

AIRPORT ADVISORY BOARD MEETING

August 15, 2018

5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

AGENDA
AIRPORT ADVISORY BOARD
AUGUST 15, 2018 5:30 PM
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DR.
SHAWNEE, OK

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and Approval of Minutes from the July 18, 2018 Meeting

ITEM TWO: Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)

ITEM THREE: Consider an executive session to discuss potential claims, litigation or other options regarding the assumption and transfer of certain leased property as authorized by 25 O.S. § 307(b)(4).

ITEM FOUR: Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Sales Trends
4. Other Matters
 - a. 2018 Rates and Charges Survey

ITEM FIVE: New Business

ITEM SIX: Board Comments

ITEM SEVEN: Adjournment

MINUTES
AIRPORT ADVISORY BOARD
JULY 18, 2018 5:30 PM
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK

I. CALL TO ORDER

PRESENT	Mr. Huddleston, Chairman, Mr. Fogerty, Mr. Freeman, Mr. Humphreys and Mr. Klaser
ABSENT	Mr. Smallwood, Vice Chairman and Mr. Smith,
OTHERS PRESENT	Ms. Bonnie Wilson, Manager, Shawnee Regional Airport Mr. Fred Treiber, Supervisor, Shawnee Regional Airport Mr. Benjamin Crooch, Scissortail Skydiving Mr. Scott Lee, Red Cloud Aviation Ms. Vicky Misa, Shawnee News Star

II. DECLARATION OF A QUORUM

Five members of the Advisory Board were present meeting the requirements for a quorum.
The Chairman Declared a Quorum.

**III. ITEM ONE - CONSIDERATION AND APPROVAL OF MINUTES FROM
JUNE 20, 2018 MEETING**

A. Approval of Minutes from the June 20, 2018 Meeting.

The Chairman called for a Motion to Approve the Minutes,

Mr. Humphreys made a Motion, Mr. Fogerty provided a Second.

Mr. Freeman requested a discussion of Item Three: Discussion and Consideration of Proposed Lease Consolidation and Extension – FlyOKAir for the purpose of clarifying and correcting the record of the action taken at the June 20, 2018 Meeting of the Airport Advisory Board.

Following the discussion staff was directed to revise the June 20, 2018 minutes to reflect the following:

“Staff presented a memorandum summarizing a request from FlyOkAir to consolidate the three separate lease agreements between FlyOkAir and the Shawnee Regional Airport.

Mr. Wes Elliott of FlyOkAir was invited to elaborate on his request and to describe improvements to the lease holds under consideration.

Following an informal discussion, the Members of the Advisory Board directed staff to consolidate Mr. Elliott's existing leases into a single document with a term of five years, reflecting with a date of commencement of July 1, 2018.

Mr. Freeman made the Motion to direct staff accordingly.

Mr. Humphreys provided a Second to the Motion.

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

A copy of the memorandum is included part of Attachment 1 to these minutes."

Mr. Humphreys offered an Amended Motion to accept the Minutes of the June 20, 2018 Airport Advisory Board as Amended.

Mr. Fogerty provided a Second to the Amended Motion.

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

A copy of the Revised Minutes of the June 20, 2018 Meeting is provided as Attachment 1 to these Minutes.

IV. ITEM TWO - CITIZEN COMMENTS

A. No Citizen Comments were offered at the meeting.

V. ITEM THREE – DISCUSSION AND CONSIDERATION OF LEASE SCOPE, TERMS AND RENTAL RATE PRACTICES – SCISSORTAIL SKYDIVING

Staff presented a memorandum summarizing the current agreements between the City of Shawnee, Shawnee Regional Airport and Scissortail Skydiving. A copy of the memorandum is provided as Attachment 2 to these Minutes.

The Chairman recognized Mr. Benjamin Crooch of Scissortail Skydiving to provide comments related to these documents.

Mr. Crooch provided comments related to his concerns regarding the lack of a formal delineation of certain grassy areas used in support of the skydiving operations, proposing two specific locations measuring approximately 9.6 acres in total. Mr. Crooch then went on to request that this acreage be maintained on a set schedule provided by Mr. Crooch.

