

AIRPORT ADVISORY BOARD MEETING

REGULARLY SCHEDULED MEETING

MAY 15, 2019 5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

AGENDA

AIRPORT ADVISORY BOARD

REGULARLY SCHEDULED MEETING

MAY 15, 2019 5:30 P.M.

SHAWNEE REGIONAL AIRPORT TERMINAL

2202 AIRPORT DR.

SHAWNEE, OK

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and Approval of Minutes from the March 27, 2019 Meeting
Rescheduled from March 20, 2019

ITEM TWO: Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)

ITEM THREE: Discussion and Consideration of Declaring Certain Equipment Surplus Property

ITEM FOUR: Discussion and Consideration of Amendment to Commercial Aeronautical Services
Agreement – FlyOkAir

ITEM FIVE: Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Other Matters

ITEM SIX: New Business

ITEM SEVEN: Board Comments

ITEM EIGHT: Adjournment

MINUTES
AIRPORT ADVISORY BOARD
MARCH 20, 2019 5:30 PM REGULARLY SCHEDULED MEETING
RESCHEDULED TO MARCH 27, 2019
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK

I. CALL TO ORDER

PRESENT Mr. Huddleston, Chairman, Mr. Smallwood, Vice Chairman,
 Mr. Fogerty, Mr. Humphreys, Mr. Smith

ABSENT Mr. Klaser

OTHERS PRESENT Ms. Bonnie Wilson, Shawnee Regional Airport
 Members of Leadership Shawnee

II. DECLARATION OF A QUORUM

Five members of the Advisory Board were present meeting the requirements for a quorum.
The Chairman Declared a Quorum.

**III. ITEM ONE - CONSIDERATION AND APPROVAL OF MINUTES FROM
FEBRUARY 20, 2019 MEETING**

Approval of Minutes from the February 20, 2019 Meeting.

The Chairman called for a Motion to Approve the Minutes.

Mr. Humphreys made a Motion, Mr. Fogerty provided a Second.

The Chairman called the Question.

Mr. Fogerty, Mr. Humphreys, Mr. Smallwood – Aye.
Chairman Huddleston, Mr. Smith - Abstained

A copy of the Minutes of the February 20, 2019 Meeting is provided as Attachment 1 to these Minutes.

IV. ITEM TWO: CITIZEN COMMENTS

No requests for comments were made.

V. ITEM THREE: Discussion and Consideration of Rental Rate Increases for All Properties with Consumer Price Index Inflation Escalation Clause

Staff presented a memorandum recommending three actions:

- (i) Amend the rental rates for all lease agreements with an escalation clause tying rental rates to the Consumer Price Index rate of inflation for calendar year 2018, by 1.9%;
- (ii) Offer all tenants in good standing the opportunity to renew their lease agreements at the new rental rates; and
- (iii) Seek authorization to allow the City Manager to execute standards tie-down, bulk and t-hangar lease agreements throughout the upcoming Fiscal Year (2020).

The Chairman called for a motion on the matter.

Mr. Humphreys offered a Motion to approve the recommendations.

Mr. Smith provided a Second to the Motion.

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

VI. ITEM FOUR: Discussion and Consideration of Soliciting Competitive Bids for Hay Lease – North Airport

Staff presented a memorandum recommending publication of a solicitation for bids from qualified individuals for the leasing of the property for the purpose of harvesting hay.

Recommended terms and conditions included

- (i) Term of two years, with the option to renew for two additional consecutive years;
- (ii) Establish a rental rate at a fixed price per acre, regardless of yield; and
- (iii) Establish a reserve or minimum acceptable bid price at not less than the rate established by the prior active lease for this property.

The Chairman called for a motion on the matter.

Mr. Smith offered a Motion to approve the recommendation.

Mr. Smallwood provided a Second to the Motion.

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

**VII. ITEM FIVE: Presentation of Final Draft of Minimum Standards
Public Review and Consider Recommendation for Adoption by
Shawnee Airport Authority**

Staff presented a summary of revisions to the Minimum Standards and Rules for the Shawnee Regional Airport to provide an opportunity for public review. No members of the public offered comments during the review session.

During a general discussion regarding the next steps of the process, it was recommended that staff prepare a Frequently Asked Questions document to offer as a quick reference resource to tenants and other business partners.

It was also recommended that sufficient time for compliance with the new standards be allotted to avoid placing an undue burden on tenants and business partners.

The Chairman called for a motion on the matter of recommending the revised Minimum Standards be adopted.

Mr. Smallwood offered a Motion to recommend to the Airport Authority that the current Municipal Code be amended to reflect the revised Minimum Standards and Rules, and that the effective date of the amendments be July 1, 2019.

Mr. Humphreys provided a Second to the Motion.

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

VIII. ITEM SIX: Staff Report

- a. The following topics were presented as part of the monthly Staff Report:
 - i. Current Fuel Price Comparisons
 - ii. Shawnee Regional Airport Fuel Sales
 - iii. Other Matters
 - FAA navigational aid replacement /construction project.
 - Sale of Surplus Property (Metro Mart)
 - Amendment to Airport Budget, new equipment to support sale for self-service fuel system.
 - RFQ For Engineering Services, progress to date.
 - Possible expansion of REACT leasehold and associated capital development.
 - Exploration of Economic Development Grant options.
 - Fire Suppression activity.

IX. ITEM SEVEN: New Business

No new business was introduced.

X. ITEM EIGHT: Board Comments

A question was posed regarding the circumstances surrounding a mis-fuel event. Staff has initiated a retraining program and revisited the standard operating procedures.

A question was posed regarding land valuation, and a request was made to ensure that appraisals included both rental value and sale value of properties.

XI. ITEM EIGHT: Adjournment

The Chairman called for a Motion to Adjourn the meeting.

Mr. Humphreys made a Motion to Adjourn. Mr. Smallwood 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.

KEVIN HUDDLESTON
CHAIRMAN

DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

DATE



To: Shawnee Regional Airport Advisory Board

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

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

A handwritten signature in blue ink, appearing to read "Bonnie A. Wilson", is written over a light blue rectangular stamp.

Date: May 2, 2019

Subject: Surplus Personal Property

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. Industrial Air Compressor – Two-Hundred-Forty (240) Gallons; Three (3) phase;
2. Industrial Air Compressor and Drying/Cooling Unit - Two-Hundred-Forty (240) Gallons; Three (3) phase;
3. Runway and Taxiway Lights Lenses – spare parts for the prior system, removed during the upgrade to current system.

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. The fee for these services, 10.5% of the final bid amount, is collected from the successful bidder in addition to the amount bid 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: Shawnee Regional Airport Advisory Board
Kevin Huddleston, Chairman
Will Smallwood, Vice Chairman
Harmik Der Sahakian
Barry Fogerty
Bert Humphreys
John Klaser
James Smith

From: Bonnie A. Wilson, CM
Airport Manager

Date: May 7, 2019

Subject: Proposed Amendment to Commercial Aeronautical Services
Lease Agreement – Fly Ok Air

Summary

At the June 20, 2018, meeting of the Airport Advisory Board (AAB) members of the Board approved a request from FlyOkAir to consolidate the then three lease agreements into a single document with a term of five calendar years. Staff prepared and provided a draft consolidated document for review and comment by FlyOkAir. That revision included a “grandfather” clause to allow a specific sub-tenant of the prior lease holder, O’Connor Flying Services, Inc., to continue to occupy T-Hangar No. 110.

That sub-tenant of O’Connor Flying Services, Mr. Jack Beckham, no longer desires to lease the T-Hangar, and FlyOkAir is now requesting an amendment to the terms and conditions of the consolidated lease document to allow for storage of FlyOkAir customer aircraft. Specifically, FlyOkAir is seeking authority to allow customers actively engaged in flight training, to utilize T-Hangar No. 110 for storage of their personal aircraft for the duration of their flight training with FlyOkAir.

FlyOkAir recommended that the lease language include a provision that students must be actively engaged in a training program, with no more than thirty calendar days between training events to qualify for the opportunity.

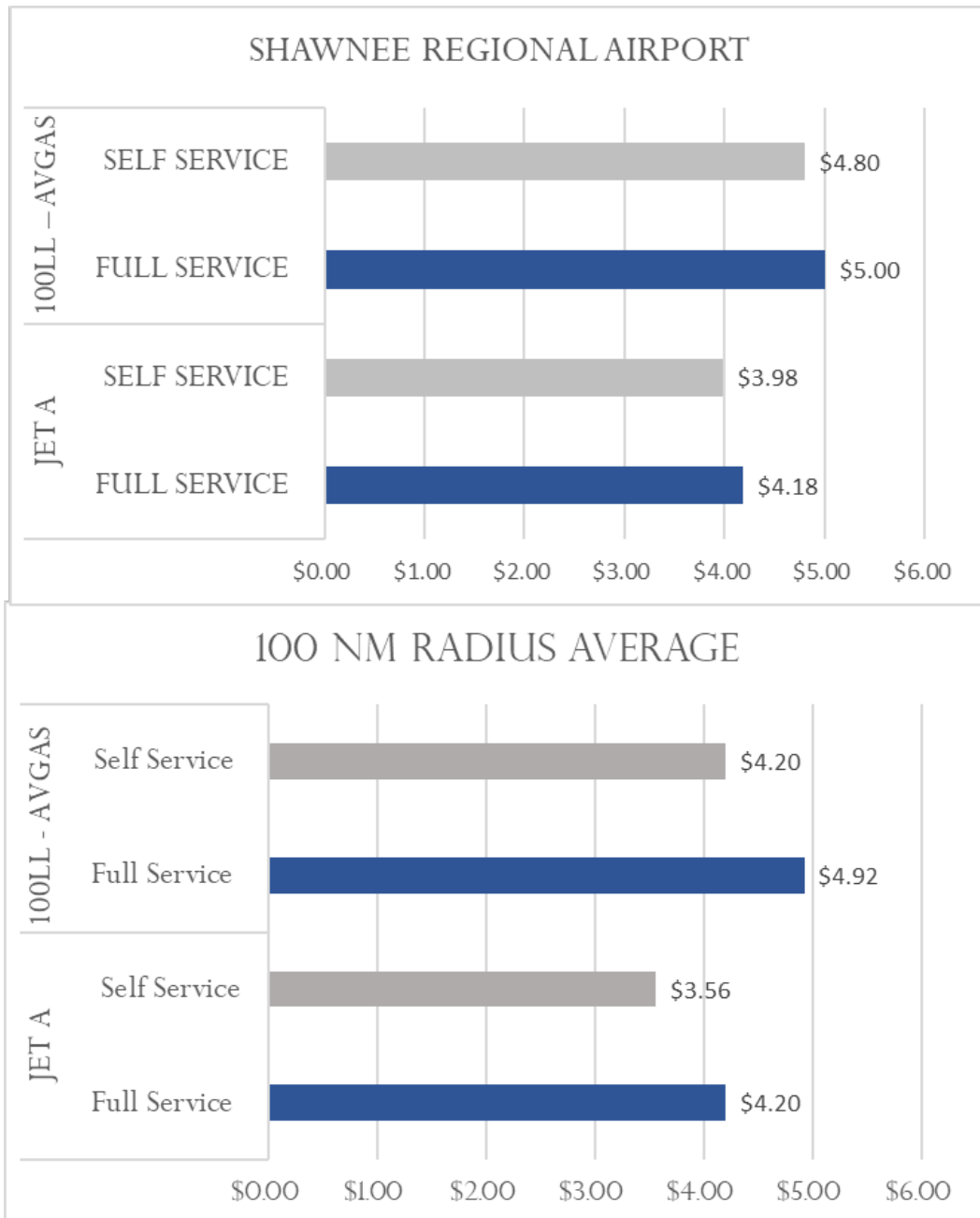
Recommendation

Section 3. Authorized Use, of the current edition of the Commercial Aeronautical Services Lease Agreement speaks to authorized uses of the leased premises. This section includes a prohibition on subleasing to aircraft

