

**NOTICE OF MEETING AND AGENDA
REGULAR MEETING OF THE AIRPORT AUTHORITY BOARD
MONDAY, DECEMBER 12, 2016
4:00 PM
MEETING ROOM**

MIAMI REGIONAL AIRPORT TERMINAL BUILDING
2600 Rex Plott Drive, Miami, Oklahoma

FILED IN THE OFFICE OF THE CITY CLERK AND POSTED IN THE MAIN LOBBY AND THE NORTH OUTSIDE ENTRYWAY

OF THE MIAMI CIVIC CENTER AT 8:50 AM/PM ON December 7, 2016.


Alicia Hogan, Deputy City Clerk

**THE BOARD MAY DISCUSS, CONSIDER, AND VOTE TO RECOMMEND TO THE CITY COUNCIL
ON ANY ITEM LISTED IN THIS AGENDA:**

- | | |
|--|-------------------------|
| 1. Call to Order | Chairman Jurgensmeyer |
| 2. Minutes: November 14, 2016 | Airport Authority Board |
| 3. Approve 2017 Meeting Dates | Airport Authority Board |
| 4. Airport Director's Report | Thomas Anderson |
| 5. Financial Report | Airport Authority Board |
| 6. Airport Authority Board Future Planning | Airport Authority Board |
| 7. Citizens' Input and Unscheduled Personal Appearances
Each person will be limited to agenda items only. The purpose of this agenda item is to provide an opportunity for citizens' to comment on agenda items. Board members and Staff members are directed not to engage in discussion under this agenda item. | Chairman Jurgensmeyer |
| 8. Adjournment | Chairman |
| Jurgensmeyer | |

The Airport Authority Board is committed to making this meeting accessible to all citizens and if special assistance or accommodations are required, please submit your request to the Miami Regional Airport.

We also ask that all cell phones and pagers be turned off or placed on silent.

Thank you.

THE AIRPORT AUTHORITY BOARD OF THE CITY OF MIAMI MET IN REGULAR SESSION NOVEMBER 14, 2016, AT 4:00 PM IN THE MEETING ROOM OF THE MIAMI REGIONAL AIRPORT TERMINAL BUILDING WITH THE FOLLOWING PRESENT:

Pat Jurgensmeyer, Chairman
Jeff Stewart
Jess Robinson
Sam Grubb (Absent)
Jim Belcher
Steven Gilbert

Thomas Anderson, Airport Manager
Carole Leamon, Administrative Assistant
Dean Kruithof, City Manager

The agenda for the meeting was posted in the lobby and the north outside entryway of the Miami Civic Center at 11:00AM on November 10, 2016.

THE BOARD MAY DISCUSS, CONSIDER, AND VOTE TO RECOMMEND TO THE CITY COUNCIL ON ANY ITEM LISTED IN THIS AGENDA:

Call to Order:

Chairman Jurgensmeyer called the meeting to order at 4:03PM.

Minutes: September 12, 2016 Scrivener's Error:

Member Stewart moved to approve the minutes as presented with the scrivener's error corrected. Member Robinson made the second. The board was polled with the following results:

Stewart, Aye Robinson, Aye Robinson, Aye Belcher, Aye Jurgensmeyer, Aye Grubb, Absent

Chairman Jurgensmeyer declared the motion carried.

Welcome New Airport Director:

Thomas Anderson was welcomed by the board as the new Airport Director. Dean Kruithof explained how Anderson came to become the new director. Anderson had voiced his desire to be the director since he himself was a pilot and had such a passion for the airport. Kruithof said that he felt Andersons was a good fit for the "team" and shared the city's vision for the airport.

No action taken.

Thank You Card Wording to Oklahoma Aeronautics Commission (OAC):

Board members signed a thank you card for the Oklahoma Aeronautics Commission thanking them for the grant for lighting and jet pad. Verbiage was decided and the card will be sent this week.

No action taken.

