MINUTES
AIRPORT ADVISORY BOARD
JUNE 17, 2020
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK

AIRPORT ADVISORY BOARD MEMBERS PRESENT

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

OTHERS PRESENT

Ms. Bonnie Wilson, Shawnee Regional Airport
Mrs. Kathryn Parker, Shawnee Regional Airport

I. DECLARATION OF A QUORUM

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

II. CONSIDERATION AND APPROVAL OF MINUTES FROM MAY 20, 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. Humphreys 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.

III. CITIZEN COMMENTS

No requests for comments were made.

IV. REPORT ON BIDS RECEIVED FOR CONSTRUCTION – RUNWAY 17/35 AND TAXIWAY CRACK REPAIR, SEAL, AND REMARKING PROJECT

Staff presented a copy of the bid tabulation listing the responding bidders and the bids offered. The 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 project engineer will review the submissions and make a formal recommendation which will be provided to the Shawnee Airport Authority for award following receipt of all grant funding.

V. REPORT ON FISCAL YEAR 2021 SHAWNEE AIRPORT AUTHORITY BUDGET

Staff presented the approved Fiscal Year 2021 budget. A complete copy was included in the agenda package.

VI. REPORT ON ACTIONS TAKEN BY THE SHAWNEE AIRPORT AUTHORITY (SAA) JUNE 8, 2020 REGULAR MEETING AT THE REQUEST OF THE SHAWNEE AIRPORT ADVISORY BOARD

Staff provided a report on actions taken by the SAA to include:

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

Recommendation to Adjust Airport Rental Rates - Unanimously approved.

Recommendation to Implement After-Hours Service Fee - Unanimously approved.

Recommendation to Declare Certain Personal Property Surplus and Authorizing Sale Via Internet Auction Service - Unanimously approved.

Recommendation to Enter into a Lease to Own Agreement for Field Equipment (Tractor) - The SAA deferred action on this item.

VII. STAFF REPORT

The monthly Staff Report was presented.

VIII. NEW BUSINESS

The Vice Chairman, John Klaser offered a Motion in the form of a Resolution recognizing Mr. Bert Humphrey's years of service on the Airport Advisory Board; 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 Vice Chairman, John Klaser offered a Motion in the form of a Resolution recognizing the Chairman, Dr. Will Smallwood's years of service on the Airport Advisory Board; Mr. Humphreys provided a Second to the Motion.

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

IX. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Smith 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.

JOHN KLASER — DATE 7/15/2020

ATTEST:

BONNIE A. WILSON — DATE 7/15/20