**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,<br>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<br>Mr. Fred Treiber, Supervisor, Shawnee Regional Airport<br>Mr. Benjamin Crooch, Scissortail Skydiving<br>Mr. Scott Lee, Red Cloud Aviation<br>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

8/15/18
DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

8/15/18
DATE