

Sand Springs – Pogue Airport Airport Advisory Board

Regular Meeting Notice and Agenda
Thursday, May 13, 2021 – 5:30 p.m.
Sand Springs-Pogue Airport - Airport Terminal Conference Room
3200 Airport Road
Sand Springs, Oklahoma 74063

1. CALL TO ORDER

2. ROLL CALL

3. MINUTES

Board members may consider approval, denial, amendment, or revision of the minutes of the April 8, 2021, Regular Airport Advisory Board meeting.

Motion_____ Second_____

4. ISR 1000 COMMITTEE REPORT

Committee Chairman and Board Members will discuss airport improvements, upcoming events, and any activities including scheduled events of interest.

Items to be discussed:

- a) Advertising, marketing for SSPA
- b) Schedule of events for SSPA
- c) Renovations/improvements to airport terminal
- d) Governmental Affairs Report

This item is for informational purposes only.

5. ENGINEER'S REPORT (A-B)

A) Staff and Board Members will receive an update on CIP projects of interest, FAA/OAC funding.

This item is for informational purposes only.

B) Staff and Board Members will receive an update on Requests for Proposals for Airport Consulting/Engineering Services.

This item is for informational purposes only.

6. FEASIBILITY OF INSTALLING JET-A FUEL SYSTEM

Board Members will discuss the feasibility of City of Sand Springs/Sand Springs Municipal Authority installing Jet-A system/providing service at SSPA.

This item is for informational purposes only.

7. AIRCRAFT HANGAR DEVELOPMENT

Board Members and Staff will discuss airport hangar construction, infrastructure, codes and any other information associated with hangar development at airport.

This item is for informational purposes only.

8. AIRPORT SUPERVISOR'S MONTHLY MANAGEMENT REPORT

The Airport Supervisor will update Board Members about upcoming events, activities, and general operations of the airport.

Items to be discussed:

- a) Monthly Management Report.
- b) Updates Ullrich Aviation Hangar, Sand Springs Home Hangar
- c) New Security Facility for Airport

This item is for informational purposes only.

9. ADJOURNMENT

The next Airport Advisory Board Meeting is scheduled for Thursday, June 10, 2021.

This agenda was filed in the office of the City Clerk and posted at 2:00 p.m. on May 11, 2021, on the display board located at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma, 74063, by Kristin S. Johnston, Deputy City Clerk.



Kristin S. Johnston, Deputy City Clerk

SAND SPRINGS – POGUE AIRPORT

Airport Advisory Board
MINUTES

Thursday, April 8, 2021

5:30 p.m.

Airport Terminal Conference Room
Sand Springs-Pogue Airport
3200 Airport Road
Sand Springs, Oklahoma 74063

MEMBERS PRESENT: Robert Fleenor, Chairman
Leia Anderson, Vice Chainman
Dr. Mark Manahan, Secretary
David Kvach
Rick Westcott
Joe Stephenson
Dr. Tom Campbell

ABSENT:

ALSO PRESENT: Ken Madison, Airport Supervisor
Sunnie Smith, Recording Secretary
Mike Carter, City Manager

The Airport Advisory Board met in a regular session on Thursday, April 8, 2021 in the Airport Terminal conference room at the Sand Springs - Pogue Airport, pursuant to the agenda filed with the City Clerk's office, and posted at 10:00 a.m. on April 5, 2021 on the bulletin board located in the first floor lobby of the Sand Springs Municipal Building, 100 East Broadway Sand Springs, Oklahoma 74063.

1. Call to Order

Chairman Fleenor called the meeting to order at 5:30 p.m.

2. Roll Call

Chairman Fleenor called for individual roll call with members replying in the following manner:

Dr. Campbell, here; Dr. Manahan, here; Mr. Fleenor, here; Mr. Stephenson, here; Mrs. Anderson, here, Mr. Kvach, here; Mr. Westcott, here.

3. Minutes

The minutes of the March 2020 Regular Airport Advisory Board meeting were included in the agenda packets for the Board's review and approval.

A motion was made by Mrs. Anderson and seconded by Mr. Kvach that the minutes of the February 11, 2020 Airport Advisory be approved.

Chairman Fleenor called for the vote recorded as follows:

Mr. Fleenor, abstain; Dr. Manahan, aye; Dr. Campbell, aye; Mr. Stephenson, aye; Mrs. Anderson, aye; Mr. Kvach aye; Mr. Westcott, aye.

4. ISR 1000 COMMITTEE REPORT

Committee Chairman updated the Board Members on airport improvements, upcoming events and any other activities including scheduled events of interest to the Board Members.

5. RESOLUTION ESTABLISHING GUIDELINES AND POLICIES FOR THE SAND SPRINGS POGUE AIRPORT

Staff and Board Members reviewed, discussed a resolution to establish guidelines and policies for the related airport development in the Northwest Apron are. Following discussion, a motion was made by Dr. Manahan and seconded by Mr. Stephenson to accept the proposed resolution.

Chairman Fleenor called for the vote recorded as follows:

Mr. Fleenor, abstain; Dr. Manahan, aye; Dr. Campbell, aye; Mr. Stephenson, aye; Mrs. Anderson, aye; Mr. Kvach aye; Mr. Westcott, aye.

