

AIRPORT ADVISORY BOARD MEETING

REGULARLY SCHEDULED MEETING

JUNE 19, 2019 5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

AGENDA

AIRPORT ADVISORY BOARD

REGULARLY SCHEDULED MEETING

JUNE 19, 2019 5:30 P.M.

SHAWNEE REGIONAL AIRPORT TERMINAL

2202 AIRPORT DR.

SHAWNEE, OK

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and Approval of Minutes from the May 15, 2019 Meeting

ITEM TWO: Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)

ITEM THREE: Discussion and Consideration of Request for Qualifications for Engineering Services
Recommendation to Award –H.W. Lochner, Inc.

ITEM FOUR: Discussion and Consideration of Imposition of Late Fees
Introduction of Thirty Day Account Agreements

ITEM FIVE: Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Other Matters

ITEM SIX: New Business

ITEM SEVEN: Board Comments

ITEM EIGHT: Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
MAY 15, 2019
REGULARLY SCHEDULED MEETING
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK**

I. CALL TO ORDER

PRESENT Mr. Huddleston, Chairman, Mr. Smallwood, Vice Chairman,
Mr. DerSahakian, Mr. Fogerty, Mr. Humphreys, Mr. Klaser,
Mr. Smith (delayed)

OTHERS PRESENT Mr. Wes Elliott, FlyOkAir
Mr. Scott Lee, Red Cloud Aviation
Ms. Bonnie Wilson, Shawnee Regional Airport

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
FEBRUARY 20, 2019 MEETING**

Approval of Minutes from the March 27, 2019 Meeting.

The Chairman called for a Motion to Approve the Minutes.

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

The Chairman called the Question.

Chairman Huddleston, Mr. Fogerty, Mr. Humphreys, Mr. Klaser, Mr. Smallwood – Aye.
Mr. DerSahakian - Abstained

A copy of the Minutes of the March 27, 2019 Meeting is provided as Attachment 1 to these Minutes.

IV. ITEM TWO: CITIZEN COMMENTS

No requests for comments were made.

V. ITEM THREE: Discussion and Consideration of Declaring Certain Equipment Surplus Property

Staff presented a memorandum recommending equipment owned by, or otherwise stored at, the Shawnee Regional Airport having little value to the Airport in its current state, be declared surplus and offers for sale to the highest bidder via internet auction.

1. Industrial Air Compressor – Two-Hundred-Forty (240) Gallons; Three (3) phase;
2. Industrial Air Compressor and Drying/Cooling Unit - Two-Hundred-Forty (240) Gallons; Three (3) phase;
3. Runway and Taxiway Lights Lenses – spare parts for the prior system, removed during the upgrade to current system.

The Chairman called for a motion on the matter.

Mr. Klaser offered a Motion to approve the recommendations.

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.

VI. ITEM FOUR: Discussion and Consideration of Amendment to Commercial Aeronautical Services Agreement - FlyOkAir

Staff presented a memorandum outlining FlyOkAir's request to amend the current proposed Commercial Aeronautical Services agreement with the Shawnee Airport Authority. The specific request was for the inclusion of a provision allowing students actively engaged in a flight training program with FlyOkAir, to store their aircraft in T-Hangar No. 110, currently leased to FlyOkAir. Actively engaged in flight instruction was defined as no more than thirty calendar days between training events.

The Chairman called for a motion on the matter.

Mr. Humphreys offered a Motion to approve the recommendation.

Mr. Fogerty 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: Staff Report

The following topics were presented as part of the monthly Staff Report:

- i. Current Fuel Price Comparisons
 - ii. Shawnee Regional Airport Fuel Sales
 - iii. Other Matters
- Shawnee Airport Authority Action – Minimum Standards and Rules

Minimum Standards – Frequently Asked Questions
FAA Navigation Equipment Upgrades
Southeastern Oklahoma State University Aviation Management
Oklahoma Baptist University Marketing Project
Fire Department Airport Familiarization Training

VIII. ITEM SIX: New Business

No new business was introduced.

IX. ITEM SEVEN: Adjournment

The Chairman called for a Motion to Adjourn the meeting.

Mr. Smallwood made a Motion to Adjourn. 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.

The meeting was adjourned.

_____	_____
KEVIN HUDDLESTON	DATE
CHAIRMAN	

ATTEST:

_____	_____
BONNIE A. WILSON, SECRETARY	DATE



To: **Shawnee Regional Airport Advisory Board**
 Kevin Huddleston, Chairman
 Will Smallwood, Vice Chairman
 Harmik Der Sahakian
 Barry Fogerty
 Bert Humphreys
 John Klaser
 James Smith

From: **Bonnie A. Wilson, CM**
 Airport Manager

Date: **June 6, 2019**

Subject: **Request for Qualifications for Engineering Services**
 Recommendation to Award –H.W. Lochner, Inc.

Summary

Staff published a Request for Qualifications (RFQ) for general engineering services to support the Shawnee Regional Airport Capital Improvement Plan and other engineering and planning projects at the airport. Fourteen firms requested the RFQ documents, four firms submitted Statements of Qualifications.

John Klaser, Airport Advisory Board, Michael Ludi, City of Shawnee Director of Engineering, and Bonnie Wilson, Airport Manager participated in a review of the submissions utilizing the standard scoring criteria published in solicitation document. All three review committee members ranked the submission provided by H.W. Lochner, Inc. (Lochner) in first place.

Recommendation

Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funds may be used to address engineering costs if a qualifications-based selection process is used by the airport sponsor. Firms selected in this manner may be contracted for up to five years to support AIP funded projects. Fees for services may only be established once a selection based on qualifications has been made.

Staff is recommending award of the contract opportunity to provide professional engineering services to Lochner, and their proposed sub-contractors Frontier Land Surveying and DBE Plans and Goals Preparation Services. Fees for professional services will negotiated on a project by project basis utilizing pre-determined rates for the various service categories.

Action Requested

Recommend the Shawnee Airport Authority authorize staff to award a contract for professional engineering services to Lochner, and to negotiate fees for services on a project by project basis.



To: Shawnee Regional Airport Advisory Board
Kevin Huddleston, Chairman
Will Smallwood, Vice Chairman
Harmik Der Sahakian
Barry Fogerty
Bert Humphreys
John Klaser
James Smith

From: Bonnie A. Wilson, CM
Airport Manager

Date: June 10, 2019

Subject: Imposition of Late Fees / Thirty Day Account Agreements

Summary

The Shawnee Regional Airport's standard hangar leases have a provision indicating that rental payments are due on the first (1st) day of each month and shall be deemed late if not received by the tenth (10th) day of each month. Currently there is no monetary penalty associated with late payments. There is a provision requiring lease holders to maintain a current status on rentals. Written notice of required corrective action is provided after sixty (60) days of delinquency. A second offense of sixty (60) days delinquency results in termination. The process of issuing additional invoices for late payments, account statements, and certified letters is time consuming, and costly.

As a courtesy to tenants, Shawnee Regional Airport compiles charges for fuel and oil purchases and issues an invoice for those purchases on a thirty-day cycle. This practice is not currently supported by any form of formal agreement between the Airport and our customers.

Recommendation

Staff drafted the attached proposed procedure for assessing a 1.5% penalty for late payment on rental fees and fuel/oil accounts. A formal agreement document to support the "thirty-day" accounts is also attached. Both documents were provided to the Assistant City Manager/City Treasurer for comment and approval.

If approved, the Late Fee procedure and percentage will be presented to the Shawnee Airport Authority for consideration and approval, and the Thirty Day Account agreement will be provided to tenants for their execution.

Action Requested

Recommend the Shawnee Airport Authority authorize the imposition of a 1.5% late fee for all payments received after the payment deadline established leases and agreements.



DRAFT
Late Payments

1. In General.

- 1.1. The City of Shawnee accepts cash, check and credit card payments for the purchase of fuel, oil and merchandise. Payment for these purchases is due at the time of purchase, unless the purchaser has established a Monthly Account.
- 1.2. Invoices are issued for payments due under Monthly Accounts, within the first business week of each month.
- 1.3. Rental fees, and payment schedules are established by lease agreements.

2. Monthly Accounts.

- 2.1. Customers may request the establishment of a Monthly Account for fuel, and oil via the Airport Manager.
- 2.2. The City of Shawnee prepared and issues invoices against Monthly Accounts within the first five business days of each calendar month.
- 2.3. Payment on monthly fuel and oil purchase accounts are due not later than ten (10) business days following the date of the invoice document generated by the City of Shawnee.
- 2.4. Payments received after the tenth (10th) business day following the date of the invoice will be considered Late Payments.

3. Rental Fees.

- 3.1. In the case of rental fees, payments shall be deemed late if not received by the tenth (10th) calendar day of each month, regardless of receipt of invoice or other request for payment.
- 3.2. Payments received after the tenth (10th) calendar day of each month will be considered Late Payments.

4. Fee for Late Payments.

- 4.1. A Late Payment penalty in the amount of 1.5% of the total amount due, will be applied to any overdue balances.
- 4.2. Late Payment penalties will be calculated and applied each month on any balance remaining due from the prior month.



DRAFT

AVIATION FUEL AND OIL SALES BILLABLE ACCOUNT

1. Aviation Fuel, Oil and Merchandise.

- 1.1. Customer hereby agrees to pay to the City of Shawnee as compensation for the provision of aviation fuel, oil, or other merchandise offered for sale to the general public, the amount due presented in the form of a detailed invoice prepared by the City of Shawnee.
- 1.2. It is specifically understood and agreed by and between the Authority and the Customer that price for fuel and oil shall be adjusted from time to time, and that such rates will be posted in writing at the Shawnee Regional Airport terminal, and available on request.

2. Invoicing and Payment Schedule.

- 2.1. Payment against Invoices shall be due and payable on the tenth (10th) business day following the date of the Invoice.
- 2.2. Payment received after the tenth (10th) business day following the date of the Invoice will be considered Late Payments subject to a Late Payment penalty in the amount of 1.5% of the amount due in addition to any other fees or penalties that may apply including but not limited to any penalty for insufficient funds or processing fees imposed by the City of Shawnee from time to time.
- 2.3. Late Payment penalties will be calculated and applied each month on any balance remaining due from the prior month, including penalties and or processing fees owed.

3. Termination of Account.

- 3.1. Customer agrees to maintain a current status on Billable Account. Should Customer fail to do so, and the account becomes sixty (60) days delinquent, then the Airport Manager shall give the Customer written notice, by certified mail, that the account must be brought current within ten (10) business days, and the services of a Billable Account will no longer be available.

Customer is solely responsible for providing accurate contact information for the purpose of providing Invoices via United States Mail. Failure to provide notice of an address change will not be considered sufficient cause to waive late fees or other penalties.

