

**SALLISAW AIRPORT ADVISORY BOARD
REGULAR MEETING**

February 28, 2022

6:00 P.M.

**Wheeler Event Center
103 N. Wheeler**

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 September 27, 2021**
- 4. Conduct Annual Review and Evaluation of Airport FBO Operations, and Possible Action Concerning Recommendation(s) to the Airport Manager**
- 5. Review and Discussions on General Airport Operations and Projects**
- 6. City Staff Administrative Reports**
- 7. Recommendations Which Airport Advisory Board Wishes to Make**
- 8. Adjourn**

Posted: FEBRUARY 24, 2022

TIME: 1:55 PM

Lisa Gabbert

SALLISAW AIRPORT ADVISORY BOARD REGULAR MEETING

**September 27, 2021
Minutes**

The Sallisaw Airport Commission met in a regular meeting on Monday, September 27, 2021 at the Wheeler Event Center. 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	Chairman
	Mike Meece	Secretary
	Devin Guthrie	Member
Members Absent:	Frank Sullivan	Member
Staff Present:	George Bormann	Economic Dev. Director
	Keith Miller	Building Dev. Director
	Lisa Gabbert	Admin. Clerk
Others present:	Ernie Martens	Mayor
	Mason Dozier	T3Aerosports

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

CONSIDER APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 28, 2021

Mike Meece made a motion to accept the minutes as presented, seconded by Devin Guthrie.

Vote: Schaefer aye, Meece aye, Guthrie aye, Sullivan absent.

Motion carried 3-0.

CONSIDER & CONSIDER APPROVAL OF 2022 MEETING DATES

Mike Meece made a motion to accept the 2022 Meeting Dates as presented, with all meetings the fourth Monday of the month at 6 p.m. at the Wheeler Event Center with the exception of December's meeting on Tuesday, December 26, 2022 at 6p.m., seconded by Devin Guthrie.

Vote: Schaefer aye, Meece aye, Guthrie aye, Sullivan absent.

Motion carried 3-0.

REVIEW AND DISCUSSION OF CAPITAL IMPROVEMENT PLAN AND PROJECTS

George Bormann informed the board the AIP funds were paid back borrowed from Poteau last year and the plan this year is to save the funds. Bormann presented the board with three different concepts from Garver for a new airport terminal anticipated for 2027 with an OAC grant to be matched dollar for dollar. Bormann said the board could look at the plans and see if there were any changes they would like to see at the terminal or needs, and the OAC requirements are already worked in to the plans presented. Chairman Schaefer inquired about location and city staff replied closer to Highway 59 South for visibility and keeping the other terminal open for business while the new one is built is part of the plan, and FBO Haning has been involved in the terminal planning also. Bormann also told the board the fuel farm, a previous project, has not been in full use for problems with Fuel Master and a new system specifically made for aviation will hopefully be installed by next month.

REVIEW AND DISCUSSION ON GENERAL AIRPORT OPERATIONS

Mason Dozier, an employee of T3 Aerosports filling in for FBO Tom Haning to address the board on general airport operations at the meeting. Dozier elaborated on the fuel farm Fuel Master system saying is in manual mode where it is not on 24/7 and they have to manually fuel and enter cards during the day for fuel, where it does hamper fuel sales for those who fly in to the airport at night. Dozier said maintenance is busy, two planes are still left of the abandoned aircraft and more people are calling wanting to buy or build hangars.

DISCUSSION AND POSSIBLE ACTION CONCERNING RECOMMENDATION TO THE MAYOR FOR CURRENT VACANCY ON BOARD

Mayor Ernie Martens asked the board if there were any names that might be brought up to fill the current vacancy on the Sallisaw Airport Advisory Board. The board was unable to come up of any at this time.

CITY STAFF ADMISTRATIVE REPORTS

Bormann and Miller gave the board more information on the kiosk and infrastructure.

RECOMMENDATIONS WHICH AIRPORT WISHES TO MAKE

None.

ADJOURN

Motion made by Devin Guthrie to adjourn the meeting, seconded by Mike Meece.

Vote: Schaefer aye, Meece aye, Guthrie aye, Sullivan absent.

Motion carried 3-0.

Approved this _____ day of _____, 2021.

Chairman

Secretary