Mr. Crooch offered to undertake the maintenance of the acreage himself, though requested the use of airport equipment.

Following the discussion, the Chairman called for a motion.

Mr. Humphreys offered a Motion to direct staff to provide a consolidated the lease document including a formal delineation and inclusion of the grassy areas requested for use in support of skydiving operations.

Mr. Freeman provided a Second to the Motion.

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

VI. ITEM FOUR – DISCUSSION AND CONSIDERATION PROPOSED LEASE AGREEMENT – RED CLOUD AVIATION FLIGHT SIMULATOR

Staff presented a memorandum summarizing a request from Red Cloud Aviation to lease one-hundred-sixteen (116) square feet of space, at the rate of \$0.25 per square foot per year, subject to annual increases based on the rate of inflation as measured by the Consumer Price Index for the prior calendar year. The leased space requested is within the current Pilot Lounge area of the Shawnee Regional Airport terminal. The request for space is for the purpose of installing a flight simulator for the purpose of offering flight training.

A copy of the memorandum is provided as Attachment 3 to these Minutes.

Mr. Freeman offered a Motion to lease the space for one calendar year, with a renewal option for one additional year, subject to both parties to the lease agreeing to the extended term.

Mr. Klaser provided a Second to the Motion.

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

VII. ITEM FIVE – LEASE REASSIGNMENTS AND PROPOSED NEW LEASES

Staff presented a memorandum summarizing requests for Lease Reassignment from Bulk Hangar Space to T-Hangars, and new leases offered under the provisions of the Airport Facilities Lease and Development Policy Statement (May 2018). Details of the proposed reassignments and new leases were included as part of the memorandum. All proposed lease agreements for aircraft storage will be offered at the Fiscal Year 2019 rates established by the Shawnee Airport Authority. Per current practice all leases will expire at the end of the Fiscal Year, at which time renewal options will be offered to tenants in good standing, and rental rates adjustments recommended for approval at the discretion of the Airport Advisory Board.

A copy of the memorandum in provided as Attachment 4 to these Minutes.

VIII. ITEM SIX – STAFF REPORT

The following topics were presented as part of the monthly Staff Report:

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Other Matters

No actions requiring a vote of the Airport Advisory Board were taken. A copy of the Staff Report and supporting documents is included part of Attachment 5 to these minutes

IX. ITEM SEVEN – NEW BUSINESS

There was no New Business introduced.

X. ITEM EIGHT - ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Humphreys made a Motion to Adjourn.

Mr. Fogerty provided a Second to the Motion.

The meeting was Adjourned.

KEVIN HUDDLESTON
CHAIRMAN

DATE

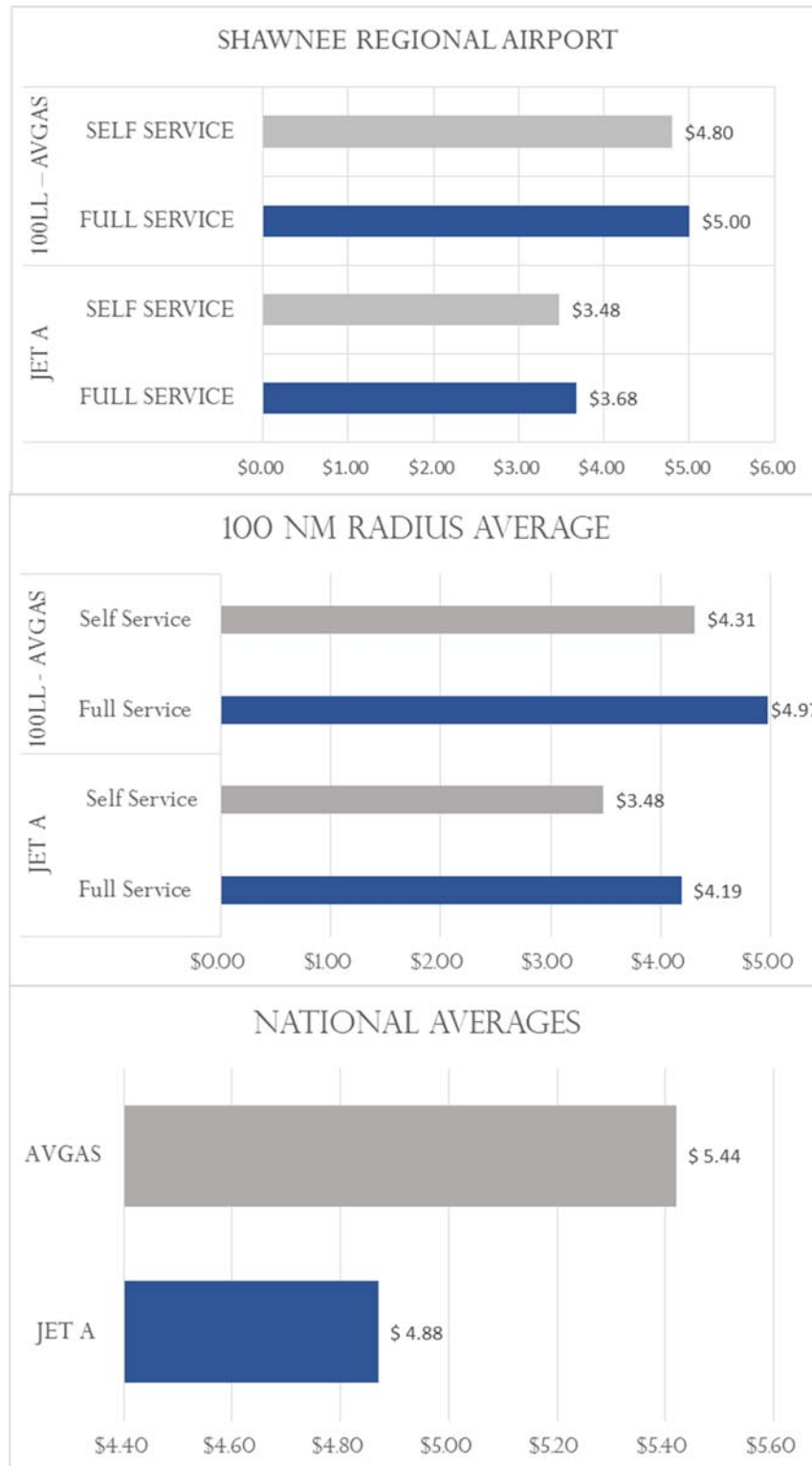
ATTEST:

BONNIE A. WILSON, SECRETARY

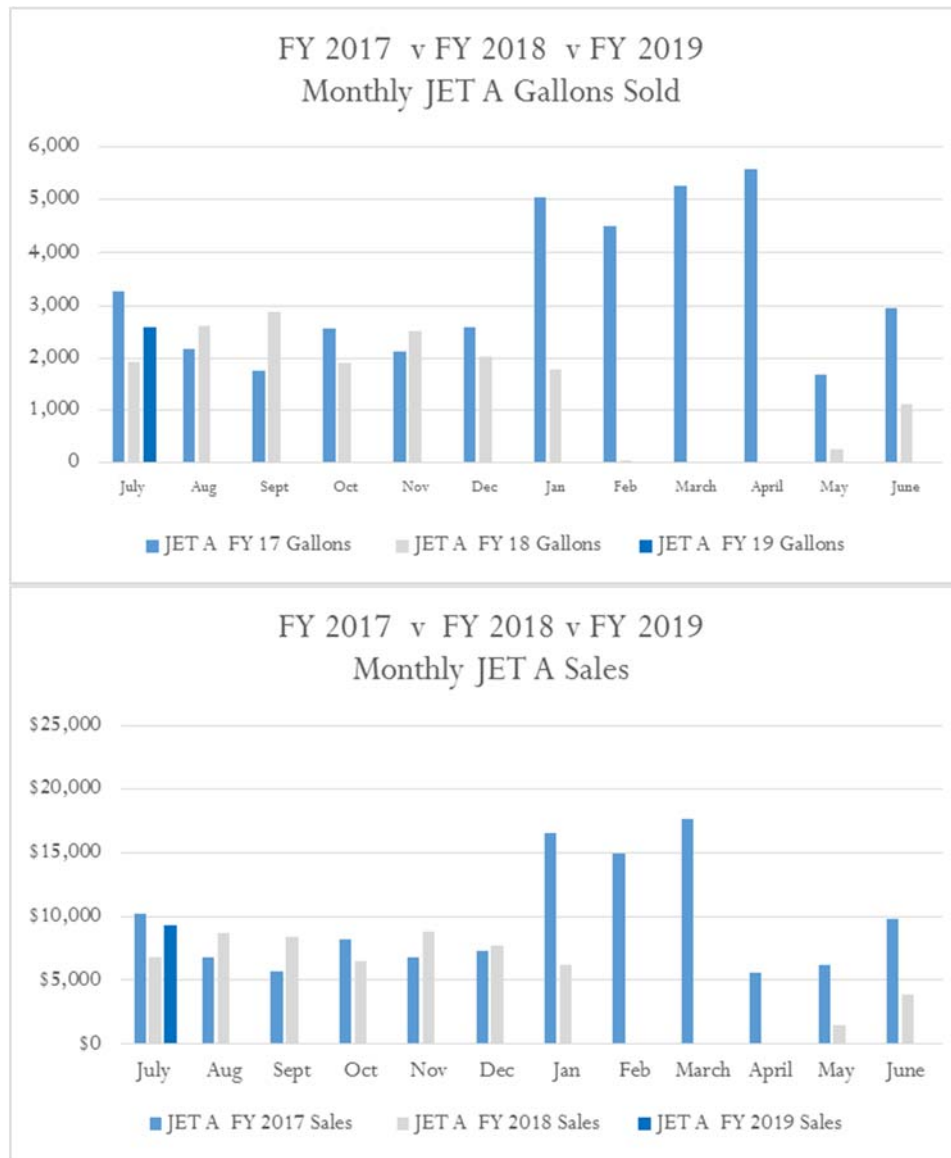
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