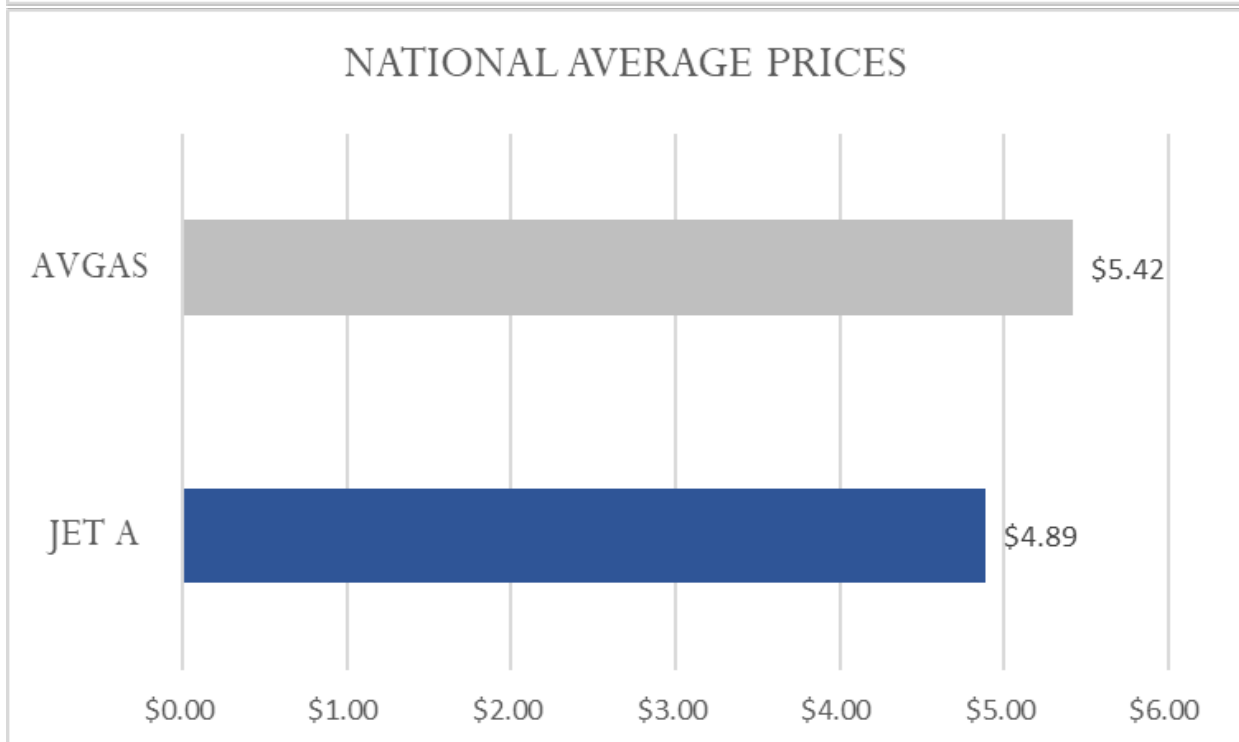
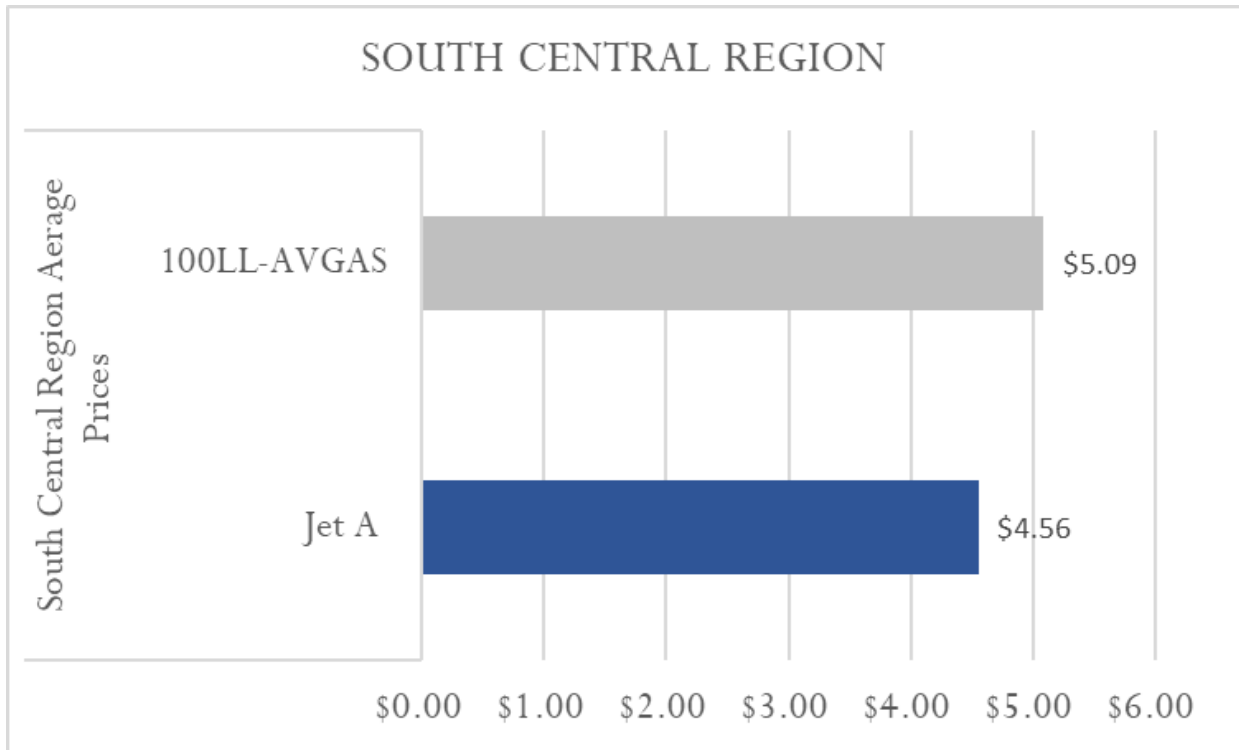
owners currently leasing hangars or hangar space from the Shawnee Airport Authority. Amending the lease to allow active non-tenant students to sub lease the hangar is permissible under this provision.

Section 3. Also addresses the authorized sublease of T-Hangar No. 110 to Mr. Jack Beckham until such time as he releases his interest to FlyOkAir. Mr. Beckham has terminated his subtenant relationship with FlyOkAir.

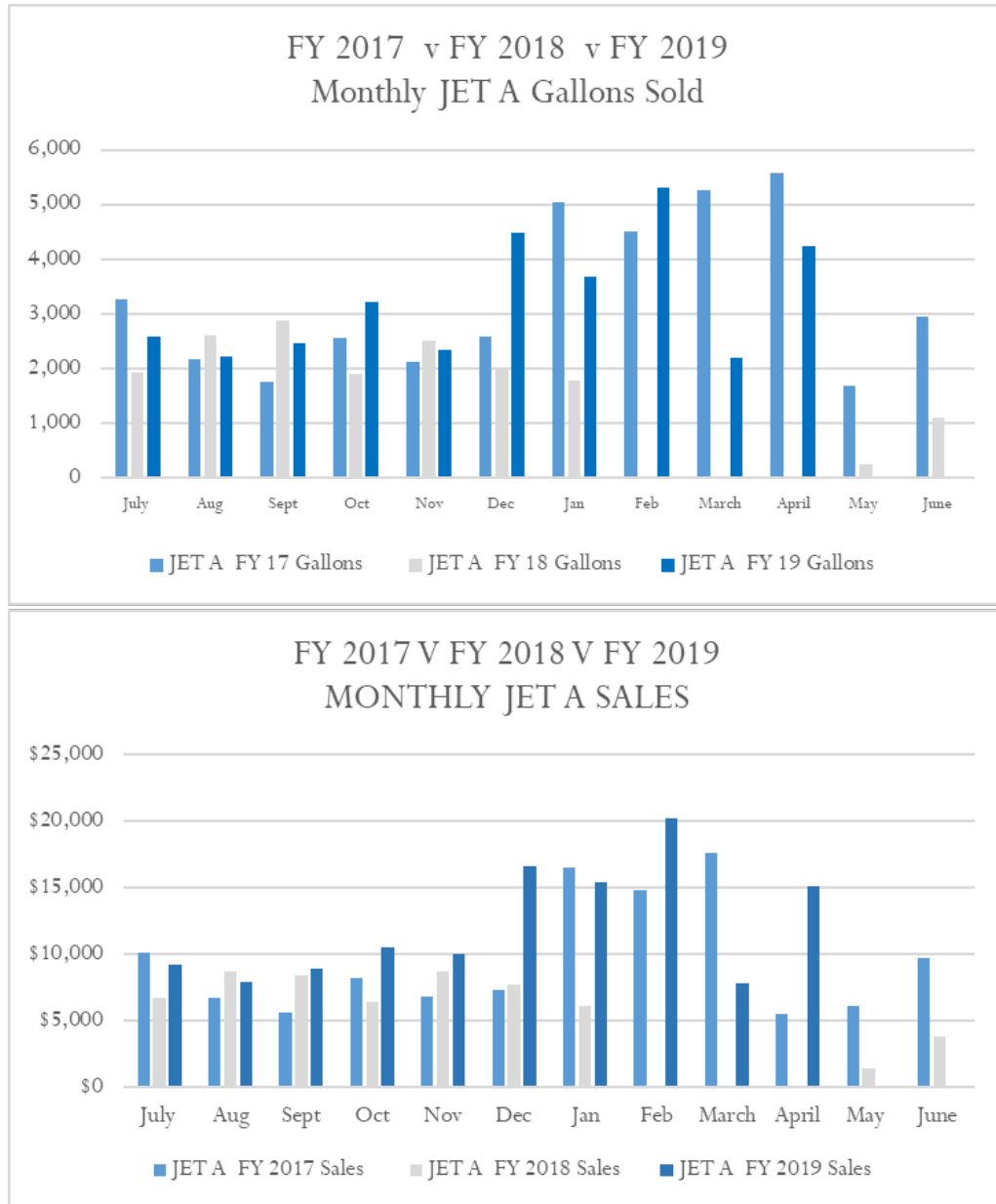
Staff Report
15 May 2019



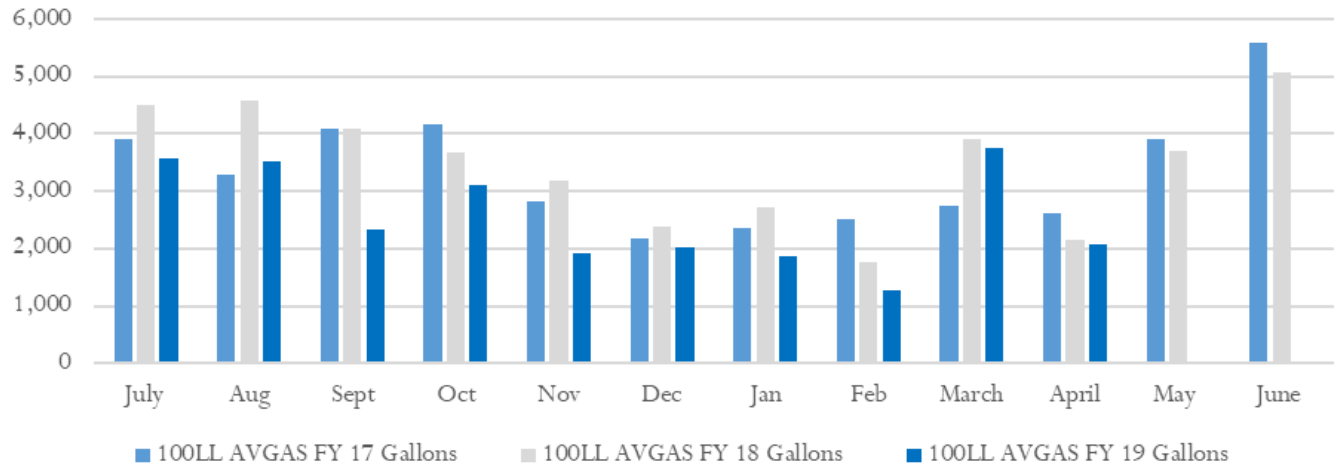
1. Current Fuel Price Comparisons (*Data Reported on 100LL.COM*)



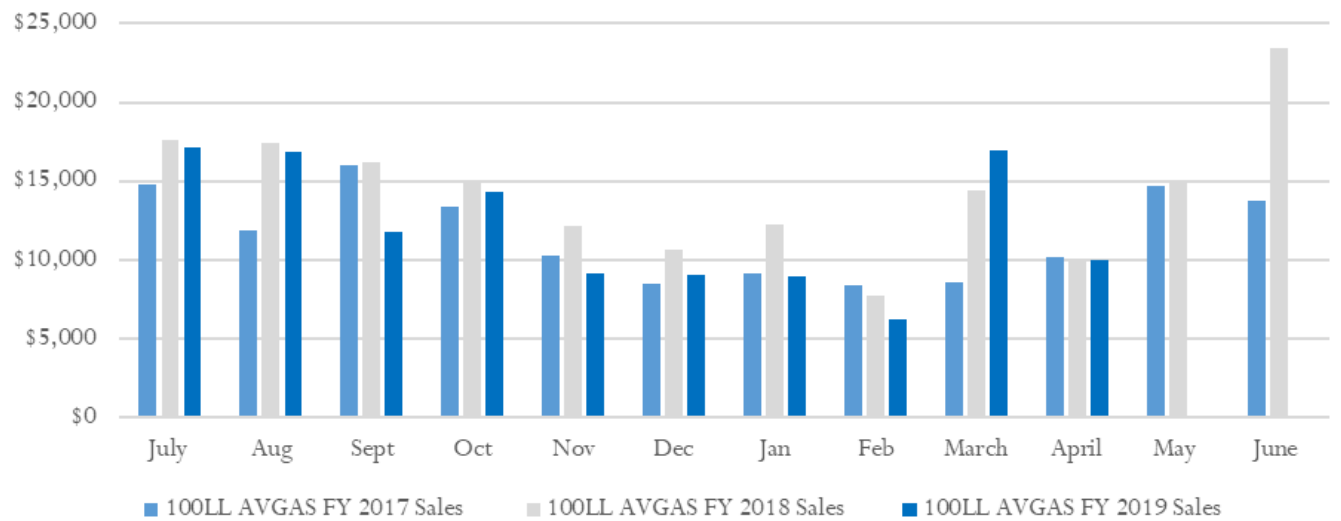
2. Shawnee Regional Airport Fuel Sales



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



FY 2017 v FY 2018 v FY2019 100LL AVGAS Sales



3. Other Matters

3.1. Shawnee Airport Authority Actions

The Shawnee Airport Authority adopted ORDINANCE NO. 2663NS – “An Ordinance Amending Portions of the Shawnee Municipal Code, Chapter 6 "Aviation"; Providing for Repeal; Providing for Codification; Providing for Severability; and Setting the Effective Date.” In general, the Ordinance amended the list of definitions, corrected terminology, and provided for the adoption of the revised Minimum Standards. The Ordinance will go into effect July 1, 2019. A copy of the Ordinance is provided as Attachment 1 to this report.

3.2. Minimum Standards – Frequently Asked Questions.

At the recommendation of the Airport Advisory Board, staff prepared a Frequently Asked Questions (FAQ) document to accompany the new edition of the Minimum Standards. A copy of the FAQ document is provided as Attachment 2 to this report.

3.3. FAA Navigation Equipment Upgrades

The FAA localizer (LOC) and glide slope (GS) equipment upgrade project has begun. The estimated completion date remains 31 July 2019. FAA has offered to “donate” the now surplus equipment buildings to the Shawnee Regional Airport. Staff intends to use them for storage of small field equipment and supplies.

3.4. Southeastern Oklahoma State University Aviation Management

As part of their course curriculum, aviation management students from the South Eastern Oklahoma University visited SNL for a group discussion on the principles and practices of airport management to include governing structures, roles and responsibilities of staff, relationships with the various branches of the FAA, and customer service profiles common to general aviation and commercial facilities.

3.5. Oklahoma Baptist University (OBU) Marketing Project

Marketing Student project. Three students from OBU visited SNL to learn about marketing airport facilities and services and make recommendations regarding the use of social media to increase market presence.

3.6. Fire Department Airport Familiarization Training – airport staff is teaming with the Shawnee Fire Department to provide airport and aircraft familiarization training. Shawnee FD emergency responders will review airfield layouts, markings, and aircraft communication and operational procedures to enhance their familiarity with the airport and provide for a coordinated emergency response to aircraft incidents.

ORDINANCE NO. **2663NS**

AN ORDINANCE AMENDING PORTIONS OF THE SHAWNEE MUNICIPAL CODE, CHAPTER 6 "AVIATION"; PROVIDING FOR REPEAL; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND SETTING THE EFFECTIVE DATE.

WHEREAS, the Mayor and City Commissioners, in accordance with law, have determined that a review and recodification of the Shawnee Municipal Code of Ordinances should be conducted; and

WHEREAS, the Shawnee Municipal Code needs updates in order to comply with state and federal law and to provide more efficient administration of city departments; and

WHEREAS, the Mayor and City Commissioners wish to implement those changes: NOW

THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA THAT CHAPTER 6 OF THE SHAWNEE MUNICIPAL CODE, REGULATING "AVIATION", BE AMENDED AS FOLLOWS:

CHAPTER 6 -AVIATION Secs. 6-1 - 6-61 be amended to reflect the revised language provided on Exhibit A.

REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

SEVERABILITY. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

EFFECTIVE DATE. The provisions of this Ordinance shall become effective on July 1, 2019.

Approved as to form and legality this 6th day of May, 2019.

EXHIBIT A

Chapter 6 - AVIATION

Secs. 6-1-6-25. - Reserved.

ARTICLE II. - AIRPORT ADVISORY BOARD

Sec. 6-26. - Established; composition.

There is established an Airport Advisory Board consisting of seven members.

(Code 1986, § 6-16; Code 2002, § 6-26)

Sec. 6-27. - Appointment; terms of office.

The members of the Airport Advisory Board shall be appointed by the Chairman of the Shawnee Airport Authority with the approval of the Trustees. The members shall be appointed for staggered terms of three years. Terms of office shall begin July 1 and end June 30 of the last year of appointment, provided members shall serve until their successors are appointed.

(Code 1986, § 6-17; Code 2002, § 6-27 ; Ord. No. 2511 NS, § 1, 7-1-2013)

Sec. 6-28. - Chairman.

The Airport Advisory Board shall elect one of its members as Chairman.

(Code 1986, § 6-18; Code 2002, § 6-28)

Sec. 6-29. - Meetings.

A meeting of the Airport Advisory Board shall be held no less often than quarterly in March, June, September and December at a time and place and on a date determined by the board. Special meetings may be held upon giving notice to all members and as required by the state open meeting law. A special meeting may be called by the Airport Manager of the Shawnee Airport Authority; the Chairman and Trustees of the Shawnee Airport Authority; or the Chairman or any two members of the Airport Advisory Board.

(Code 1986, § 6-18 ; Code 2002, § 6-29 ; Ord. No. 2511 NS, § 2, 7-1-2013)

State Law reference- Open meetings, 25 O.S. § 301 et seq.

Sec. 6-30. - Powers and duties.

The Airport Advisory Board shall have the power and duty to:

- (1) Investigate the present facilities of the Airport, including the use, operation, equipping and management thereof.

State Law reference-Aircraft and airports, 3 O.S. § 61 et seq.; power to adopt, administer and enforce airport zoning regulations, 3 O.S. § 103; power of city to acquire, own and maintain airport, 11 O.S. § 22-104; lease by county to city for airport, 19 O.S. § 338.

- (2) Recommend to the Chairman and Trustees of the Shawnee Airport Authority any changes or alterations in the use, operation, equipping and management of the Airport that the Airport Advisory Board determines to be for the best interest of the City and its citizens.

(Code 1986, § 6-19; Ord. No. 2511 NS, § 3, 7-1-2013)

Secs. 6-31- 6-55. - Reserved.

ARTICLE III. – REGIONAL AIRPORT

Sec. 6-56. - Statutes adopted.

The provisions of 3 O.S. § 65.1, as amended, are adopted by reference in this article as if fully set forth.

(Code 2002, § 6-56)

Sec. 6-57. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *Aeronautical Activity*: Shall mean any activity which involves, makes possible or is required for the operations of aircraft whether or not conducted on or off Airport property which involves, makes possible or is required for the safety of such operations and shall include (but not by way of limitation) all activities commonly conducted on airports, such as charter operations, pilot training, aircraft rental and sight-seeing, aerial photography, crop dusting, flying clubs, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft parts, sales and maintenance of aircraft accessories , radio communications and navigation equipment and any other activity

which because of its direct relationship to the operation of the aircraft, can appropriately be regarded as an aeronautical activity.

- (b) *Airport*: Shall mean the Shawnee Regional Airport ("SNL"), or future City-owned or operated airports, located on City, county or state lands and operated by the Trustees of the Shawnee Airport Authority on behalf of the City of Shawnee, Oklahoma.
- (c) *Airport Layout Plan*: Means the currently approved scaled dimensional layout of the entire Airport properties indicating current and proposed usage for each identifiable segment as approved by the Shawnee Airport Authority and the Federal Aviation Administration and amended from time to time.
- (d) *Airport Manager*: Shall mean the manager of the airport(s) of the City of Shawnee, Oklahoma. If no Airport Manager is appointed, the City Manager shall be the Airport Manager.
- (e) *Airport Sponsor*: Shall mean the entity that is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants and other obligations required of sponsors, which are contained in the Airport Improvement Program grant agreement and property conveyances.
- (f) *Amateur Built Aircraft*: Shall mean an aircraft the major portion of which has been fabricated and assembled by person(s) who undertook the construction project solely for their own education or recreation.
- (g) *City*: Shall mean the City of Shawnee, Oklahoma.
- (h) *City Commission*: Shall mean the duly elected City Commissioners of the City of Shawnee, Oklahoma.
- (i) *City Ordinances*: Shall mean the duly adopted and published code of ordinance of the City of Shawnee, Oklahoma.
- (j) *Commercial Aeronautical Services*: Shall mean the provision of services for compensation such as but not limited to: charter operations, pilot training, aircraft rental, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, sales and maintenance of aircraft accessories, radio communications and navigation equipment and any other activity which because of its direct relationship to the operation of the aircraft, can appropriately be regarded as an aeronautical activity.
- (k) *Commercial Aeronautical Services Provider*: Shall mean a person or persons, partnership, company, trust or corporation providing and engaging in one or more commercial aeronautical services.

- (l) *Commercial Lease Agreement*: Shall mean a lease agreement designed for business purposes to support the provision of goods and services for compensation which may include obligations for repairs and construction of the premises to be leased.
- (m) *FAA*: Shall mean the United States Federal Aviation Administration.
- (n) *Federal Regulations*: Shall mean the published Code of Federal Regulations in effect in all respects.
- (o) *Fixed-Base Operator (FBO)*: Shall mean an organization granted the right by an airport to operate at the airport and provide directly, or through third party service agreements, certain minimum commercial aeronautical services to include but not limited to fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction. aircraft technical services; avionics repair and installation; reciprocating engine repair and overhaul; turbine engine hot section and overhaul; aircraft component and accessory overhaul; standalone flight schools; specialized vendors of pilots supplies; aircraft detailing and cleaning services; and aircraft in-flight catering services.
- (p) *Independent Operator Agreement*: Shall mean an agreement designed for business purposes to support the provision of goods and services for compensation.
- (q) *Independent Operator*. Shall mean a commercial operator offering a single aeronautical service but without an established place of business on the Airport.
- (r) *Independent Operations*: Shall mean operations or activities permitted by an airport sponsor through an agreement that permits access to Independent Operators offering Commercial Aeronautical Services to owners of aircraft based on an airport.
- (s) *Person*: Shall mean any person, persons, firm, general or limited partnership, corporation, trust or association making application for, leasing or using any land or facility at the Airport.
- (t) *Master Plan*: Shall mean a comprehensive study of an airport, usually describing the short-, medium-, and long-term development plans to meet future aviation demand.
- (u) *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 and Rules"*: Shall mean the qualifications, standards and requirements to be met as a condition for the right to conduct an aeronautical or non-aeronautical activity on the Airport, as amended from time to time via resolution, by the Shawnee Airport Authority upon the recommendation of the Airport Advisory Board.

- (v) *Non-Aeronautical Commercial Tenant*: Shall mean a person or persons, partnership, company, trust or corporation providing and engaging in one or more commercial non-aeronautical services.
- (w) *Non-Commercial Aeronautical Tenant*: Shall mean any person, persons, firm, general or limited partnership, corporation, or trust leasing a facility or land at the Airport for the storage of aircraft and ancillary equipment for non-commercial aeronautical use.
- (x) *OAC*: Shall mean the Oklahoma Aeronautics Commission.
- (y) *Shawnee Airport Authority* : Shall mean a Trust to plan, establish, develop, construct, enlarge, improve, maintain, equip, operate and regulate airports and air navigation facilities, either within or without the territorial boundaries of the City of Shawnee, Oklahoma, including the construction, installation, equipment, maintenance and operation at such airports of buildings and other facilities for the servicing of aircraft or for the comfort and accommodation of air travelers, or for use by aviation authorities or agencies of the United States of America, the State of Oklahoma, municipal or other political subdivisions of government, or for other use that a municipality may undertake as to airports and the buildings and facilities thereof.
- (z) *Shawnee Regional Airport Advisory Board*. The Shawnee Regional Airport Advisory Board, is an advisory board established and authorized by City of Shawnee, Oklahoma , Ordinance, Chapter 6 - AVIATION, Section 6-26 , with the power and duty to: investigate the present airport facilities of the Airport, including the use, operation, equipping and management thereof and recommend to the Chairman and Trustees of the Shawnee Airport Authority any changes or alterations in the use, operation, equipping and management of the Airport that the Board determines to be for the best interest of the City of Shawnee, Oklahoma and its citizens.
- (aa) *Specialized Aviation Service Operations (SASO)*: Shall mean single-service providers or special fixed- base operators performing less than the full services required by a Fixed Base Operator agreement. SASO's include but are not limited to Commercial Aeronautical Services that provide aircraft technical services; avionics repair and installation; reciprocating engine repair and overhaul; turbine engine hot section and overhaul; aircraft component and accessory overhaul; standalone flight schools; specialized vendors of pilot supplies; aircraft detailing and cleaning services; and aircraft in-flight catering services.

