

CITY OF WAGONER
AIRPORT BOARD SPECIAL MEETING
231 CHURCH STREET
THURSDAY, JANUARY 27, 2022
06:00 P.M.

DOUG MOORE, CHAIRMAN
JAMES STILES
VICKI MCKAY

M.T. FRANCIS, VICE CHAIRMAN
JOSH BOGLE
STEVEN RHODEN

RHONDA HASH, SECRETARY

The City of Wagoner Airport Board Special Meeting was called to order at 6:00 p.m. by Chairman Moore. All board members were present with the exception of M.T. Francis.

1. Approval or corrections of minutes –
 - A. November 15, 2021

Motion by Rhoden, second by Stiles to approve minutes from November 15, 2021.

VOTE: Stiles, yes; Francis, absent; McKay, yes; Bogle, yes; Rhoden, yes.

MOTION CARRIED

2. Chairman's Report
 - a. ACOE current statues
 - b. Earmarked projects (Cares Act – beacon, windsock lighting, repairs to damaged runway lighting)
 - c. Current status of 2022 sublease payments made to the City of Wagoner
 - d. Complain of people entering hangars with authorization

Doug addressed the above items in his report. He stated that he continues to keep in touch with the Corps of Engineers in regard to any remaining issues with our inspections and is waiting on a letter confirming all matters have been addressed. The Corps of Engineers needs copies of signed sublease agreements and a report of income received by the City of Wagoner for these lease payments. Invoices were sent in December and 26 have paid with 21 still outstanding. The City Council approved the change to the sublease addressing personal property in hangars and that change was submitted to the Corps of Engineers. The Corps is requesting that the Mayor write a letter requesting to use the FAA guidelines in the lease. The FAA has to approve all construction of projects. Doug talked with Mr. Pierre with the FAA and Garver is working on a long term Master Plan for the Airport. Due to the amount of federal money being directed toward airport projects we will be able to move some of our projects up on the time schedule. A Master Plan is needed to improve the airport and increase the utilization of the facility by the public. Doug talked to the FAA about fencing at the airport and the need to keep people from gaining access to airport property. The FAA is willing to help with money for fencing the area. Doug will email the updated Capital Improvement Plan to the Board Members for their review as soon as he receives it from Garver.

An issue was reported in the pilot's lounge at the airport with the toilets. Doug went out and shut off water to the toilets and "Out of Order" signs to prevent further damage. The plumber determined that the problem was at the septic tank rather than inside the lounge. The septic tank was pumped out and it was determined that there was a clog between the tank and the building and the cleanout by the tank had been broken off. We are working on getting this fixed and the plumber is coming back to do some work on the toilets as well. If the septic tank should need to be replaced it would have to be replaced with an aeration system. We can use CARES Act funding for maintenance on the airport.

The bid for the repairs to the beacon, windsock and runway lighting that Third Generation Electric had given has expired and Doug has asked for an updated quote. Once the quote is received then we will

decide a direction to go with these repairs. VOSS Lighting may also give a quote. VOSS has the State bid on lighting and is supplying lighting for the Streetscape Project. Doug will keep the Board updated.

3. Mayor's Report

None. Mayor Jones was unable to attend the meeting.

4. Discussion and possible action – To establish dates for regular monthly Airport Board meetings for 2022 calendar year

Doug presented the Board with a list of proposed meeting dates. Meetings are scheduled for the third Monday of each month unless there is a holiday and then the meeting is moved to Tuesday. In months when the third Tuesday conflicts with another Board meeting then meetings will be held on Thursday. Proposed dates are: January 27, February 24, March 21, April 18, May 16, June 21, July 18, August 15, September 19, October 17, November 21 and December 19.

Motion by Bogle, second by McKay to approve meeting dates for 2022 calendar year as presented. VOTE: Stiles, yes; Francis, absent; McKay, yes; Bogle, yes; Rhoden, yes.

MOTION CARRIED

5. Discussion and possible action – To make revisions to the Sublease Agreement by and between the City of Wagoner and Wagoner Municipal Airport (aka Hefner-Easley Airport) lessee

Doug told the Board that we had an Attorney that was representing some hangar owners questioning the provision on Page 7, Article 8 – section 8.2 – requiring the owners have aircraft liability coverage. The problem was with ultralight or experimental aircraft and owner-built aircraft being unable to obtain this insurance. Discussion was held as to this matter and the suggestion was to strike the words "Aircraft liability insurance" from the lease.

Motion by Stiles, second by Rhoden to approve the deletion of the term Aircraft Liability Insurance from Article 8, Section 8.2 of the sublease agreement by and between the City of Wagoner and Wagoner Municipal Airport lessees. VOTE: Stiles, yes; Francis, absent; McKay, yes; Bogle, yes; Rhoden, yes.

MOTION CARRIED

6. Discussion and possible action – Lessees that have not paid their annual lot rent

Doug advised that we have had some complaints from those who have paid their rent as is required by the terms of the lease. The Corps also states that the City of Wagoner has to enforce the terms of the lease. Mr. Stiles advised that the Flying Club gave a three-month grace period on dues when they were billed. Mr. Stiles is willing to reach out to the lessees that have not paid and give them a two-week time period in which to get lease payments to the City. If not paid by that time, Doug will send a past-due notice and add the 18% late fee to the invoice as is directed in the terms of the lease. Discussion was held as to this matter.

7. New Business

Discussion was held as to having a community event at the airport and inviting hangar owners as well as the general public to visit the airport. Mr. Stiles also asked if the City could put some gravel in the pot holes in the access road. Doug will contact the Street Dept. foreman and request this be done.

8. Adjournment

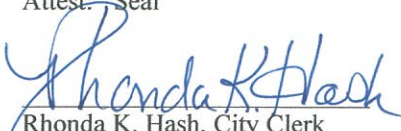
Motion by McKay, second by Bogle to adjourn the City of Wagoner Airport Board Special Meeting.

VOTE: Francis, absent; Rhoden, yes; Bogle, yes; McKay, absent; Stiles, yes.

MOTION CARRIED

MEETING ADJOURNED

Attest: Seal


Rhonda K. Hash, City Clerk

Doug Moore, Chairman