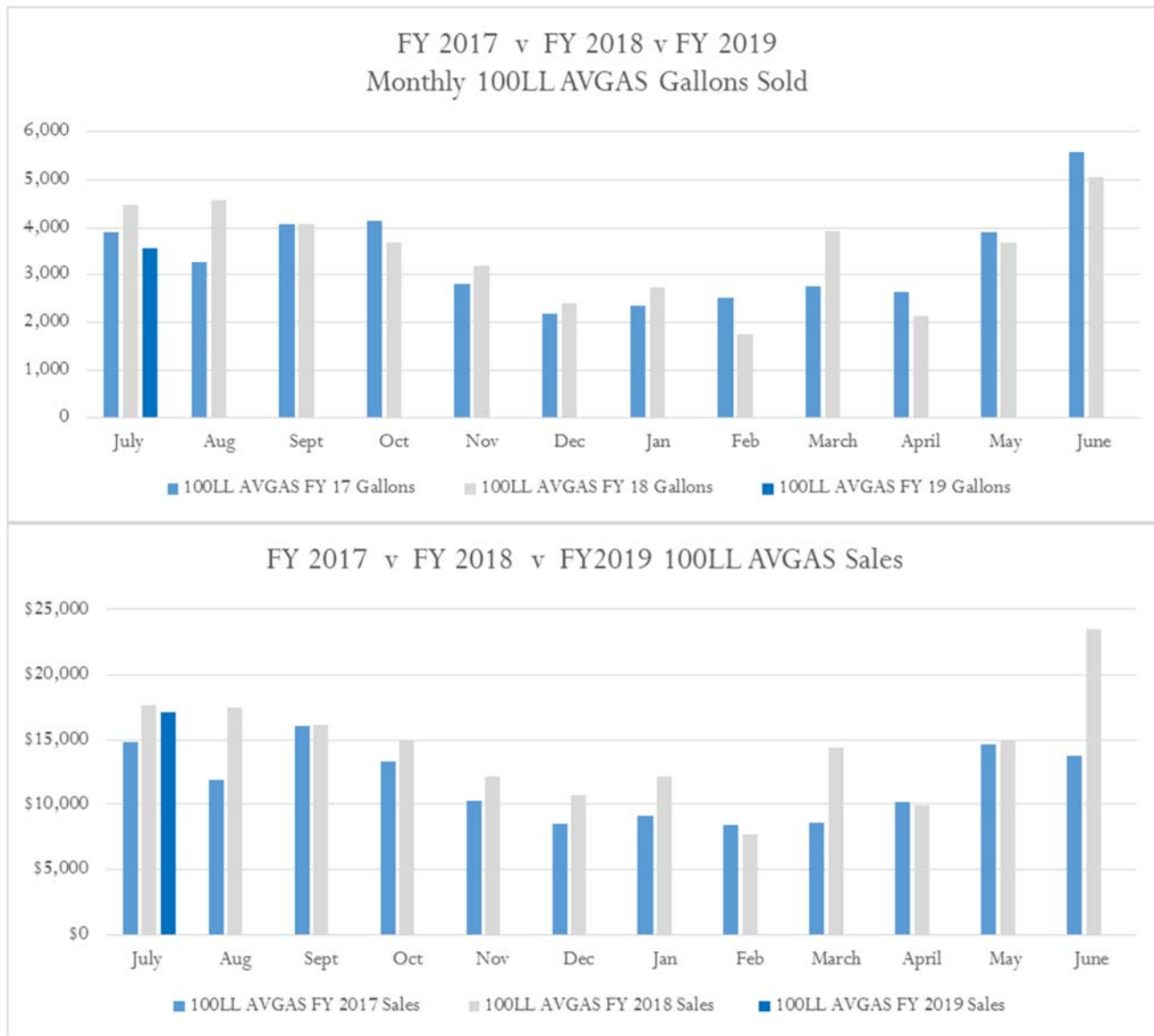
Staff Report
August 15, 2018