Airport Director's Report:

Anderson announced that the financial situation is improving. He wants to reach out to potential customers to increase air traffic, specifically jet traffic. Other marketing tools that are currently in place or are being considered is the airport's Welcome Packet and T-shirts that could be purchased. He reiterated the critical need for a fuel truck, adding that he has applied for one through Government Surplus. The airport is now on their waiting list. However, we will continue to look for a good used one. An additional purchase revisited is the on-going need for a new JetA hose reel. Mentioned also was the plan to build a pilot's lounge by removing one window in the conference room and erecting a wall to secure the main lobby where computers are located. Jeff Stewart suggested that a wireless printer be purchased that pilots could use. Jim Belcher and Pat Jurgensmeyer voiced their concerns over security measures, suggesting the need for cameras. Lastly, Anderson informed the board

that immediate work was needed to repair several hanger and hanger doors. There is currently a \$13,000 budget for maintenance.

No action taken.

Financial Report:

The financial report was read by all present

Member Gilbert made a motion to accept the financial report as presented. Member Stewart made the second. The board was polled with the following results:

Gilbert, Aye Stewart, Aye Robinson, Aye Belcher, Aye Jurgensmeyer, Aye Grubb, Absent

Chairman Jurgensmeyer declare the motion carried.

Airport Authority Board Future Planning

Pat Jurgensmeyer and Steven Gilbert pointed out that focusing on increased marketing to surrounding companies and other marketing possibilities would support the business and allow loan payments to be made. Also noted was the fact that the improvements made possible by the grant, along with a truck and repairs, would bring additional revenue to the airport.

No action taken.

Citizens' Input and Unscheduled Personal Appearances:

None.

Steve Gilbert mentioned the need for securing the area around the airport to prevent traffic from crossing on the north end of the runway.

Jim Belcher addressed the fact the Board was still one member down. Jess Robinson said he thought they should seek to find a woman member. Several names were suggested and further consideration will be given to the fact. Jess Robinson said that he has Vance Ford looking for a van or SUV to use at the airport for a courtesy vehicle. Possibly a trade for one of the existing cars could be made.

Pat Jurgensmeyer said the FAA reimbursement plan has not been done yet.

Jim Belcher questioned the fact we owed the city \$100,000 and wanted to know how this was going to be paid back. Dean Kruithof explained matching funds and that a payment of \$20,000 per year, for five years would pay back the city for the grant loan. These payments will begin in 2018. He also explained how the city had been able to take advantage of grant requests "vacated" by others.

Adjournment

Chairman Jurgensmeyer moved to adjourn. Member Robinson made the second. The board was polled with the following results:

Jurgensmeyer, Aye Robinson, Aye Belcher, Aye Gilbert, Aye Jurgensmeyer, Aye Grubb, Absent

Chairman Jurgensmeyer declared the meeting adjourned at 5:04PM.

Pat Jurgensmeyer, Chairman

Jeff Stewart

Jess Robinson

Sam Grubb

Jim Belcher

Steven Gilbert

Vacant

Attest:

Carole Leamon, Administrative Assistant/Airport

**MIAMI AIRPORT AUTHORITY BOARD
MONTHLY MEETING SCHEDULE FOR 2017**

Meetings will be held in the Airport Terminal Meeting Room
2600 Rex Plott Drive, Miami, Oklahoma
4:00 PM

The Board normally meets the 2nd Monday of each month.

Monday	January 09	Monday	July 10
Monday	February 13	Monday	August 14
Monday	March 13	Monday	September 11
Monday	April 10	Monday	October 09
Monday	May 08	Monday	November 13
Monday	June 12	Monday	December 11

PERSON FILING NOTICE: Alicia Hogan, Deputy City Clerk, City of Miami, 129 5th Avenue NW, Miami, OK 74354
Phone: 918-542-6685
Must be filed prior to December 15, 2016

APPROVED BY THE AIRPORT AUTHORITY BOARD _____, 2015
FILED IN THE OFFICE OF THE CITY CLERK _____, 2015
POSTED IN THE MAIN LOBBY THE MIAMI CIVIC CENTER