Email: _____

Customer Name: _____

Telephone: _____

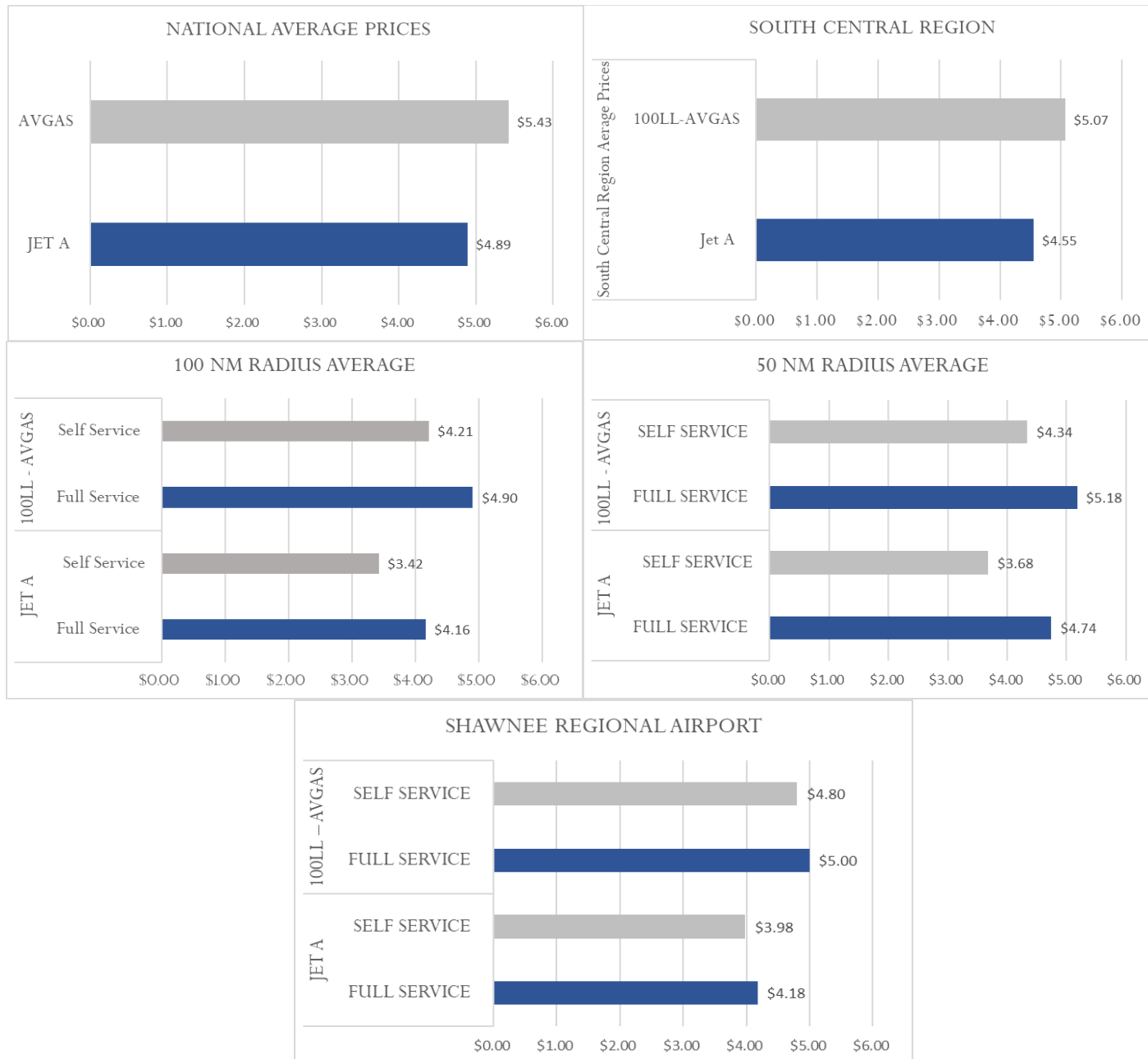
Signature: _____

Billing Address: _____

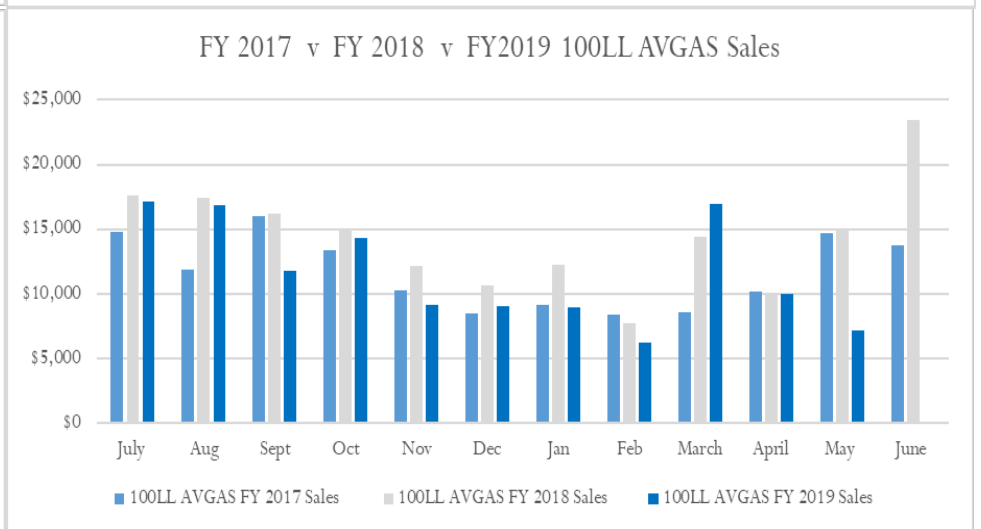
