

AGENDA
SHAWNEE AIRPORT AUTHORITY
March 21, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the March 7, 2022 regular meeting.
 - b. Acknowledge the Airport Advisory Board Minutes from the February 16, 2022 regular meeting.
2. New Business

(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)
3. Adjournment

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA 28 CFR/36)

Shawnee Airport Authority**1. a.**

Meeting Date: 03/21/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the March 7, 2022 regular meeting.

Fiscal Impact**Attachments**Minutes

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION, MONDAY, MARCH 7, 2022, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 6:42 P.M. ON MARCH 3, 2022. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Engles, Flood, Bolt, Rutherford, Sehorn, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

- a. Minutes from the February 22, 2022 regular meeting.
- b. Acknowledge the Airport Advisory Board Minutes from the December 15, 2021 regular meeting.
- c. Acknowledge the sale of surplus items.

A motion was made by Trustee Matthews, seconded by Trustee Rutherford, to approve Consent Agenda Item Nos. 1(a-c). Motion carried 7-0.

AYE: Matthews, Rutherford, Sehorn, Salter, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 2: New Business (Any matter not known, or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 3: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:33 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, CMC, CITY CLERK

DRAFT

Shawnee Airport Authority

1. b.

Meeting Date: 03/21/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the Airport Advisory Board Minutes from the February 16, 2022 regular meeting.

Fiscal Impact

Attachments

Minutes

**MINUTES
AIRPORT ADVISORY BOARD
FEBRUARY 16, 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 DerSahakian, Mr. Scott Lee, Mr. Randy Rogers, Mr. James Smith

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

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

II. CONSIDERATION AND APPROVAL OF MINUTES FROM DECEMBER 15, 2021, 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. DerSahakian made the Motion, Mr. Fogerty provided as Second.

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

III. CITIZEN COMMENTS

Mr. Morris offered information related to the reorganization of the Shawnee Civic and Cultural Development Authority and the impacts this progress may have on the airport and other departments of the City. Staff indicated they would inquire with the Office of the City Manager.

- IV. The Chairman initiated a discussion regarding staff's recommendation to Convene the AAB Budget Committee to amend the current five-year plan for submission to the Assistant City Manager for consideration.

V. DISCUSSION AND CONSIDERATION OF NOTICE OF INTENT TO RENEW LEASE – SHAWNEE ALANO CLUB

Staff introduced a memo outlining the terms and conditions of the lease between the Shawnee Airport Authority and the Shawnee Alano Club (ALANO). The renewal terms of the lease allow the tenant to unilaterally renew by providing notice of intent at least ninety days prior to the end of the term of the lease. Written notice of intent was received by staff. The lease also contains a provision allowing the Shawnee Airport Authority to increase the rental rate based on the "then current" rental rate policy.

Mr. Rogers made a motion to accept the recommendation of staff to exercise the option included in the lease document to increase the rental rate at the commencement of the renewal term, and annually thereafter per the current rental rate policy.

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. STAFF REPORT

Staff provided information on - current wholesale and retail fuel prices, fuel sales, current budget summary report and the following projects:

1. Revenue Generated from Surplus Auction - \$7,021. Revenues from the sale of surplus property will be used to support/offset capital maintenance requirements for T-Hangars.
2. Fuel Trucks - Status Update. World Fuel Services has confirmed the option to lease to own the 2002 Isuzu, 1,500-gallon avgas truck currently in use for a total of \$36,882. The lease fee is payable over sixty months. No interest will be applied. The current lease rate for the Avgas Refueler is \$775 per month. This will decrease to \$614.70 per month at the commencement of the new agreement. Approximately \$18,200 in grant funding remains available to address lease to own payments. World Fuel is still seeking a Jet A mobile refueler for a lease to own agreement. Once both vehicles have been identified and agreements drafted staff will provide that information to this Board for a recommendation to seek authorization from the Shawnee Airport Authority to declare our existing mobile fuel equipment surplus, and provide it for sale by auction to the highest bidder.
3. Fair Market Value Study – The initial steps confirming the service profiles, based aircraft and operations for all airports in the study are complete. Staff is compiling information on the entities at each facility responsible for lease administration and rate management to

collect comparable data. As a note for consideration, the Consumer Price Index Rate of inflation for calendar year 2021 has been calculated as 7%.

4. Army Guard Project - Staff and the consultant engineering team have submitted final editions of materials necessary for the Federal Aviation Administration (FAA) to determine the actions necessary to release the west acreage for non-aeronautical development. The latest update from the FAA Airports District Office indicates that the FAA does have jurisdictional responsibility over the property. If this is the final determination, the FAA must publish a "Notice of Intent to Rule on a Land Release Request for Change in Use from Aeronautical to Non-Aeronautical" in the Federal Register. FAA must provide thirty days for submission of comments on the noticed activity. If no comments are received the FAA may then provide the release as requested.
5. Expo Mart Land Sale - Staff has teamed with the City of Shawnee's Engineering department to engage the services of Elevation Land Surveying to survey the property, establish appropriate easements along Leo Street and the remainder of "Lot 23" on the north side of the highway. The new/current legal descriptions will allow staff to readvertise for bids for sale of the land. Estimated publication date is April 2022 with an award May 2022. The fees for surveying services will be addressed with revenues from the land sale.
6. Applications for Board Participation - Staff has received three applications for service on the Airport Advisory Board. Members are encouraged to recruit interested parties and provide that information to staff.

VII. NEW BUSINESS

No New Business was presented.

VIII. BOARD COMMENTS

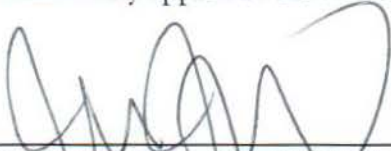
Mr. Smith made an inquiry about the Federal Aviation Administration's actions in response to the County of Santa Clara, County Airports Administration's plan to restrict the sale of low lead fuel, and how that may impact the Shawnee Regional Airport. A discussion on the matter included the progress the FAA is making on approving alternative fuel types for aircraft, performance of alternative fuel types, the general authorities of the FAA to approve the use of fuel types for various aircraft, and requirements governing services at public use airports.

IX. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

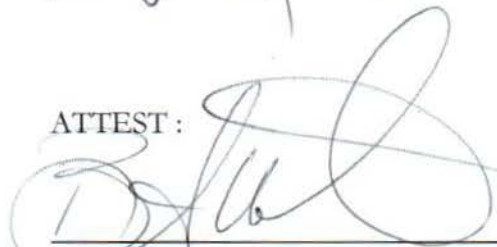
Mr. Rogers made a Motion to Adjourn; Mr. Der Sahakian provided a Second to the Motion.

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



JOHN KLASER, CHAIRMAN

3/16/2022
DATE

ATTEST : 

BONNIE A. WILSON

3/16/2022
DATE