MINUTES
AIRPORT ADVISORY BOARD
SEPTEMBER 15, 2021
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. Barry Fogerty, Vice Chairman, Mr. Harmik DerSahakian, Mr. Scott Lee, Mr. Randall Rogers, James Smith, Blake White

OTHERS PRESENT

Mr. Rob Morris, Citizen of Shawnee

I. DECLARATION OF A QUORUM

Six members of the Advisory Committee were noted as Present, the Vice Chairman Declared a Quorum.

II. CONSIDERATION AND APPROVAL OF MINUTES FROM AUGUST 18, 2021, REGULAR MEETING

A copy of the Minutes was included in the meeting agenda package.

The Vice Chairman called for a Motion to Approve the Minutes as presented.

Only three Board Members present at the September meeting were also present at the August meeting. With insufficient members to approve the minutes by vote, the action was tabled until a future meeting.

III. CITIZEN COMMENTS

No Citizen Comments were offered.

IV. DISCUSSION AND CONSIDERATION OF REQUEST TO AMEND AND EXTEND NON-AERONAUTICAL COMMERCIAL LEASE –VYVE BROADBAND A, LLC

Staff introduced a memo outlining modifications to the terms of the current lease, and provided additional information regarding the capital investment made to the leasehold by Vyve.

Vyve agreed to invest $33,525 in improvements at the time of the execution of the initial lease in October 2009 for the West portion of the building. This figure was to be divided by 60 ($558.75) and applied as a rental reduction over the first five years of the lease. Accounts receivable records indicate that Vyve paid $1,922.26 per month from November 2009 through August 2015 at which point the records show an increase in monthly rental to $2,386.42.

Records provided by Vyve confirm an actual expenditure of $139,199 in leasehold improvements on both the East and West portions of the facility.

Having clarified that Vyve did in fact provide improvements well in excess of the sum requested at the time of execution of their initial lease staff recommend an amendment to the lease on the eastern section of the building now identified as the "Annex", offering:

1. An initial term through 18 October 2024 to bring the expiration of this lease into concurrence with the second Vyve lease for the West portion of the building with the goal of aligning the two leases allowing for negotiation of a consolidated lease, renegotiation of the rates and future terms; and

2. Establishing a rental rate of seven-hundred-eighty-six dollars ($786) per month beginning 1 November 2021, subject to adjustment no more than once in any twelve-month period; and

3. Reserving the right of the Airport Authority to engage the services of a licensed real estate appraiser to conduct Fair Market Rental Value assessment of the Leased Premises, and adjust the rental rate, based on that valuation one time, during the term of the extension; and

4. Making additional adjustments based the national rate of inflation as established by the Consumer Price Index change from the prior calendar year, with current pricing retained as minimums regardless of inflation activity, applied at the commencement of the Airport Authority's fiscal year.

The Vice Chairman called for a Motion to accept the recommendation of staff.

Mr. Rogers offered a Motion; Mr. White provided a Second to the Motion.

The Vice Chairman called the Question, and the Members of the Advisory Board present unanimously approved the Motion.

V. DISCUSSION AND CONSIDERATION OF CONDUCTING FAIR MARKET VALUE STUDY – DRAFT SCOPE OF WORK FOR REQUEST FOR PROPOSALS FOR SERVICES

Staff introduced a memo outlining the work of the committee tasked with the preparation of a solicitation document and scope of work to engage the services of a professional appraiser, with airport property appraisal experience, to conduct an FMV of SNL aeronautical use properties subject to adjustment to FMV.

A copy of the draft Request for Proposals (RFP) and associated scope of work were also provided.

The Committee recommended (i) acceptance of the draft Request for Proposals and Scope of Work for the purposes of soliciting professional appraisal services, and (ii) publication of same.

The Vice Chairman called for a Motion to authorize staff to publish the RFP as provided in the agenda package.

Mr. Lee offered a Motion; Mr. DerSahakian provided a Second to the Motion.

The Vice Chairman called the Question, and the Members of the Advisory Board present unanimously approved the Motion.

VI. STAFF REPORT

Staff provided information on - current wholesale and retail fuel prices, fuel sales, current budget summary report, and Shawnee Airport Authority actions.

VII. NEW BUSINESS

No New Business was presented.

VIII. BOARD COMMENTS

No Comments were offered.

IX. ADJOURNMENT

The Vice Chairman called for a Motion to Adjourn the meeting.

Mr. Lee made a Motion to Adjourn; Mr. Smith provided a Second to the Motion.

The Vice Chairman called the Question, and the Members of the Advisory Board present unanimously approved the Motion. The meeting was adjourned.

Barry J Fogerty　　11/10/21

BARRY FOGERTY, VICE CHAIRMAN　　DATE

ATTEST:

11/17/21

BONNIE A. WILSON　　DATE