

**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

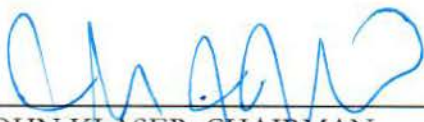
No additional comments were provided.

XIII. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Der Sahakian 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

6/8/2022

DATE

ATTEST :


BONNIE A. WILSON

6/8/2022

DATE