(bb) State Regulations: Shall mean the published code of statutes and regulations of the State of Oklahoma in effect in all respects.

(Code 1986, § 6-20; Code 2002, § 6-57; Ord. No. 2055 NS, § 1, 5-20-2002; Ord. No. 2511 NS, § 4, 7-1-2013)

Sec. 6-58. - Penalty for violation.

- (a) Any person operating or handling an aircraft or vehicle in violation of any of the Minimum Standards and Rules or refusing to comply therewith may, at once, be ejected from the Airport and for a period of time, not to exceed fifteen (15) calendar days by the Airport Manager, and, upon hearing by the City Commission, may be deprived of the further use of the Airport and its facilities for such period of time as may appear necessary for the protection of life and property.
- (b) Any violation of this chapter shall be a misdemeanor punishable by fine in the amount provided in the city fine schedule. This section is cumulative of all other penalties for violation of federal, state and local laws, rules, regulations and ordinances.

(Code 1986, § 6-40; Code 2002, § 6-58; Ord. No. 1984 NS, § 1, 10-16-2000; Ord. No. 2511 NS, § 5, 7-1-2013)

Sec. 6-59. - Knowledge of rules implied.

- (a) Publication of this chapter as required by law is deemed to give all persons to have knowledge of its contents. The Airport Manager is directed to have copies of this article, and the Minimum Standards and Rules printed and posted where appropriate. Copies will be kept for review in the Airport Manager's office, at the office of the City Clerk and furnished to each Commercial Aeronautical Services Provider, Fixed-Base Operator, Independent Operator, Non-Aeronautical Commercial Tenant, Non-Commercial Aeronautical Tenant, or Specialized Aviation Service Operator at the time of execution of an agreement with the Shawnee Airport Authority.
- (b) Amendments to the Minimum Standards, and/or general rules applicable to the Airport operation, aircraft operations and conduct of persons at the Airport shall be adopted by resolution of the Shawnee Airport Authority upon the recommendation of the Airport Advisory Board. The resolution shall be available in the office of the City Clerk and the Airport Manager, and shall be given to all persons who have operations or lease space at the Airport. Violation of the rules may result in the termination of leases, the prohibition from being upon the grounds of the Airport, the loss of the opportunity to conduct any operations at the Airport, or such other actions as the Airport Advisory Board or the Shawnee Airport Authority deems

appropriate, in addition to any penalties imposed if such violations are also violations of law.

(Code 1986, § 6-38 ; Code 2002, § 6-59 ; Ord. No. 2511 NS, §§ 6, 7, 7-1-2013)

Sec. 6 -60. - Conflicts.

If and where there is conflict in this article and Federal Aviation Regulations, the latter shall prevail.

(Code 1986, § 6-39 ; Code 2002, § 6-60)

Sec. 6-61. - Use restricted.

- (a) Commercial activities. No person, incorporated or otherwise, shall use the Airport for any commercial activity, unless approved by the appropriate Commercial Lease Agreement, Independent Operator Agreement, or other form of written authorization provided for by the Shawnee Airport Authority.
- (b) Restricted areas. All areas of the Airport except those areas open to the public are Restricted Areas, and no person shall enter upon them without the prior permission of the Airport Manager. Restricted areas include:
 - (1) The Operations Area consisting of, but not limited to, ramp areas, hangar and T-hangar areas and aircraft parking and storage areas.
 - (2) Movement Area means, the runways, taxiways, and other areas of an Airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.
 - (3) Safety Area means a defined area comprised of either a runway or taxiway and the surrounding surfaces that is prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional departure from a taxiway.
 - (4) The following are exempted from this restriction:
 - a. Persons assigned to duty therein.
 - b. Authorized representatives of the Federal Aviation Administration.
 - c. Persons authorized by the Airport Manager.
 - d. Passengers under appropriate supervision entering the ramp areas for the purpose of enplaning or deplaning.
 - e. Persons engaged or about to be engaged or having been engaged in the operation of any aircraft.
 - f. Persons authorized under contractual agreements with the City.

- (c) Proper certification. No person not properly certified by the Federal Aviation Administration and no aircraft not similarly certified shall operate on or over the Airport, provided that this restriction shall not apply to public aircraft belonging to the government of the United States or to a state , territory, possession or any political subdivision, nor to any aircraft of a foreign country operated under permission of the federal government.
- (d) Obligation and implied consent. The use of the Airport or any of its facilities in any manner shall create the obligation and implied consent of the user to obey all of the provisions provided in this article.
- (e) Privilege to use Airport. The privilege of using the Airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof and he shall release, hold harmless and indemnify the City, its officers and employees from any liability or loss resulting from such use as well as against claims of third persons as against those of the person so using the Airport . The exercise of the privilege of use shall constitute an acknowledgment that the City of Shawnee and the Shawnee Airport Authority operate and maintain said Airport in a governmental capacity.

(Code 1986, § 6-21; Code 2002, § 6-61; Ord. No. 1984 NS, § 1, 10-16-2000; Ord. No. 2055 NS, § 1, 5-20-2002)



Minimum Standards and Rules Frequently Asked Questions

1. Does the Airport Authority allow private individuals or businesses to build hangars or other buildings on airport property?

Yes. Private individuals and businesses may build on Airport property both on the airfield and off.

Interested parties must prepare and submit a proposal for construction and must comply with Federal Aviation Administration (FAA) and or City of Shawnee rules and regulations governing construction and use. A proposal outline is available from the Airport Manager.

See Section 4. CAPITAL DEVELOPMENT – GENERAL for more details.

2. What type of businesses may operate at the airport or on airport property?

The FAA recognizes two types of businesses at/on airports, Non-Aeronautical Commercial and Aeronautical Commercial, both types of businesses are eligible to enter into either a Commercial Lease Agreement or an Independent Operator Agreement with the Airport Authority, on the airfield or off the airfield on Airport property.

Non-Aeronautical Commercial services are usually some form of concession service such as rental cars, food and beverage, or other businesses or services that are not directly in support of aircraft operations.

