

**NOTICE OF RESCHEDULED MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
REGULARLY SCHEDULED MEETING JUNE 15, 2022
RESCHEDULED TO JUNE 8, 2022**

Regular Meeting ()
Special Meeting ()
Emergency Meeting ()

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

DATE	TIME	PLACE OF MEETING
Regularly Scheduled Meeting June 15, 2022 Rescheduled to June 8, 2022	5:30 P.M.	TERMINAL LOBBY SHAWNEE REGIONAL AIRPORT 2202 AIRPORT DRIVE 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 12:55 a.m./p.m. on the 30th day of
May 2022.

Signed: Lisa Lasyone
Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media:	<u>05-03-2022</u>
Person filing Notice:	<u>Bonnie Wilson</u>
Notice Verified by:	<u>Lisa Lasyone</u>

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Title: AIRPORT MANAGER

Address: 2202 AIRPORT DRIVE
 SHAWNEE, OK 74804

Phone: 405-878-1532

Filed in the office of the municipal clerk at 3:38 a.m./p.m. on the 3rd day of
June 2022.

Signed: Amber Johnson
 Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media:	<u>06/03/2022</u>
Person filing Notice:	<u>Bonnie Wilson</u>
Notice Verified by:	<u>Amber Johnson</u>

**AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
REGULARLY SCHEDULED MEETING JUNE 15, 2022
RESCHEDULED TO JUNE 8, 2022**

- ITEM ONE:** Call to Order and Declaration of a Quorum
- ITEM TWO:** Discussion and Consideration of Minutes
May 18, 2022, Regular Meeting
- ITEM THREE:** Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)
- ITEM FOUR:** Election of Chairman
- ITEM FIVE:** Recognition of Retiring Airport Advisory Board Members
- ITEM SIX:** FAA Safety Seminar Topics
- ITEM SEVEN:** Staff Report
1. Current Fuel Price Comparisons
 2. Shawnee Regional Airport Fuel Sales
 3. Budget Summary Report
- ITEM EIGHT:** Board Comments
- ITEM NINE:** Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
MAY 18, 2022
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. John Klaser, Chairman, Mr. Barry Fogerty, Vice Chairman, Mr. Harmik Der Sahakian, Mr. Scott Lee, Mr. Randy Rogers, Mr. Blake White

OTHERS PRESENT

Mr. Matthew Lovelace, Shawnee Regional Airport Staff
Mr. Rob Morris, Citizen of Shawnee
Mr. Cody Smithson, Patriot Environmental
Ms. Bonnie Wilson, Shawnee Regional Airport Staff

I. DECLARATION OF A QUORUM

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

II. INTRODUCTION OF AIRPORT ADVISORY BOARD NOMINEES

Mr. Cody Smithson, nominee, was welcomed by the Chairman and asked to provide information on his business and airport interests.

III. CONSIDERATION AND APPROVAL OF MINUTES FROM APRIL 20, 2022, REGULAR MEETING

A copy of the Minutes was included in the meeting agenda package.

The Chairman called for a Motion to Approve the Minutes as presented.

Mr. Der Sahakian made the Motion, Mr. Rogers provided as Second.

The Chairman called the Question. Five members of the Advisory Board present approved the Motion; Mr. Lee abstained.

IV. CITIZEN COMMENTS

Mr. Morris stated his support for Agenda Item Number 5 – Discussion and Consideration Proposed Assumption and Assignment of Lease – Kelli Milette d/b/a/ Janie's Snoball.

V. DISCUSSION AND CONSIDERATION PROPOSED ASSUMPTION AND ASSIGNMENT OF LEASE - KELLI MILETTE D/B/A JANIE'S SNOBALL

Staff introduced a memo outlining the request received from Mrs. Janie Howe d/b/a Janie's Snoball to transfer the non-aeronautical lease agreement between Janie's Snoball and the Shawnee Airport Authority, to Mrs. Kelli Milette under the same terms and conditions of the existing lease agreement. Staff noted that Janie's Snoball is a long-term tenant in good standing, and that Mrs. Milette intends to continue to operate the business as a d/b/a utilizing the name Janie's Snoball. Staff noted that if the Advisory Board recommended the transfer and assumption, a draft document approving the action and an amendment to the lease document would be presented to the Shawnee Airport Authority for approval.

Mr. Lee made a motion to recommend the Shawnee Airport Authority allow the transfer and assumption of the lease agreement, and approve the execution of an associated amendment to the lease reflecting a change to the Lessee to Mrs. Kelli Milette d/b/a Janie's Snoball.

Mr. Der Sahakian provided a second to the motion.

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

VI. DISCUSSION OF NOMINATION PROCESS AND SCHEDULING OF ELECTIONS CHAIRMAN AND VICE CHAIRMAN 2022-2024 TERM

Staff provided nomination forms and a synopsis of the nomination and election procedures in the agenda package. Members of the Advisory Board were requested to submit nominations in written form not later than May 27, 2022, to allow nominees to be notified and determine if they wish to participate in the election scheduled for June 8, 2022.

VII. DISCUSSION AND CONSIDERATION OF GRANT FUNDED CONSTRUCTION PROJECTS

Staff provided a series of capital project summaries with information related to the proposed schedule of activities, cost estimates and funding sources. The Members of the Advisory Board and guests participated in a general discussion of the scope and magnitude of the projects, prioritization of the work, and other scheduling matters. Staff responded to questions and provided clarification as requested.

VIII. DISCUSSION OF PROPOSED FISCAL YEAR 2023 BUDGET

Staff provided a copy of the Proposed Fiscal Year 2023 Shawnee Airport Authority Expense and Capital Budgets, and noted that the proposed budget would be presented to the Shawnee Airport Authority for approval June 6, 2022. Staff, the Chairman, and the Chairman of the Budget Committee responded to questions related to the proposed budget.

IX. DISCUSSION OF LEASE REVIEWS

The Chairman led a general discussion related to the matter of certain leases and agreements not currently in compliance with Shawnee Airport Authority policies. The Chairman reported on a meeting he participated in with the City Manager, Assistant City Manager, Budget Committee Chairman, and staff to discuss the leases in question and to begin to address the discrepancies.

X. STAFF REPORT

Staff provided written materials and comments on current fuel prices and their impact on sales, the status of the Fiscal Year 2022 budget, and the lack of a final determination from the FAA on the request to change airport property aeronautical to non-aeronautical land use.

XI. NEW BUSINESS

Staff noted that at the request of the City Manager's office, the "New Business" item will no longer be included on agendas as a standard item, rather the option to introduce an item as New Business should only be exercised if no other alternative is available.

XII. BOARD COMMENTS

No additional comments were provided.

XIII. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. DerSahakian 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

DATE

ATTEST :

BONNIE A. WILSON

DATE



Shawnee Regional Airport

2202 N. Airport Dr.
Shawnee, OK 74804
ShawneeOK.org

Date: June 8, 2022

To: Airport Advisory Board

John Klaser, Chairman
Barry Fogerty, Vice Chairman
Harmik DerSahakian
Scott Lee
Randall Rogers
James Smith
Blake White

From: Bonnie Wilson, Airport Manager

Subject: Election of Chairman

Summary:

Per the terms and conditions of the Procedures for Election of Officers and Terms of Office adopted by the Shawnee Airport Advisory Board ("Board") at their Regular Meeting December 15, 2021, nomination forms, and notice of election for the position of Chairman, were provided to all members of the Board at the May 18, 2022, Regular Meeting.

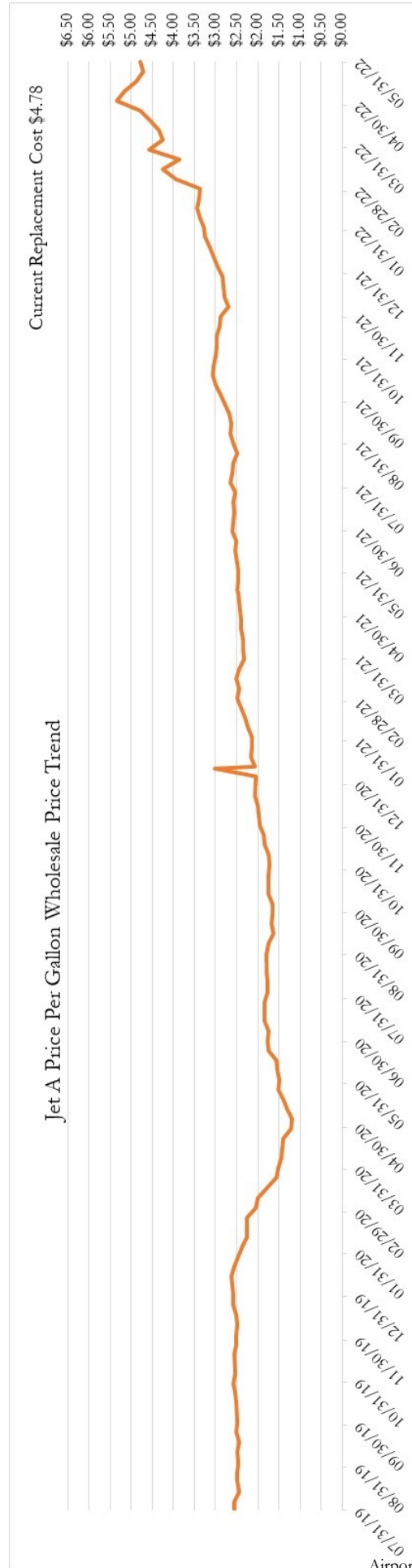
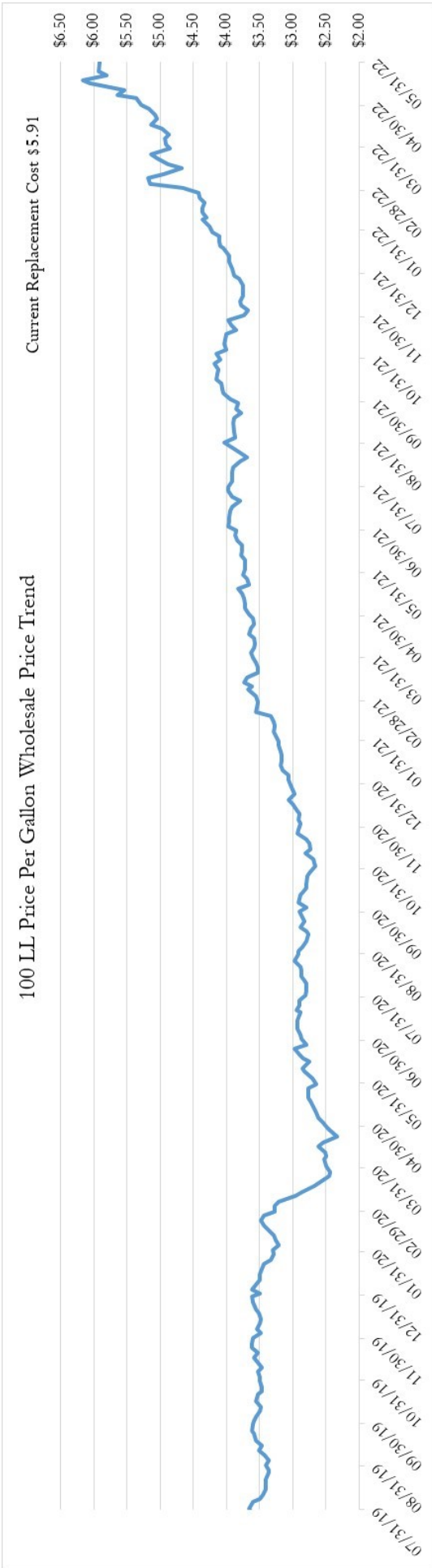
Nominations were received by the airport manager, and presumptive nominees were contacted to affirm their desire to be included on the ballot.

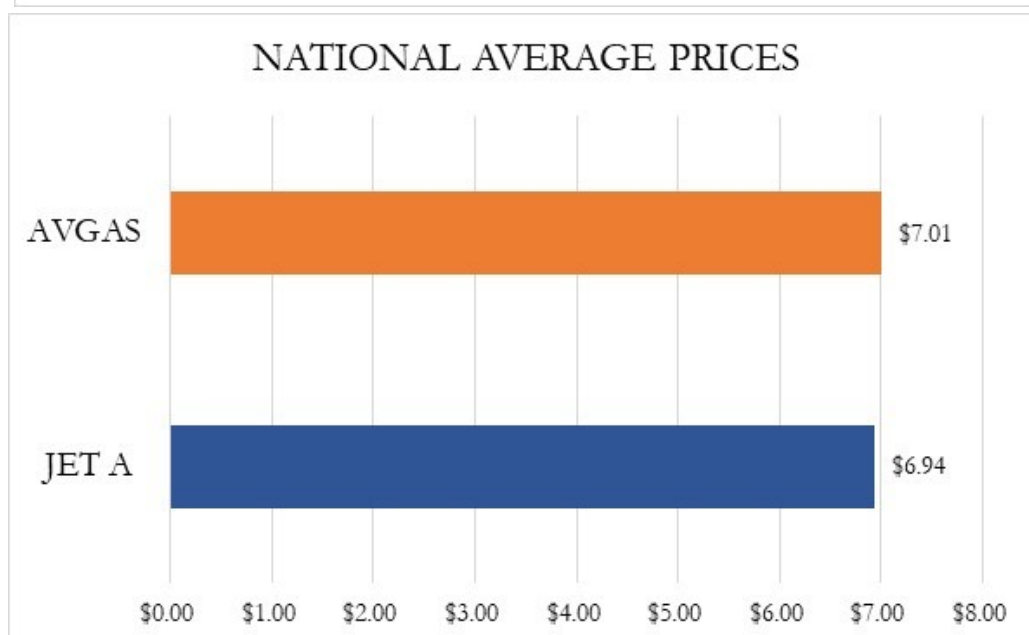
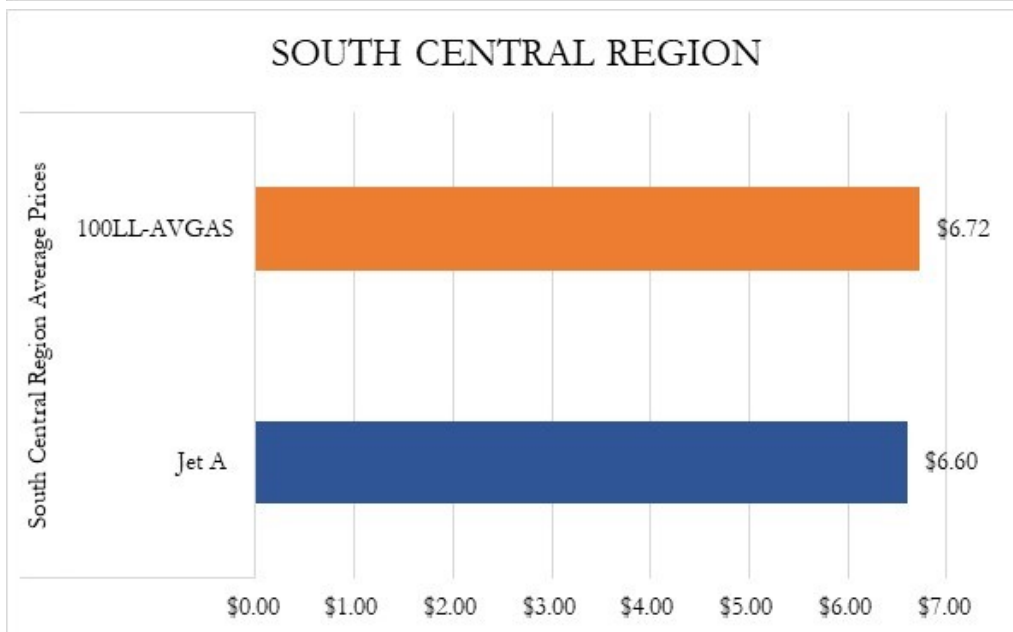
Nominees for the position of Chairman of the Airport Advisory Board for a term commencing July 1, 2022, through June 30, 2024 are as follow:

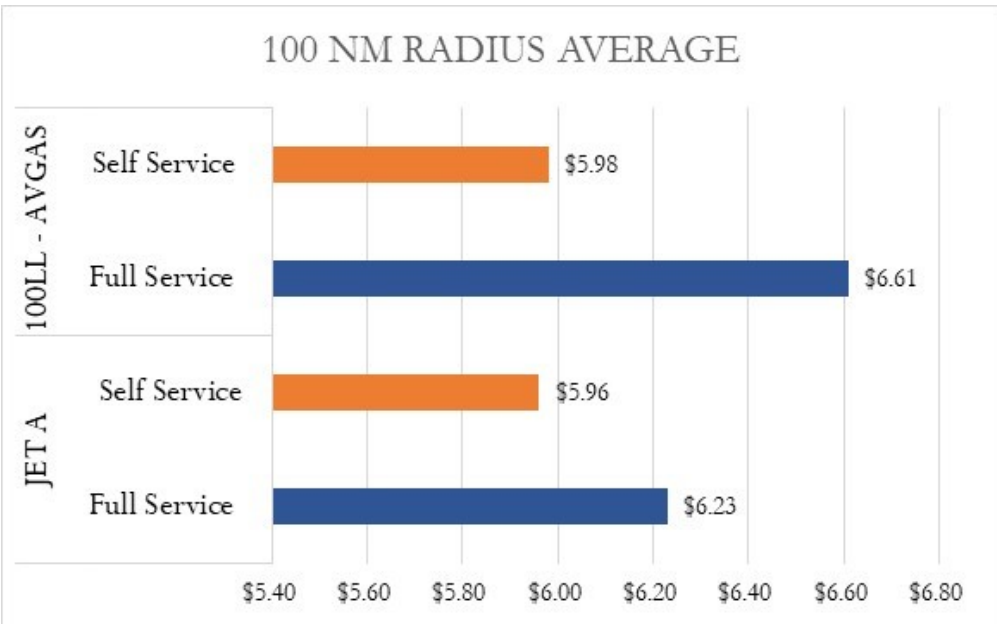
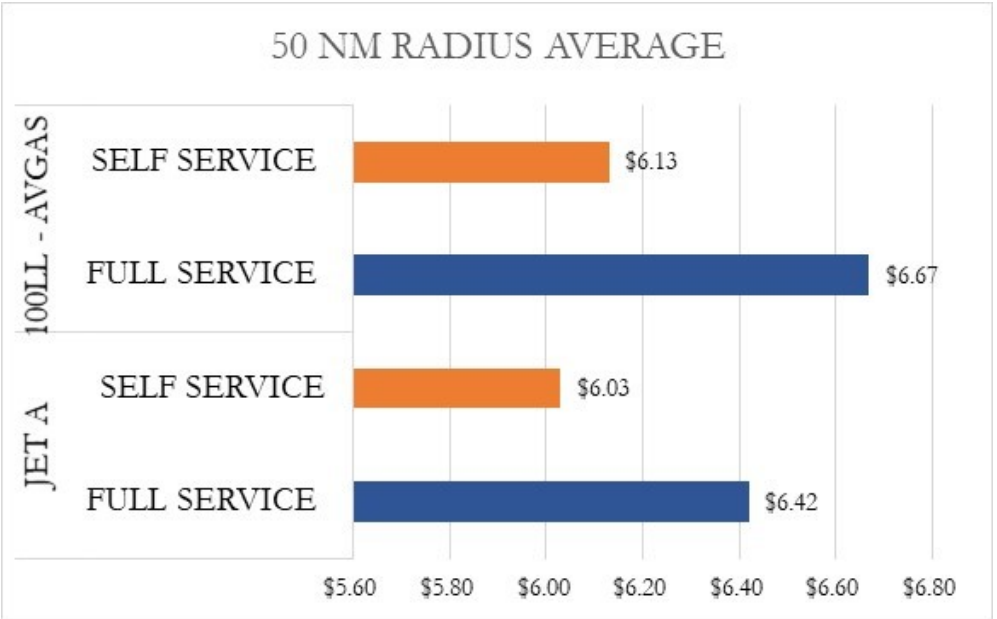
Mr. Harmik Der Sahakian

Mr. Scott Lee

Mr. Randall Rogers

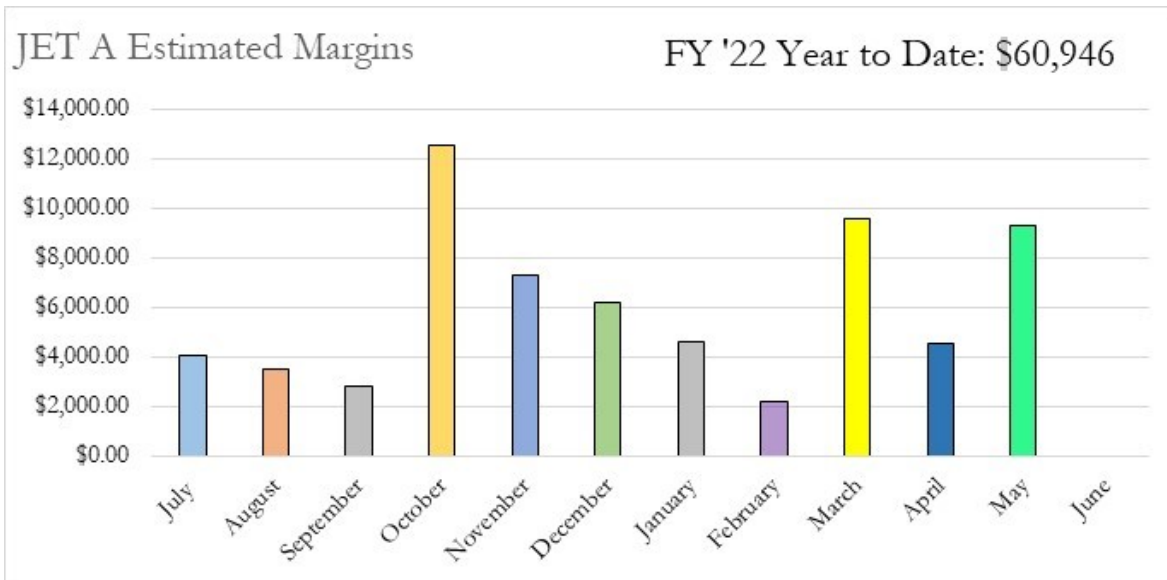
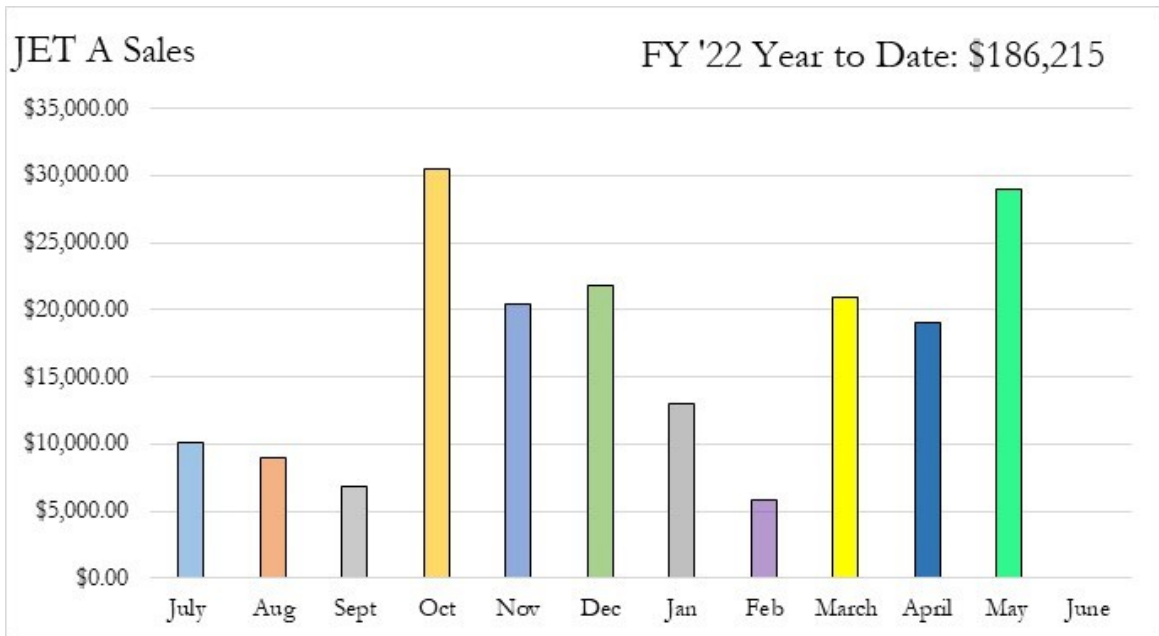
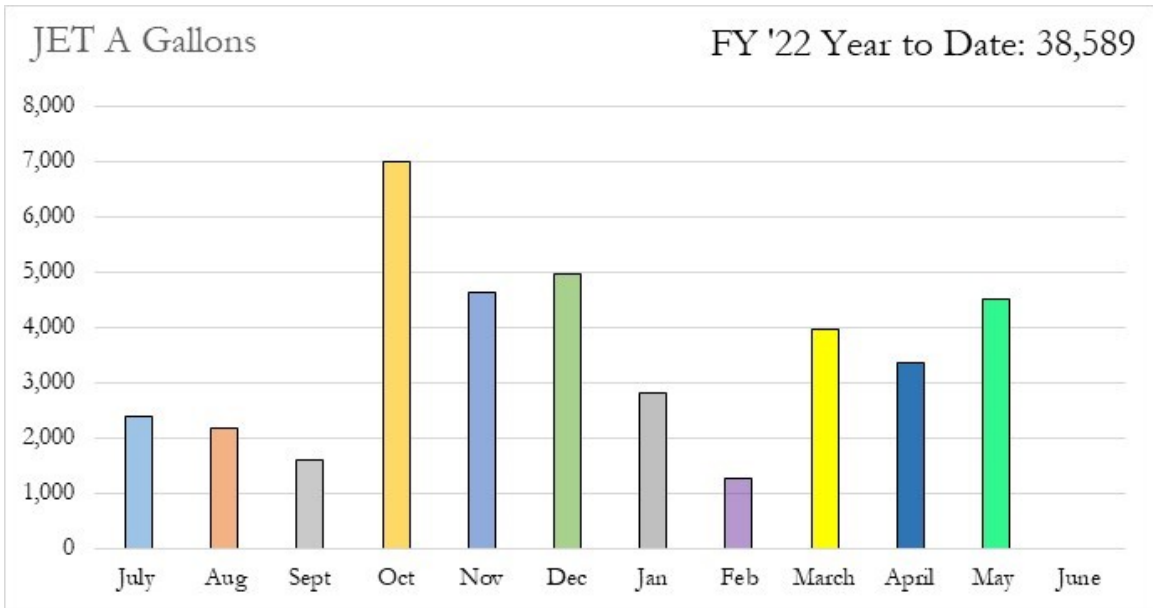


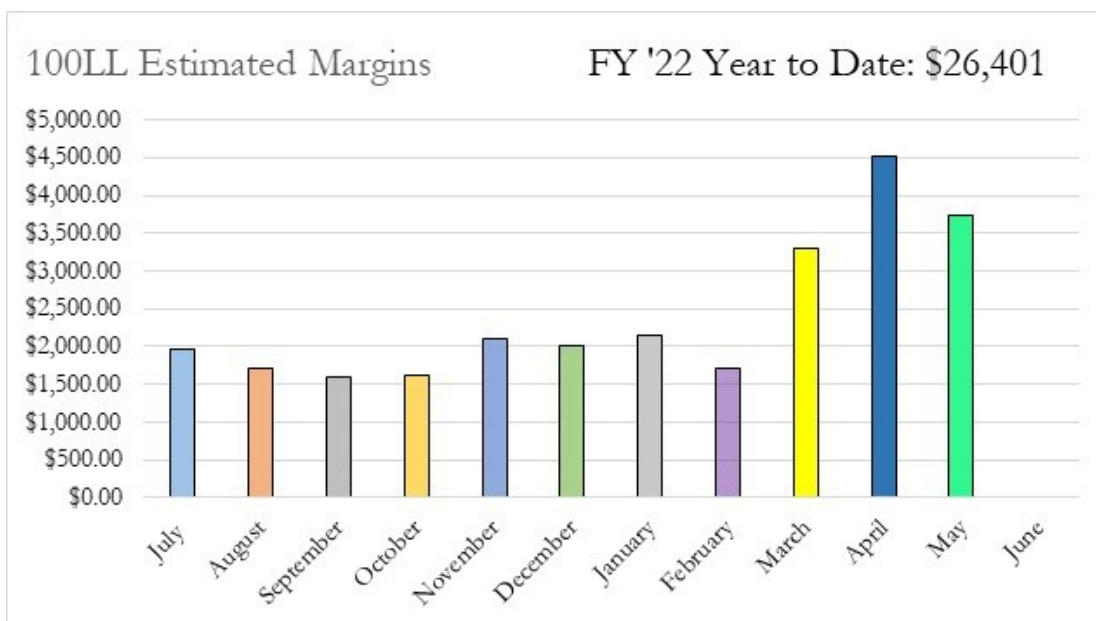
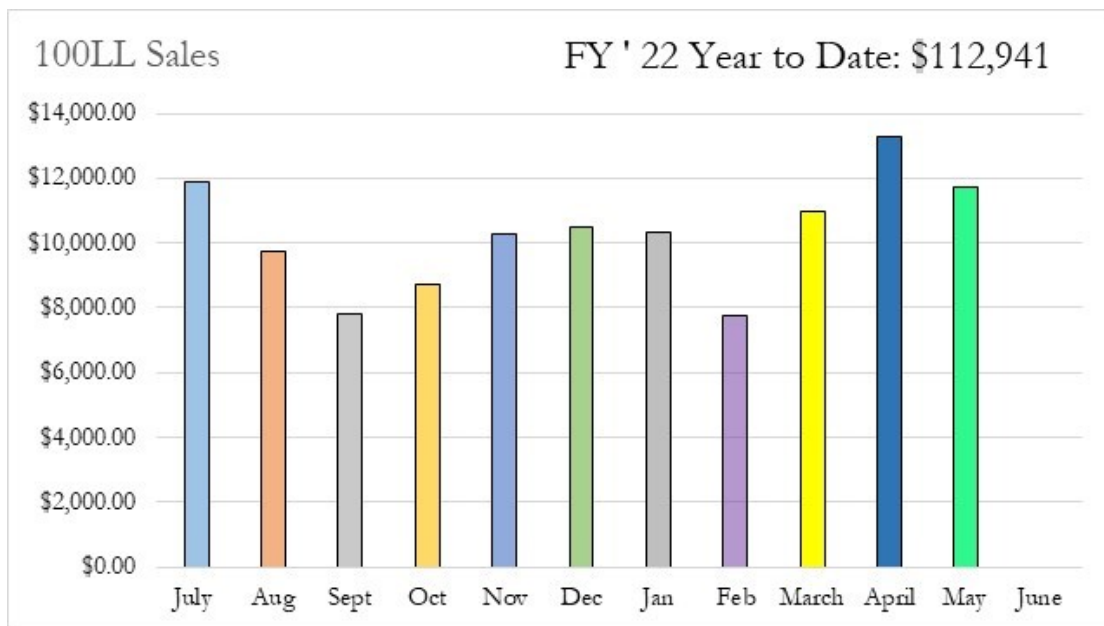
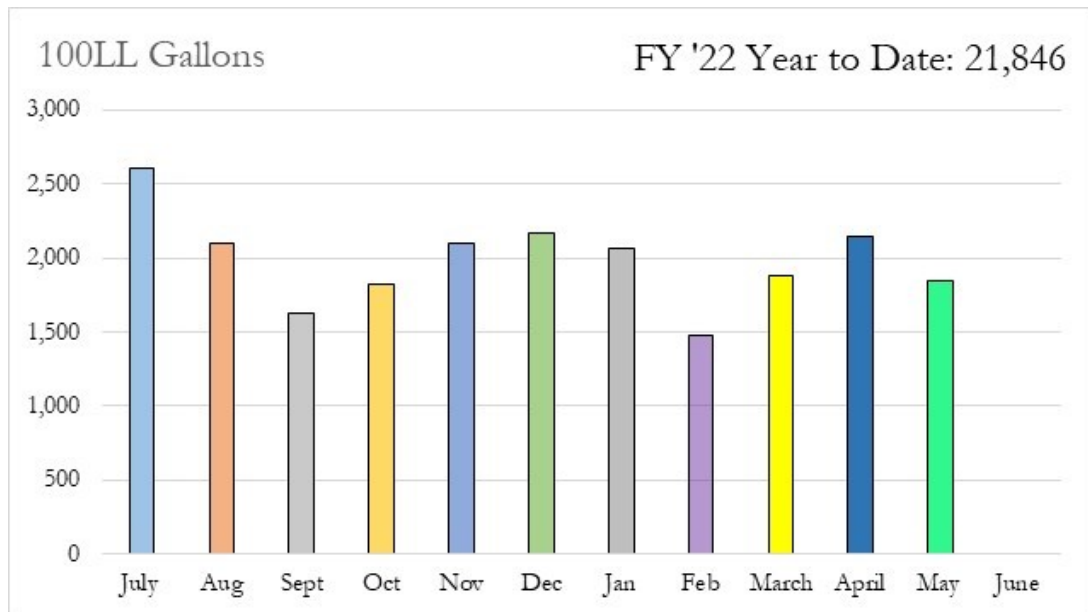




