

**NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
AUGUST 17, 2022**

Regular Meeting **(X)**
Special Meeting ()
Emergency Meeting ()

Rescheduled Regular Meeting ()
Continued or Reconvened Mtg. ()

DATE TIME

PLACE OF MEETING

AUGUST 17, 2022 5:30 P.M.

TERMINAL LOBBY
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OK 74804

To be completed by person filing notice:

Name: BONNIE A. WILSON, CM
Title: AIRPORT MANAGER

Address: 2202 AIRPORT DRIVE
 SHAWNEE, OK 74804

Phone: 405-878-1532

Filed in the office of the municipal clerk at 2:15 a.m./(p.m.) on the 12 day of
August 2022.

Signed: Kacie Eck
 Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media: August 12, 2022
Person filing Notice: Bonnie Wilson
Notice Verified by: Kacie Eck

**AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
REGULARLY SCHEDULED
AUGUST 17, 2022**

SWEARING IN OF NEW MEMBER

- ITEM ONE:** Call to Order and Declaration of a Quorum
- ITEM TWO:** Discussion and Consideration of Minutes
July 20, 2022, Regular Meeting
- ITEM THREE:** Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)
- ITEM FOUR:** Election of Vice Chairman
- ITEM FIVE:** Presentation on Storm Water Rehabilitation Project Scope and Schedule
Lochner Engineering
- ITEM SIX:** Staff Report
1. Current Fuel Price Comparisons
 2. Shawnee Regional Airport Fuel Sales
 3. Budget Summary Report
- ITEM SEVEN:** Board Comments
- ITEM EIGHT:** Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
JULY 20, 2022
REGULAR MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

SWEARING IN OF NEWLY APPOINTED AIRPORT ADVISORY BOARD MEMBERS

Prior to commencement of the business of the Airport Advisory Board, Mrs. Kacie Eck, Senior Deputy City Clerk, City of Shawnee Oklahoma administered the Oath of Office and Loyalty Oath for Mr. Larry Briggs and Mr. Colton Crowder.

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. Harmik DerSahakian, Chairman, Mr. Larry Briggs, Mr. Colton Crowder, Mr. Scott Lee, Mr. Randy Rogers

OTHERS PRESENT

Mrs. Kacie Eck, Senior Deputy City Clerk, City of Shawnee Oklahoma
Mr. Matthew Lovelace, Shawnee Regional Airport Staff
Mr. Rob Morris, Citizen of Shawnee
Ms. Bonnie Wilson, Shawnee Regional Airport Staff

I. DECLARATION OF A QUORUM

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

II. DISCUSSION AND CONSIDERATION OF MINUTES FROM JUNE 8, 2022, RESCHEDULED REGULAR MEETING

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

The Chairman noted an error in the record of attendance at the June 8, 2022, Rescheduled Regular Meeting. The draft minutes omitted the record of Mr. Jim Smith's presence at that meeting.

Having noted the error and requested staff correct the record, the Chairman called for a motion to approve the corrected draft Minutes.

Mr. Lee made the Motion, Mr. Rogers provided as Second.

The Chairman called the Question. Members of the Advisory Board present approved the Motion.

III. CITIZEN COMMENTS

No comments were offered by guests.

IV. DISCUSSION AND CONSIDERATION OF AIRPORT ADVISORY BOARD MEMBER VOLUNTEER FEDERAL AVIATION ADMINISTRATION SAFETY TEAM (FAASTEAM) – VOLUNTEER AIRPORT REPRESENTATIVE AIRCRAFT OWNERS AND PILOTS ASSOCIATION (AOPA) AIRPORT SUPPORT NETWORK

The Chairman opened a discussion on how to best restart the FAA Safety Team (FAASTeam) meeting program here at SNL. He also introduced the idea of designating a member of the Board to serve as a representative to the Aircraft Owners and Pilots Association (AOPA).

Noting that a detailed list of the roles and responsibilities for these two positions was included in the Board's agenda package, he advised the Board of his conversation with Mr. Rogers about his willingness to serve as the Airport Volunteer to both the FAASTeam and the AOPA.

The Chairman encouraged other members to participate in support of Mr. Rogers role as the point of contact for these two organizations and then requested a motion to name Mr. Rogers as the Shawnee Regional Airport's named representative to the FAASTeam and AOPA.

Mr. Briggs made the motion as requested; Mr. Crowder provided a second to the motion.

The Chairman called the Question, all Members of the Advisory Board present approved the Motion.

V. ELECTION OF VICE CHAIRMAN – TERM, SCHEDULING AND NOMINATION

For the benefit of the group, the Chairman reviewed the current policy and process of nominating a member of the Advisory Board to serve as Vice Chairman, noting that any member of the Board may nominate any other member as there is no prior service criteria associated with the position. He also noted that the nomination forms included in the agenda package must be returned to staff not later than August 5, 2022, to provide sufficient time for the staff to notify nominees and confirm their acceptance.

