

NOTICE OF MEETING
AIRPORT ADVISORY BOARD SHAWNEE REGIONAL AIRPORT
May 20, 2020

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

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

DATE: May 20, 2020

TIME: 5:30 P.M.

PLACE OF MEETING:

ZOOM Video Conference

VIA TELEVISED BROADCAST:

VYVE Channel 3

VIA INTERNET:

http://www.shawneeok.org/services/video_multimedia/city_connect_live.php

Members of the City Commission participation:

Will Smallwood, Chairman	via videoconference
John Klaser, Vice Chairman	via videoconference
Harmik Der Sahakian	via videoconference
Barry Fogerty	via videoconference
Bert Humphreys	via videoconference
Randy Rogers	via videoconference
Jim Smith	via videoconference

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 4:34 a.m./p.m. on the 15th day of May 2020.

Signed: Haci Eck
Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media:

5/15/2020

Person filing Notice:

Bonnie Wilson

Notice Verified by:

Haci Eck

**AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
MAY 20, 2020 5:30 P.M.
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DRIVE SHAWNEE, OK**

NOTICE REGARDING PUBLIC ACCESS AND OPPORTUNITY TO PROVIDE COMMENTS

Due to the current COVID-19 pandemic, members of the public who wish to speak to the Airport Advisory Board, must register with the Airport Manager at least two (2) hours prior to the meeting by calling 405-878-1632 or sending an email to Bonnie.Wilson@shawneeok.org with their name, address, and telephone number. To participate in the meeting, individuals will need access to Zoom [<https://zoom.us/>]. A link to the meeting will be provided via email to the participant prior to the meeting. The participant must sign into the meeting no less than ten (10) minutes prior to the start of the meeting.

For anyone that wishes to view the meeting, it will be broadcasted live on Vyve Channel 3 or via the City of Shawnee's website at the following address:

http://www.shawneeok.org/services/video_multimedia/city_connect_live.php.

MEMBERS OF THE AIRPORT ADVISORY BOARD PARTICIPATION

DR. WILL SMALLWOOD, CHAIRMAN	VIA VIDEOCONFERENCE
MR. JOHN KLASER, VICE CHAIRMAN	VIA VIDEOCONFERENCE
MR. HARMIK DER SAHAKIAN	VIA VIDEOCONFERENCE
MR. BARRY FOGERTY	VIA VIDEOCONFERENCE
MR. BERT HUMPHREYS	VIA VIDEOCONFERENCE
MR. RANDALL ROGERS	VIA VIDEOCONFERENCE
MR. JAMES SMITH	VIA VIDEOCONFERENCE

CALL TO ORDER

ITEM ONE:	Declaration of a Quorum
ITEM TWO:	Consideration and Approval of Minutes from the January 15, 2020 Meeting
ITEM THREE:	Citizen Comments (A three-minute limit per person) (A twelve-minute limit per topic)
ITEM FOUR:	Recommendation to Adopt New Standard Hangar Lease Language
ITEM FIVE:	Recommendation to Adjust Airport Rental Rates
ITEM SIX:	Recommendation to Implement After-Hours Service Fee

ITEM SEVEN: Discussion and Consideration of Declaring Certain Personal Property Surplus and Authorizing Sale Via Internet Auction Service

ITEM EIGHT: Discussion and Consideration of Lease to Own Agreement for Field Equipment (Tractor)

ITEM NINE: Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Budget Summary Report
4. Other Matters
 - a. Lochner Amendment – Reduction in Scope and Fees.
 - b. Grant Funding for Runway and Taxiway Rehabilitation Project
 - c. Runway and Taxiway Rehabilitation Project Status Report
 - d. Surplus Land Sale – Bids Received
 - e. Board Appointments

ITEM TEN: New Business

ITEM ELEVEN: Board Comments

ITEM TWELVE: Adjournment

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

PRESENT Dr. Will Smallwood, Chairman, Mr. Klaser, Vice Chairman, Mr. Fogerty, Mr. Rogers

OTHERS PRESENT Ms. Bonnie Wilson, Shawnee Regional Airport

I. DECLARATION OF A QUORUM

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

II. CONSIDERATION AND APPROVAL OF MINUTES FROM DECEMBER 18, 2019 MEETING

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

The Chairman called for a Motion to Approve the Minutes.

Mr. Fogerty offered the Motion; Vice Chairman Klaser provided a Second.

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

III. CITIZEN COMMENTS

No requests for comments were made.

IV. DISCUSSION AND CONSIDERATION OF PROPOSED ADDENDUM TO PROFESSIONAL ENGINEERING CONTRACT TO ADDRESS CONSTRUCTION AND GRANT ADMINISTRATION FOR REHABILITATION OF RUNWAY 17/35, TAXIWAY ALPHA AND CONNECTING TAXIWAYS

Staff presented a memorandum recommending execution of an Addendum to the current engineering contract with H.W. Lochner, Inc. for services in connection with the rehabilitation of the runway and taxiways at SNL.

Per FAA requirements, the proposed fees must be reviewed by an independent third party prior to execution. Staff recommended engaging the services of Neil Rood, P.E. of Rood & Associates Aviation Consulting, an independent engineering firm with experience in airport civil engineering.

Mr. Fogerty made a Motion to recommend executing an Addendum following the third-party independent assessment; Mr. Rogers provided a Second to the Motion.

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

V. STAFF REPORT

Staff presented the monthly Staff Report.

VI. NEW BUSINESS

No New Business was presented.

VII. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. 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 Chairman adjourned the meeting.

DR. WILL SMALLWOOD
CHAIRMAN

DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

DATE



To: Shawnee Regional Airport Advisory Board

**Will Smallwood, Chairman
John Klaser, Vice Chairman
Harmik Der Sahakian
Barry Fogerty
Bert Humphreys
Randall Rogers
James Smith**

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

Date: May 20, 2020

Subject: Recommendation to Adopt New Lease Language

Summary

Following the publication and implementation of the revised Shawnee Airport Authority Minimum Standards and Requirements for Capital Development on Airport Property Commercial Aeronautical Services, Commercial Non- Aeronautical Services and Non-Commercial Aeronautical Activities at the Shawnee Regional Airport (Minimum Standards) staff conducted a review of the existing standard hangar lease language to ensure concurrence.

The standard language was revised and the proposed draft was shared for comment with the Airport Authority's insurance underwriter, the City Manager and City Attorney. The revised draft was shared with the members of the Airport Advisory Board (AAB) for their review and comment. A final draft incorporating recommendations received was then recirculated to the AAB.

Recommendation

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

Action Requested

Recommend the Shawnee Airport Authority adopt the new standard hangar lease form and authorize the City Manager to execute standard hangar leases for the duration of City of Shawnee's Fiscal Year 2021.



To: Shawnee Regional Airport Advisory Board

Will Smallwood, Chairman
John Klaser, Vice Chairman
Harmik Der Sahakian
Barry Fogerty
Bert Humphreys
Randall Rogers
James Smith

From: Bonnie A. Wilson, CM
Airport Manager

Date: May 20, 2020

Subject: Recommendation to Adjust Airport Rental Rates

Summary

The Shawnee Airport Authority (SAA) Airport Facilities Lease and Development Policy Statement (as amended), establishes a standard annual rental rate increase. The increase is based on the national rate of inflation as established by the Consumer Price Index (CPI) change from the prior calendar year. The Policy also establishes the commencement of the Fiscal Year as the date of application of new rates. The CPI based rate of inflation for Calendar Year 2019 is 2.3%. This percentage increase applied to the rates established by lease agreements with escalation clauses rounded to the nearest whole dollar amount will result in an annual rental income increase of \$2,549.04.

The schedule of proposed Tie Down and Hangar rental rate increases are as follows:

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. The rate on these

three spaces remain static until such time as annual adjustments create a rate equal or exceeding the current lease rate. The schedule of proposed rate increases for Storage Units within the T-Hangar complexes are 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

The schedule of proposed rate increases for Commercial Lease Agreements for Aviation Use properties are as follows:

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

The schedule of proposed rate increases for Commercial Lease Agreements for Non- Aviation Use properties are as follows:

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

Recommendation

Apply the terms and conditions of the Airport Facilities Lease and Development Policy to all lease agreements with an escalation clause increasing rental rates by 2.3% rounded to the nearest whole dollar amount.

Action Requested

Recommend the Shawnee Airport Authority authorize staff to increase rental rates by 2.3% rounded to the nearest whole dollar amount for all applicable leased properties.



To: Shawnee Regional Airport Advisory Board

**Will Smallwood, Chairman
John Klaser, Vice Chairman
Harmik Der Sahakian
Barry Fogerty
Bert Humphreys
Randall Rogers
James Smith**

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

Date: April 16, 2020

Subject: Recommendation to Implement After-Hours Service Fee

Summary

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.

Airport's may set fees by ordinance, statute, resolution, regulation, or agreement. Federal law does not require a single rate-setting approach. Accordingly, airports may use a residual, compensatory, hybrid, or any other rate-setting methodology so long as the methodology is consistent for similarly situated aeronautical users and conforms to the Rates and Charges Policy.

A compensatory rate structure allows airports to allocate capital and operating costs to airport cost centers and formulate rates to recover costs from aeronautical users. Per the Rates and Charges Policy, permitted Airfield Costs include: all operating and maintenance expenses directly and indirectly associated with providing airfield aeronautical facilities and services. Cost of direct personnel, maintenance, equipment, and utility costs, as well as indirect allocated costs such as police, fire/crash rescue, administrative and managerial overhead, roads and grounds, and utility infrastructure are also recoverable.

In compliance with the Rates and Charges Policy, staff worked with the City of Shawnee Finance staff to determine the estimated cost of providing after-hours services. A rate of fifty-dollars (\$50.00) per hour was determined to be appropriate for Shawnee Regional Airport.

Staff then investigated published rates for the airports included in the annual rates and charges survey conducted by the Oklahoma University. The results indicate that only Max Westheimer OU Norman publishes rates on the internet. The other airports in the survey group either do not list a specific fee, or do not offer after-hours line services.

Airport Posted Information

Ada Municipal	After-hours phone listed; no fee listed.
Claremore Regional	After-hours phone listed for Jet A; no fee listed.
Enid Woodring Regional	After-hours phone listed for Jet A; no fee listed.
Guthrie-Edmond Regional	No after-hours information posted.
Lawton-Fort Sill Regional	No after-hours information posted.
Max Westheimer OU Norman	Two (2) hour minimum; \$60/hour fee.
Muskogee-Davis Regional	After-hours phone listed; no fee listed.
Ponca City Regional Airport	No after-hours information posted.
Richard Lloyd Jones Jr. (Riverside)	After-hours service by prior arrangement. No fee listed.
Stillwater Regional	After-hours phone listed; no fee listed.
Wiley Post (Bethany)	Airport attended continuously.
W.R. Pogue Municipal (Sand Spring)	After-hours phone listed; no fee listed.

Recommendation

Staff is recommending 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.

Action Requested

Recommend the Shawnee Airport Authority authorize staff to implement a fifty-dollar (\$50.00) per hour, with a one (1) hour minimum charge, After-Hours Service Fee for line services requested at the Shawnee Regional Authority between the hours of 5:00 PM and 8:00 AM with an implementation date of July 1, 2020.



To: Will Smallwood, Chairman
John Klaser, Vice Chairman
Harmik Der Sahakian
Barry Fogerty
Bert Humphreys
Randall Rogers
James Smith

From: Bonnie A. Wilson, CM Airport Manager

Date: May 20, 2020

Subject: Discussion and Consideration of Declaring Certain Personal Property Surplus and Authorizing Sale Via Internet Auction Service

Summary

Staff has identified equipment owned by, or otherwise stored at, the Shawnee Regional Airport to determine what if any value these items provide to the operation and maintenance of the facility. Having determined that certain personal property has little value to the Airport in its current state, staff is recommending that the following list of property be declared surplus and offers for sale to the highest bidder via internet auction.

1. 1994 Chevrolet ½ Ton Pick-Up Truck (Identification No. 0966)
 - a. Replaced by 2013 Chevrolet Silverado ½ Ton Pick-Up declared surplus by the Shawnee Municipal Authority
2. Side mount (2) tool boxes, and rear cab mount truck bed tool box (1)
 - a. See Item 1, removed from 1994 Chevrolet ½ Ton Pick-Up Truck
3. 1987 Ford F700 Truck (Identification No. 0120)
 - a. Replaced by 1996 GMC purchased for \$12,720 including transfer of fuel tank and pumping system.
4. 1993 John Deere 6300 Light Utility Tractor (Identification No. 1492)
 - a. Staff is seeking prices for lease to own or used equipment.
5. 2002 Chevy Impala (Identification No. 1728)
 - a. Replaced by 2013 Chevrolet Silverado ½ Ton Pick-Up declared surplus by the Shawnee Municipal Authority
6. 2010 Kubota DZ-331-LP72 zero turn mower (Identification No. 3572)
 - a. Replaced by 2020 Cub Cadet ZTX460 zero turn mower purchased for \$5,650.00

7. Push Mowers (2)
 - a. Replaced by 2020 Cub Cadet Push/Finish Mower purchased for \$329.00
8. Hand held string trimmers (2)
 - a. Replaced with two (2) 2020 Cub Cadet ST426S (4 Stroke) Straight Shaft String Trimmers purchased for \$250.00
9. The Toro Company walk-behind leaf blower
 - a. No replacement required

Recommendation

The property listed above offers little to no value to the operation and maintenance of the Airport in its current state. Staff proposes to engage the services of Public Surplus, of Provo Utah, to host an internet-based auction, market the real property and equipment, collect payments, and remit proceeds to the Shawnee Regional Airport. Successful bidders pay the fee for auction services at the rate of 10.5% of the final bid amount for the various items offered.

Action Requested

Staff is seeking a recommendation to request authorization from Shawnee Airport Authority to declare the identified items as surplus and authorization to sell said items to the public via internet-based auction, and or negotiate a sale price with the highest bidder should the bid reserve not be met.



To: Will Smallwood, Chairman
John Klaser, Vice Chairman
Harmik Der Sahakian
Barry Fogerty
Bert Humphreys
Randall Rogers
James Smith

From: Bonnie A. Wilson, CM Airport Manager

Date: May 20, 2020

Subject: Discussion and Consideration of Entering into a Lease to Own Agreement for Field Equipment (Tractor)

Summary

Staff researched options for the purchase, or lease, of a utility tractor to support large scale grass cutting operations at Shawnee Regional Airport. A new tractor of sufficient size and horse power to operate our current mowing equipment cost approximately eighty to ninety thousand dollars (\$80,000 – \$90,000), dependent on features and attachments. Prices for used equipment of similar size and capacity range 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 sought and secured, two offers to “Lease to Own” suitable used equipment to meet operational requirements. 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.

Recommendation

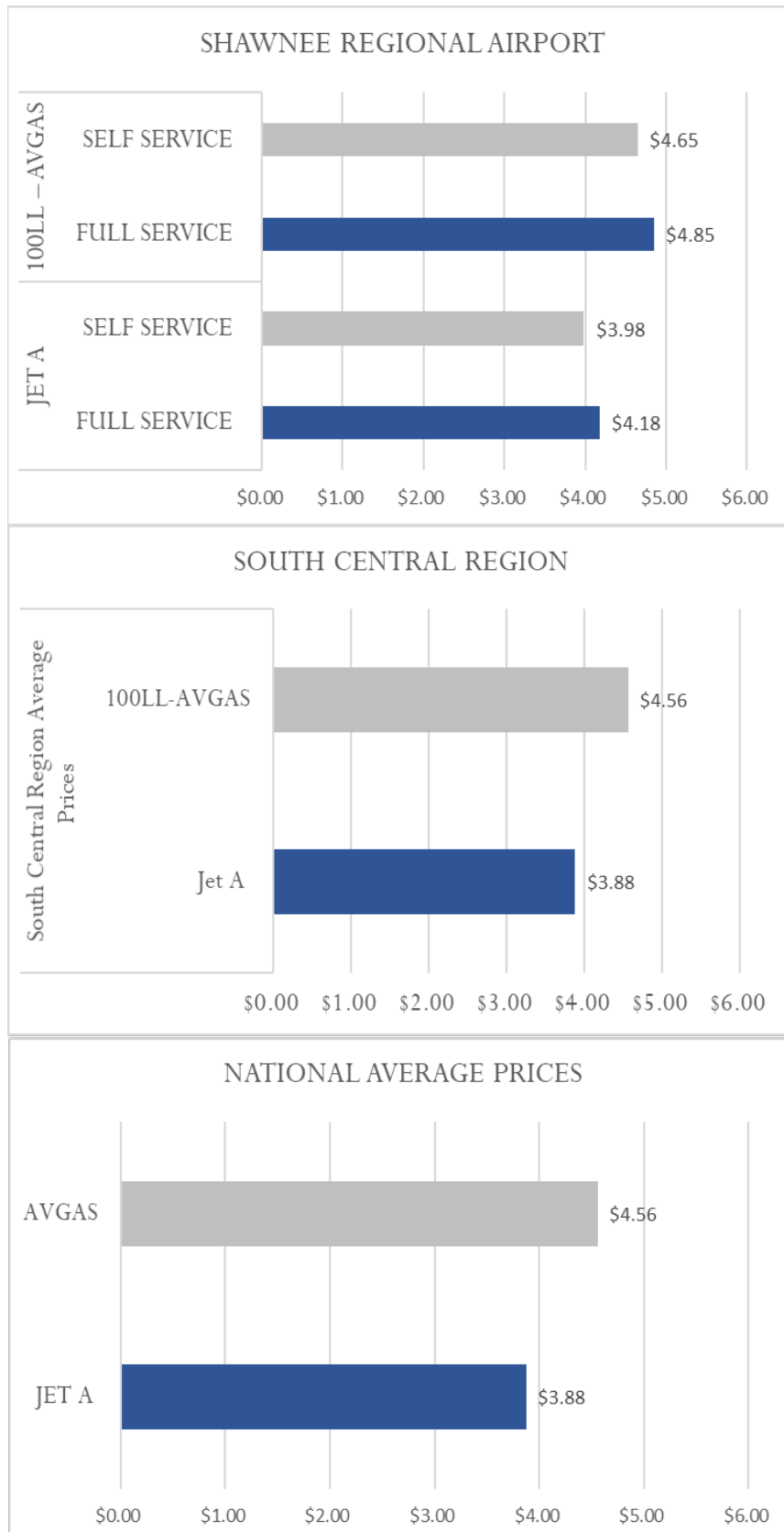
The lower price John Deere 6210 is of sufficient size and horsepower to operate current mowing equipment and address maintenance needs. Staff is recommending entering into an agreement with Airdale Farms & Machinery, LLC, to Lease to Own the John Deere tractor for a term of twenty calendar months at the rate of two-thousand dollars (\$2,000) per month. Staff is also recommending procuring insurance beyond that provided by the owner as part of the lease agreement at the rate of twenty-five dollars \$25.00 per year.

Action Requested

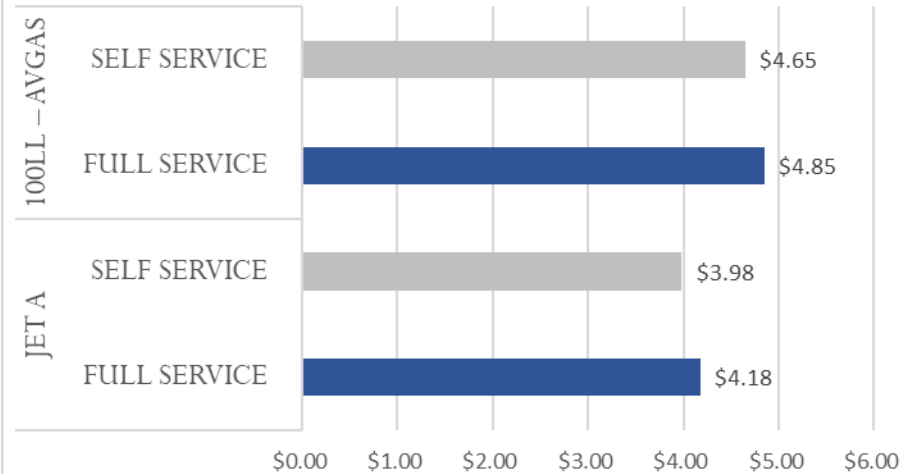
Staff is seeking a recommendation to request authorization from Shawnee Airport Authority to enter into a Lease to Own agreement for the purpose of procuring a tractor to support mowing operations at the Shawnee Regional Airport.

Staff Report

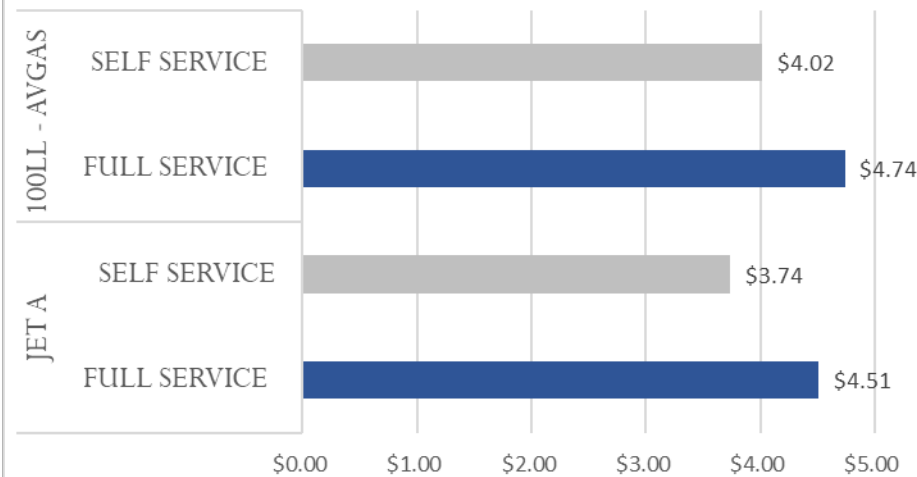
1. Fuel Price Comparisons



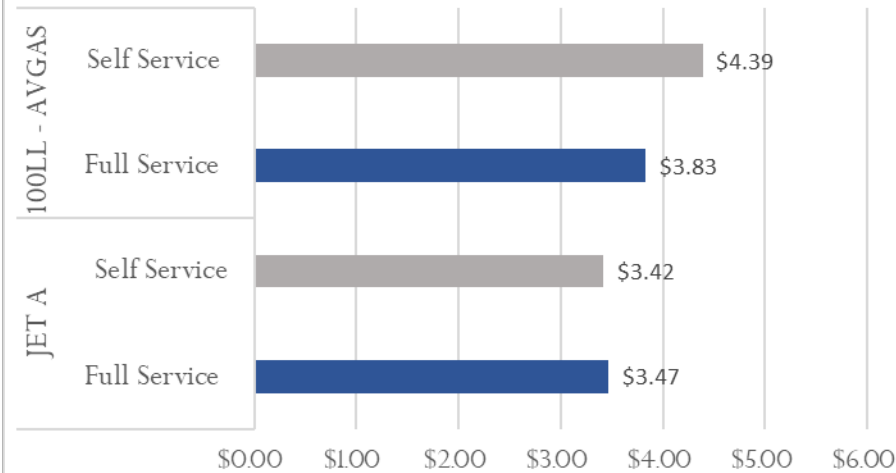
SHAWNEE REGIONAL AIRPORT



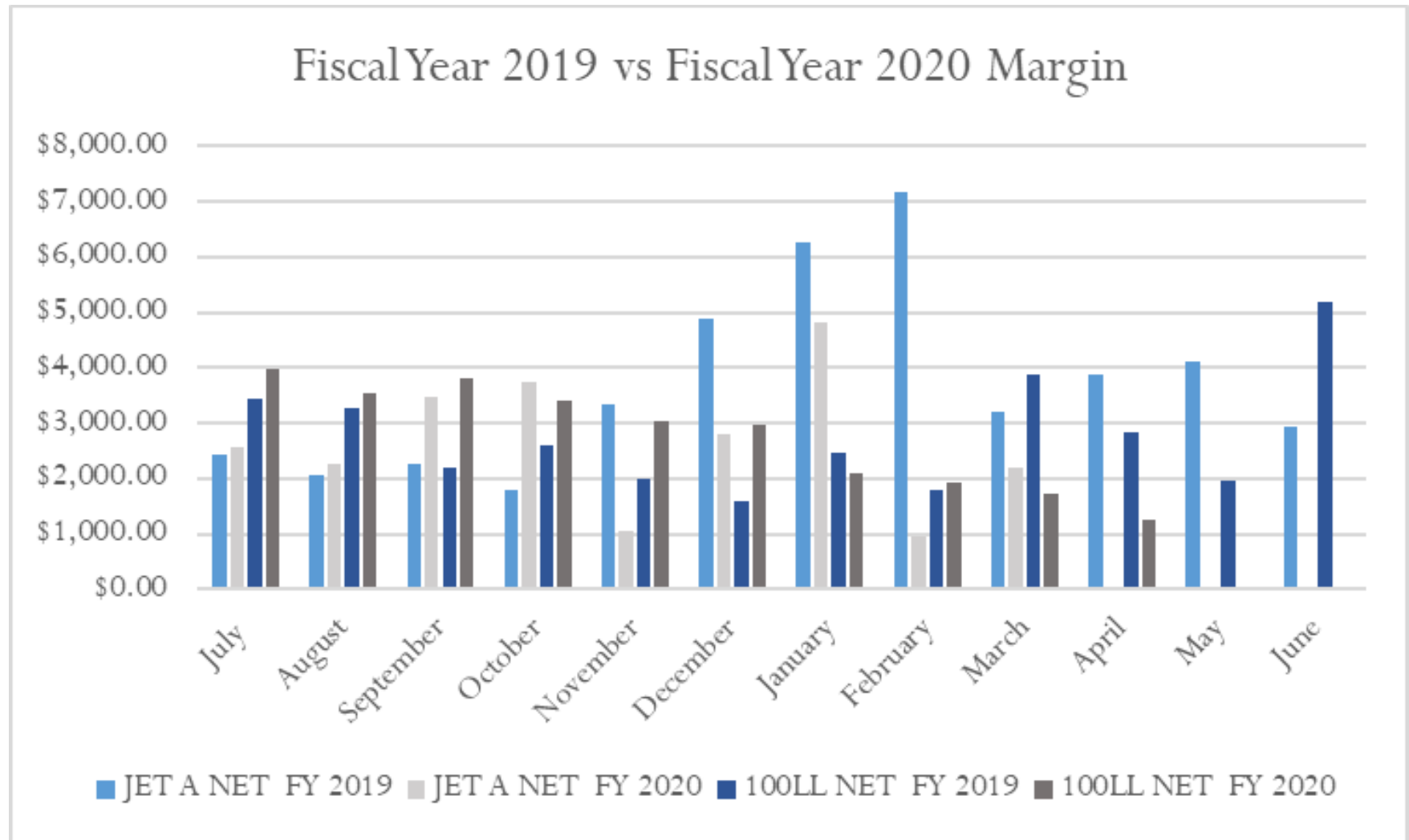
50 NM RADIUS AVERAGE



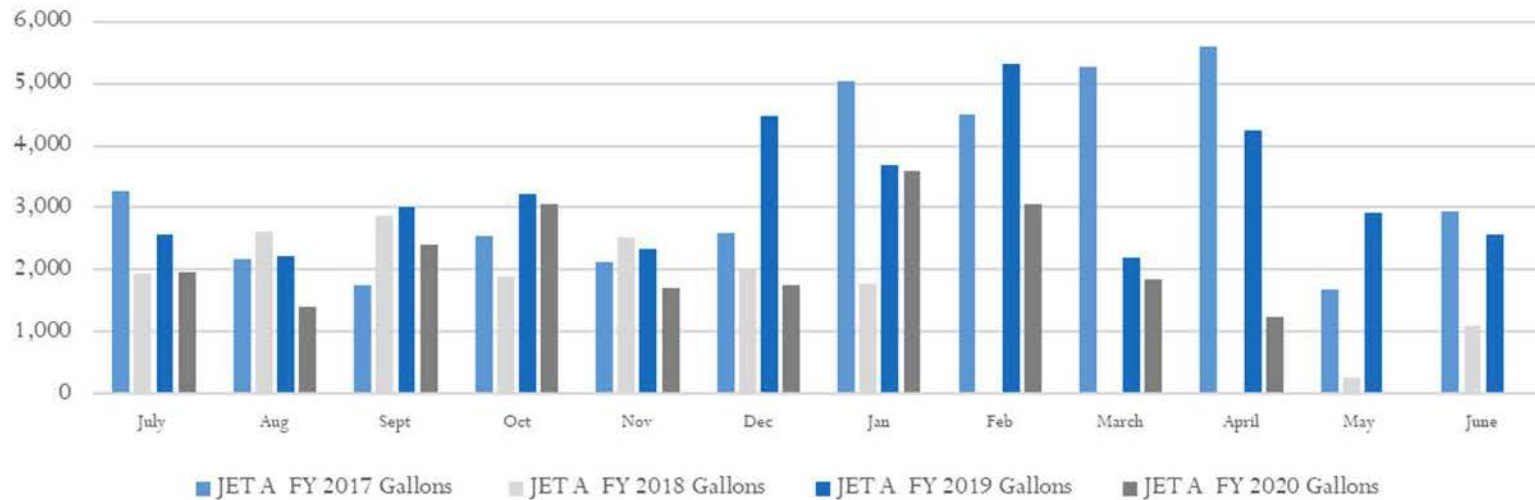
100 NM RADIUS AVERAGE



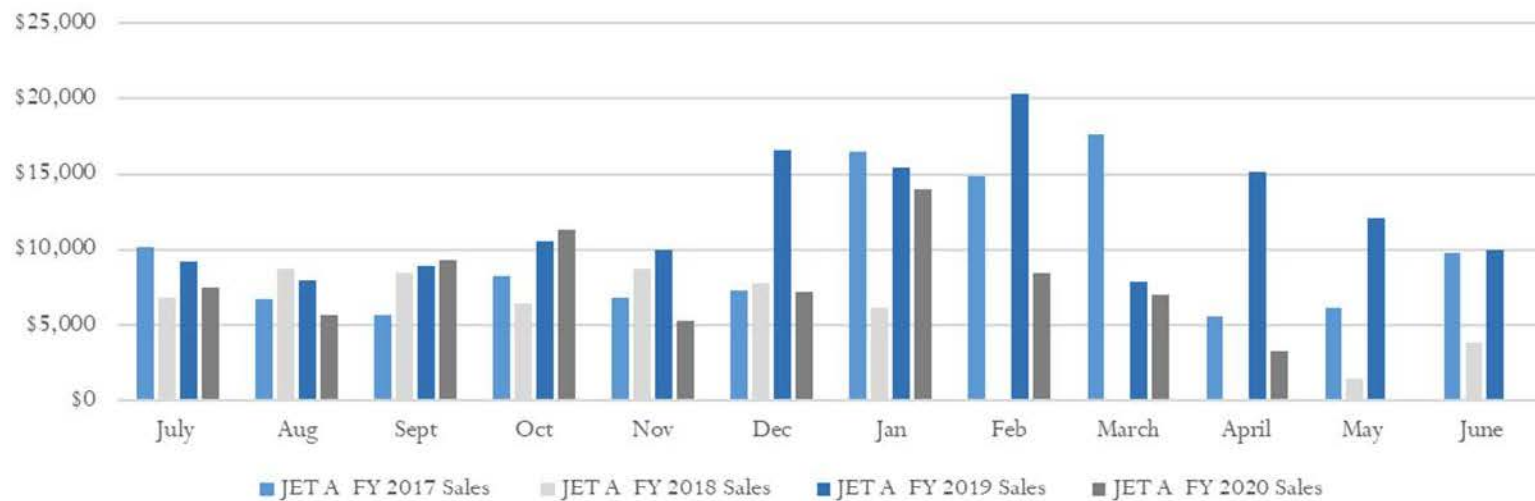
2. Fuel Sales



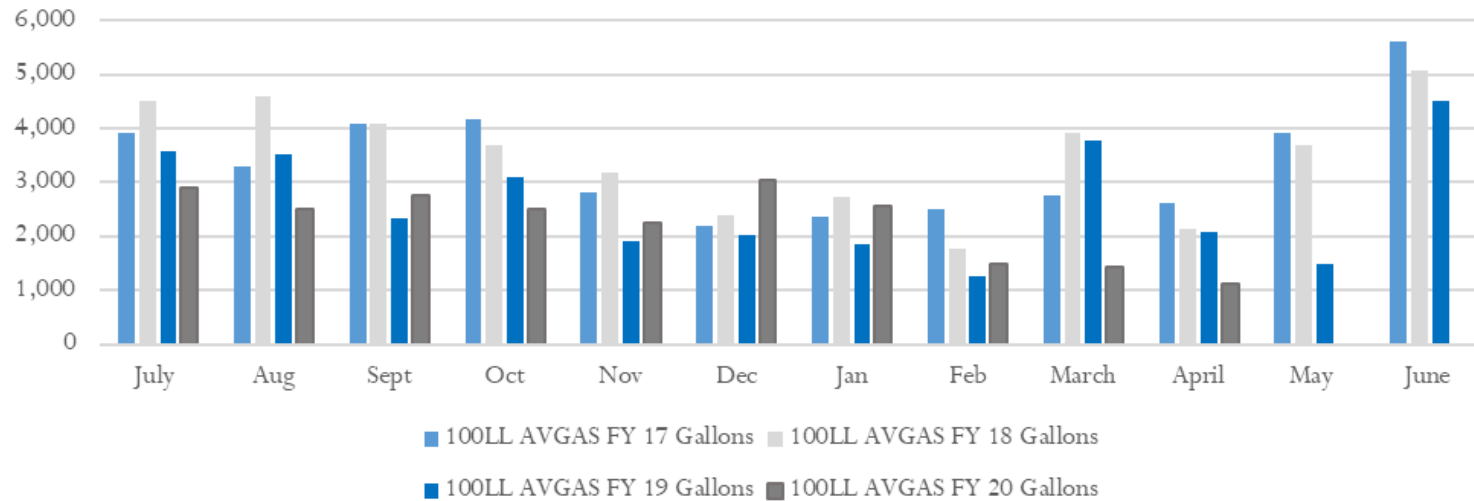
FY 2017 v FY 2018 v FY 2019 v FY 2020
Monthly JET A Gallons Sold



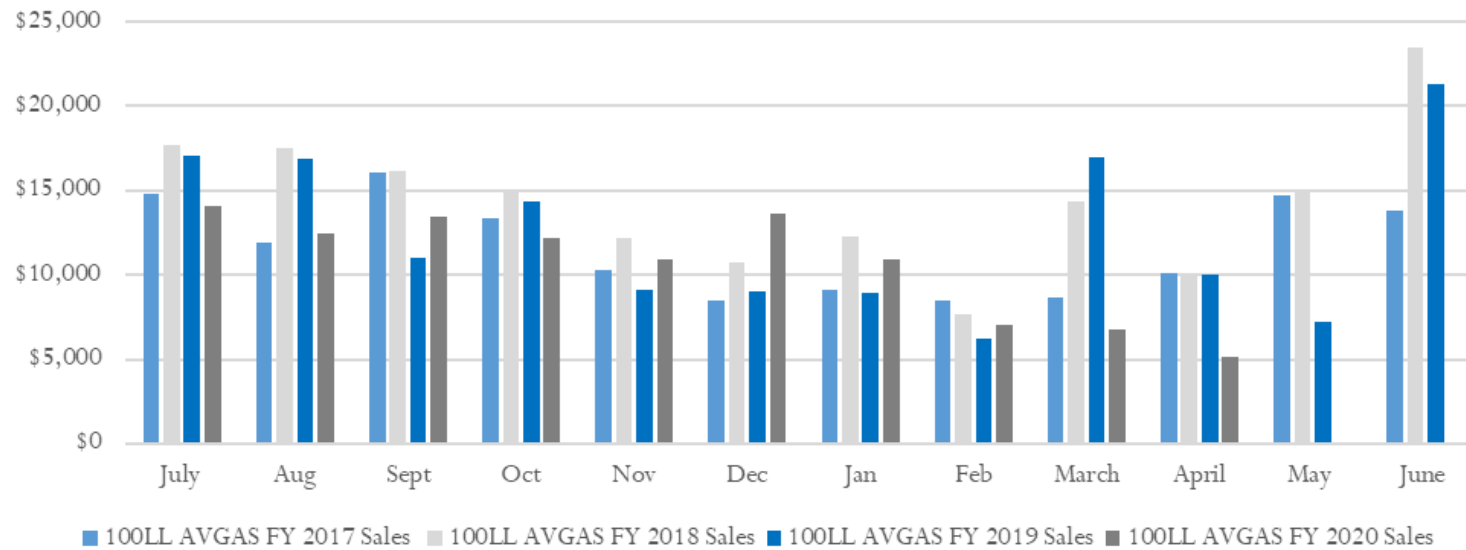
FY 2017 v FY 2018 v FY 2019 v FY 2020
MONTHLY JET A SALES



FY 2017 v FY 2018 v FY 2019 v FY 2020
Monthly 100LL AVGAS Gallons Sold



FY 2017 v FY 2018 v FY2019 v FY 2020 100LL AVGAS Sales



3. Summary Budget Report

5-11-2020 09:54 AM

CITY OF SHAWNEE
FINANCIAL STATEMENT - UNAUDITED
AS OF: MAY 11TH, 2020

PAGE: 2

511-SHAWNEE AIRPORT AUTHORITY
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	BUDGET
<u>INTERGOVERNMENTAL REV.</u>							
4101 FEDERAL GRANT REVENUE	0.00	0.00	0.00	58,587.99	0.00 (	58,587.99)	0.00
4102 STATE GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL REV.	0.00	0.00	0.00	58,587.99	0.00 (	58,587.99)	0.00
<u>LICENSES & PERMITS</u>							
4249 OTHER PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LICENSES & PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>RENTAL REVENUES</u>							
4600 RENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4625 AIRPORT RENTAL REVENUE	120,000.00	11,034.89	0.00	112,741.50	0.00	7,258.50	93.95
4626 T-HANGAR RENTAL REVENUE	69,000.00	5,905.79	0.00	71,666.79	0.00 (	2,666.79)	103.86
4627 FBO SHARE OF HANGAR REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4695 WATER TOWER RENTAL	78,000.00	0.00	0.00	82,127.36	0.00 (	4,127.36)	105.29
4699 OTHER RENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RENTAL REVENUES	267,000.00	16,940.68	0.00	266,535.65	0.00	464.35	99.83
<u>INTEREST INCOME</u>							
4701 INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER REVENUES</u>							
4803 OIL & GAS ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4804 OIL & LUB SALES	2,000.00	0.00	0.00	1,272.03	0.00	727.97	63.60
4809 SALE OF SURPLUS PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4813 SALE OF REAL PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4822 OTHER MISC REVENUE	150.00	0.00	0.00	8,300.55	0.00 (	8,150.55)	533.70
4825 REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	1,124.19	0.00 (	1,124.19)	0.00
4835 FUEL FLOWAGE FEE	150.00	0.00	0.00	134.40	0.00	15.60	89.60
4836 FUEL SALES	280,000.00	1,585.23	0.00	165,026.19	0.00	114,973.81	58.94
4850 EVENT REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4860 FLY-IN DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4870 INTERDEPARTMENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUES	282,300.00	1,585.23	0.00	175,857.36	0.00	106,442.64	62.29
<u>TRANSFERS IN</u>							
4901 TRANSFER FROM GEN FUND	6,235.45	0.00	0.00	6,235.45	0.00	0.00	100.00
4904 TRANSFER FROM STREET IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4905 TRANSFER FROM ECON DEVLPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4950 TRANSFER FROM CAPITAL IMPROV	85,850.00	0.00	0.00	0.00	0.00	85,850.00	0.00
4951 TRANSFER FROM STREET IMPRV	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.00
4960 CONTRIBUTED CAPITAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS IN	292,085.45	0.00	0.00	6,235.45	0.00	285,850.00	2.13
*** TOTAL REVENUES ***	841,385.45	18,525.91	0.00	507,216.45	0.00	334,169.00	60.28

3. Other Matters

a. **Lochner Amendment – Reduction in Scope and Fees.**

The FAA determined that the proposed Capital Improvement Plan update, generally conducted as part of the “project close out” and included in the final project documents is not a grant eligible item. Lochner agreed to remove this item from their scope of work and reduced their fees by \$5,600. Staff will work to prepare these documents in-house. Lochner has agreed to provide any assistance requested to complete the filing.

b. **Grant Funding for Runway and Taxiway Rehabilitation Project**

Title XII of Division B of the CARES Act provided special grant funding to support airports experiencing severe economic disruption caused by the COVID-19 public health emergency. Under the CARES Act distribution plan, the Shawnee Regional Airport received a grant offer in the amount of thirty-thousand dollars (\$30,000.00). The FAA is also providing grant funds to airports under modified terms and conditions of the AIP Program. Airports receiving grant offers as part of the Fiscal 2020 AIP program will not be required to provide a ten percent (10%) project cost local contribution. The Shawnee Regional Airport is also eligible for Special Discretionary grant funds, allocated in Fiscal Year 2019. These grant funds retain the requirement for a ten percent (10%) local contribution. Due to short time lines for processing of grant applications Staff requested and received authorization from the Shawnee Airport Authority to apply for any available funds and execute all grant offers received.

Taxiway		Runway	
Engineering	\$ 80,310.00	Engineering	\$ 187,390.00
Construction	\$ 137,747.00	Construction	\$ 648,375.00
Total Estimated Cost	\$ 218,057.00	Total Estimated Cost	\$ 835,765.00
Funding Sources			
FY 2020 AIP Entitlement	\$ 218,057.00	FY 2020 AIP Entitlement	\$ 231,943.00
Less Matching Share	\$ -	Remaining Unfunded Balance	\$ 603,822.00
Unfunded Balance	\$ -	Special AIP Discretionary FY 2019	\$ 543,439.80
		Remaining Unfunded Balance	\$ 60,382.20
		CARES Act Stimulus Grant	\$ 30,000.00
		Remaining Unfunded Balance	\$ 30,382.20

