

**SALLISAW AIRPORT ADVISORY BOARD
REGULAR MEETING**

February 26, 2024

6:00 P.M.

**Council Chambers
113 North Elm
Sallisaw, Oklahoma**

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 January 22, 2024**
- 4. Conduct Annual Review and Evaluation of Airport FBO Operations, and Possible Action Concerning Recommendation(s) to the Airport Manager**
- 5. Review and Discussion on General Airport Operations and Projects**
- 6. City Staff Administrative Reports**
- 7. Adjourn**

Posted: FEBRUARY 21, 2024

Time: 10:00 AM

KATIE HORTON

MINUTES

SALLISAW AIRPORT ADVISORY BOARD

REGULAR MEETING

JANUARY 22, 2024

The Sallisaw Airport Advisory Board met in a regular meeting on January 22, 2024, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by e-mailing to Sequoyah County Times; by posting at city hall on January 18, 2024 at 11:15 am; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Gary Schaefer, Mike Meece, Devin Guthrie,	Chairman Secretary Member
Members absent:	Beko Rivera, Frank Sullivan,	Member Member
Staff present:	George Bormann, Katie Horton,	Economic Development Director Admin Clerk
Others present:	Tom Hanning,	T3 Aerosports

Meeting Called to Order

Chairman Shaefer called the meeting to order at 6:00 p.m.

Declaration of a Quorum

A quorum was declared present.

Recognition of Frank Sullivan, Jr for Donation of Airport Hangar that was accepted by the Board of City Commissioners on January 8, 2024

Frank Sullivan, Jr donated his 60x 60 hangar and hangar rent that had been paid through 2031 to the City of Sallisaw. The Board of City Commissioners accepted the donation at the last City Council meeting. The donation was very generous and the City was very appreciative of his donation.

Consider Approval of Minutes of Special Meeting of November 20, 2023 and Lack of Quorum for October 23, 2023

Motion was made by Guthrie, seconded by Meece to accept the minutes and the lack of quorum.
Vote: Shaefer aye, Meece aye, Guthrie aye. Motion carried 3-0.

Review and Discussion on General Airport Operations and Projects

Operations at the Airport are going as normal. A King Air is coming to Sallisaw and Tom is hoping it will be based here. A former student of Hanning's is writing an article for the AOPA Pilot magazine and wants to feature T3 Aerosports. A big engine from Fort Smith will be coming to Sallisaw for maintenance. Guthrie said he would really like to see a plane like the King Air in the donated hangar. Having a plane that size in Sallisaw will increase fuel sales and also potentially bring in a private person that would want to build hangars here.

City Staff Administrative Reports

George made the Board aware that the FBO Evaluation would be on the February agenda. The crack seal and runway lighting project will run together, which minimizes the impact on the airport's operations, limits the time the Airport will be closed, and will only have to pay for one set of monitoring in construction phase services through the engineer. There had been a struggle with the engineers due to them not including the construction phase services in their contract, so the City had to go back to the FAA and OAC and ask for additional money. The three south doors on the T-hangars need regular maintenance. It has been approved to get someone out to do an inspection of all the doors and start regular maintenance on them. The automatic gate has been broken for a couple of months, still waiting for it to be repaired by the company previously used. Ravn Aerospace came to Sallisaw to run some operations, and plan to continue to have operations here in the future.

Adjourn

Motion was made by Meece, seconded by Guthrie, to adjourn the meeting, there being no further business. Vote: Shaefer aye, Meece aye, Guthrie Aye. Motion carried 3-0. The meeting adjourned at 6:15 p.m.

Approved this _____ day of _____, _____.

Gary Schaefer, Chairman

ATTEST:

Mike Meece, Secretary

AGENDA ITEM COMMENTARY

Meeting Date: February 26, 2024
Board: Sallisaw Airport Advisory Board
Subject:

ITEM TITLE: Conduct Annual Review and Evaluation of Airport FBO Operations, and Possible Action Concerning Recommendation(s) to the Airport Manager

INITIATOR:

STAFF INFORMATION SOURCE:

BACKGROUND:

EXHIBITS:

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION:

AGENDA ITEM COMMENTARY

Meeting Date: February 26, 2024
Board: Sallisaw Airport Advisory Board
Subject:

ITEM TITLE: City Staff Administrative Reports

INITIATOR:

STAFF INFORMATION SOURCE:

BACKGROUND:

EXHIBITS:

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION: