NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
JUNE 17, 2020

Regular Meeting	(X)	Rescheduled Regular Meeting	( )
Special Meeting	( )	Continued or Reconvened Mtg.	( )
Emergency Meeting	( )		

DATE	TIME	PLACE OF MEETING
JUNE 17, 2020	5:30 P.M.	TERMINAL LOBBY/CONFERENCE ROOM SHAWNEE REGIONAL AIRPORT 2202 AIRPORT DIRVE SHAWNEE, OK 74804

To be completed by person filing notice:

Name: BONNIE A. WILSON, CM
Title: AIRPORT MANAGER

Address: 2202 AIRPORT DRIVE
SHAWNEE, OK 74804

Phone: 405-878-1532

Filed in the office of the municipal clerk at 4:31 a.m./p.m. on the 16th day of June 2020.

Signed: Kacie Eck
Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media: 6/16/2020
Person filing Notice: Bonnie Wilson
Notice Verified by: Kacie Eck

AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
JUNE 17, 2020 5:30 P.M.
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DRIVE
SHAWNEE, OK

CALL TO ORDER

ITEM ONE: Declaration of a Quorum

ITEM TWO: Consideration and Approval of Minutes from the May 20, 2020 Meeting

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

ITEM FOUR: Report on Bids Received for Construction – Runway 17/35 and Taxiway Crack Repair, Seal, and Remarking Project

ITEM FIVE: Report on Fiscal Year 2021 Shawnee Airport Authority Budget

ITEM SIX: Report on Actions Taken by the Shawnee Airport Authority at the Request of the Shawnee Airport Advisory Board

1. Recommendation to Adopt New Lease Language
2. Recommendation to Adjust Airport Rental Rates
3. Recommendation to Implement After-Hours Service Fee
4. Recommendation to Declare Certain Personal Property Surplus and Authorizing Sale Via Internet Auction Service
5. Recommendation to Enter into a Lease to Own Agreement for Field Equipment (Tractor)

ITEM SEVEN: Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Budget Summary Report

ITEM EIGHT: New Business

ITEM NINE: Board Comments

ITEM TEN: Adjournment

MINUTES
AIRPORT ADVISORY BOARD
MAY 20, 2020
REGULARLY SCHEDULED MEETING
VIA ZOOM; TELEPHONE AND BROADCASTED LIVE ON VYVE CHANNEL 3
2202 NORTH AIRPORT DR
SHAWNEE, OK

AIRPORT ADVISORY BOARD MEMBERS PARTICIPATING VIA ZOOM VIDEO CONFERENCE

Dr. Will Smallwood, Chairman, Mr. Klaser, Vice Chairman, Mr. Der Sahakian, Mr. Fogerty, Mr. Humphreys, Mr. Rogers

AIRPORT ADVISORY BOARD MEMBERS PARTICIPATING VIA TELEPHONE

Mr. Smith

OTHERS PARTICIPATING VIA ZOOM VIDEO CONFERENCE

Mr. Ryan Ayers, Software Support Specialist, City of Shawnee
Mr. Scott Lee, Owner/Chief Pilot Red Cloud Aviation
Kathryn Parker, Airport Line Services Attendant
Ms. Bonnie Wilson, Airport Manager

I. DECLARATION OF A QUORUM

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

II. CONSIDERATION AND APPROVAL OF MINUTES FROM JANUARY 15, 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.

Chairman Smallwood, Vice Chairman Klaser, Mr. Fogerty, and Mr. Rogers voted to approve the Motion.

Mr. DerSahakian, Mr. Humphreys, and Mr. Smith abstained noting their absence from the meeting in January.

III. CITIZEN COMMENTS

No requests for comments were made.

IV. Recommendation to Adopt New Standard Hangar Lease Language

Staff presented a memorandum recommending a revised final draft of the standard lease language be forwarded to the Shawnee Airport Authority with a request to approve the form of the lease and to authorize the City Manager to execute standard hangar leases for the duration of City of Shawnee's Fiscal Year 2021.

Mr. Klaser made a Motion to recommend forwarding the revised form of the standard hangar lease to the Shawnee Airport Authority for their review and concurrence and to seek authorization from the Shawnee Airport Authority for the City Manager to execute such leases throughout Fiscal Year 2021; Mr. Smith provided a Second to the Motion.

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

V. Recommendation to Adjust Airport Rental Rates

Staff presented a memorandum recommending the application of the terms and conditions of the Airport Facilities Lease and Development Policy to all lease agreements with an escalation clause. Per the policy the recommended increase of 2.3% (rounded to the nearest whole dollar amount) was based on the rate of inflation for Calendar Year 2019, established by the Consumer Price Index for all goods and services.

Recommended adjustments to the standard aircraft storage rental rates were:

Type of Lease	Current Monthly Rate	New Monthly Rate
Standard Tie Down Leases (1,000 SQFT)	$76.00	$78.00
Large Tie Down Lease (1,500 SQFT)	$119.00	$123.00
Standard Bulk Space (1,000 SQFT)	$137.00	$140.00
Standard T-Hangar (1,000 SQFT)	$158.00	$162.00
Large Bulk Hangar (1,500 SQFT)	$153.00	$157.00
Extended Bulk Hangar (2,000 SQFT)	$190.00	$195.00

Exceptions to this schedule include two T-Hangars currently offered at a reduced rate based on water intrusion, and three bulk spaces leased at a higher than standard rate at the time the policy's adoption.

Additional adjustments were recommended for T-Hangar Storage Units, applicable commercial aeronautical use agreements and "off-airport" lease agreements as follows:

T-Hangar Storage Room	Current Monthly Rate	New Monthly Rate
South T-Hangars Unit 200	$64.00	$67.00
South T-Hangars Unit 219	$64.00	$67.00
North T-Hangars Unit 111	$42.67	$44.00

Entity	Location Address	Current Monthly Rate	New Monthly Rate
Allied Asset Management	Hangar 100 (Commercial Box Hangar)	$651.00	$667.00
BUCO Aviation	Hangar 15 (Commercial)	$342.00	$350.00
	Office /T-Hangar (Commercial)	$220.00	$225.00
Martin Aircraft	Hangar 14 - 25% Interior Space (Commercial)	$202.00	$207.00
Pacific Air Holdings	Hangar No. 11 Land Lease (Commercial)	$712.58	$729.00

Entity	Location Address	Current Monthly Rate	New Monthly Rate
Incredible Inflatables	702 W. Independence (Buildings/Land)	$1,000.00	$1,023.00
Shawnee Pittstop	1502 N Airport Drive (Land)	$617.83	$632.00
Brown Derby	1830 N. Kickapoo (Land)	$316.00	$323.00
Janie's Snoballs	505 W. Saratoga (Land)	$62.50	$64.00

Mr. Fogerty made a Motion to recommend forwarding the proposed revised lease rates to the Shawnee Airport Authority for their review and concurrence; Mr. Humphreys provided a Second to the Motion.

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

VI. Recommendation to Implement After-Hours Service Fee

Staff routinely receives requests to provide line services outside of normal business hours. The frequency of these requests has increased to the rate of approximately two, to three times per calendar month. Currently, the Shawnee Regional Airport does not impose a fee for these services.

The Office of the Secretary of Transportation (OST) and the Federal Aviation Administration (FAA) Rates and Charges Policy (61 Fed. Reg. 31994) requires that service rates, rentals, landing fees, and other charges that airports impose on aeronautical users for aeronautical use be fair and reasonable. The Rates and Charges Policy also states that airports must maintain a fee and rental structure that – in the circumstances of the airport – makes the airport as financially self-sustaining as possible.

In recognition of this Policy staff consulted with the City of Shawnee's Director Finance to determine a rate reflective of the average cost of providing services after hours.

Staff recommended the adoption and publication of an after-hours fee for line services at Shawnee Regional Airport of fifty-dollars ($50.00) per hour with a one (1) hour minimum charge.

Mr. Rogers made a Motion to recommend the Shawnee Airport Authority authorize the adoption and publication of an after-hours fee for services; Vice Chairman Klaser provided a Second to the Motion.

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

VII. Discussion and Consideration of Declaring Certain Personal Property Surplus and Authorizing Sale Via Internet Auction Service

Staff presented a memorandum listing equipment owned by, or otherwise stored at, the Shawnee Regional Airport providing little to no value to the Airport in its current state and requested a recommendation to declare these items surplus and offered for sale to the highest bidder via internet auction.

Mr. Smith made a Motion to recommend the Shawnee Airport Authority declare the identified items as surplus and authorize their sale to the public via internet-based auction, and or negotiate a sale price with the highest bidder should the bid reserve not be met; Mr. Rogers provided a Second to the Motion.

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

VIII. Discussion and Consideration of Lease to Own Agreement for Field Equipment (Tractor)

Staff researched options for the purchase, or lease, of a utility tractor to support large scale grass cutting operations at Shawnee Regional Airport. New equipment costs range from eighty to ninety thousand dollars ($80,000 – $90,000), used equipment from sixty to eighty thousand dollars ($60,000 - $80,000). The cost to "Lease to Own" new equipment is higher due to associated finance costs. As an alternative, staff secured two offers to "Lease to Own" suitable used equipment. Both offers provided a monthly lease rate of two-thousand dollars ($2,000) per month. The final sale prices for the equipment were set at ninety-thousand dollars ($90,000) for a Kubota M6-141DTC-F, and forty-thousand dollars ($40,000) for a John Deere 6210, including maintenance services throughout the term of the lease.

Mr. Humphrey's made a motion to recommend the Shawnee Airport Authority enter into a Lease to Own agreement for the purpose of procuring a tractor to support mowing operations at the Shawnee Regional Airport; Vice Chairman Klaser provided a Second to the Motion.

IX. STAFF REPORT

The monthly Staff Report was presented.

X. NEW BUSINESS

No New Business was presented.

XI. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Vice Chairman Klaser 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 unanimously approved the Motion. The meeting was adjourned.

_____ _____

DR. WILL SMALLWOOD DATE
CHAIRMAN

ATTEST:

_____ _____

BONNIE A. WILSON, SECRETARY DATE

Report on Bids Received for Construction – Runway 17/35 and Taxiway Crack Repair, Seal, and Remarking Project

Recommendation to Award a contract will be based on the lowest aggregate sum of both base bids and/or chosen alternate from those bidders that are confirmed as being responsive and responsible. The right is reserved, as the Shawnee Airport Authority may require, to reject any and all bids and waive any informalities in the bids received. Award of contract is contingent upon the Shawnee Airport Authority on behalf of the City of Shawnee receiving federal funding assistance under the Federal Aviation Administration Airport Improvement program.

Bidder	Base 1	Base 1 Alt -1	Base1 Alt -2	Base1 Alt -3	Base 2	Base 2 Alt-1	Base 2 Alt-2	Base 2 Alt-3
American Road Maintenance	$331,225.00	//	//	$96,575.00	$44,825.00	//	//	$47,718.75
Tri City Seal Co.	$358,367.50	$101,328.00	//	//	$77,847.00	$49,627.50	//	//
JLT Contracting LLC	$381,752.75	$208,495.00	$413,919.00	$237,799.00	$108,310.00	$133,612.50	$215,688.75	$150,791.25

Fiscal Year 2021 Budget

Account	Description	FY-2019 Actuals	Current FY-2020 Budget	FY-2021 Budget	Difference from Prior Year
5-0120-5101	REGULAR SALARIES	112,849.98	86,000.00	85,941.21	(58.79)
5-0120-5102	OVERTIME	222.75	-		-
5-0120-5103	PART TIME SALARIES	23,760.95	45,000.00	72,055.31	27,055.31
5-0120-5104	LONGEVITY	377.60	-		-
5-0120-5107	CONTRACTED SALARIES	9,384.90	5,200.00	-	(5,200.00)
5-0120-5111	FICA	8,530.37	8,200.00	9,683.22	1,483.22
5-0120-5112	MEDICARE	1,994.95	2,000.00	2,264.62	264.62
5-0120-5113	HEALTH INSURANCE	12,923.44	13,100.00	12,830.40	(269.60)
5-0120-5114	LIFE INSURANCE	74.78	60.00	127.20	67.20
5-0120-5115	OMRF RETIREMENT	9,854.79	10,000.00	10,060.73	60.73
5-0120-5150	OTHER BENEFITS	9,758.30	5,520.00	5,520.00	-
5-0120-5155	WORKER'S COMPENSATION	1,525.87	2,405.45	2,100.00	(305.45)
		191,258.68	177,485.45	200,582.70	23,097.25
5-0120-5201	OFFICE & COMPUTER SUPPLIES	244.29	300.00	500.00	200.00
5-0120-5203	FOOD & KITCHEN SUPPLIES	595.80	1,900.00	1,200.00	(700.00)
5-0120-5205	CLOTHING	280.00	-	-	-
5-0120-5210	FUEL OIL & LUBRICANTS	3,062.62	5,000.00	2,000.00	(3,000.00)
5-0120-5217	LOW LEAD 100 OCTANE FUEL	143,405.24	142,500.00	142,500.00	-
5-0120-5218	JET A FUEL	108,531.04	95,000.00	95,000.00	-
5-0120-5220	TOOLS & MINOR EQUIPMENT	445.00	1,000.00	1,150.00	150.00
5-0120-5224	EQUIP. PARTS & SUPPLIES	2,551.24	3,500.00	2,500.00	(1,000.00)
5-0120-5250	OTHER MATERIALS&SUPPLIES	700.51	500.00	1,500.00	1,000.00
		259,815.74	249,700.00	246,350.00	(3,350.00)

5-0120-5301	EQUIP. MAINT. CONTRACTS	3,943.75	6,500.00	5,645.00	(855.00)
5-0120-5302	REPAIR & MAINT. - BLDGS.	6,538.01	6,000.00	6,000.00	-
5-0120-5303	REPAIR & MAINT. - EQUIP.	5,357.24	6,000.00	6,000.00	-
5-0120-5304	REPAIR & MAINT.- VEHICLES	212.41	2,000.00	2,000.00	-
5-0120-5306	EQUIP. SERV.-R&M VEHICLES	0.00	-	-	-
5-0120-5309	REPAIR & MAINT. - OTHER	1,930.00	3,000.00	3,000.00	-
5-0120-5319	OTHER PROFESSIONAL SERVICES	3,600.00	6,000.00	5,500.00	(500.00)
5-0120-5320	NATURAL GAS	7,386.80	8,500.00	7,500.00	(1,000.00)
5-0120-5321	ELECTRICITY	43,795.39	55,000.00	45,000.00	(10,000.00)
5-0120-5325	TELEPHONE	3,720.31	5,000.00	3,600.00	(1,400.00)
5-0120-5326	PAGERS	6.38	-	-	-
5-0120-5328	COPY USAGE EXPENSE	299.06	100.00	100.00	-
5-0120-5329	POSTAGE & SHIPPING	361.66	250.00	500.00	250.00
5-0120-5339	OTHER CONTRACTUAL SERVCS.	1,000.00	1,200.00	1,000.00	(200.00)
5-0120-5347	MEMBERSHIPS & DUES	350.00	350.00	350.00	-
5-0120-5348	FILING FEES & PERMITS	50.00	100.00	100.00	-
5-0120-5353	LEGAL ADVERTISING	188.77	500.00	500.00	-
5-0120-5354	PRINTING	0.00	100.00	100.00	-
5-0120-5355	INSURANCE	25,999.28	25,000.00	28,152.00	3,152.00
5-0120-5357	EQUIPMENT RENTAL	0.00	500.00	-	(500.00)
5-0120-5378	MISC. OTHER SERV. & CHGS.	2,521.61	1,500.00	1,500.00	-
5-0120-5380	JET FUEL TRUCK RENTAL	0.00	-	-	-
5-0120-5393	ADVERTISING & PROMOTIONS	540.81	750.00	950.00	200.00
		107,801.48	128,350.00	117,497.00	(10,853.00)

5-0120-5420	CAPITAL OUTLAY - BLDGS/IMPRV	952,372.13	285,850.00	1,053,822.00	767,972.00
5-0120-5450	CAPITAL OUTLAY - BLDGS/IMPRV	19,497.03	-		-
		971,869.16			-
	Total	1,530,745.06	841,385.45	1,618,251.70	776,866.25

Report on Actions Taken by the Shawnee Airport Authority (SAA)
June 8, 2020 Regular Meeting
at the Request of the Shawnee Airport Advisory Board

1. Recommendation to Adopt New Lease Language and Authorize the City Manager to Execute Standard Leases Throughout Fiscal Year 2021

The SAA unanimously approved these actions with no comments or questions.

Staff prepared and mailed new leases to existing tenants leasing Tie-Down Spaces, Bulk Hangar Spaces, T-Hangars, and Storage Units. The deadline for submission is July 1, 2020. Execution of the new leases serves the purpose of "renewing" current tenancy. Lease deposits were waived for all tenants in good standing. In addition to renewing existing leases, staff prepared issued a "new" Tie Down lease with a commencement date of July 1, 2020.

2. Recommendation to Adjust Airport Rental Rates

The SAA unanimously approved the recommended increases with no comments or questions.

Staff provided notice of the increased rental rates for hangars, hangar spaces, and tie downs with the new lease documents mailed to existing tenants. Staff provided notices of increases for commercial aeronautical use, and non-aeronautical use properties to existing tenants via mail. The new rental rates will commence on July 1, 2020.

Ms. Nichols, the Accounts Payable /Accounts Receivable Billing Administrator for the City of Shawnee has a record of the new rates and will prepare monthly statements accordingly.

3. Recommendation to Implement After-Hours Service Fee

The SAA unanimously approved the recommended increases.

