

ALVA REGIONAL AIRPORT COMMISSION
MEETING FEBRUARY 11, 2019

The Alva Regional Airport Commission of Woods County, State of Oklahoma, met in regular session in the Board Room of the Alva Regional Airport at 7:00 p.m.; Chair Dale Logsdon called to order.

Roll was called with the following being present: Paul Kinzie, Dale Logsdon, Terry Turner.

Absent: Calleb Mosburg, Kelly Parker.

Recognition of Visitors. April Mills of Plane Plastics, City Business Manager, Joe Don Dunham, Marione Martin of the Alva Review Courier.

Consideration and action to approve the minutes of the regular meeting on January 14, 2019. Commission Member Turner stated there should be a correct of the minutes on the last meeting regarding the Garver agenda item. Mr. Turner did not vote no, he abstained from voting. Thereupon it was motioned by Commission Member Kinzie and seconded by Commission Member Turner to approve the minutes of the regular meeting on January 14, 2019 as amended. The roll was called with the following results. Ayes: Kinzie, Turner, Logsdon. Nays: None. Absent: Mosburg, Parker. The motion was declared carried.

Reports.

- a. City Council Report – City Business Manager Dunham reported staff will be starting on the budgeting process soon. Mr. Dunham informed the Commission the RFQ has been finalized and will be advertised in the Alva Review Courier. The RFQ's will be opened on March 5 and presented at the next Airport Commission Meeting. Commission Member Turner inquired why the Part Time Position currently being advertised requires 1 year of experience. City Business Manager Dunham stated we require 1 year of previous general labor experience, not aviation experience.
- b. Manager's Report – Airport Manager Greg Robison report fuel sales for January were extremely slow, possibly due to the inclement weather. Manager Robison has been in contact with the OCC regarding the violations needing correct from their previous visit. Double Check is far behind and Mr. Robison has begun to request quotes from other companies. Manager Robison is working to create a spreadsheet to track upcoming inspections. Mr. Robison is planning to begin getting the equipment serviced and ready for the upcoming season. Manager Robison request the spending limit for repairs be reviewed and potentially increased due to the nature of these expenses.

Presentation of upcoming Alva Fly In. Ms. April Mills reported there was \$4,500 remaining in the fund from last year and inquired if there would be interest to host an event in late September/early October. Commission Member Turner stated the exposure would be great for the Airport.

Discussion and action regarding upcoming Alva Fly In. No action taken.

Discussion and action to have Libra Electric Company to install electrical items for two REIL control PCB boards in an amount not to exceed \$3,454.31. Airport Manager Robison presented the quote from Libra Electric. Thereupon it was motioned by Commission Member Turner and seconded by Commission Member Kinzie to approve Libra Electric Company to install electrical items for two REIL control PCB boards in an amount not to exceed \$3,454.31. The roll was called with the following results. Ayes: Turner, Kinzie, Logsdon. Nays: None. Absent: Mosburg, Parker. The motion was declared carried.

Discussion and action to enter into Executive Session pursuant to 25 O.S. 307 B.1 to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Alva Airport Manager. Thereupon it was motioned by Commission Member Kinzie and seconded by Commission Member Turner to enter into Executive Session pursuant to 25 O.S. 307 B.1 to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Alva Airport Manager. The roll was called with the following results. Ayes: Kinzie, Turner, Logsdon. Nays: None. Absent: Mosburg, Parker. The motion was declared carried.

Action on the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Alva Airport Manager. Thereupon it was motioned by Commission Member Kinzie and seconded by Commission Member Turner to approve the promotion of Greg Robison from Part Attendant to Manager of Alva Regional Airport.

The roll was called with the following results. Ayes: Kinzie, Turner, Logsdon. Nays: None. Absent: Mosburg, Parker. The motion was declared carried.

Remarks and Inquiries by Airport Board Members. Commission Member Kinzie inquired if we send out notices to Airport Customers that are in arrears. City Business Manger Dunham informed the Commission notices do get sent out.

Remarks and Inquires by Citizens. City Business Manager Dunham informed the Commission staff direct mailed eight RFQ packets to engineering firms that had previously inquired about providing services.

There being no further business, the meeting was adjourned at 7:36 p.m.

Secretary of Commission