The Chairman also noted the departure of the former Chairman and Vice Chairman in June, and appointment of three new members with terms commencing in July. In light of these circumstances, he asked for a motion to call a Special Election for Vice Chairman in August, to allow all members of the Board to participate in the election process.

He also requested the motion set the term of Vice Chairman to begin in September 2022 and extend through June of 2024 to coincide with the term of the Chairman.

Mr. Rogers made a motion to schedule a Special Election for Vice Chairman on August 17, 2022 at the Regular Meeting of the Board , and to establish the term of office of Vice Chairman elected on that date to commence September 2022 and end June 2024.

Mr. Lee provided a seconded to the Motion.

The Chairman called the Question, all Members of the Advisory Board present approved the Motion.

VI. National Academies of Science Transportation Research Board – Airport Cooperative Research Program - Energy Resiliency

The National Academies of Science Transportation Research Board administers and funds the Airport Cooperative Research Program (ACRP), a program designed to assist airports address a wide variety of operational and management challenges. Staff was asked to participate in a study on energy resiliency and sustainability at general aviation airports. As part of the project, staff will be providing information on conditions, equipment, procedures, and challenges at the Shawnee Regional Airport. In return for participation, staff will receive the opportunity to review and comments on draft reports, a primer on energy resilience for airport executives; and a guidebook on how to develop an energy resiliency roadmap for individual airports.

VII. STAFF REPORT

Current Fuel Price Comparisons and Shawnee Regional Airport Fuel Sales

The Chairman led a discussion on the monthly fuel reports provided in the agenda packages. The Chairman worked with staff to provide new formats for the reports with the goal of improving the value of the information gathered and presented. Staff was asked to review each chart in turn and describe the source and relevance of data presented. The Chairman requested Members of the Board review the charts and offer any recommendations for amendments or additions to his attention.

Fiscal Year 2023 Budget

The Chairman opened the floor for questions on the budget materials as presented. Members requested clarification of source of certain revenues and the line items designated to address particular expenses, staff provided responses.

The Chairman then opened the floor for the consideration of a recommendation that the Board consider dividing the existing Budget Committee into two separate groups with different focuses, one on operations and expenses, and a second on capital development and capital projects. The Chairman asked members of the Board to speak with him offline prior to the August meeting to provide their views on the matter.

VIII. BOARD COMMENTS

Mr. Rogers posed additional questions related to the budget materials.
Mr. Briggs posed a question related to property use and development.

IX. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

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

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

HARMIK DERSAHAKIAN, CHAIRMAN

DATE

ATTEST :

BONNIE A. WILSON

DATE



Shawnee Regional Airport

2202 N. Airport Dr.
Shawnee, OK 74804
ShawneeOK.org

Date: August 17, 2022

To: Airport Advisory Board
Harmik DerSahakian, Chairman
Larry Briggs
Colton Crowder
Scott Lee
Randall Rogers
Cody Smithson
Blake White

From: Bonnie Wilson, Airport Manager

Subject: Election of Vice Chairman

Summary:

Per the terms and conditions of the Procedures for Election of Officers and Terms of Office adopted by the Shawnee Airport Advisory Board ("Board") at their Regular Meeting December 15, 2021, nomination forms, and notice of election for the position of Vice Chairman, were provided to all members of the Board at the July 20, 2022, Regular Meeting.

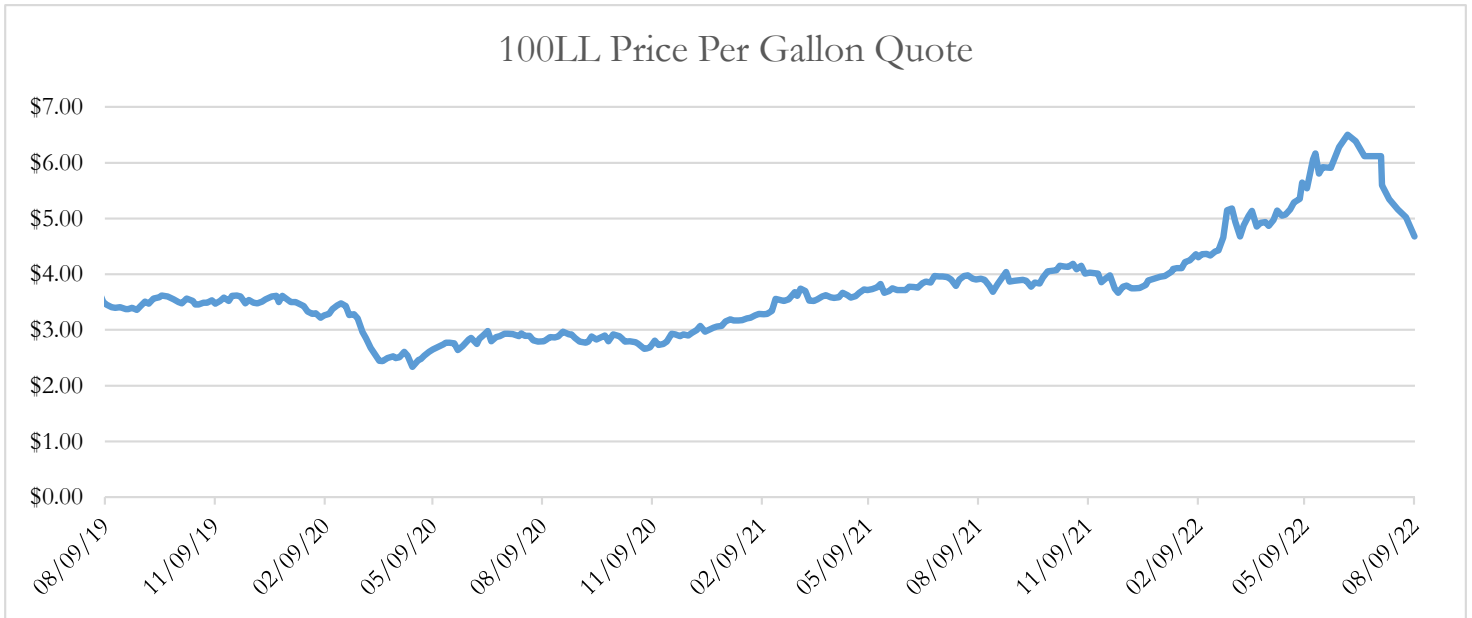
Nominations were received by the airport manager, and presumptive nominees were contacted to affirm their desire to be included on the ballot.

Nominees for the position of Vice Chairman of the Airport Advisory Board for a term commencing September 1, 2022, through June 30, 2024 are as follow:

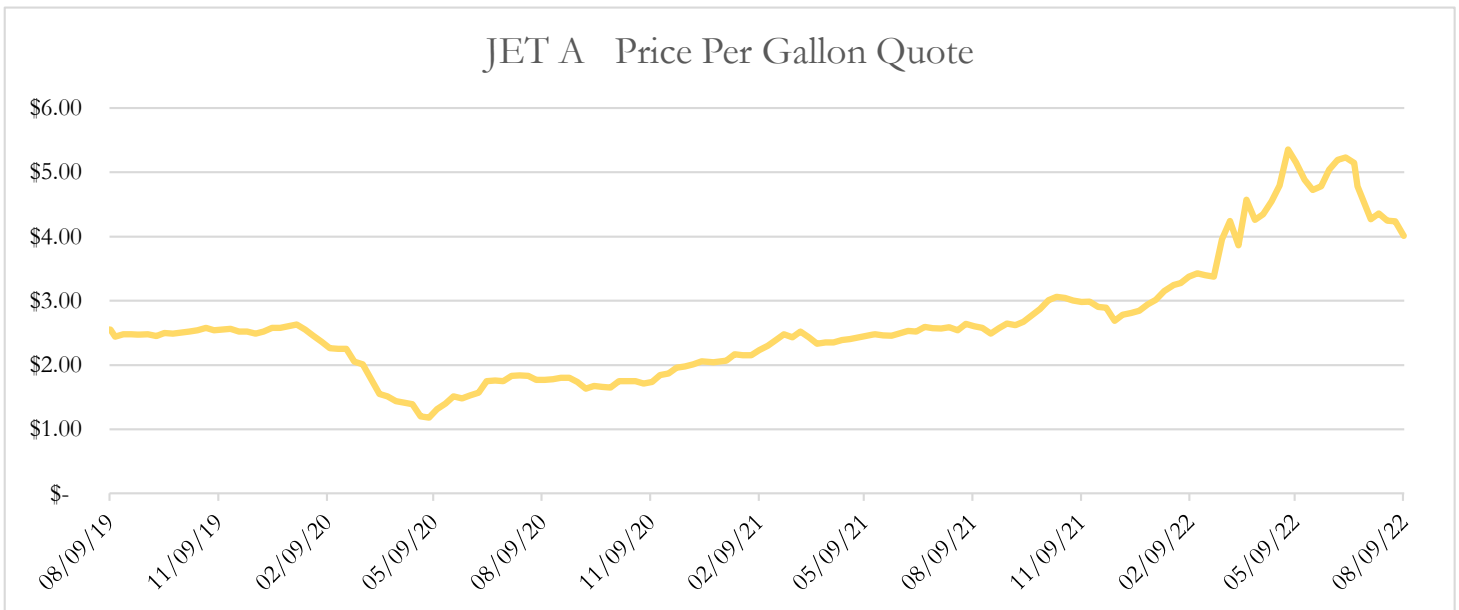
Mr. Scott Lee

Mr. Randall Rogers

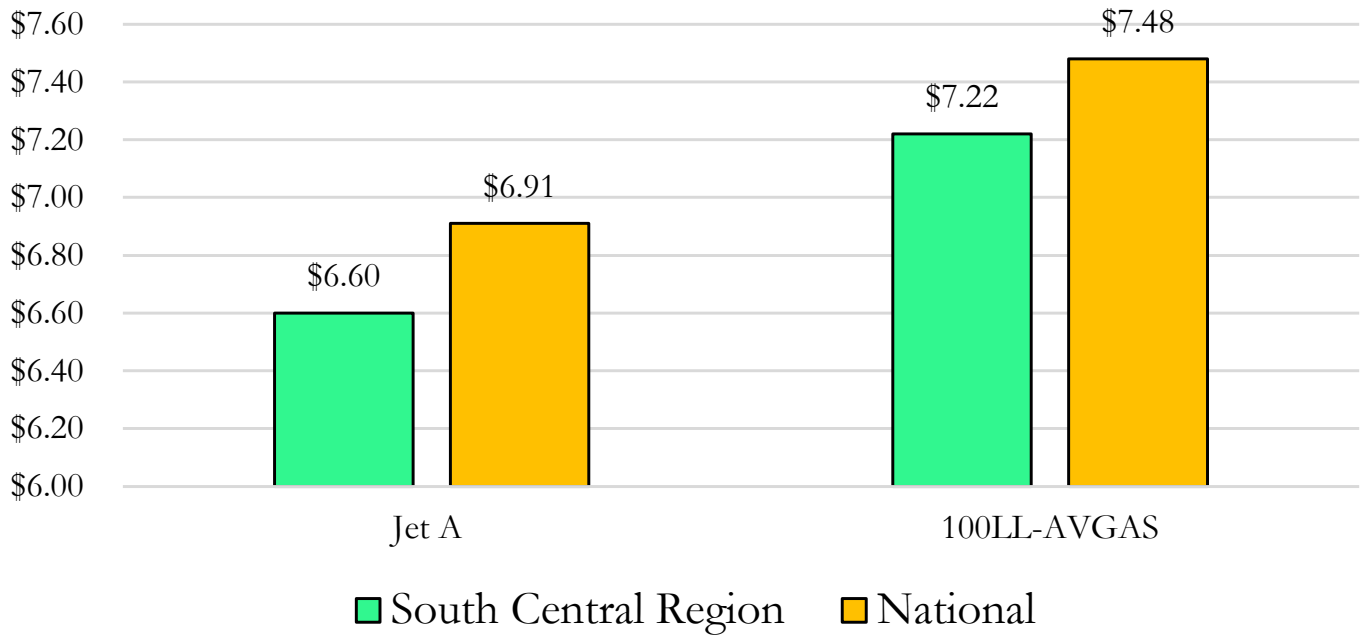