The Mayor questioned the method used to develop the proposed rate, inquiring about the potential to assess a fee higher than the average cost of providing services. Staff provided information on the Federal Aviation Administration's policy guidance which states that airports may set rates for aeronautical use based on the actual costs of providing goods and services. The Mayor recommended an annual review of the rate and requested recommendations on adjustments to reflect increases in costs.

4. Recommendation to Declare Certain Personal Property Surplus and Authorizing Sale Via Internet Auction Service

The SAA unanimously approved the recommended increases with no comments or questions.

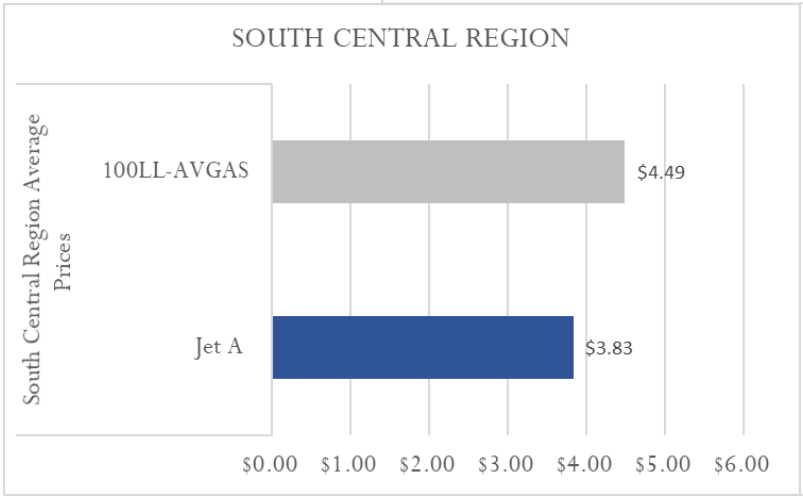
Staff is conducting price comparisons, preparing photographs, confirming equipment specifications, and gathering other documentation to support posting these items on the internet auction site. All proceeds from the sale of these items will be retained by the SAA.

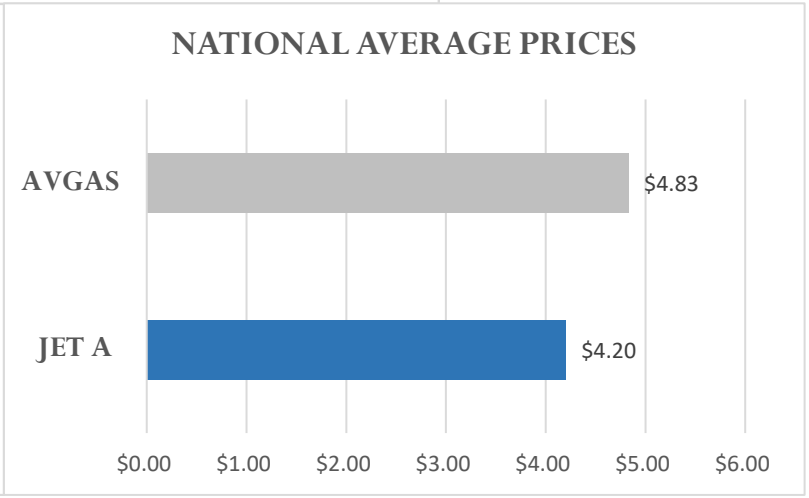
5. Recommendation to Enter into a Lease to Own Agreement for Field Equipment (Tractor)

The SAA deferred action on this item. Two members of the SAA recommended staff investigate options to procure a new tractor versus leasing to own. The remaining members of the SAA agreed to defer.

