MINUTES
AIRPORT ADVISORY BOARD
JULY 15, 2020
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. Klaser, Vice Chairman, Mr. Der Sahakian, Mr. Fogerty, Mr. Lee, Mr. Rogers, Mr. Smith, Mr. White

OTHERS PRESENT

Ms. Bonnie Wilson, Shawnee Regional Airport
Mrs. Kathryn Parker, Shawnee Regional Airport
Mr. Matthew Buoy, Buco Aviation
Mr. Darrin Lofton, Pacific Air Holdings/KSNL Aero

I. DECLARATION OF A QUORUM

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

II. NOMINATION AND ELECTION OF CHAIRMAN

The Vice Chairman called for nominations for persons to serve as Chairman of the Airport Advisory Board.

Mr. DerSahakian nominated Mr. Klaser to serve. Mr. Smith provided a second to the nomination.

The AAB Secretary solicited additional nominations; none were offered. The Secretary called the question.

Mr. Klaser's nomination to serve as Chairman was approved by six members of the Advisory Board; Mr. Klaser abstaining.

III. NOMNATION AND ELECTION OF VICE CHAIRMAN

The Chairman called for nominations for persons to serve as Vice Chairman of the Airport Advisory Board.

Mr. Rogers nominated Mr. DerSahakian. Mr. White provided a second to the nomination.

Mr. Smith nominated Mr. Fogerty. Mr. Lee provided a second to the nomination.

The Chairman solicited additional nominations; none were offered.

Mr. Rogers requested recognition from the Chair to pose questions related to the term of service of office in the Chairs, and the nominated candidate's terms.

Staff reported that the City Ordinance creating the Airport Advisory Board does not speak to a specific term of office, rather it states the members of the Airport Advisory Board shall elect a member to serve as Chairman. The Ordinance does not speak to the office of Vice Chairman. Elections of Vice Chairman are traditional only. Records indicate previous Chairmen, and Vice Chairmen serve for the duration of their tenure on the Airport Advisory Board.

The Chairman confirmed that both he and Mr. Fogerty's terms on the Board will continue through June 2021, at which time, having completed two full terms, they will no longer be eligible for reappointment to service.

A voice vote was taken resulting in a tie between the two candidates. Mr. DerSahakian offered to withdraw his acceptance of his nomination. The Chairman declined the offer. The vote was taken. Mr. Fogerty was elected to serve as Vice Chairman.

IV. CONSIDERATION AND APPROVAL OF MINUTES FROM JUNE 17, 2020 MEETING

A copy of the Minutes was included in the meeting agenda package. The Chairman called for a Motion to Approve the Minutes.

Mr. Rogers offered the Motion; Mr. Fogerty provided a Second.

The Chairman called the Question.

Four of the Advisory Board members present voted to approve the Motion. Three members abstained. The Motion passed.

V. CITIZEN COMMENTS

No requests for comments were made.

VI. DISCUSSION AND CONSIDERATION OF CONTRACT FOR CONSTRUCTION – CLEAN AND SEAL JOINTS AND CRACKS, SEAL COAT, AND RE-NMARK RUNWAY 17-35 AND TAXIWAYS

Staff presented a memo on the status of the project.

Four bids were received by the Bid Submission deadline. The Airport's consulting engineer firm, H.W. Lochner, made a formal recommendation to award the contract to the Apparent Low Bidder – American Road Maintenance at a bid price of $ 520,343.75.

The memo also addressed a change in the budget reducing the Airport Authority's contribution and redistributing the cost of the project across the Airport Improvement Program - FY 2019 Special Discretionary grant, and FY 2020 Entitlement grant, and the CARES Act grant. A detailed budget breakdown was included in the memo.

Staff made a recommendation to request authorization from the Airport Authority to execute an agreement with American Road Maintenance for construction services contingent on receipt of anticipated grant funds.