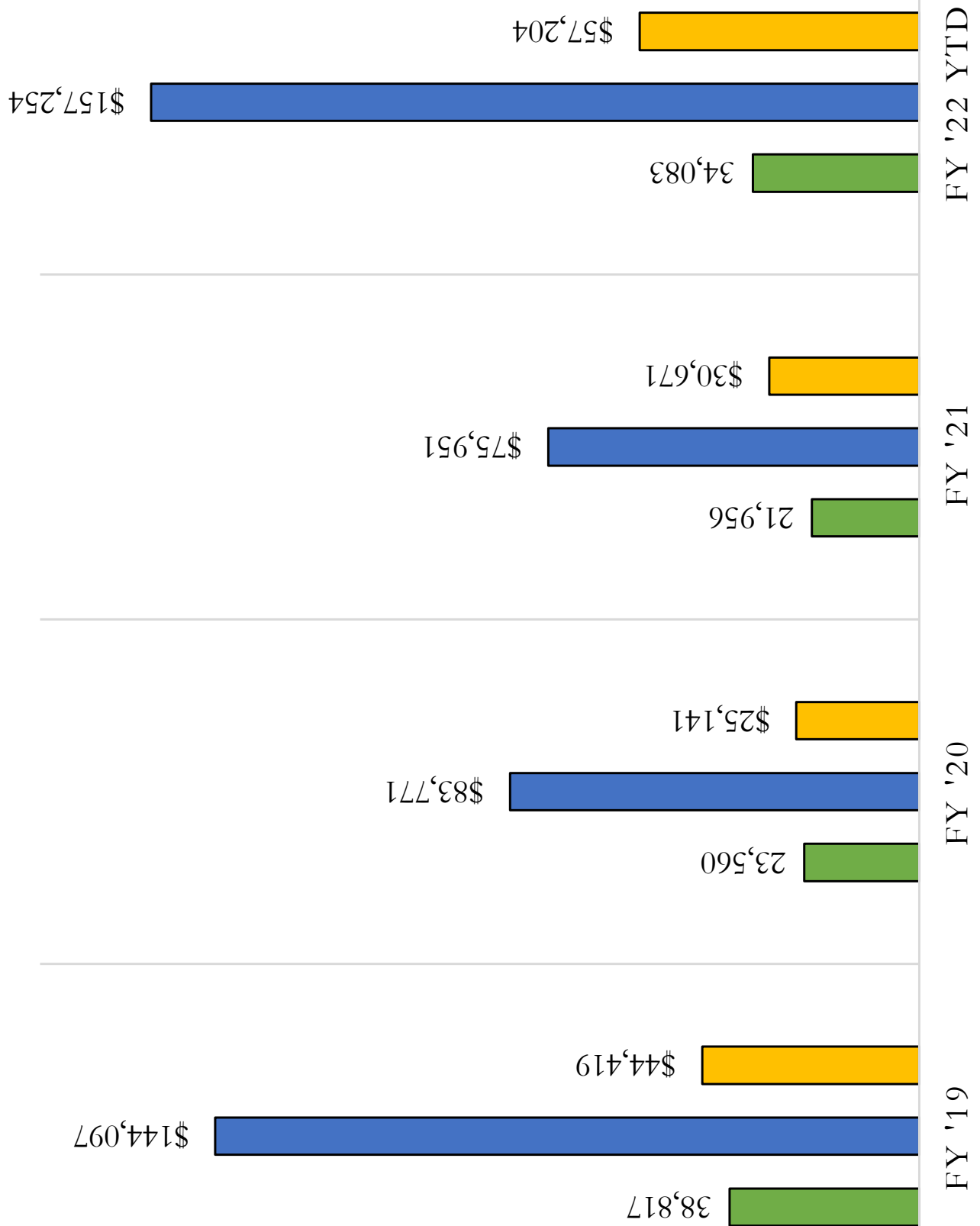
Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations	Annual GA Transient Arrivals	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$6.55	\$6.75	\$6.40	\$6.60
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30		\$7.21		\$7.19
AAR Aircraft Services (OKC)		158,764	12,740	37		\$7.43		\$6.67
Atlantic Aviation (OKC)	64	158,764	12,740	37		\$7.44		\$8.22
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$7.72		\$7.92
META Special Aerospace (formerly Valair) (PWA)		73,285	16,016	41		\$6.63		\$5.54
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56		\$7.09		\$6.39
Christiansen Aviation / Riverside (RVS)		266,463		71		\$7.52		\$6.12
Riverside Jet Center (RVS)		266,463		71		\$7.00		\$6.15
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72	\$6.64	\$6.94		\$5.97
Atlantic Aviation (TUL)	429	127,390	18,200	82		\$7.66		\$8.29
Sparks Aviation Center (TUL)		127,390	18,200	82		\$7.45		\$6.90
Tulsair Beechcraft (TUL)		127,390	18,200	82				
United States Aviation (TUL)		127,390	18,200	82				\$6.21
Legacy Jet Center (TUL)		127,390	18,200	82				\$5.91
Enid-Woodring Regional Airport (WDG)	91	67,265	3,120	84	\$6.08	\$6.58		\$6.14
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99		\$7.10		\$6.82
Average Prices at 50 NM					\$6.55	\$7.20	\$6.40	\$7.02
Average Prices at 100 NM					\$6.42	\$7.18	\$6.40	\$6.69