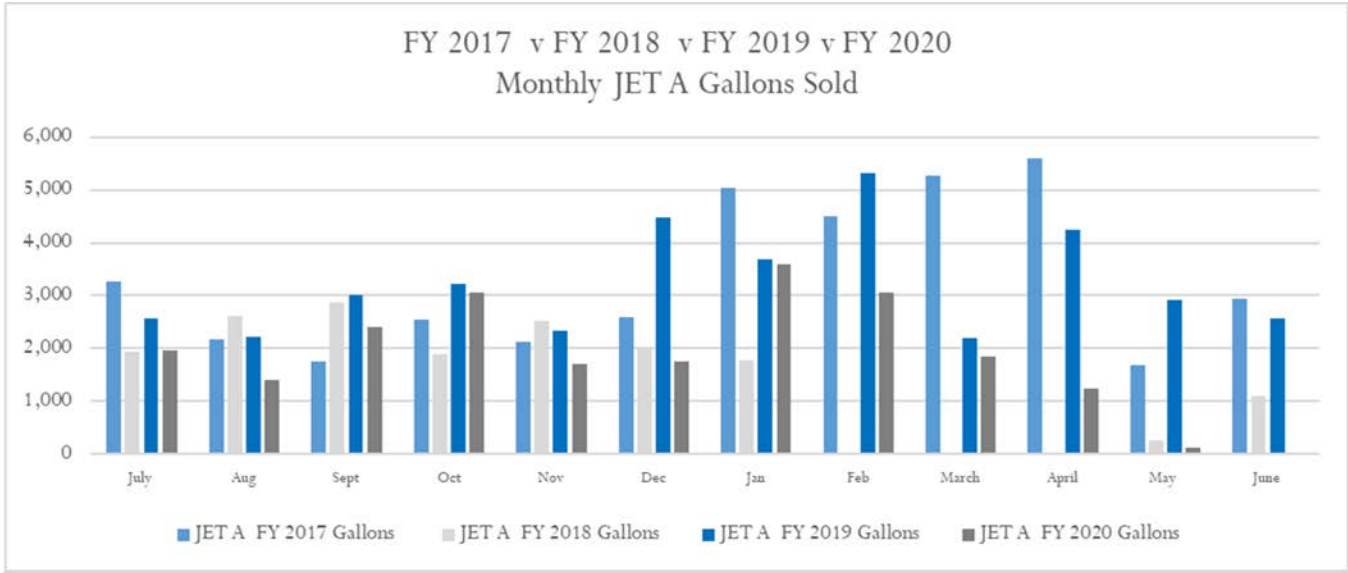
STAFF REPORT

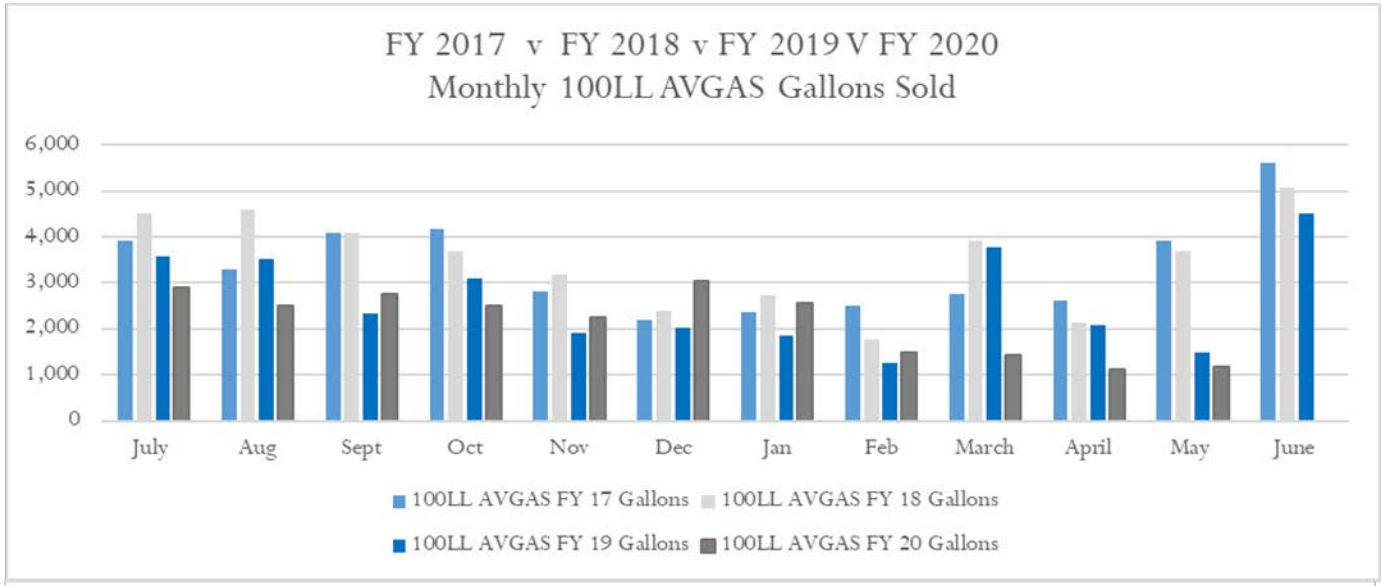
1. Current Fuel Price Comparisons

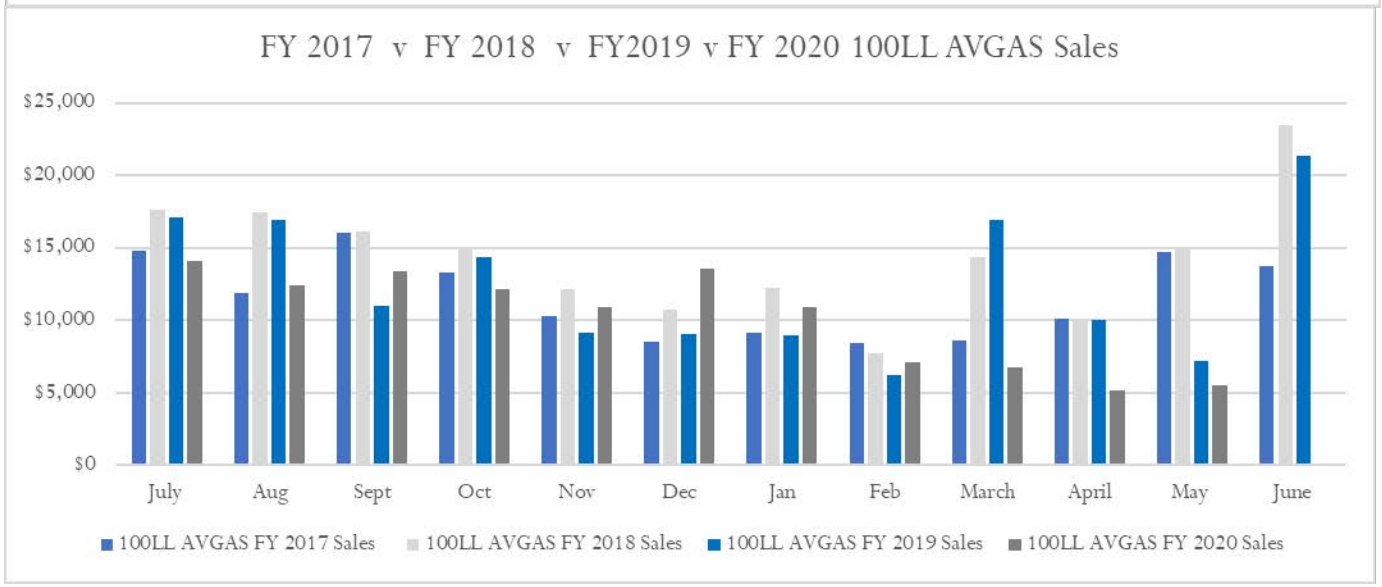


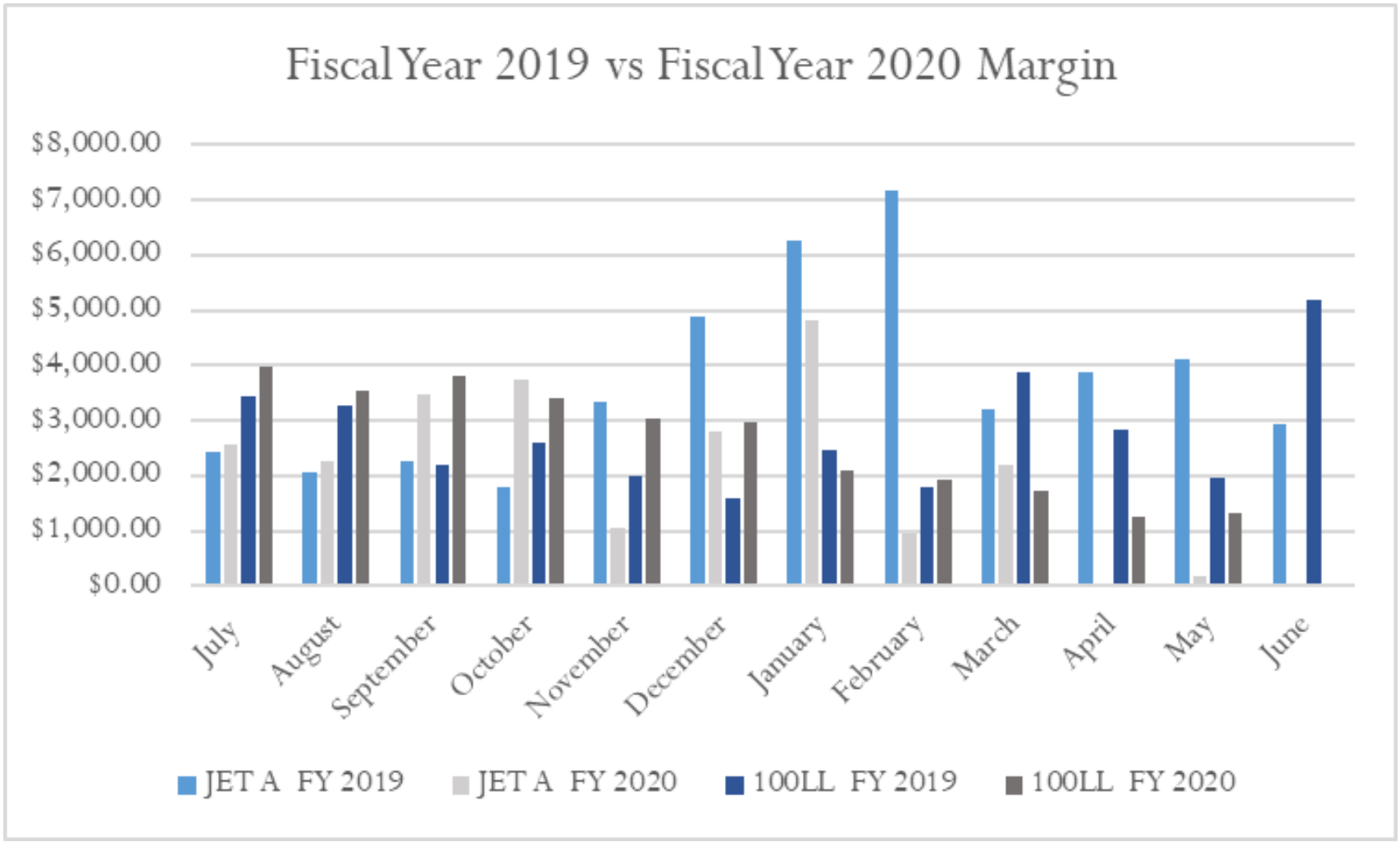


2. Shawnee Regional Airport Fuel Sales




FY 2017 v FY 2018 v FY 2019 V FY 2020
Monthly 100LL AVGAS Gallons Sold
6,000
5,000
4,000
3,000
2,000
1,000
0
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
March
April
May
June
100LL AVGAS FY 17 Gallons
100LL AVGAS FY 18 Gallons
100LL AVGAS FY 19 Gallons
100LL AVGAS FY 20 Gallons


FY 2017 v FY 2018 v FY2019 v FY 2020 100LL AVGAS Sales
$25,000
$20,000
$15,000
$10,000
$5,000
$0
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
March
April
May
June
100LL AVGAS FY 2017 Sales
