

**SALLISAW AIRPORT ADVISORY BOARD
REGULAR MEETING**

February 24, 2020

6:00 P.M.

**City Council Chambers
111 North Elm**

A G E N D A

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Consider Approval of Minutes of Regular Meeting of November 25, 2019**
- 4. Discussion Concerning Fuel Farm Project**
- 5. Discussion Concerning Drainage Ditch Project**
- 6. Discussion Concerning Maintenance Hangar Roof**
- 7. Discussion Concerning East Side Maintenance Hangar Ramp Area**
- 8. Discussion on Possible Terminal Office Space**
- 9. Review and Discussion on General Airport Operations and Projects**
- 10. Discuss and Consider Possible Dates for Fly In**
- 11. City Staff Administrative Reports**
- 12. Recommendations Which Airport Commission Wished to Make**
- 13. Adjourn**

AGENDA

February 24, 2020

Posted: February 21, 2020

Time: 3:00 P.M.

Lisa Gabbert

SALLISAW AIRPORT COMMISSION REGULAR MEETING

**November 25, 2019
Minutes**

The Sallisaw Airport Commission met in a regular meeting on Monday, November 25, 2019 at the Sallisaw Council Chambers. Notice of the meeting was given by e-mailing the agenda to Sequoyah County Times; by posting at city hall; and, by giving notice to the City Clerk.

Members Present:	Gary Schaefer Don Skinner Mike Meece Frank Sullivan Devin Guthrie	Chairman Vice Chairman Secretary Member Member
Staff Present:	Keith Miller George Bormann Lisa Gabbert	Building Dev. Director Economic Dev. Director Admin. Clerk
Others present:	Ernie Martens Shannon Vann Baron Wiley Jeff Hall Tom Haning Mike Huff Jamie Sullivan Others	Mayor Commissioner

Gary Schaefer called the meeting to order at 6:00 p.m. and declared a quorum was present.

CONSIDER APPROVAL OF MINUTES OF SPECIAL MEETING OF SEPTEMBER 30, 2019

Motion was made by Sullivan, seconded by Skinner, for approval of the minutes as presented.

Vote: Schaefer aye, Skinner aye, Meece, aye, Sullivan aye, Guthrie, aye. Motion carried 5-0.

DISCUSSION WITH CITY MANAGER REGARDING VACANT FBO POSITION

City Manager Keith Skelton informed the board that Kevin Burch, the current FBO, has resigned at the end of the year, which leaves 5 months open contract for the position and asked the board to come up with some options, and receiving presentations from those interested in the position and how to proceed.

RECEIVE PRESENTATIONS FROM FBO CANDIDATES

Tom Haning was the only presenter, asking the board what they have envisioned for the FBO position to be. Haning said his goal is for the airport to build upon itself and that it will take everyone involved. Haning said he has a flight school where he trains others and has other people that help him, along with mechanic services and said a flight school would bring a lot more activity going on in community since most attendees are from out of town and stay overnight. Haning asked the board if they had any questions for him, Schaefer asked Haning if the school could be done at Sallisaw and Haning said it is possible and he has referrals from all over and several aircraft looking for homes. Skinner asked how being the FBO will benefit or change, Haning replied it will affect business by complimenting it.

DISCUSSION WITH CITY MANAGER CONCERNING PRESENTATIONS AND POSSIBLE OTHER OPTIONS FOR AIRPORT FBO OR ATTENDANT

The city manager and board discussed options of a temporary employee for the remainder of the 5 month period, an attendant instead of an FBO, a city employee to be at the airport for the time being, and if an RFQ for an FBO needs to be sent out to a wider area than before. The board and city manager also conversed about changing the current FBO contract services and the time needed to send out an RFQ would extend past the time needed.

POSSIBLE RECOMMENDATION CONCERNING AIRPORT FBO OR ATTENDANT

Motion was made by Frank Sullivan to recommend Haning for FBO position with negotiations with the city manager for the remaining 5 month period of the contract, seconded by Devin Guthrie.

Vote: Schaefer aye, Skinner aye, Meece, aye, Sullivan aye, Guthrie, aye. Motion carried 5-0.

DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING FUEL FARM PROJECT

Bormann presented a handout with various fuel farm tank options and informed the board June 2020 is the estimated time for the start of the Fuel Farm Project.

DISCUSSION CONCERNING POSSIBLE CONSTRUCTION OF PRIVATE HANGARS

Private hangars were discussed with any potential plans to go to the city manager and a new draft of the lease agreement with changes made to meet FFA requirements. The city is close to having private hangars as a possibility for those interested.

REVIEW AND DISCUSSION OF GENERAL AIRPORT OPERATIONS AND PROJECTS

Bormann presented a handout with the 6 year capital improvement plan with projects listed and airport layout drawing. Bormann informed board the PAPI project was over on construction days by the contractor due to the weather and waiting closure on the contractor's part, and the Jet A truck was not able to be repaired in Muskogee and has been sent to Fort Smith to see if it can be repaired.

CITY STAFF ADMINISTRATIVE REPORTS

City staff informed the board the maintenance hangar has leaks around the sky lights; the roof should be replaced, insulated and sky lights taken out, doors need to be fixed and the floor needs resurfaced.

ADJOURN

Motion was made by Sullivan, seconded by Guthrie

Vote: Schaefer aye, Skinner aye, Sullivan aye, Meece aye, Guthrie, aye. Motion carried 5-0.

Approved this _____ day of _____, 2020.

Chairman

Secretary