

ALVA REGIONAL AIRPORT COMMISSION
MEETING MARCH 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, Calleb Mosburg, Mayor Kelly Parker, Terry Turner.

Absent: None.

Recognition of Visitors. Toby Baker and Craig Boyer of CEC, 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. Mayor Kelly Parker stated there should be a correction of the minutes to indicate both he and Calleb Mosburg were not at the meeting last month. Thereupon it was motioned by Commission Member Turner and seconded by Commission Member Kinzie to approve the minutes of the regular meeting on February 11, 2019 as amended. The roll was called with the following results. Ayes: Turner, Kinzie, Mosburg, Logsdon, Parker. Nays: None. Absent: None. The motion was declared carried.

Reports.

- a. City Council Report – Mayor Kelly Parker reported during the previous month’s meeting he was attending the Alva Chamber of Commerce Gala to recognize the outstanding citizens of Alva. Mayor Parker informed the Commission the Annual Budget Report would be held at NW Tech on March 30. All Commission Members are invited to attend and lunch will be provided. Mayor Parker shared a new upcoming grant opportunity that will be announced by the Economic Development Committee soon. Mayor Parker reported the HVAC project at City Hall was almost complete.
- b. Manager’s Report – Airport Manager Greg Robison report fuel sales for February were down due to the inclement weather. Mr. Robison distributed update information submitted to AirNav regarding weight limits and management information. Hoidale was out to fix the OCC violations. All but one item was corrected; parts have been ordered and will be installed once delivered. Manager Robison spoke with Airfield Surplus and they would like pictures of the old equipment we have on hand. They believe they would be able to find a buyer. Mr. Robison thanked the street department for clearing the runways during the snow storm and reported the City Street Department will assist in clearing the roadways in the future. Manager Robison reported one part time attendant application has been received and City Business Manager Dunham has an interview scheduled for Tuesday.

Presentation of upcoming Alva Fly In. Ms. April Mills reported September 27-29 is the date for the 2019 Alva Fly In. A Fly In will allow for flexibility of planes to come to the Airport. The group is working to determine the schedule of events.

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

Discussion and action to retain CEC as the Alva Airport Consultant for the next five years. Mayor Parker and Commission Member Kinzie reported there were six submissions and both concluded independently CEC would be the best option. Mr. Toby Baker of CEC stated they were impressed by the amount of work that had been completed at Alva Regional Airport since his last visit. He stated as a firm they feel like they can off the Airport resources to get contractors to our location. They have an understanding of the need to work with the local contractors to get bidders for projects. Commission Member Kinzie inquired if CEC was elected what the transition plan would look like. Mr. Baker outlined utilizing a multi-year AIP Bill Grant that would allow the taxiway extension to begin sooner. The Alva Regional Airport would have to fund the unavailable CIP Funds, but would be reimbursed once the Grant funding became available. This process would allow for Garver to complete the bid process and complete the design process. Mr. Baker stressed the need to get the Auto CAD files from Garver before the transition was over. Commission Member Kinzie inquired if CEC had seen issues with this in the past. Mr. Baker has been working in the industry since 2002 and has not seen an issue arise. Mr. Baker stated in CEC’s review of the Airport facility there were some pavement issues that need to be addressed. Commission Member Kinzie inquired how much the repairs would cost. Mr. Baker stated a ball park figure would be approximately \$200,000. Thereupon it was motioned by Mayor Parker and seconded by Commission Member Kinzie to retain CEC as the Alva Airport Consultant for the next five years. The roll was called with the following results. Ayes: Parker, Kinzie, Mosburg, Logsdon, Turner. Nays: None. Absent:

None. The motion was declared carried.

Discussion and action to approve the fuel system upgrades, required by Oklahoma Corporation Commission, by Hoidale in the amount of \$3,392.70. Thereupon it was motioned by Commission Member Kinzie and seconded by Commission Member Mosburg to approve the fuel system upgrades, required by Oklahoma Corporation Commission, by Hoidale in the amount of \$3,392.70. The roll was called with the following results. Ayes: Kinzie, Mosburg, Turner, Parker, Logsdon. Nays: None. Absent: None. The motion was declared carried.

Discussion and action on annual purchasing limits for the Alva Airport Fund. Chair Logsdon stated he thought the current policy included any purchases that would be necessary to comply with Safety of Flight. City Business Manager Dunham reported the current policy was very specific. Mayor Parker stated he would like to see the policy fall in line with City's other departmental policy. Manager Robison stated even if the limit was lifted to \$5,000 he would still be discussing larger purchases with board members. Commission Member Kinzie stated that any purchase made outside the budget would need to be brought to the board creating another break mechanism. Thereupon it was motioned by Commission Member Kinzie and seconded by Commission Member Turner to amend the annual purchasing limit to \$5,000 for the Alva Airport Fund. The roll was called with the following results. Ayes Kinzie, Turner, Mosburg, Logsdon, Parker. Nays: None. Absent: None. The motion was declared carried.

Discussion and action on the employment of a Part-Time Airport Attendant. Commission Member Turner inquired if there had been any applicants for the open part-time position. Manager Robison reported we have one applicant and City Business Manager Dunham would be meeting with him the next day. Commission Member Turner stated he believe the hourly rate should be increased to get more applicants. City Business Manager Dunham reported after talking with several other airports are salary range is consistent. Mr. Dunham informed the Commission we have six open positions with the City of Alva and have received very few applicants. Commission Member Turner stated he would like to see the Airport Manager advertise for the open Airport Positions. Mr. Dunham stated it is more efficient and cost effective to post all of the positions at one time instead of each position being advertised independently. City Business Manager Dunham stated he would like to see two part-time attendants for the Airport. No action was taken.

Remarks and Inquiries by Airport Board Members. Commission Member Kinzie inquired about the status of the turf runway. Manager Robison stated he believed we needed a large roller to help smooth/flatten the runway. Mr. Robison plans to look for one.

Remarks and Inquires by Citizens. None.

There being no further business, the meeting was adjourned at 8:23 p.m.

Secretary of Commission