100LL AVGAS FY 2018 Sales
100LL AVGAS FY 2019 Sales
100LL AVGAS FY 2020 Sales


Fiscal Year 2019 vs Fiscal Year 2020 Margin
$8,000.00
$7,000.00
$6,000.00
$5,000.00
$4,000.00
$3,000.00
$2,000.00
$1,000.00
$0.00
July
August
September
October
November
December
January
February
March
April
May
June
JET A FY 2019
JET A FY 2020
100LL FY 2019
100LL FY 2020

3. Budget Summary Report

6-15-2020 08:03 AM — CITY OF SHAWNEE — PAGE: 1

FINANCIAL STATEMENT - UNAUDITED

AS OF: JUNE 15TH, 2020

511-SHAWNEE AIRPORT AUTHORITY

FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	BUDGET
REVENUE SUMMARY							
INTERGOVERNMENTAL REV.	0.00	0.00	0.00	58,587.99	0.00	(58,587.99)	0.00
LICENSES & PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RENTAL REVENUES	267,000.00	16,940.68	0.00	283,544.31	0.00	(16,544.31)	106.20
INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	282,300.00	2,542.48	0.00	179,582.83	0.00	102,717.17	63.61
TRANSFERS IN	292,085.45	0.00	0.00	180,175.09	0.00	111,910.36	61.69
*** TOTAL REVENUES ***	841,385.45	19,483.16	0.00	701,890.22	0.00	139,495.23	83.42
EXPENDITURE SUMMARY							
AIRPORT	841,385.45	5,599.18	80,220.44	528,810.98	234,227.84	158,567.07	81.15
ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SHARED COSTS (ALLOCATED)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*** TOTAL EXPENDITURES ***	841,385.45	5,599.18	80,220.44	528,810.98	234,227.84	158,567.07	81.15
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	13,883.98	80,220.44	173,079.24	(234,227.84)	(19,071.84)	0.00