Commercial Aeronautical Services include:

- Aircraft Engine, Airframe and Accessory Maintenance
- Aircraft Rental and Sales
- Crop Dusting and Spraying
- Flight Training
- Hangar Keeper
- Skydiving

See Section 9. COMMERCIAL AERONAUTICAL SERVICES STANDARDS for more details.

3. How do businesses receive authorization to operate at the airport?

Determine if the business will operate in a fixed location under the terms and conditions of a Commercial Lease Agreement or as an Independent Operator under the terms and conditions of an Independent Operator Agreement.

Submit a proposal to the Airport Advisory Board for consideration describing the nature or type of business or services to be offered.

Provide information related to work history, qualifications, licenses, equipment and materials, and financial feasibility as part of the proposal.

All proposed business plans must meet the Minimum Standards for the type of services to be offered.

A proposal outline is available from the Airport Manager.

See Section 7. COMMERCIAL SERVICE AGREEMENTS and Section 9. COMMERCIAL AERONAUTICAL SERVICES STANDARDS for more details.

4. Can existing agreements or leases be amended? If so, what is the process?

Submit a proposal to the Airport Advisory Board for consideration.

Describe the nature or type of changes under consideration such as adding or reducing approved services, extending the term of the agreement or lease, undertaking capital improvements to existing facilities or constructing new facilities.

For Commercial Lease Agreements, provide information related to work history, qualifications, licenses, equipment and materials, and financial feasibility as part of the proposal. All Commercial Lease Agreements must meet the Minimum Standards and Rules for the type of services proposed.

A proposal outline is available from the Airport Manager.

See Sections 5. CAPITAL DEVELOPMENT PROPOSALS; 7. COMMERCIAL SERVICE AGREEMENTS; 8. COMMERCIAL LEASE AGREEMENT RATES; 9. COMMERCIAL AERONAUTICAL SERVICES STANDARDS; 10. COMMERCIAL SERVICE FEES; 11. NON-COMMERCIAL AIRCRAFT STORAGE LEASE AGREEMENTS for more details.

5. Are businesses required to lease space at the airport to provide services to airport tenants?

No. Commercial Aeronautical Services may be provided to airport tenants, on the airport, by Independent Operators with a current, valid Independent Operator Agreement with the Airport

Authority or via a subcontracting agreement with an existing airport based Commercial Aeronautical Services Provider.

Independent Operators must submit a proposal to the Airport Advisory Board for consideration detailing how they will meet the applicable Commercial Aeronautical Services standards for the proposed activity and execute the Independent Operator Agreement prior to commencing the services.

A proposal outline is available from the Airport Manager.

See Section 9. COMMERCIAL AERONAUTICAL SERVICES STANDARDS for more details.

6. Can an Independent Operator service my aircraft in the hangar I lease from the Airport Authority?

Yes, under specific conditions. They must have an active Independent Operator Agreement in place prior to commencing any work. They must meet all the Minimum Standards for the type of services provided.

The maintenance performed on the aircraft must not- hinder the airworthiness of the aircraft for more than sixty (60) calendar days. If the repairs are expected to take longer than sixty (60) calendar days, coordination with the airport manager is required. If longer than 180 calendar days, Airport Authority Board authorization is required.

See Section 11. NON-COMMERCIAL AIRCRAFT STORAGE LEASE AGREEMENTS for more details.

7. Does the Airport charge fees for providing services to airport tenants?

Yes.

Fuel flow fees are charged as part of third-party commercial fuel dispensing agreements.

Independent Operators may be subject to payment of a fixed percentage of gross sales generated by activities on Airport as established by the Airport Advisory Board, and the Shawnee Airport Authority from time to time.

See Section 10. COMMERCIAL SERVICE FEES for more details.

8. May I provide fuel for my own airplane?

Yes, under specific conditions:

No aviation fuels shall be brought on the Airport for use or for sale without the express permission of the Airport Manager. This permission shall be granted in a written document providing for safety in storage and handling and the payment of a flowage fee as established in these Minimum Standards and Rules. All aviation fuels used in aircraft shall be stored in compliance with FAA guidelines and City of Shawnee Fire Department regulations.

See Section 12. GENERAL OPERATING PROCEDURES AND RULES – AIRFIELD AND AVIATION SUPPORT FACILITIES for more details.

9. How do I lease a tie down space, space in a hangar, or a hangar at the airport?

The Airport Manager maintains a waiting list of interested parties and offers space as it becomes available based on that list.

Existing tenants in good standing and sub-tenants of Commercial Service Providers authorized to provide Hangar Keeper services are given priority.

Tie-Down space, storage space within Bulk Hangars, and T-Hangars space may be rented to private individuals, companies or corporations.

Tie-Down space may be rented on a monthly basis. Bulk Hangar and T-Hangar lease terms will be leased for no more than one calendar year, with an annual renewal option held by the Shawnee Airport Authority.

See Section 11. NON-COMMERCIAL AIRCRAFT STORAGE LEASE AGREEMENTS for more details.

10. Once I have a bulk hangar space or T-hangar lease can I allow others to use my space/hangar for aircraft storage?

No. Aircraft must be registered with the FAA, registration documentation must show the lease holder as the owner of the aircraft with the following exceptions:

The aircraft is registered to a commercial entity and the lease holder is either an officer, managing member or other responsible party representing the commercial entity, or an employee of the commercial entity utilizing the aircraft as a means to fulfill employment responsibilities.

The aircraft is registered to an entity offering the aircraft for lease, the non-commercial hangar lease holder is listed as an active lessee of a specific aircraft, and all other requirements regarding airworthiness, and insurance are met.

The aircraft is unable to be registered until such time as the construction of the aircraft is complete.

See Section 11. NON-COMMERCIAL AIRCRAFT STORAGE LEASE AGREEMENTS for more details.

11. If I sell my airplane how long can I keep my hangar space/hangar lease active?

Ninety (90) calendar days.

See Section 11. NON-COMMERCIAL AIRCRAFT STORAGE LEASE AGREEMENTS for more details.

12. If I sell my airplane may I include my hangar lease as part of the transaction?

No. Tenants must notify the Shawnee Regional Airport Manager immediately upon transfer of title or the disposal of aircraft stored in a hangar governed by a lease agreement with the Shawnee Regional Airport.

If the tenant is in good standing, the tenant may keep the lease hangar lease active for ninety (90) calendar days.

If they are unable to acquire another aircraft in that time the lease will be terminated and the space will be offered to the next person on the waiting list retained by the Airport Manager.