Current Replacement Cost Per Gallon 100LL—\$ 4.67



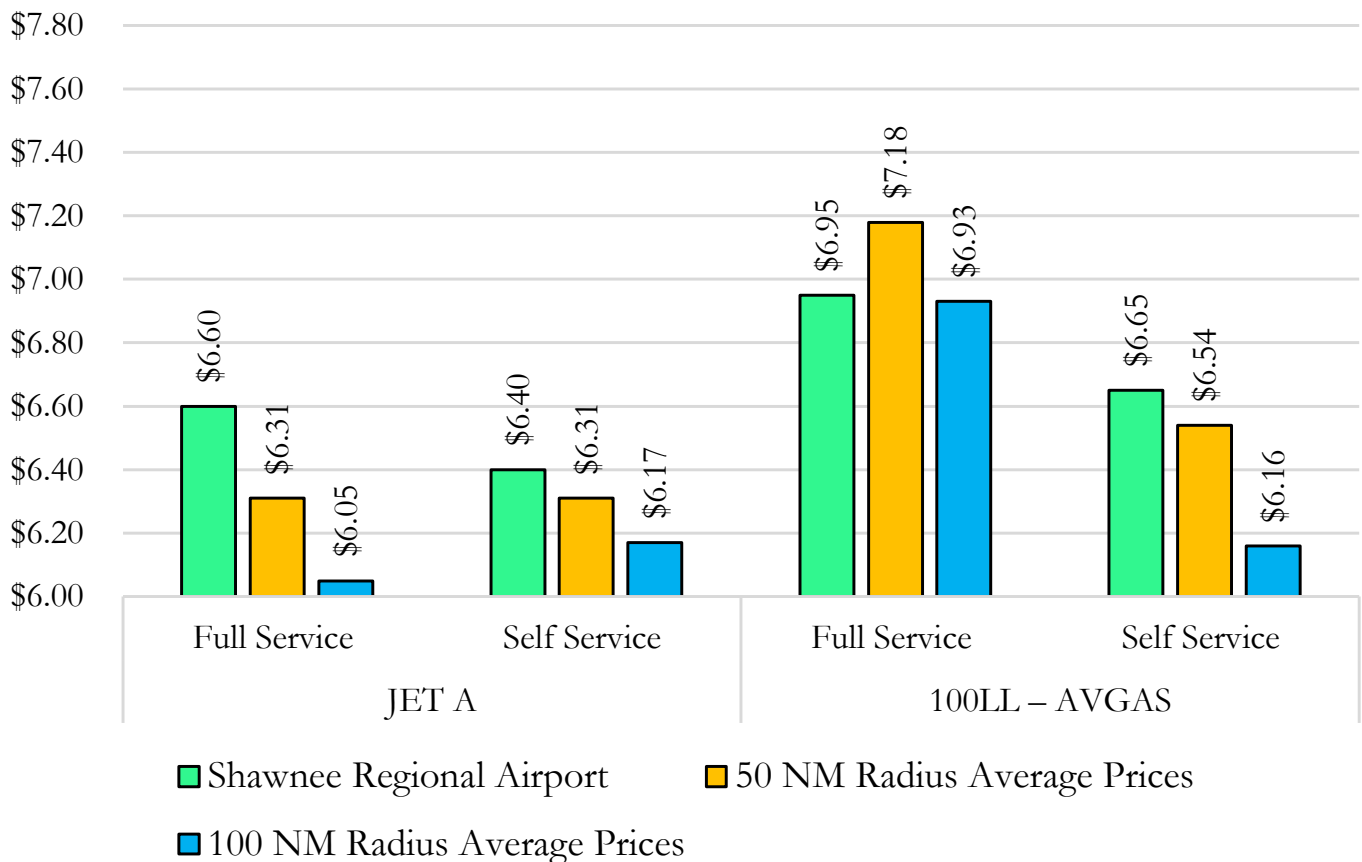
Current Replacement Cost Per Gallon JET A—\$ 4.01