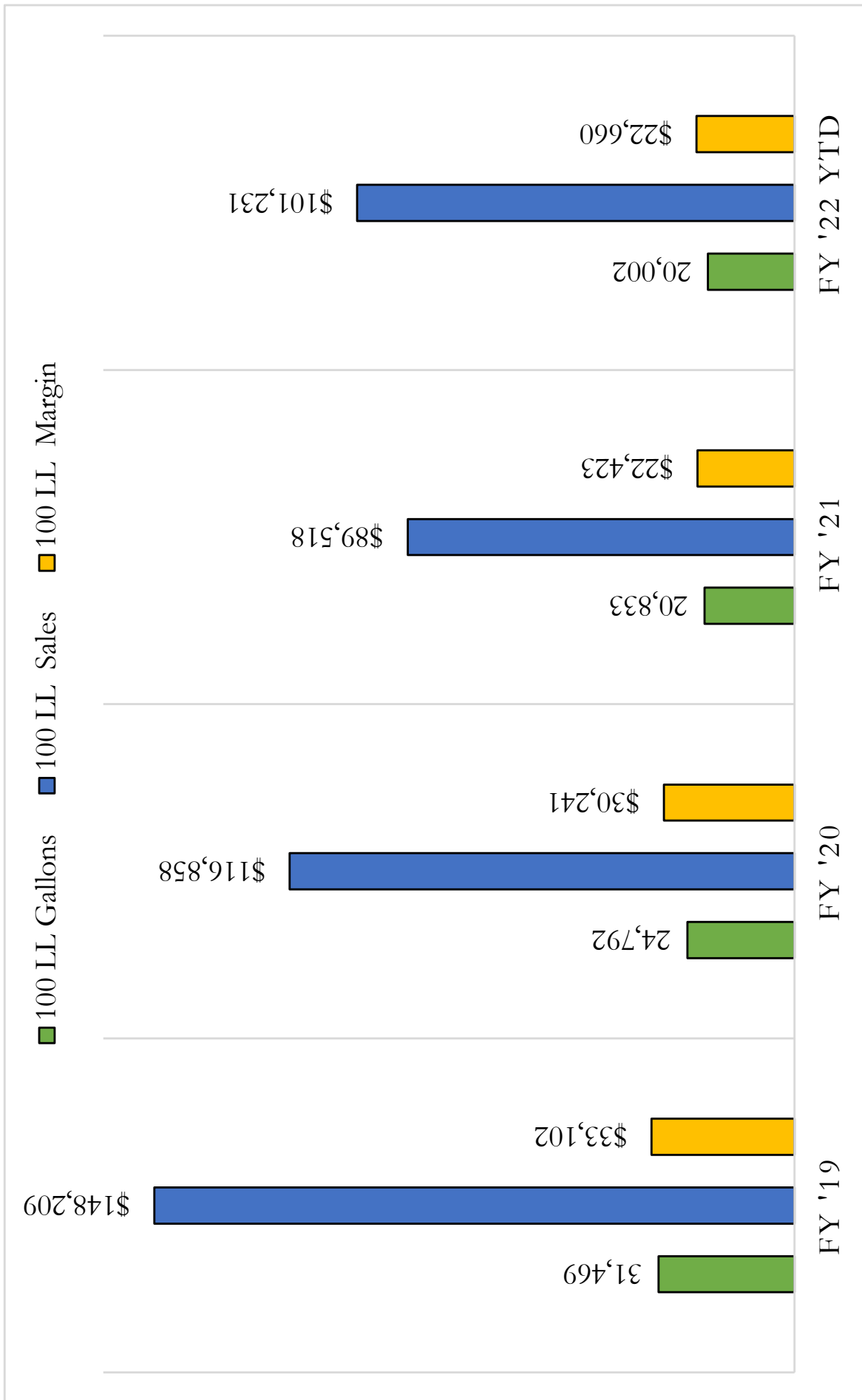
General Aviation Airports within 100 NM of Shawnee Regional Airport									
Facility	Based Aircraft	Annual Operations (Est.) *1	Annual GA Transient Arrivals *2	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve	
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$6.55	\$6.75	\$6.40	\$6.60	
Prague Municipal Airport (O47)	10	728	364	15	\$5.34				
Seminole Municipal (SRE)	33	1,456	728	16	\$4.70	\$4.70		\$4.00	
Chandler Regional Airport (CQB)	11	1,144	572	26	\$6.99		\$6.65		
Goldsby (K1K4)	45	1,456	728	32	\$5.25				
City of Stroud (SUD)	10	156	78	33	\$5.83		\$3.90		
Heartland Aviation/ADA (ADH)	58	4,784	2,392	41		\$6.45		\$6.19	
City of Bristow (3F7)	17	1,144	572	42	\$4.99				
City of Cushing (CUH)	25	5,600	2,800	42	\$5.69	\$5.99	\$5.99	\$5.99	
Crabtree Aircraft Co./Guthrie Edmond (GOK)	80	6,240	3,120	43	\$6.99	\$7.29		\$6.25	
Sundance Airport (HSD)				46	\$6.15	\$6.45		\$6.00	
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$4.30		\$5.29	\$5.59	
Legacy Aviation - Page Municipal (RCE)	56			50		\$5.30		\$5.89	
Henryetta Airport (KF10)	5	102	51	52		\$5.80			
Okmulgee Regional (OKM)	28	3,640	1,820	59	\$6.00		\$5.50		
Chickasha Municipal Airport (CHK)	42	2,184	1,092	60	\$5.35		\$5.35		
El Reno Regional Airport (RQO)	24	2,912	1,456	60	\$5.75	\$5.90	\$5.70	\$5.70	
City of Kingfisher (KF92)		728	364	67	\$4.55				
City of Sand Springs (OWP)	65	4,368	2,184	71	\$5.35				
Brenair Aviation/McAlester (MLC)	23	2,600	1,300	73		\$6.35		\$6.30	
Perry Municipal (F22)	25	1,456	728	73		\$5.09		\$5.40	
Haskell Airport Inc. (2K9)				78	\$5.95				
Guest Air Inc./Hinton Municipal (K2O8)	10	416	208	79	\$5.00				
Atoka Municipal Airport (AQR)	15	370	185	80	\$6.25				
City Of Hominy (H92)	1	104	52	81	\$3.50				
Harvey Young Airport/Tulsa (1H6)	40			82	\$4.50				
KMA Aviation LLC/Ardmore Downtown (K1F0)	47	2,184	1,092	84	\$6.10	\$6.25	\$5.10	\$5.40	
5B Aviation/ Duncan (DUC)	43	2,912	1,456	84		\$6.00		\$5.34	
Skiatook Municipal Airport (K2F6)	20	1,500	750	86	\$5.50				
Watonga Regional Airport (JWG)	16	728	364	90	\$5.70		\$5.25		
Davis Field Aviation/Muskogee (MKO)	90	3,640	1,820	91	\$5.40	\$6.00		\$6.00	
Fuel PNC (Ponca City)	53	6,240	3,120	95	\$6.00	\$6.30		\$5.80	
Blackwell Airport Trust / Blackwell Tonkawa	11	750	375	98	\$5.60				
Average Prices at 50 NM					\$5.71	\$6.13	\$5.65	\$5.81	
Average Prices at 100 NM					\$5.53	\$6.04	\$5.51	\$5.76	





