

**GROVE MUNICIPAL AIRPORT MANAGING AUTHORITY  
SPECIAL SESSION MEETING  
JANUARY 17, 2024, 3:00 P.M.  
GROVEREGIONAL AIRPORT CONFERENCE ROOM  
GROVE, OK 74344**

The Grove Municipal Airport Managing Authority (GMAMA) met in Special Session on Wednesday, January 17, 2024 at 3:00 p.m.

Present: McCarthy, Meier, Coon and Devitt

Absent: Lee

Public: City Manager Debbie Bottoroff, Darren Cook, Olsson Engineering representatives (Brain and Shawn) and Deric Douthit.

**Public Comments:**

None

**Approval of Minutes from Special Meeting on November 8, 2023:**

Devitt made a motion to approve the minutes with an adjustment. Coon seconded the motion. All ayes. McCarthy declared the motion carried.

**Discussion and Approval of the Reconciliation and Purchase Order Detail:**

Devitt made motion to approve the reconciliation as presented. Coon seconded the motion. McCarthy declared the motion carried.

**Agenda Items:**

1. Discussion and action to file an insurance claim with OMAG for replacement and removal of the Constant Current Regulator which runs the runway lights (letter in packet) which was damaged by a storm on October 4, 2023.  
McCarthy made a motion to approve filing the claim. Devitt seconded the motion. McCarthy declared the motion carried.
2. Discussion and action to purchase the radio controller for the runway lights.  
Devitt made a motion to approve the purchase at a cost not to exceed \$5,000. McCarthy seconded the motion. McCarthy declared the motion carried.
3. Discussion and action to file an insurance claim with OMAG for replacement of the Thunderstorm/Lightning Sensor that was damaged by a storm on October 4, 2023.  
Devitt made a motion to approve the claim. Coon seconded the motion. McCarthy declared the motion carried.
4. Discussion and action regarding utility site and grading plan for the west side of the airport.

Olsson Engineering was present to discuss water, sewer, gas and electrical utilities as well as questions about fire suppression lines.

*Sewer:* The city has suggested a ½ horse grinder pump unless DEQ requires something different. Deric noted his only concern would be having multiple pumps at the same time running against each other. Olsson has suggested they contact their water/sewer engineer to get estimates on a grinder vs gravity. They also asked the board/city to make a decision on whether the design would be a full build out or sections.

*Water:* Olsson suggested a boring to determine what size the water line needs to be for fire suppression. They will create a system, coordinating with DEQ on this. Deric questioned who would own the pumps. He suggested checking in to an HOA program for the hangar owners. Olsson is also working on a study regarding low pressure systems and the cost estimates involved. The study should include information noting whether an 8” or 12” line would work or a 6” minimum for suppression. The board also requested info regarding firewalls and if they are an option. The board will also research the definition of hangar usage within the fire codes.

In conclusion, the board, city staff and Olsson decided step 1 should include the following:

- a. Cost estimates
- b. Code review of current concept plan
- c. Overall vs a Phase 1 plan
- d. Sensitive waterline planning

This agenda item was for discussion only. No action was taken.

5. Discussion and action regarding approval of land lease and building plans for Sam Robinson.

After a lengthy discussion regarding the proposed utilities and suppression lines on the west side of the airport, the board, upon advice from the city inspector and public works director, opted not to approve any land leases until Olsson can complete the utility site plan and grading plan. The board did agree to reserve any spot Mr. Robinson chooses as soon as he submits drawings stamped by an Oklahoma certified engineer plus the electrical and mechanical plans for the proposed hangar.

No action taken.

6. Discussion and action regarding hiring a part-time weekend employee.

The airport manager noted that we still need to fill the position for weekends soon. It is our slow time of year, but we need to get someone trained for the spring. Randy James is available to fuel on weekends now. Lisa suggested \$15.00/hr. to get good applicants. McCarthy made a motion to approve the wage. Meier seconded to motion. McCarthy declared the motion carried.

7. Discussion and action to advertise for bids for clearing the end of RW 18.

The airport manager noted the end of RW 18 needs to be cleared of trees and debris that can pose a potential safety hazard for flights. She asked for permission to advertise for bids to clear the trees. It was recommended to clear half of the property because part of the future RW extension project will include clearing the land.

Coon made a motion to advertise for bids. Devitt seconded the motion.

Airport Manager's Report:

Lisa noted she gave most of her report during the meeting, but reported she would be attending the FAA Conference at the end of February in Fort Worth and the OAOA Conference in March at Shangri La.

The city attorney gave an update on the Land Acquisition project. He noted he is still in negotiations with Mr. Hutchison's attorney and will continue to update us.

**Board Reports:**

**Lee – Absent**

**McCarthy-** No report.

**Devitt-** No report

**Coon –** No report

**Meier –** No report.

**Adjournment:**

McCarthy made a motion to adjourn the meeting at 4:44 p.m. Meier seconded the motion.

All ayes. McCarthy declared the meeting adjourned.