

**SALLISAW AIRPORT ADVISORY BOARD
SPECIAL MEETING**

June 22, 2022

11:00 A.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 on February 28, 2022
and Notice of Lack of Quorum for May 23, 2022**
- 4. Discuss and Possible Recommendation Concerning Professional Airport
Services and Selection of Engineer of Record (EOR)**
- 5. Review and Discussion on General Airport Operations and Projects**
- 6. City Staff Administrative Reports**
- 7. Adjourn**

Posted: JUNE 16, 2022

Time: 8:30 A.M.

KATIE HORTON

SALLISAW AIRPORT ADVISORY BOARD REGULAR MEETING

**February 28, 2022
Minutes**

The Sallisaw Airport Commission met in a regular meeting on Monday, February 28, 2022 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
	Beko Rivera	Member
Members Absent:	Frank Sullivan	Member
Staff Present:	George Bormann	Economic Dev. Director
	Lisa Gabbert	Deputy Clerk
	Katie Horton	Admin. Clerk
Others present:	Bart Gilbreath	Garver Engineering
	Jody Perkins	T3 Aerosports
	Tom Hanning	FBO

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 September 27, 2021

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

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

Motion carried 4-0.

CONDUCT ANNUAL REVIEW AND EVALUATION OF AIRPORT FBO OPERATIONS, AND POSSIBLE ACTION CONCERNING RECOMMENDATION(S) TO THE AIRPORT MANAGER.

Shafer stated FBO Hanning has done an excellent job. Guthrie said FBO Hanning has brought the Airport a long way in a short amount of time. Bormann said that FBO Hanning has done a good job and can tell a night and day difference from a few years ago.

Motion was made by Mike Meece to recommend a positive evaluation to the Airport Manager for FBO Tom Hanning on the behalf of the Airport Advisory Board. Seconded by Devin Guthrie.

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

Motion carried 4-0.

REVIEW AND DISCUSSIONS ON GENERAL AIRPORT OPERATIONS AND PROJECTS.

FBO Tom Hanning presented his monthly report, the report showed the Airport car is being used. The total number of operations this year is 3,350. Hanning reported that he has a great partnership going with Cherokee Nation. The student load he has coming in is increasing which increases a need for planes, pilots, etc. Hanning has two new flight instructors, and a new hangar going in by a private individual. There is interest in building more hangars if the one being built sells well. Bart Gilbreath talked about an infrastructure bill that has been passed that has a portion for aviation infrastructure improvements. Sallisaw is getting an additional 159 thousand dollars per year for the next five years. Total we are receiving 309 thousand dollars a year for the next five years for improvements. Part of the bill also includes separate money available for terminal improvements. Sallisaw is currently on the list to get a new terminal building in the year 2027, the grant for that is a 50/50 match grant up to half a million dollars. There is a separate grant that is 95/5 match, which would leave Sallisaw to pay 5% of the terminal building if we were to receive that grant. Bormann and Gilbreath are scheduling a call with Kathy Franklin to discuss details of both grants.

CITY STAFF ADMINISTRATIVE REPORTS

Bormann stated that top priority is to get a new AV tank for the Airport. Bormann said that bids will be taken in the next couple months for Engineer of record which will be posted for 21 days. The FAA is requiring that to be done every five years, and Garver is aware of that. Bormann said that Garver has done a good job and has kept things on track for the Sallisaw Municipal Airport.

RECOMMENDATIONS WHICH AIRPORT WISHES TO MAKE

None.

ADJOURN

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

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

Motion carried 4-0.

Approved this _____ day of _____, 2022.

Chairman

Secretary

SALLISAW AIRPORT ADVISORY BOARD

REGULAR MEETING

MONDAY, MAY 23, 2022

The meeting of the Sallisaw Airport Advisory Board, which had been scheduled and posted for Monday, May 23, 2022, was cancelled due to the lack of a quorum.

Chairman
Sallisaw Airport Advisory Board

ATTEST:

Secretary

AGENDA ITEM COMMENTARY

Meeting Date: June 22, 2022
Board: Sallisaw Airport Advisory Board
Subject: Professional Engineering Services

ITEM TITLE: Discuss and Possible Recommendation Concerning Professional Airport Services and Selection of Engineer of Record (EOR)

INITIATOR: George Bormann

STAFF INFORMATION SOURCE: George Bormann

BACKGROUND: On June 7, 2022, we opened Request for Qualifications (RFQ) from Airport Consultants. One RFQ was received from Garver Engineering. The request was for airport consulting, professional engineering, construction management, and project administrative services subject to the receipt of the FAA funding. The consulting firm will conduct the work under the overall direction of the City of Sallisaw with input and guidance from the Oklahoma Aeronautics Commission and the Federal Aviation Administration. All work will be accomplished in accordance with the FAA design and construction standards.

EXHIBITS:

KEY ISSUES: N/A

FUNDING SOURCE:

RECOMMENDATION: Recommendation to use Garver for Professional Airport Engineering Services.