■ Jet A Gallons
 ■ Jet A Sales
 ■ Jet A Margin







Shawnee,OK

Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 06/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 511 - SHAWNEE AIRPORT AUTHORITY							
Revenue							
511-41010	FEDERAL GRANT REVENUE	0.00	45,000.00	0.00	30,370.00	-14,630.00	32.51 %
511-46250	AIRPORT RENTAL REVENUE	122,369.00	122,369.00	10,871.76	133,648.62	11,279.62	109.22 %
511-46260	T-HANGAR RENTAL REVENUE	78,341.00	78,341.00	6,244.78	78,336.60	-4.40	0.01 %
511-46950	WATER TOWER RENTAL	86,062.00	86,062.00	0.00	93,541.15	7,479.15	108.69 %
511-48040	INSURANCE RECOVERY	0.00	8,450.00	0.00	8,450.00	0.00	0.00 %
511-48090	SALE OF SURPLUS PROPERTY	0.00	6,981.00	0.00	13,962.00	6,981.00	200.00 %
511-48160	OIL & LUB SALES	2,000.00	2,000.00	0.00	439.08	-1,560.92	78.05 %
511-48220	OTHER MISC. REVENUE	50.00	50.00	0.00	0.00	-50.00	100.00 %
511-48250	REFUNDS & REIMBURSEMENTS	500.00	500.00	0.00	1,307.74	807.74	261.55 %
511-48350	FUEL FLOWAGE FEE	150.00	150.00	0.00	199.92	49.92	133.28 %
511-48360	FUEL SALES	120,000.00	197,889.00	0.00	284,699.85	86,810.85	143.87 %
511-49010	TRANSFER FROM GENERAL FUND	155,101.00	172,355.13	0.00	0.00	-172,355.13	100.00 %
511-49060	TRANSFER FROM CAP IMPRV FUND	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
	Revenue Total:	584,573.00	740,147.13	17,116.54	644,954.96	-95,192.17	12.86 %
Expense							
511-5-0120-51010	REGULAR SALARIES	111,070.76	141,570.52	0.00	129,375.17	12,195.35	8.61 %
511-5-0120-51020	OVERTIME	1,000.00	3,700.00	0.00	2,915.43	784.57	21.20 %
511-5-0120-51030	PART-TIME SALARIES	35,302.28	35,302.28	0.00	16,063.26	19,239.02	54.50 %
511-5-0120-51040	LONGEVITY	228.80	228.80	0.00	158.40	70.40	30.77 %
511-5-0120-51070	CONTRACTED SALARIES	0.00	10,400.00	0.00	10,353.23	46.77	0.45 %
511-5-0120-51110	SOCIAL SECURITY	9,448.91	10,409.90	0.00	9,317.94	1,091.96	10.49 %
511-5-0120-51120	MEDICARE	2,209.83	2,434.58	0.00	2,179.22	255.36	10.49 %
511-5-0120-51130	HEALTH INSURANCE	21,249.60	29,749.60	0.00	27,185.38	2,564.22	8.62 %
511-5-0120-51140	LIFE INSURANCE	296.40	416.40	0.00	376.14	40.26	9.67 %
511-5-0120-51150	OMRF RETIREMENT	10,767.15	12,235.78	0.00	11,131.56	1,104.22	9.02 %
511-5-0120-51500	OTHER BENEFITS	5,520.00	5,520.00	0.00	5,060.00	460.00	8.33 %
511-5-0120-51550	WORKER'S COMPENSATION	1,180.68	1,390.68	0.00	1,296.59	94.09	6.77 %
511-5-0120-52010	OFFICE & COMPUTER SUPPLIES	500.00	500.00	0.00	95.49	404.51	80.90 %
511-5-0120-52030	FOOD & KITCHEN SUPPLIES	1,200.00	1,200.00	0.00	724.56	475.44	39.62 %
511-5-0120-52050	UNIFORMS AND CLOTHING	0.00	1,840.00	0.00	1,837.51	2.49	0.14 %
511-5-0120-52100	FUEL, OIL & LUBRICANTS	1,600.00	1,600.00	0.00	1,406.98	193.02	12.06 %
511-5-0120-52110	FUEL AND OIL FOR RESALE	400.00	400.00	0.00	350.18	49.82	12.46 %
511-5-0120-52170	LOW LEAD 100 OCTANE FUEL	142,500.00	146,500.00	0.00	106,916.77	39,583.23	27.02 %
511-5-0120-52180	JET A FUEL	95,000.00	101,000.00	0.00	140,317.91	-39,317.91	-38.93 %
511-5-0120-52200	TOOLS & MINOR EQUIPMENT	2,750.00	2,750.00	0.00	2,062.98	687.02	24.98 %
511-5-0120-52240	EQUIPMENT PARTS & SUPPLIES	2,700.00	2,700.00	0.00	1,029.72	1,670.28	61.86 %
511-5-0120-52500	OTHER MATERIALS & SUPPLIES	1,500.00	1,500.00	0.00	930.49	569.51	37.97 %
511-5-0120-53010	EQUIP. MAINT. CONTRACTS	4,600.00	4,600.00	0.00	4,300.00	300.00	6.52 %
511-5-0120-53020	REPAIR & MAINT. - BLDGS.	10,000.00	10,000.00	0.00	10,185.73	-185.73	-1.86 %
511-5-0120-53030	REPAIR & MAINT. - EQUIP.	11,700.00	11,700.00	0.00	6,762.36	4,937.64	42.20 %
511-5-0120-53040	REPAIR & MAINT.-VEHICLES	2,000.00	2,000.00	0.00	917.71	1,082.29	54.11 %
511-5-0120-53090	REPAIR & MAINT. - OTHER	5,000.00	5,000.00	0.00	525.96	4,474.04	89.48 %
511-5-0120-53190	OTHER PROFESSIONAL SERVICES	5,000.00	41,600.00	0.00	22,964.36	18,635.64	44.80 %
511-5-0120-53200	NATURAL GAS	5,500.00	5,500.00	0.00	8,749.77	-3,249.77	-59.09 %
511-5-0120-53210	ELECTRICITY	30,000.00	30,000.00	0.00	26,133.71	3,866.29	12.89 %
511-5-0120-53250	TELEPHONE	3,600.00	3,600.00	0.00	2,573.68	1,026.32	28.51 %
511-5-0120-53280	COPY USAGE EXPENSE	100.00	100.00	0.00	154.14	-54.14	-54.14 %
511-5-0120-53290	POSTAGE & SHIPPING	500.00	500.00	0.00	31.51	468.49	93.70 %
511-5-0120-53390	OTHER CONTRACTUAL SERVICES	4,300.00	4,300.00	0.00	208.00	4,092.00	95.16 %
511-5-0120-53470	MEMBERSHIPS & DUES	350.00	350.00	0.00	350.00	0.00	0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 06/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
511-5-0120-53480	FILING FEES & PERMITS	100.00	100.00	0.00	50.00	50.00	50.00 %
511-5-0120-53490	BOOKS & SUBSCRIPTIONS	700.00	700.00	0.00	292.07	407.93	58.28 %
511-5-0120-53530	LEGAL ADVERTISING	500.00	500.00	0.00	82.50	417.50	83.50 %
511-5-0120-53540	PRINTING	100.00	100.00	0.00	0.00	100.00	100.00 %
511-5-0120-53550	INSURANCE	31,848.00	31,848.00	23,266.36	32,543.60	-695.60	-2.18 %
511-5-0120-53780	MISC. OTHER SERV. & CHGS.	1,500.00	1,500.00	0.00	1,095.11	404.89	26.99 %
511-5-0120-53930	ADVERTISING & PROMOTIONS	750.00	750.00	0.00	69.74	680.26	90.70 %
511-5-0120-54200	CAPITAL OUTLAY-BLDGS & IMPRV	20,000.00	25,050.00	0.00	25,049.37	0.63	0.00 %
511-5-0120-54500	CAPITAL OUTLAY-EQUIPMENT	0.00	2,000.00	0.00	2,000.00	0.00	0.00 %
511-5-0120-55500	LEASE PAYMENTS-EQUIPMENT	0.00	45,000.00	0.00	33,860.00	11,140.00	24.76 %
Expense Total:		584,572.41	740,146.54	23,266.36	649,984.23	90,162.31	12.18 %
Fund: 511 - SHAWNEE AIRPORT AUTHORITY Surplus (Deficit):		0.59	0.59	-6,149.82	-5,029.27	-5,029.86	52,518.64 %
Report Surplus (Deficit):		0.59	0.59	-6,149.82	-5,029.27	-5,029.86	52,518.64 %