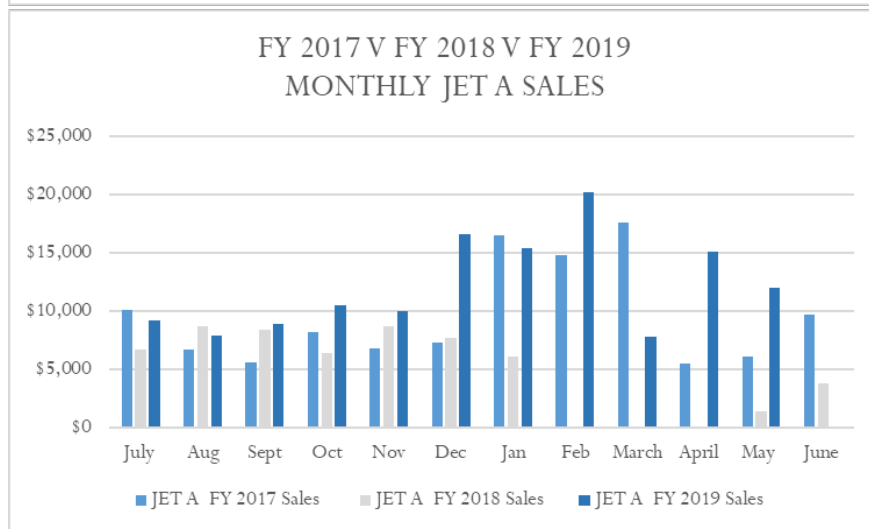
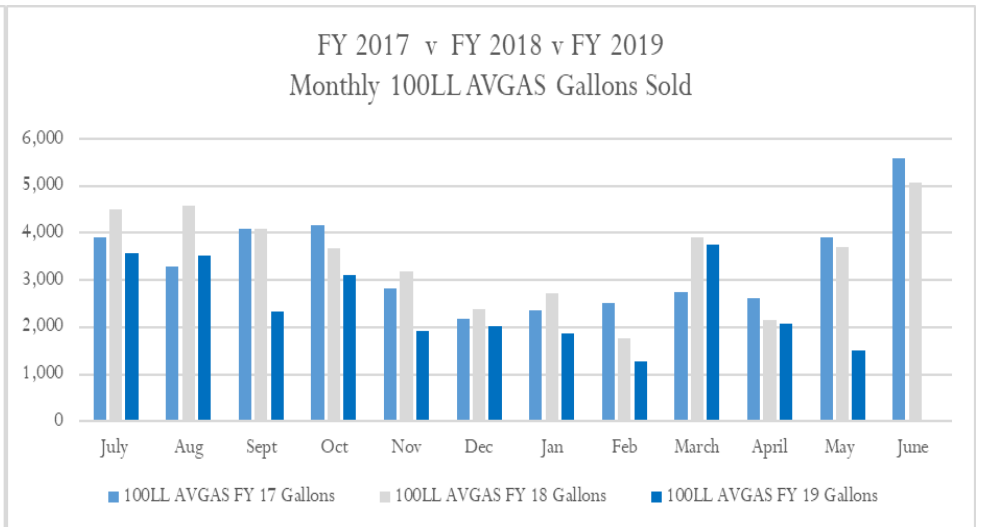
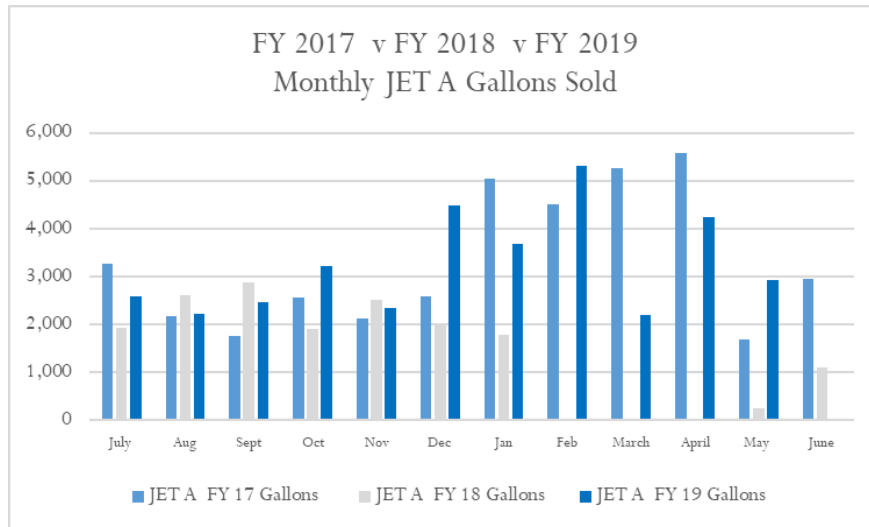
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V. Staff Report

