06	9,928.28	-	-	-	-	-	-	-	-	-	-

City of Muskogee
Airport Fund (520)
:atement of Cash Flov
Unaudited

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
Net Income (loss)	6,214.06	9,928.28	-	-	-	-	-	-	-	-	-	-
Beginning A/R	23,096.84	18,492.62										
Ending A/R	(18,492.62)	(13,488.68)										
	4,604.22	5,003.94	-	-	-	-	-	-	-	-	-	-
Beginning A/P	(9,164.37)	(11,899.46)										
Ending A/P	11,899.46	4,629.08	-	-	-	-	-	-	-	-	-	-
	2,735.09	(7,270.38)	-	-	-	-	-	-	-	-	-	-
Net Change in Cash	13,553.37	7,661.84	-	-	-	-	-	-	-	-	-	-
Beginning Cash	665,963.42	679,516.79										
Ending Cash	679,516.79	687,178.63	-	-	-	-	-	-	-	-	-	-

GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE
FUND 520 AIRPORT FUND									
520-0000-343.20-00 AIRPORT / AIRPORT RENTAL									
562		02/26	AJ	08/01/25	MR	MISC RECEIVABLES		12,412.79	
						ACCOUNT TOTAL	.00	12,412.79	12,412.79-
520-0000-363.20-00 RENTS AND ROYALTIES / FACILITY RENTAL									
1035		02/26	AJ	08/25/25	0022863	8/25/25 NEOK SCCA RENTAL BHOTEMA 08/25/25 01		1,000.00	
						ACCOUNT TOTAL	.00	1,000.00	1,000.00-
520-0000-390.90-00 OTHER INCOME / OTHER MISC INCOME									
763		02/26	CR	08/08/25	8799	DAVISFIELD FUEL FEE AUG25		6,062.40	
						ACCOUNT TOTAL	.00	6,062.40	6,062.40-
						FUND TOTAL	.00	19,475.19	19,475.19-
						GRAND TOTAL	.00	19,475.19	19,475.19-

GROUP NBR	PO NBR	ACCTG PER.	CD	TRANSACTION DATE	TRANSACTION NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE
FUND 520 AIRPORT FUND									
520-6070-430.39-90 CONTRACTUAL SERVICES / OTHER									
1196	260473	02/26	AP	08/27/25	0252572	ACTION GROUP STAFFING BLANKET PURCHASE ORDER	1,442.10		
1065		02/26	AP	08/25/25	0252499	MURRY, KELLY KELLY MURRAY 9 HOURS	135.00		
1115	260473	02/26	AP	08/20/25	0252426	ACTION GROUP STAFFING BLANKET PURCHASE ORDER	1,417.95		
994	260380	02/26	AP	08/18/25	0252376	MURRY, KELLY BLANKET PURCHASE ORDER	135.00		
994	260473	02/26	AP	08/13/25	0252297	ACTION GROUP STAFFING BLANKET PURCHASE ORDER	1,117.80		
860	260380	02/26	AP	08/11/25	0252242	MURRY, KELLY BLANKET PURCHASE ORDER	120.00		
860	260473	02/26	AP	08/06/25	0252166	ACTION GROUP STAFFING BLANKET PURCHASE ORDER	1,300.65		
673	260380	02/26	AP	08/04/25	0252084	MURRY, KELLY BLANKET PURCHASE ORDER	142.50		
						ACCOUNT TOTAL	5,811.00	.00	5,811.00
520-6070-430.43-10 UTILITY SERVICES / UTILITIES									
1115	260474	02/26	AP	08/20/25	0252512	OKLAHOMA NATURAL GAS BLANKET PURCHASE ORDER	93.00		
1196	260474	02/26	AP	08/20/25	0252672	OKLAHOMA NATURAL GAS BLANKET PURCHASE ORDER	130.00		
1115	260879	02/26	AP	08/18/25	0252509	OG&E - ACCT #35947999-5C BLANKET PURCHASE ORDER	3,027.27		
						ACCOUNT TOTAL	3,250.27	.00	3,250.27
520-6070-430.46-25 REPAIR & MAINTENANCE / BUILDING AND GROUNDS									
1115	261029	02/26	AP	08/06/25	0252459	DICKMANN GLASS CO BLANKET PURCHASE ORDER	389.08		
						ACCOUNT TOTAL	389.08	.00	389.08
520-6070-430.52-40 OPERATING SUPPLIES / JANITORIAL SUPPLIES									
994	260422	02/26	AP	08/14/25	0252395	SADLER PAPER COMPANY BLANKET PURCHASE ORDER	55.61		
						ACCOUNT TOTAL	55.61	.00	55.61
520-6070-430.52-90 OPERATING SUPPLIES / MISC OPERATING SUPPLIES									
860	260891	02/26	AP	08/06/25	0252252	ONE SOURCE WATER LLC BLANKET PURCHASE ORDER	40.95		
						ACCOUNT TOTAL	40.95	.00	40.95

GROUP NBR	PO NBR	ACCTG PER.	----TRANSACTION---- CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE
				FUND TOTAL			9,546.91	.00	9,546.91
				GRAND TOTAL			9,546.91	.00	9,546.91

Airport Board Agenda **3.**

Meeting Date:	10/15/2025
Initiator:	Kelly Bolding, Deputy Emergency Management Director
Department:	Emergency Management/Airport
Staff Information Source:	

Information

AGENDA ITEM TITLE:
Receive Airport Manager's Report, and take other necessary action. (Tyler Evans)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda **4.**

Meeting Date:	10/15/2025
Initiator:	Kelly Bolding, Deputy Emergency Management Director
Department:	Emergency Management/Airport
Staff Information Source:	

Information

AGENDA ITEM TITLE:

