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 represenative 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 — 8/17/2022 DATE

ATTEST:

BONNIE A. WILSON — 8/17/2022 DATE