1. Current Fuel Price Comparisons (*Data Reported on 100LL.COM*)



2. Shawnee Regional Airport Fuel Sales





3. Sales Trends

JET A Transaction				JET A Transaction		
June 2018	9			July 2018	14	
Self Service	0	0.00%		Self Service	4	28.57%
Full Service	9	100.00%		Full Service	10	71.43%
Destination Shawnee	3	33.33%		Destination Shawnee	8	57.14%
Tenants	3	33.33%		Tenants	3	21.43%
Thru Traffic	3	33.33%		Thru Traffic	3	21.43%
Total Net	\$964.42			Total Net	\$2,297.61	
Destination Net	\$236.50	24.52%		Destination Net	\$1,532.23	66.69%
Tenant Net	\$463.54	48.06%		Tenant Net	\$608.91	26.50%
Thru Net	\$264.38	27.41%		Thru Net	\$156.46	6.81%
Total Gallons	1,107.00			Total Gallons	2,482.57	
Destination Shawnee	275.00	24.84%		Destination Shawnee	1,602.13	64.54%
Tenants	539.00	48.69%		Tenants	708.04	28.52%
Thru Traffic	293.00	26.47%		Thru Traffic	172.40	6.94%

100LL AVGAS Transactions			100LL AVGAS Transactions		
June 2018	111		July 2018	117	
Self Service	103	92.79%	Self Service	99	84.62%
Full Service	8	7.21%	Full Service	18	15.38%
Destination Shawnee	18	16.22%	Destination Shawnee	19	16.24%
Tenants	65	58.56%	Tenants	80	68.38%
Thru Traffic	19	17.12%	Thru Traffic	14	11.97%
Total Net	\$2,962.17		Total Net	\$3,480.82	
Destination Net	\$374.52	12.64%	Destination Net	\$733.46	21.07%
Tenant Net	\$1,805.76	60.96%	Tenant Net	\$2,293.07	65.88%
Thru Net	\$781.89	26.40%	Thru Net	\$456.98	13.13%
Total Gallons	3,185.13		Total Gallons	3,574.38	
Destination Shawnee	402.71	12.64%	Destination Shawnee	733.46	20.52%
Tenants	1,941.68	60.96%	Tenants	2,293.07	64.15%
Thru Traffic	840.74	26.40%	Thru Traffic	456.98	12.78%

4. Other Matters

2018 RATES AND CHARGES SURVEY

	Ada Municipal	Claremore Regional	Enid Woodring Regional	Guthrie-Edmond Regional	Lawton-Fort Sill Regional	Max Westheimer OU Norman	Muskogee-Davis Regional
Tie-Down or Ramp Parking	\$0	Monthly: \$25	N/A	Nightly: \$3* Monthly: \$15	No charge with fueling	Nightly: \$4* Monthly: \$45	\$0
T- Hangars	\$158.75	Standard: \$225 Corner: \$250 With Office: \$275	\$120.51 / \$127.79 \$146.38 \$171.60 / \$191.40	Small: \$255 Large Box: \$650	Small: \$145 Medium: \$165 Large: \$195	Small: \$250 Large: \$425	Small: \$125 Large: \$225-\$340
Port-A-Port Hangars	N/A	N/A	\$127.56	\$255	N/A	N/A	N/A
Large Group Hangars	N/A	Monthly: \$150	\$0.15/sq.ft.	N/A	Small: \$145 Medium: \$165 Large: \$95	N/A	Nightly: \$25 Monthly: \$125
Overnight Hangar	\$20	Nightly: \$35 Weekly: \$100	Single Engine: \$40 Sm Twin: \$65 Sm Turbine: \$100 Lg Turbine: \$150	N/A	\$35 - \$50	N/A	\$25 - \$100*
Terminal Space (Annual Rental Rate)	\$1/sq.ft.	N/A	N/A	N/A	Terminal: \$32/sq.ft. Hangar office space: \$10/sq.ft.	\$15.50/sq.ft.	N/A
Land Rental	\$0.16/sq.ft.	\$0.22/sq.ft.	\$0.13/sq.ft.	\$0.17/sq.ft.	N/A	\$0.28/sq.ft.	\$0.13/sq.ft.
Fuel Flowage Fee	100LL: \$0.10/gal Jet A: \$0.10/gal	N/A	N/A	100LL: \$0.10/gal 100LL SS: \$0.10/gal Jet A: \$0.10/gal	Consignment Fuel \$1.25/gal	100LL: \$0.10/gal Jet A: \$0.10/gal	100LL: \$0.10/gal Jet A: \$0.10/gal
Pasture Lease	N/A	Annual Hay \$500	N/A	Annual \$25/bale	\$2,000	N/A	Bid every 5 years
Commercial Landing Fee	\$100 for A/C over 50,000lbs	N/A	N/A	N/A	\$0.80/1000 lbs Non-signatory: \$1.19/1000 lbs	N/A	N/A
ARFF Standby Fee	N/A	N/A	N/A	N/A	N/A: Fire Station on Airport	N/A	N/A
Security Fee	N/A	N/A	N/A	N/A	\$30.00/hr Holidays: \$60.00/hr	N/A	N/A
Comments	Large hangar space available through the FBO. Their lease rates to the city reflected above.	-	Monthly Rates are listed. Prices are listed for smaller hangers to larger hangers respectively.	*Waived with fuel purchase.	Small A/C wax: \$150 Large A/C wax: \$250	*Waived with fuel purchase.	All Based A/C utilize hangars. *Depends on A/C size and type