6. ENGINEERS REPORT

Staff and board members discussed and reviewed the 5 year CIP projects of interest, FAA/OAC funding & the 5 year CIP plan.

Discussion Item Only.

7. FEASIBILITY OF INSTALLING JET-A FUEL SYSTEM

Staff and board discussed the FEASIBILITY OF INSTALLING Jet-A system providing service at SSPA.

Discussion Item Only.

8. AIRCRAFT HANGAR DEVELOPMENT

Staff and board discussed the airport hangar construction at Sand Springs Pogue Airport.

Discussion Item Only.

9. ADJOURNMENT

The next meeting is scheduled for Thursday, May 13, 2021.

The meeting adjourned at 5:59p.m.

Sunnie Smith, Public Works Administrative Specialist

SSPA MONTHLY MANAGEMENT REPORT

April 2021

HANGARS & PROPERTY MANAGEMENT:

				# of Aircraft
NE AREA HANGARS	(18 available)	LEASED <u>18</u>	VACANT <u>0</u>	<u>18</u>
TERMINAL HANGARS	(16 available)	LEASED <u>16</u>	VACANT <u>0</u>	<u>16</u>
PORT-A-PORTS	(13 available)	LEASED <u>11</u>	VACANT <u>2</u>	<u>11</u>
ULLRICH T-HANGARS	(15 available)	LEASED <u>15</u>	VACANT <u>0</u>	<u>15</u>
ULLRICH LARGE HANGAR				<u>0</u>
SS HOME HANGAR				<u>0</u>
TIEDOWNS		LEASED <u>12</u>		<u>8</u>
STORAGE ROOMS	(4 available)	LEASED <u>2</u>		
TOTAL BASED AIRCRAFT				<u>68</u>

TOTAL HANGARS AVAILABLE	<u>62</u>
TOTAL HANGARS LEASED	<u>60</u>
TOTAL HANGARS VACANT	<u>2</u>
NEW TENANTS (MONTH)	<u>0</u>
HANGAR INQUIRIES (MONTH)	<u>2</u>
WAITING LIST	<u>25</u>

AIRPORT SERVICES:

Monthly	This year Gallons	Last year Gallons	INC/DEC Gallons	INC/DEC %
100LL Sales	<u>4,805.0</u>	<u>3,381.0</u>	<u>1,424.0</u>	<u>42.1%</u>
Sales to BUSINESS (BASED A/C)			GAL. <u>121.0</u>	% Sales <u>2.5%</u>
" FLIGHT TRAINING/RENTAL			GAL. <u>342.0</u>	" <u>7.1%</u>
" RECREATIONAL			GAL. <u>188.0</u>	" <u>3.9%</u>
" TRANSIENT			GAL. <u>4,154.0</u>	" <u>86.5%</u>
TOTAL GALLONS			<u>4,805.0</u>	<u>100.0%</u>

REMARKS: 15 of 68 (22.1%) based aircraft purchased fuel this month.

Total fuel customers= 163 after hours= 21 or (12.9%)

100LL Fuel sales per week

Mon.-Sun.	Gal. sold		Weather Days			Estimated Airport Monthly Revenue		
	Gal.	%	Clear	Marginal	IFR			
April 1-4	<u>1,011.0</u>	<u>21.0%</u>	<u>3</u>	<u>0</u>	<u>1</u>	Fuel	<u>\$18,259.00</u>	
April 5-11	<u>1,111.0</u>	<u>23.1%</u>	<u>2</u>	<u>2</u>	<u>3</u>	Hqrs/Tiedown	<u>\$9,524.00</u>	
April 12-18	<u>883.0</u>	<u>18.4%</u>	<u>3</u>	<u>2</u>	<u>2</u>	Land Lease	<u>\$836.00</u>	
April 19-25	<u>1,218.0</u>	<u>25.3%</u>	<u>4</u>	<u>2</u>	<u>1</u>	ASO/Fuel Fee	<u>\$0.00</u>	
April 26-30	<u>582.0</u>	<u>12.1%</u>	<u>1</u>	<u>2</u>	<u>2</u>	Other	<u>\$319.00</u>	
Total	<u>4,805.0</u>	<u>100.0%</u>	<u>13</u>	<u>8</u>	<u>9</u>	Fuel Rebate/Discount	<u>-\$60.13</u>	
							Revenues	<u>\$28,877.87</u>

FY 2021 Fuel Sales Gallons

	This Year 2021	Last Year 2020	+/- gal	%
July-April 2021	<u>60,009</u>	<u>50,135</u>	<u>9,874</u>	<u>19.7%</u>

FY 2021 Actual Revenues/Expenses

FY2021 Revenues	<u>N/A</u>
FY2021 Expenses	<u>N/A</u>
TOTAL	<u>N/A</u>

COURTESY CAR - NUMBER OF USES:

9 9 ngt/eat

NOTAMS REPORTED

Auto Weather System ceiling/present weather missing

Date <u>Filed</u>	Date <u>Cancelled</u>
<u>3/7/2021</u>	<u>N/A</u>