

**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
CHAIRMAN

06/17/2020
DATE

ATTEST:



BONNIE A. WILSON, SECRETARY

6/17/2020
DATE