

**MINUTES
AIRPORT ADVISORY BOARD
APRIL 20, 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. Randy Rogers, Blake White

OTHERS PRESENT

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

I. DECLARATION OF A QUORUM

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

II. 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. Fogerty made the Motion, Mr. Rogers provided as Second.

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

III. CITIZEN COMMENTS

No citizens present requested the opportunity to provide comments.

IV. DISCUSSION AND CONSIDERATION OF RECOMMENDATION TO RENEW AGRICULTURAL USE AGREEMENT – NORTH AIRPORT

Staff introduced a memo outlining the competitive bidding process used to award the lease to harvest hay on 200 acres at the North Airport for the sum of \$2,577 per year, the initial and renewal terms of the lease.

Staff noted that requirement to receive notice of intent to exercise the second of three renewal options was met, and recommended the Airport Advisory Board recommend renewal of the agreement.

Mr. Rogers made a motion to accept the recommendation of staff to renew the lease for a term commencing July 1, 2022, terminating June 30, 2023.

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.

V. DISCUSSION AND CONSIDERATION OF FAIR MARKET VALUE SURVEY

Staff introduced a memo summarizing the results of the Fair Market Value study undertaken by the Committee seated by the Board, and provided a detailed spreadsheet of the responses provided by the comparative airport representatives.

The survey results indicated the average monthly rental rate for a Small or Single T-Hangar was \$179.86, and the average rental rate for a Large or Twin T-Hangar was \$525.61. Monthly rental rate for space within a bulk hangar, Small or Single was \$157.00, a Large or Commercial \$221.00.

The Committee and staff recommended the Board determine the findings of the Fair Market Value survey provided sufficient information to determine the Fair Market Value of aircraft storage facilities in the Shawnee Regional Airport, and met the requirements of the Airport Facilities Lease and Development Policy.

Mr. White made a motion to accept the results of the survey as sufficient to meet the requirements of the Airport Facilities Lease and Development Policy.

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 AND CONSIDERATION OF AIRPORT FACILITIES LEASE AND DEVELOPMENT POLICY

Staff introduced a memorandum outlining the terms of the Airport Facilities Lease and Development Policy Statement (revised October 2019) calling for the application of a standard rate of increase to annual lease rates based on the national rate of inflation as established by the Consumer Price Index change from the prior calendar year, with current pricing retained as minimums regardless of inflation activity.

Staff noted the Annual Rate of Inflation from January 2021 to January 2022 was determined and published by the Bureau of Labor Statistics as 7%.

Staff also noted that based on the findings of the Fair Market Value study establishing current rates for aircraft storage, the rates at Shawnee Regional Airport are below the market average, and the application of the Policy increasing rates for Fiscal Year 2023 would not exceed that market average.

Staff recommend the Airport Advisory Board recommend the Shawnee Airport Authority apply the terms of the Airport Facilities Lease and Development Policy adjusting rental rates for Fiscal Year 2023 commencing July 1, 2022.

Members of the Board discussed the terms and conditions of the policy; existing lease and contract language providing for the application of the policy on an annual basis; modifications or waivers of the policy; impacts on general aviation users and hangar tenants; and the obligation of the Board to support, and encourage aviation in Shawnee.

Staff advised the policy having been adopted by the Shawnee Airport Authority could not be amended or waived without seeking prior authorization from the Shawnee Airport Authority.

Mr. White made a motion to recommend the Shawnee Airport Authority apply the terms and conditions of the Airport Facilities Lease and Development Policy.

Mr. Fogerty provided a second to the motion.

The Chairman called the Question, four Members of the Advisory Board present voted for the motion, one member voted against.

VII. STAFF REPORT

Staff provided information on - current wholesale and retail fuel prices, fuel sales, and current budget summary report.

Staff also provided an update on:

The status of procuring new fuel trucks through the proposed lease to own agreements, and authorization to declare existing equipment surplus to need. (Recommendations Approved by the Shawnee Airport Authority 04/18/2022)

The publication of the Notice to reclassify certain acres from aeronautical to non-aeronautical use to allow for the construction of a new Oklahoma Army National Guard Armory at the airport. (Date of publication 04/13/2022, Docket Closure 05/13/2022)

Staff noted the June 2022 meeting will be scheduled for June 8, 2022, one week earlier than originally noted in the annual schedule of meetings.

VIII. NEW BUSINESS

No New Business was presented.

IX. BOARD COMMENTS

Regarding the appointment of new members of the Board, the Chairman directed staff to prepare letters of invitation to the proposed new members asking them to consider attending the May and June 2022 meetings as guests of the Board.

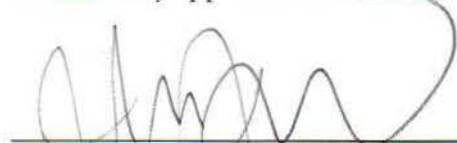
Regarding election of Officers, staff noted that following the reappointment of Mr. DerSahakian and Mr. Rogers, the call for nominations for Chairman would be provided with the goal of holding elections to the Chair at the June 2022 meeting.

X. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. DerSahakian 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.



JOHN KLASER, CHAIRMAN

05/18/2022
DATE

ATTEST:


BONNIE A. WILSON

05/18/2022
DATE