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

I. CALL TO ORDER

PRESENT	Mr. Huddleston, Chairman, Mr. Freeman, Mr. Humphreys, Mr. Klaser, Mr. Smallwood, Vice Chairman, and Mr. Smith,
ABSENT	Mr. Fogerty
OTHERS PRESENT	Ms. Bonnie Wilson, Manager, Shawnee Regional Airport Mr. Fred Treiber, Supervisor, Shawnee Regional Airport Mr. Chance Allison, CPA –City Treasurer/Director of Finance Mr. Joseph Vorndran, Stuart Clover/City Attorney

II. DECLARATION OF A QUORUM

Six 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 JULY18, 2018 MEETING

A. Approval of Minutes from the July 18, 2018 Meeting.

The Chairman called for a Motion to Approve the Minutes,

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

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

A copy of the Revised Minutes of the July 18, 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 – 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).**

The Chairman called for a motion to enter Executive Session for the purposes of discussing potential litigation.

Mr. Smith offered a Motion to enter into an Executive Session.

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 to enter into Executive Session.

VI. **ITEM FOUR – ACTION TAKEN DURING EXECUTIVE SESSION**

During the Executive Session the Airport Advisory Board discussed a request to recommend the approval of Lease Transfer and Assignment from Greta Madson Enterprises, LLC to Jessica and Jordan McLaughlin dba McLaughlin Enterprises, LLC, for the Lease Agreement governing the lease of an existing building, at 702 West Independence, (approximately 7,200 square feet), the unimproved/improved land area of approximately 35,305 square feet at the same location and any real property improvement constructed or installed thereon during the term of the lease.

The Chairman called for a motion on the matter.

Mr. Humphreys offered a Motion to:

1. Recommend the Shawnee Airport Authority approve a Lease Transfer and Assignment from Greta Madson Enterprises, LLC to Jessica and Jordan McLaughlin dba McLaughlin Enterprises, LLC, for the Lease Agreement governing the lease of an existing building, at 702 West Independence, (approximately 7,200 square feet), the unimproved/improved land area of approximately 35,305 square feet at the same location and any real property improvement constructed or installed thereon during the term of the lease; and

2. Direct staff and the City Attorney prepare the necessary documentation to support the transfer and assumption.

Mr. Smith provided a Second to the Motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the Motion to recommend the Shawnee Airport Authority approve the Lease Transfer and Assignment.

VII. ITEM FIVE – NEW BUSINESS

A. Proposed Agreement for Professional Engineering Services - H.W. Lochner, Inc.

Staff presented a memorandum outlining the scope of work and fees for professional engineering services in support of the construction of a Taxilane and supporting infrastructure for a new T-Hangar Complex at the Shawnee Regional Airport (SNL), and requested a recommendation to request authorization from Shawnee Airport Authority to execute a professional services agreement with Lochner to provide construction administration, materials testing, project observation and project close out services.

A copy of the memorandum is provided as Attachment 2 to these Minutes.

Mr. Freeman offered a Motion to recommend authorization to execute the proposed agreement.

Mr. Smith provided a Second to the Motion.

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

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. Sales Trends
4. Other Matters
    a. 2018 Rates and Charges Survey

No actions requiring a vote of the Airport Advisory Board were taken, though a general discussion of fuel sales trends resulted in a consensus to continue to collect and analyze data prior to recommending a discount program for tenants and frequent/large quantity purchases of fuel.

A copy of the Staff Report and supporting documents is included part of Attachment 3 to these minutes

IX. ITEM SEVEN – ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Humphreys made a Motion to Adjourn.

Mr. Smallwood provided a Second to the Motion.

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

The meeting was adjourned.

9/19/18

KEVIN HUDDLESTON
CHAIRMAN

DATE

ATTEST:

9/19/18

BONNIE A. WILSON, SECRETARY

DATE