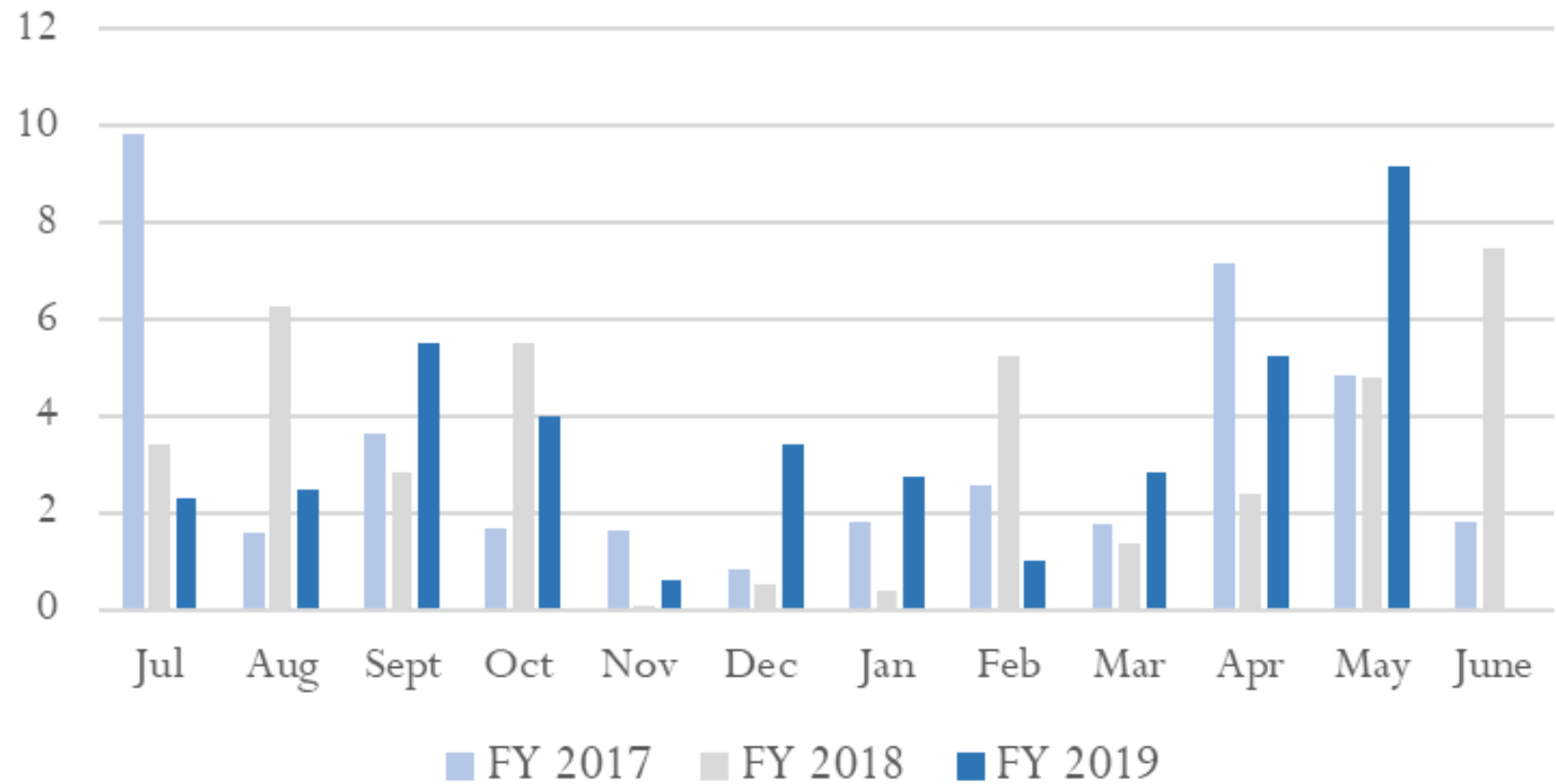
1. Fuel Price Comparisons



2. Fuel Sales



Rainfall Amounts In Inches Recorded at KSNL



3. Other Matters

- 3.1. Fuel Sales Budget – FY 2019 Fuel Sales revenue budget target was set at \$280,000. Actual sales through the end of May 2019 equal \$262, 210.
- 3.2. Metro Mart Land Sale Progress - The Federal Aviation Administration posted the required notice of intent to release land from federal obligation on 7 June 2019. The comment period for this notice expires on 8 July 2019. FAA will review any comments submitted in response to the notice and provide a final determination on the release for sale after that date.
- 3.3. North Airport Hay Lease – One bid was received in response to the solicitation for bids for harvesting hay at the “North Airport”. The bidder offered the sum of \$2,577 per year, \$77.00 over the Bid Reserve established. The lease will commence on July 1, 2019.
- 3.4. Civil Air Patrol – National Flight Academy is slated to commence on June 21st extending through June 30th.
- 3.5. Fiscal Year 2020 Budget as approved by the Shawnee Airport Authority *(to be distributed following approval action currently scheduled for June 17, 2019)*