_____, 20____.

Alicia Hogan, Deputy City Clerk

**MIAMI MUNICIPAL AIRPORT
INCOME STATEMENT
November 30, 2016**

	November-16	Year-to-Date
REVENUE		
REVENUE/STATE	\$ -	\$ 4,731.00
JET FUEL SALES	\$ 3,099.23	\$ 15,946.38
AV. GAS SALES	\$ 6,557.93	\$ 28,816.20
HANGAR RENT	\$ 2,710.00	\$ 13,122.00
TIE DOWNS	\$ -	\$ -
OIL SALES	\$ -	\$ -
MISCELLANEOUS	\$ -	\$ 9.00
RETURNED CHECKS	\$ -	\$ -
AG. LEASE	\$ -	\$ 2,250.00
CASH LONG/SHORT	\$ -	\$ -
INTEREST INCOME	\$ -	\$ -
INSURANCE RECOVERY	\$ -	\$ -
REVENUE/DONATIONS	\$ -	\$ -
REVENUE/FAA	\$ -	\$ -
REVENUE/OTHER	\$ -	\$ -
	<hr/>	<hr/>
TOTAL REVENUE	\$ 12,367.16	\$ 64,874.58
EXPENSES		
PERSONNEL EXPENSES	\$ 3,600.55	\$ 19,091.05
PHONE STIPEND	\$ 7.50	\$ 37.50
OFFICE EXPENSE	\$ -	\$ 8.76
VEHICLE & EQUIP EXP	\$ -	\$ 695.37
PETROLEUM PRODUCTS	\$ 7,078.68	\$ 29,979.99
STREET MATERIALS	\$ -	\$ -
JANITORIAL SUPPLIES	\$ -	\$ 72.00
REPAIR/MAINT. SUPPLIES	\$ 565.24	\$ 708.08
OTHER OPERATING SUPPLIES	\$ -	\$ 35.92
OIL PURCHASES	\$ -	\$ -
RENTAL	\$ -	\$ -
POSTAGE & FREIGHT	\$ 25.71	\$ 51.50
TELEPHONE	\$ 59.99	\$ 299.95
NATURAL GAS	\$ 105.77	\$ 418.94
EDUCATION & TRAVEL	\$ -	\$ -
DUES AND SUBSCRIPTIONS	\$ 275.00	\$ 275.00
ADVERTISING & PRINTING	\$ 260.00	\$ 525.00
INSURANCE	\$ -	\$ -
PROFESSIONAL SERVICES	\$ 2,792.00	\$ 23,454.79
MAINT/SERVICE CONTRACTS	\$ -	\$ 45.00
COMPUTER EXPENSE	\$ -	\$ -
MISC. SERVICES/CHARGES	\$ -	\$ 228.64
GRANT EXPENSES	\$ 3,550.00	\$ 65,800.00
CC SERVICE CHARGE	\$ 159.37	\$ 1,223.24
CAPITAL OUTLAY	\$ -	\$ -
TRANSFER TO PERSONNEL FUND*	\$ -	\$ -
	<hr/>	<hr/>
TOTAL EXPENSES	\$ 18,479.81	\$ 142,950.73
NET PROFIT	<hr/> \$ (6,112.65)	<hr/> \$ (78,076.15)
CASH ON HAND	\$ 35.00	
BANK BALANCE	\$ (80,993.73)	
ACCOUNTS RECEIVABLE	\$ 38,064.80	
A/R CORPORATE CREDIT CARDS	\$ 26,256.69	
ACCOUNTS PAYABLE	\$ (7,045.51)	
**AV & JET FUEL INVENTORY	\$ 40,426.91	
10/31/2016 BANK BALANCE	\$ (27,739.56)	
ACTUAL CASH RECEIPTS	\$ 9,248.81	
ACTUAL CASH EXPENDITURES	\$ (62,502.98)	
11/30/2016 BANK BALANCE	<u>\$ (80,993.73)</u>	