AVERAGE FUEL PRICES AS OF AUGUST 10, 2022

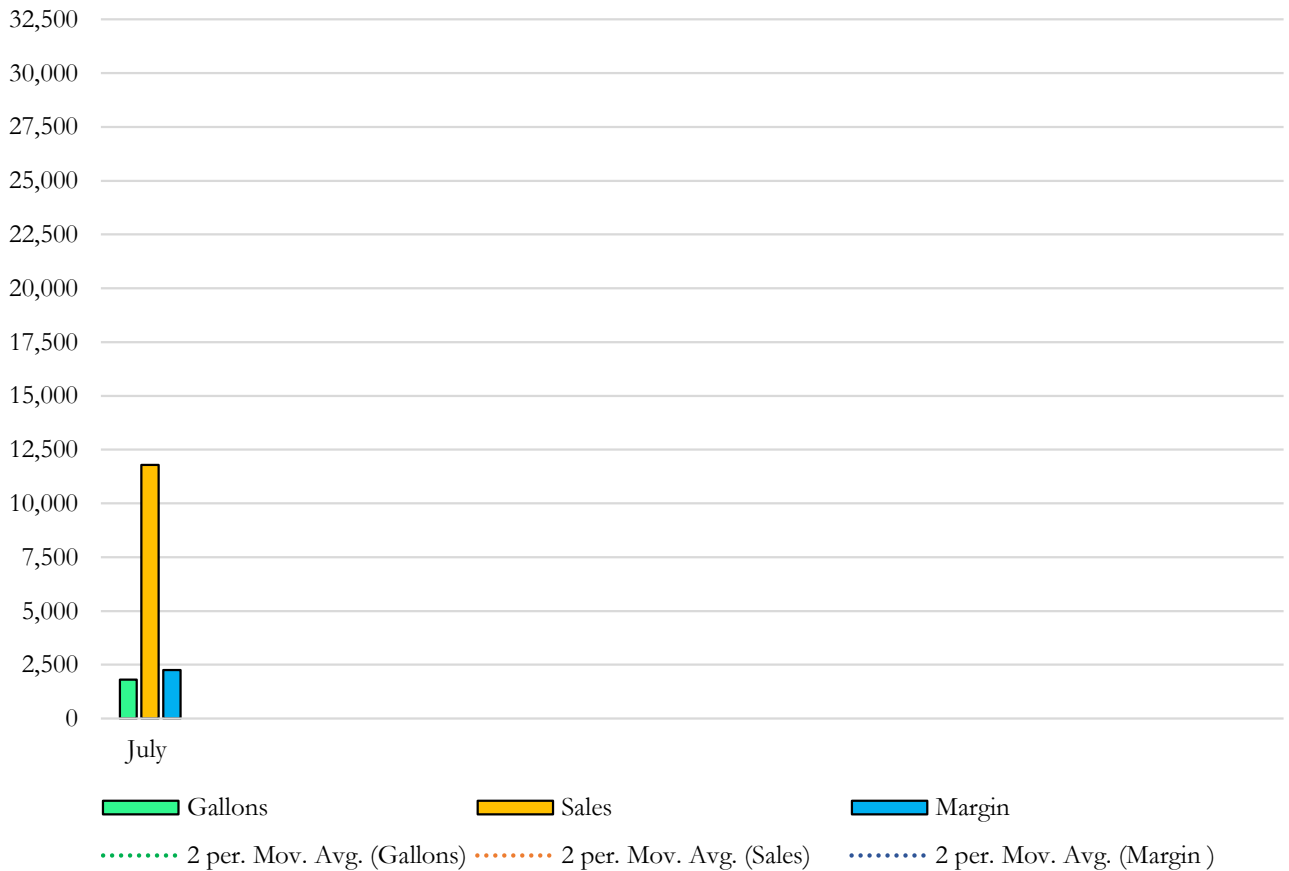


SNL AND SURROUNDING AREA AVERAGES AS OF AUGUST 10, 2022

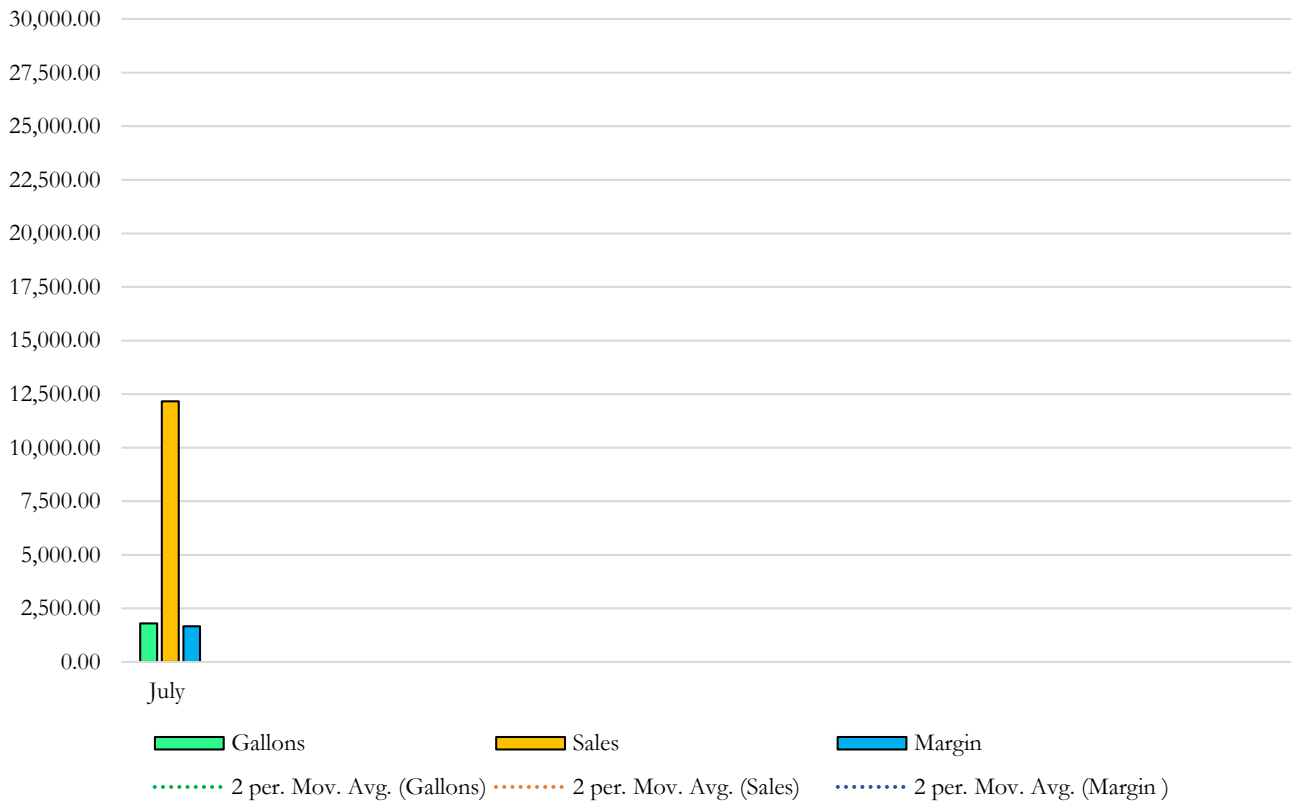


Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations	Annual GA Transient Arrivals	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$6.65	\$6.95	\$6.40	\$6.60
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30		\$7.78		\$6.80
AAR Aircraft Services (OKC)		158,764	12,740	37		\$7.43		\$6.21
Atlantic Aviation (OKC)	64	158,764	12,740	37		\$7.44		\$7.61
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$8.15		\$7.43
META Special Aerospace (formerly Valair) (PWA)		73,285	16,016	41		\$6.10		\$5.15
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56		\$6.59		\$6.13
Christiansen Aviation / Riverside (RVS)		266,463		71		\$6.90		\$5.40
Riverside Jet Center (RVS)		266,463		71		\$7.00		\$6.15
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72	\$5.84	\$6.14		\$5.40
Atlantic Aviation (TUL)	429	127,390	18,200	82		\$7.95		\$7.52
Sparks Aviation Center (TUL)		127,390	18,200	82		\$7.30		\$6.10
Tulsair Beechcraft (TUL)		127,390	18,200	82				
United States Aviation (TUL)		127,390	18,200	82				\$5.44
Legacy Jet Center (TUL)		127,390	18,200	82				\$5.13
Enid-Woodring Regional Airport (WDG)	91	67,265	3,120	84	\$5.71	\$6.21		\$5.58
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99		\$7.05		\$6.30
Average Prices at 50 NM					\$6.65	\$7.31	\$6.40	\$6.63
Average Prices at 100 NM					\$6.07	\$7.07	\$6.40	\$6.18
General Aviation Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations (Est.) *1	Annual GA Transient Arrivals *2	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$6.65	\$6.95	\$6.40	\$6.60
Prague Municipal Airport (O47)	10	728	364	15	\$6.99			
Seminole Municipal (SRE)	33	1,456	728	16	\$7.20	\$7.20		\$6.00
Chandler Regional Airport (CQB)	11	1,144	572	26	\$6.99		\$6.65	
Goldsby (K1K4)	45	1,456	728	32	\$6.45			
City of Stroud (SUD)	10	156	78	33	\$5.83		\$6.09	
Heartland Aviation/ADA (ADH)	58	4,784	2,392	41		\$7.35		\$6.25
City of Bristow (3F7)	17	1,144	572	42	\$4.99			
City of Cushing (CUH)	25	5,600	2,800	42	\$5.99	\$6.29	\$5.79	\$5.79
Crabtree Aircraft Co./Guthrie Edmond (GOK)	80	6,240	3,120	43	\$6.64	\$6.99		\$5.99
Sundance Airport (HSD)				46	\$6.30	\$6.60		\$5.25
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$6.59		\$6.19	\$5.79
Legacy Aviation - Page Municipal (RCE)	56			50		\$7.89		\$6.25
Henryetta Airport (KF10)	5	102	51	52		\$5.80		
Okmulgee Regional (OKM)	28	3,640	1,820	59	\$7.00		\$6.00	
Chickasha Municipal Airport (CHK)	42	2,184	1,092	60	\$6.50		\$6.50	
El Reno Regional Airport (RQO)	24	2,912	1,456	60	\$6.20	\$6.35	\$5.50	\$5.50
City of Kingfisher (KF92)		728	364	67	\$5.95			
City of Sand Springs (OWP)	65	4,368	2,184	71	\$5.75			
Brenair Aviation/McAlester (MLC)	23	2,600	1,300	73		\$7.15		\$6.15
Perry Municipal (F22)	25	1,456	728	73		\$6.50		\$5.99
Haskell Airport Inc. (2K9)				78	\$7.15			
Guest Air Inc/Hinton Municipal (K2O8)	10	416	208	79	\$5.75			
Atoka Municipal Airport (AQR)	15	370	185	80	\$6.25			
City Of Hominy (H92)	1	104	52	81	\$3.50			
Harvey Young Airport/Tulsa (1H6)	40			82	\$6.25			
KMA Aviation LLC/Ardmore Downtown (K1F0)	47	2,184	1,092	84	\$5.40	\$5.65	\$4.99	\$5.10
5B Aviation/ Duncan (DUC)	43	2,912	1,456	84		\$7.00		\$6.15
Skiatook Municipal Airport (K2F6)	20	1,500	750	86	\$6.80			
Watonga Regional Airport (JWG)	16	728	364	90	\$5.70		\$5.25	
Davis Field Aviation/Muskogee (MKO)	90	3,640	1,820	91	\$6.90	\$7.35		\$6.50
Fuel PNC (Ponca City)	53	6,240	3,120	95	\$6.55	\$6.85		\$5.50
Blackwell Airport Trust / Blackwell Tonkawa	11	750	375	98	\$6.60			
Average Prices at 50 NM					\$6.42	\$7.04	\$6.22	\$5.99
Average Prices at 100 NM					\$6.25	\$6.79	\$5.94	\$5.92

