MINUTES
AIRPORT ADVISORY BOARD
JUNE 20, 2018 5:30 PM
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK
REVISED

I. CALL TO ORDER

PRESENT	Mr. Huddleston, Chairman, Mr. Smallwood, Vice Chairman Mr. Fogerty, Mr. Freeman and Mr. Humphreys
ABSENT	Mr. Klaser 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. Wes Elliott, FlyOkAir Mr. Jim Emory, Civil Air Patrol Mr. Scott Lee, Red Cloud Aviation Mrs. Robin Rowden, Civil Air Patrol

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 THE CONSENT AGENDA.

A. Approval of Minutes from the May 16, 2018 Meeting

Mr. Humphreys made a Motion to Approve the Minutes as presented.

Mr. Smallwood provided a Second to the Motion.

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

IV. ITEM TWO - CITIZEN COMMENTS

A. Mr. Benjamin Crooch representing Scissortail Skydiving requested time on the agenda to express concerns with the various services provided by the Shawnee Regional Airport and to inform the Airport Advisory Board of his intentions to relocate his business. Mr. Crooch was encouraged to provide specific information to the Chairman via email.

V. ITEM THREE – DISCUSSION AND CONSIDERATION OF PROPOSED LEASE CONSOLIDATION AND EXTENSION – FLYOKAIR

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."

VI. ITEM FOUR – DISCUSSION AND CONSIDERATION OF PROPOSED AMENDMENT TO TRUST INDENTURE AND PROPOSED AMENDMENTS TO MINIMUM STANDARDS RULES AND REGULATIONS

Staff provided a report to the Members of the Advisory Board regarding the authority provisions of the Trust Indenture, the history of review and amendments to Minimum Standards and Rules and Regulations.

A general discussion related the purpose of the documents, the desire to amend, and process of review and amendment followed.

Staff was given informal direction to continue the review of the Minimum Standards and Rules and Regulations with the goal of presenting amended drafts to the Members of the Advisory Board for consideration.

No vote was taken on the matters presented.

VII. ITEM FIVE – 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. Capital Project Summary Report
4. Planned Activities
5. Upcoming Events

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 1 to these minutes

VIII. ITEM SIX – NEW BUSINESS

There was no New Business introduced.

IX. ITEM SEVEN - BOARD COMMENTS

An update on the progress of the real estate assessment of certain properties was requested. Staff advised that two of the three quotes required had been secured and that a third quote was being sought.

A request was made to provide information on the terms and conditions of the existing agreement with Enterprise Rental Car to the Members of the Advisory Board at their next meeting.

An update on the fuel system was requested and provided, as well as responses to questions regarding the parameters of the public procurement process.

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

9/19/18
DATE