The Chairman called for a Motion to support the recommendation from staff to recommend the Shawnee Airport Authority authorize staff to execute an agreement with American Road Maintenance contingent on receipt of anticipated grant funds.

Mr. DerSahakian offered the Motion; Mr. Rogers provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

VII. DISCUSSION AND CONSIDERATION OF LEASE AGREEMENT; NOT-FOR-PROFIT FLIGHT TRAINING PROGRAM – REDEEMED FLYING CORPS ASSOCIATION

Staff presented a memo outlining a request from The Redeemed Flying Corps Administration (RFCA) to dissolve the current hangar lease agreement with an individual aircraft owner, and enter into a new agreement with the RFCA. RFCA is newly formed for the purpose of providing flight instruction to volunteer missionaries. The new agreement, if approved will allow for not for profit flight instruction under the auspices of the RFCA. A draft lease was provided in the memo.

Staff made a recommendation to request authorization from the Airport Authority to execute the proposed agreement with RFCA.

The Chairman called for a Motion to support the recommendation from staff

Mr. Lee offered the Motion; Mr. Fogerty provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

VIII. DISCUSSION AND CONSIDERATION OF PUBILICATION OF A REQUEST FOR PROPOSALS FOR HANGAR LEASE

The tenant leasing Box Hangar No. 100 chose not to renew their lease. Hangar 100 is suitable for commercial aeronautical. Publication of a Request for Proposals (RFP) to lease property provides opportunity for all interested parties to submit responses satisfying the intent of FAA Grant Assurance 22 and Order 5190.6B.

Publishing an RFP also creates competitive lease rates.

Staff provided a DRAFT Request for Proposals (RFP) for Hangar 100 and a list of publication sites for the solicitation.

The Chairman requested participation on the RFP review committee. Mr. Lee and Mr. Fogerty volunteered to serve on the committee.

The Chairman called for a Motion to recommend publishing the RFP.

Mr. Rogers offered the Motion; Mr. White provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

IX. STAFF REPORT

Staff presented the Monthly Staff report and engaged in discussion with the Members of the Board.

Fuel Pricing.

> Staff noted a reduction in retail fuel prices reflective of the wholesale price, and the average price in the market area.
>
> Mr. Lee noted that one airport in the area was marketing fuel at an exceptionally low price to attract additional business in coordination with their facility expansion plan.
>
> The Chairman inquired about the possibility of providing data on the size and number of operations at airports in the market region and requested staff to explore

the opportunity to provide this information to the Board. Staff indicated that this information will be provided with the next fuel report.

Mr. White inquired about offering contract fuel options to attract more jet services. Staff advised that SNL participates in such a program through World Fuel Alliance, the airport's wholesale provider. Jet fuel purchased under the contract program is offered at a reduced rate.

A general group discussion on tenant discounts resulted in a recommendation to offer a discount on self-service purchases as soon as economically feasible.

Airport Development Discussion.

Staff requested a general discussion, opinions, on options for further development/completion of T-Hangar project.

A loan is an option as rates are low currently but renegotiation is likely to be a requirement throughout the course of the loan. The projected budget/funding requirement is too low to be considered for a bond issuance. A recommendation was made to consider asking tenants to "pre-pay" rent to amass sufficient front-end cash to address construction. Another option discussed was third party / public private partnerships wherein the Airport Authority and a private developer share construction costs, and the private developer has the option to manage and operate the hangars.

Mr. Lofton noted that his organization was interested in building hangars at SNL but did not wish to enter into a partnership with the Airport Authority, rather he was interested in undertaking the project as a strictly private development, and also indicated that he would prefer to construct hangars on the North Ramp in the vicinity of his current operation.

X. NEW BUSINESS

No New Business was presented.

XI. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Smith made a Motion to Adjourn; Mr. Lee 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.

JOHN KLASER, CHAIRMAN

9/24/2020
DATE

ATTEST:

BONNIE A. WILSON

9/24/2020
DATE