c. **Runway and Taxiway Rehabilitation Project Status Report**

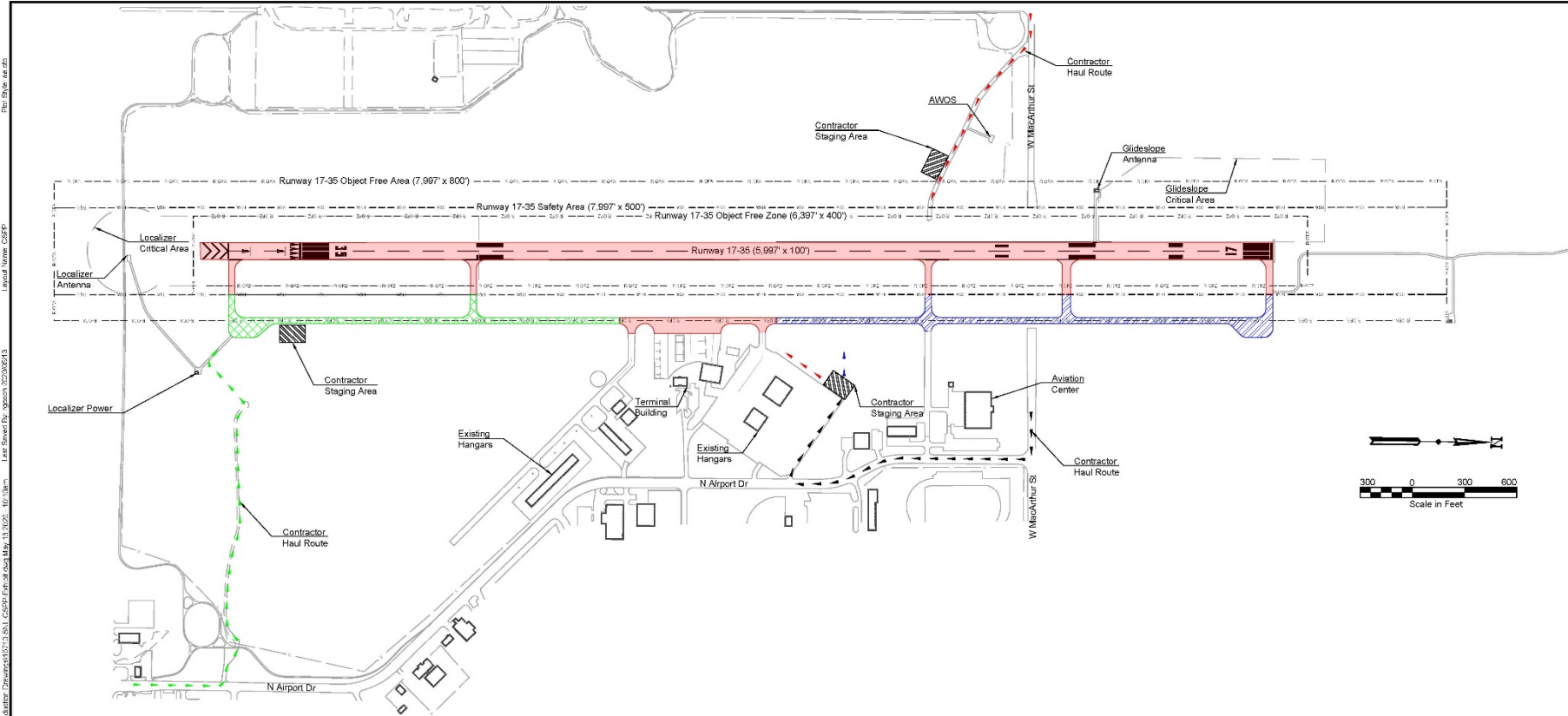
Lochner Engineering has completed the assessment of the runway and taxiway and compiled preliminary design and specification documents for review and approval by the FAA. The Disadvantaged Business Enterprise opportunities review process is also complete. The proposed participation goal of 6.22% was published for public comment, and submitted to the FAA for their review and concurrence. Design is almost complete. The FAA is reviewing draft plans and specifications, and Requests for Modifications to Standards. To ensure timely receipt of bids to support grant applications, staff requested authorization from the Shawnee Airport Authority to advertise final plans and specifications at the May 18, 2020 Regular Meeting. Advertisements will be published following final review of the designs and specifications for the project. A general plan of work and construction phasing is attached.

d. **Surplus Land Sale – Bids Received**

A revised Bid Package advertised in the Shawnee News Star on Wednesday, February 19th, and Wednesday, February 26th, and appeared on www.Shawneeok.org from the initial date of publication through the submission date of March 16, 2020. The Shawnee Airport Authority authorized staff to open and record the two bids received at the March 16th meeting deferring award to allow time for a review of the submissions. The appraised value, and publicized minimum acceptable bid is \$220,000. Submitted bids ranged from a low of \$220,020 to a high of \$229,000. The Bid to Purchase was awarded at the Regular Meeting of the Shawnee Airport Authority on April 6, 2020. Documentation necessary to support the sale of the property is under review by the City Attorney.

e. **New Airport Advisory Board Members Confirmed by City Commission**

Two members of the Shawnee Airport business community submitted applications to serve on the Airport Advisory Board, Mr. Blake White of Air Flite, Inc. and Mr. Scott Lee of Red Cloud Aviation. The Mayor provided the application information to the City Commission and received their confirmation of his nominations at the regular meeting of the City Commission on May 4, 2020.



PHASE 1 (Not to Exceed 14 Calendar Days)

1. Parallel taxiway shall be partially CLOSED for the duration of this phase.
2. Runway 17-35 and terminal apron will remain OPEN for the duration of this phase.
3. Work activities within the limits of the work area for this phase:
 - Remove existing pavement markings.
 - Complete all crack seal pavement repair and seal coat part of the taxiway.
 - Complete taxiway markings.



PHASE 2 (Not to Exceed 30 Calendar Days)

1. Runway 17-35 and parallel taxiway shall be CLOSED for the duration of this phase.
2. Terminal apron will remain CLOSED for the duration of this phase.
3. Work activities within the limits of the work area for this phase:
 - Remove existing pavement markings.
 - Complete all crack seal pavement repair and seal coat Runway 17-35 and taxiway.
 - Complete temporary runway and taxiway markings.



PHASE 3 - (Not to Exceed 19 Calendar Days)

1. Parallel taxiway shall be partially CLOSED for the duration of this phase.
2. Runway 17-35 and terminal apron will remain OPEN for the duration of this phase.
3. Work activities within the limits of the work area for this phase:
 - Remove existing pavement markings.
 - Complete all crack seal pavement repair and seal coat part of the taxiway.
 - Complete taxiway markings.

Operational Requirement	Normal	Phase 1	Phase 2	Phase 3
Runway 17-35	5,987' length, ADG C-II	Open	Closed	Open
Parallel Taxiway	TDG II	Partially Closed	Closed	Partially Closed
Connecting Taxiways	TDG II	Partially Closed	Closed	Partially Closed
Taxilane	TDG II	Open	Open	Open
Terminal Apron	ADG II	Open	Closed	Open

1. Existing Cracks (>1") Shall Be Repaired in Accordance with this Detail. The Exact Location to be Repaired Shall Be Determined in the Field by the Engineer.
2. The Contractor Shall Remove any Existing Sealant Prior to Sealing.

This document is preliminary in nature and is not a final signed and sealed document.

LOCHNER

13439 Broadway, Ext. 1 Suite 101 | Oklahoma City, Oklahoma 73114
P. 405.748.6551 | www.hwochner.com

CITY OF SHAWNEE, OKLAHOMA

SHAWNEE REGIONAL AIRPORT
SHAWNEE, OKLAHOMA

PROJECT NO.	15710
DRAWN BY	DATE
CHECKED BY	DATE
DESIGNED BY	DATE
REVISIONS	DATE

CONSTRUCTION PHASING PLAN EXHIBIT

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