Discuss and consider approval of the 2026 meeting schedule for the Muskogee Davis Regional Airport Board per Section 311A.1, Title 25, Oklahoma Statutes.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

2026 Meeting Dates

Muskogee Davis Regional Airport

2026 Meeting Dates

January 21, 2026

February 18, 2026 (OEMA Conference)

March 18, 2026

April 15, 2026 (Tax Day)

May 20, 2026

June 17, 2026

July 15, 2026

August 19, 2026

September 16, 2026

October 21, 2026

November 18, 2026

December 16, 2026

Airport Board Agenda **5.**

Meeting Date:	10/15/2025
Initiator:	Kelly Bolding, Deputy Emergency Management Director
Department:	Emergency Management/Airport
Staff Information Source:	

Information

AGENDA ITEM TITLE:

Review and discuss the upcoming 5-year Capital Improvement Plan starting in Federal Fiscal Year 2026, and take any necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

MKO FY26 CIP Draft

5 Year Capital Improvement Plan (CIP)

Airport Name (Loc ID), ST: Muskogee-Davis Regional Airport (MKO); Muskogee, Oklahoma

CIP START YEAR: 2026

$150,000 2023 NPE (Expires FY26)
$150,000 2024 NPE (Expires FY27)
$150,000 2025 NPE (Expires FY28)
$150,000 2025 NPE (for planning through 2030)

$292,000 2023 AIG (Expires FY26)
$294,000 2024 AIG (Expires FY27)
$282,000 2025 AIG (Expires FY28)
$282,000 2026 AIG (for planning through 2026)

Federal Share 90%

Version: Oct 2024

Fed FY	Available NPE	Available AIG	Funding Source	Data Sheet - Project Component/Phase	Estimated Cost	Funding Plan NPE	AIG	Additional AIP	Other	Match
2026	$600,000	$1,150,000	AIP	RWY 13/31 Rehabilitation (Construction) (Option 2D from PER)	$5,235,000	$600,000		$4,373,250	$130,875	$130,875
			BIL	Construct 2-Bay Box Hangar (60'x140') (Engineering Services)	$420,000		$399,000			$21,000
	Total = $1,750,000									
		$751,000	Remaining Funds	**2026 Annual Subtotals:**	**$5,655,000**	**$600,000**	**$399,000**	**$4,373,250**	**$130,875**	**$151,875**
2027	$150,000	$751,000	BIL	Construct Construct 2-Bay Box Hangar (60'x140') (Construction) (IIJA-AIG Funds)	$834,445		$751,000			$83,445
			State	Construct 2-Bay Box Hangar (60'x140') (ODAA Hangar Grant 40%)	$845,555				$840,000	$5,555
	Total = $901,000									
	$150,000		Remaining Funds	**2027 Annual Subtotals:**	**$1,680,000**		**$751,000**		**$840,000**	**$88,999**
2028	$300,000		Carryover	No Project - Bank Funds						
	Total = $300,000									
	$300,000		Remaining Funds	**2028 Annual Subtotals:**						
2029	$450,000		AIP	TWY C & TWY D Crack Repair & Sealcoat	$500,000	$450,000				$50,000
			Other	TWY C & TWY D Crack Repair & Sealcoat (ODAA)	$400,000				$360,000	$40,000
	Total = $450,000									
			Remaining Funds	**2029 Annual Subtotals:**	**$900,000**	**$450,000**			**$360,000**	**$90,000**
2030	$150,000		Carryover	No Project - Bank Funds						
	Total = $150,000									
	$150,000		Remaining Funds	**2030 Annual Subtotals:**						
2031	$300,000		AIP	Runway 4/22 Surface Treatment	$800,000	$300,000		$420,000		$80,000
	Total = $300,000									
			Remaining Funds	**2031 Annual Subtotals:**	**$800,000**	**$300,000**		**$420,000**		**$80,000**
				6 Year CIP Totals:	**$9,035,000**	**$1,350,000**	**$1,150,000**		**$1,330,875**	**$410,874**

Sponsor Name & Title: ______________________ **Date:** ______________

Airport Board Agenda **6.**

Meeting Date: 10/15/2025

Initiator: Kelly Bolding, Deputy Emergency Management Director

Department: Emergency Management/Airport

Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to City of Muskogee Code of Ordinances Sec. 2-163, discuss and consider approval or disapproval of the proposed commercial activity request of James Russell or take any other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda 7.

Meeting Date: 10/15/2025

Initiator: Kelly Bolding, Deputy Emergency Management Director

Department: Emergency Management/Airport

Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to City of Muskogee Code of Ordinances Sec. 2-163, discuss and consider approval or disapproval of the proposed commercial activity request of Mel Tilley or take any other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda **8.**

Meeting Date: 10/15/2025

Initiator: Kelly Bolding, Deputy Emergency Management Director

Department: Emergency Management/Airport

Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to City of Muskogee Code of Ordinances Sec. 2-163, discuss and consider approval or disapproval of the proposed commercial activity request of Mike Anderson or take any other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda **9.**

Meeting Date: 10/15/2025

Initiator: Kelly Bolding, Deputy Emergency Management Director

Department: Emergency Management/Airport

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval for use of the Muskogee-Davis Field Regional Airport to host the 2nd Annual Salute to Service event tentatively scheduled for April 4th, 2026 or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.

Airport Board Agenda **10.**

Meeting Date:	10/15/2025
Initiator:	Kelly Bolding, Deputy Emergency Management Director
Department:	Emergency Management/Airport
Staff Information Source:	

Information

AGENDA ITEM TITLE:

Authorize the Airport Manager, Tyler Evans, to accept donations, contributions, and sponsorships on behalf of Muskogee-Davis Regional Airport for the upcoming 2nd Annual Salute to Service event or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.