Fiscal Year 2023 Jet A Activity



Fiscal Year 2023 100 Low Lead Activity



As of August 11, 2022			
Revenue			
	Current Total Budget	Fiscal Activity	Variance Favorable (Unfavorable)
FEDERAL GRANT REVENUE	\$ 90,000.00	\$ 3,490.00	\$ (86,510.00)
AIRPORT RENTAL REVENUE	\$ 126,040.00	\$ 22,273.52	\$ (103,766.48)
T-HANGAR RENTAL REVENUE	\$ 80,000.00	\$ 13,515.56	\$ (66,484.44)
WATER TOWER RENTAL	\$ 90,000.00	\$ -	\$ (90,000.00)
OIL & LUB SALES	\$ 1,000.00	\$ -	\$ (1,000.00)
OTHER MISC. REVENUE	\$ 100.00	\$ 2.20	\$ (97.80)
REFUNDS & REIMBURSEMENTS	\$ -	\$ 92.74	\$ 92.74
FUEL FLOWAGE FEE	\$ 150.00	\$ 32.61	\$ (117.39)
FUEL SALES	\$ 345,000.00	\$ 36,012.10	\$ (308,987.90)
TRANSFER FROM GENERAL FUND	\$ 225,000.00	\$ -	\$ (225,000.00)
Revenue Total:	\$ 957,290.00	\$ 75,418.73	\$ (881,871.27)
Expense			
	Current Total Budget	Fiscal Activity	Variance Favorable (Unfavorable)
PERSONNEL EXPENSES	\$ 269,954.13	\$ 28,378.28	\$ 241,575.85
OFFICE & COMPUTER SUPPLIES	\$ 500.00	\$ -	\$ 500.00
FOOD & KITCHEN SUPPLIES	\$ 1,000.00	\$ 207.63	\$ 792.37
UNIFORMS AND CLOTHING	\$ 580.00	\$ 2,140.71	\$ (1,560.71)
FUEL, OIL & LUBRICANTS	\$ 2,500.00	\$ -	\$ 2,500.00
FUEL AND OIL FOR RESALE	\$ 800.00	\$ -	\$ 800.00
CHEMICALS	\$ 200.00	\$ -	\$ 200.00
MEDICAL SUPPLIES	\$ 120.00	\$ -	\$ 120.00
LOW LEAD 100 OCTANE FUEL	\$ 200,000.00	\$ 42,555.90	\$ 157,444.10
JET A FUEL	\$ 145,000.00	\$ 36,353.36	\$ 108,646.64
TOOLS & MINOR EQUIPMENT	\$ 2,000.00	\$ -	\$ 2,000.00
EQUIPMENT PARTS & SUPPLIES	\$ 4,000.00	\$ -	\$ 4,000.00
OTHER MATERIALS & SUPPLIES	\$ 3,500.00	\$ -	\$ 3,500.00
EQUIP. MAINT. CONTRACTS	\$ 7,193.00	\$ 550.00	\$ 6,643.00
REPAIR & MAINT. - BLDGS.	\$ 8,000.00	\$ -	\$ 8,000.00
REPAIR & MAINT. - EQUIP.	\$ 11,000.00	\$ -	\$ 11,000.00
REPAIR & MAINT.-VEHICLES	\$ 2,000.00	\$ 32.38	\$ 1,967.62
REPAIR & MAINT. - OTHER	\$ 5,000.00	\$ -	\$ 5,000.00
OTHER PROFESSIONAL SERVICES	\$ 110,000.00	\$ -	\$ 110,000.00
NATURAL GAS	\$ 5,500.00	\$ 268.64	\$ 5,231.36
ELECTRICITY	\$ 30,000.00	\$ 4,394.78	\$ 25,605.22
TELEPHONE	\$ 1,440.00	\$ 114.97	\$ 1,325.03
COPY USAGE EXPENSE	\$ 100.00	\$ -	\$ 100.00
POSTAGE & SHIPPING	\$ 500.00	\$ -	\$ 500.00
OTHER CONTRACTUAL SERVICES	\$ 1,000.00	\$ -	\$ 1,000.00
MEMBERSHIPS & DUES	\$ 350.00	\$ -	\$ 350.00
FILING FEES & PERMITS	\$ 100.00	\$ 20.00	\$ 80.00
BOOKS & SUBSCRIPTIONS	\$ 300.00	\$ -	\$ 300.00

LEGAL ADVERTISING	\$ 500.00	\$ -	\$ 500.00
PRINTING	\$ 100.00	\$ -	\$ 100.00
INSURANCE	\$ 40,348.00	\$ -	\$ 40,348.00
MISC. OTHER SERV. & CHGS.	\$ 1,500.00	\$ 99.95	\$ 1,400.05
ADVERTISING & PROMOTIONS	\$ 750.00	\$ -	\$ 750.00
CONTINGENCY	\$ 20,556.00	\$ -	\$ 20,556.00
CAPITAL OUTLAY-BLDGS & IMPRV	\$ 138,600.00	\$ -	\$ 138,600.00
LEASE PAYMENTS-EQUIPMENT	\$ 33,376.44	\$ 5,329.70	\$ 28,046.74
Expense Total:	\$ 1,048,367.57	\$ 120,446.30	\$ 927,921.27