2018 RATES AND CHARGES SURVEY

	North Texas Regional (Sherman/Denison)	Ponca City Regional Airport	Richard Lloyd Jones Jr (Riverside)	Shawnee Regional	Stillwater Regional	Wiley Post (Bethany, OK)	William R. Pogue Municipal (Sand Springs, OK)
Tie-Down or Ramp Parking	Nightly: N/A Monthly: \$75	Nightly: \$5 Monthly: \$40	Nightly: \$0 Monthly Unavailable	Standard Monthly: \$75 Large Monthly: \$169	SE or ME Nightly: \$10* Turbo/Jet Nightly: \$25 SE or ME Monthly: \$50	SE Nightly: \$2 ME Nightly: \$4	Nightly: \$5* Monthly: \$45
T- Hangars	Non-Airport Owned Monthly: \$270	\$105 \$125 \$130	Small: \$300 Large: \$1100	Monthly: \$155 Some have electricity 2 units reduced rate due to water incursion	SE or ME Monthly: \$200	Leased through FBOs	Terminal Area: \$180 Bi-Fold Doors: \$216
Port-A-Port Hangars	N/A	N/A	N/A	N/A	SE or ME Monthly: \$170	Leased through FBOs	Executive: \$142 Exec 1: \$191 Exec 2: \$253
Large Group Hangars	\$0.18/sq.ft.	\$400 \$500	Small: \$350 Medium: \$500 Large: \$750	Standard: \$134 Large: \$259 Extended: \$167	2 / 4 Place Monthly: \$140 6 Place Monthly: \$160 ME Twin Monthly: \$175	Leased through FBOs	N/A
Overnight Hangar	N/A	SE: \$50 ME Piston: \$65 Jet: \$95 - \$225	\$40 - \$175	N/A	SE: \$70 ME Piston: \$75 Turbine/Jet: \$135**	Leased through FBOs	N/A
Terminal Space (Annual Rental Rate)	N/A	\$16.00/sq.ft.	N/A	Commercial Aeronautical: \$0.25/sq.ft. Non-aeronautical: \$18.00/sq.ft.	\$19.50/sq.ft.	Based on Fair Market Value with a 2% increase annually	N/A
Land Rental	Airside: \$0.20- \$0.45 Landside: \$0.10- \$0.15	\$0.15/sq.ft.	\$0.302 - \$0.341/sq.ft.	FMV established at the time of the development agreement	Airside: \$0.22/sq.ft. Landside: \$0.16/sq.ft.	\$0.13/sq.ft.	\$0.17/sq.ft.
Fuel Flowage Fee	\$0.20/gal	100LL: \$0.09/gal Jet A: \$0.09/gal	100LL: \$0.10/gal Jet A: \$0.10/gal	100LL: N/A Jet A: \$0.03/gal	100LL: \$0.195/gal Jet A: \$0.195/gal	100LL: \$0.08/gal Jet A: \$0.08/gal	100LL: \$0.10/gal Jet A: \$0.10/gal
Pasture Lease	\$25/acre	\$18.25/acre*	N/A	years 1-2: \$1/hay bale year 3: \$1.50/hay bale	Per Bid	Per Bid	N/A
Commercial Landing Fee	\$0	N/A	\$0	N/A	0-7,999 lbs: \$15 8,000 lbs+: \$1.30/1,000lbs	N/A	N/A
ARFF Standby Fee	\$0	N/A	N/A	N/A	Standby Index B: \$260 (Index C by prior arrangement only)	N/A	N/A
Security Fee	N/A	N/A	N/A	N/A	Provides 1 SPD officer: \$300	N/A	N/A
Comments	Currently getting a professional lease rate survey done of the surrounding airports to better create a lease rate sheet for the airport.	*Or 1/3 of crop, whichever is greater.	-	"Tenant Only" waiting list for hangar space. Non-Tenants will still be added, but they will always come behind existing tenants. Ten new T-Hangars in 2019.	*First night \$0 with 10 gallons of fuel purchased. **Rate TBD by aircraft size	-	*Waived with fuel purchase.