

**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.

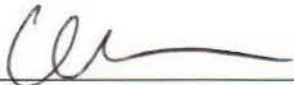
XI. ITEM EIGHT: Adjournment

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

5/15/19

DATE

ATTEST:


BONNIE A. WILSON, SECRETARY

5/15/19

DATE