

MINUTES
AIRPORT ADVISORY BOARD
MARCH 21, 2018 5:30 PM
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK

I. CALL TO ORDER

PRESENT Mr. Huddleston, Chairman, Mr. Smallwood, Vice Chairman, Mr. Smith,
 Mr. Fogerty, Mr. Freeman, and Mr. Klaser

ABSENT Mr. Humphreys

OTHERS PRESENT:

Ms. Cynthia Arnold, Finance Director City of Shawnee Oklahoma
Ms. Bonnie Wilson, Manager, Shawnee Regional Airport
Mr. Fred Treiber, Supervisor, Shawnee Regional Airport
Mr. Kurt Evans, H.W. Lochner, Inc.
Mr. Patrick Barnas, H.W. Lochner, Inc.
Mr. Darrin Loftin, Pacific Airways Holdings

II. DECLARATION OF A QUORUM

Six 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 THE CONSENT AGENDA.

A. Approval of Minutes from the February 21, 2018 Meeting

Mr. Smith made a motioned to approve consent agenda.

Mr. Fogerty provided a Seconded to the motion.

The Chairman called the Question, Mr. Freeman Abstained due to his absence at the meeting in question, the remaining Members of the Advisory Board present unanimously approved the motion.

IV. ITEM TWO - CITIZEN COMMENTS

A. No Citizens requested the opportunity to make comments.

V. ITEM THREE - DISCUSSION AND CONSIDERATION OF NORTH AIRPORT PROPERTY LEASE

- A. Staff presented a memorandum summarizing the status of the current lease agreement; made a recommendation to deny the current tenant the opportunity to renew the lease for an additional term based on failure to make timely payment under the current agreement; and requested permission to develop a request for proposals governing a new lease agreement. The complete memorandum is provided as Attachment 1 to these Minutes.
- B. Discussion among the member of the Advisory Board included the potential to sell the land in question versus providing an opportunity to lease the land.

Mr. Klaser made a motion to authorize staff to present a recommendation to the Shawnee Airport Authority, to terminate the lease between the City of Shawnee and Mr. Frank Welch; and to direct staff to explore the opportunity to sell the land, and/or prepare a Request for Proposals for a lease option for the review and consideration by the Shawnee Airport Advisory Board.

Mr. Freeman provided a Seconded to the motion.

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

VI. ITEM FIVE – STAFF REPORT

- A. Staff provided a report on the business of the Shawnee Regional Airport since the last meeting of the Airport Advisory Board. Written reports are included as Attachment 2 to these minutes. The major sections of the report were as follows:
1. Current Fuel Price Comparisons
 2. Fuel Sales
 3. Revenues versus Expenditures – Fiscal Year 2018 70% Complete
 4. Aged Receivables Report
 5. Project Summary
 - a. Fuel System Repair, Procedures Development and Staff Training
 - b. Apron / Taxiway Repairs
 - c. Concrete installation to replace damaged asphalt is complete.
 - d. Planned Activities, and
 - e. Upcoming Events
- B. Representatives of the H.W. Lochner, Inc. participated in the discussion regarding the planned taxi lane and T-Hangar foundation construction project providing details on the project plan and schedule of events.

1. Following the discussion staff requested authorization to present memoranda to the Shawnee Airport Authority seeking authority to publish a Request for Bids/Invitation to Bid, and authorization to accept any grant funds offered by the Federal Aviation Administration in support of this project.

Vice Chairman Smallwood made a motion to authorize staff to present a recommendation to the Shawnee Airport Authority, to publish a Request for Bids/Invitation to Bid, and authorization acceptance any grant funds offered by the Federal Aviation Administration in support of this project.

Mr. Klaser provided a Seconded to the motion.

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

- C. Regarding Upcoming Events, staff reported that Ms. Aimee Harden, Aviation Maintenance Instructor with the Gordon Cooper Technology Center Aviation Maintenance Technology Campus is seeking an opportunity to work in partnership with the Shawnee Regional Airport to host a fund raising event. The idea presented for discussion is a "Fun Run" utilizing the runway at SNL to allow for participation by persons with mobility disabilities and to encourage participation by others with an interest in aviation and or the unique opportunity to have access to a runway for the event. Mr. Freeman requested the staff explore opportunities to include aviation related events and activities in the overall plan. The remaining Members of the Advisory Board present were generally supportive of exploring the possibility. Staff will provide additional information for consideration at a later date as plans for the proposed event become more solidified.
- D. Mr. Darrin Loftin made general remarks related to the progress of the construction of a hangar, and reminded the Board that he had offered to participate in a plan to develop a parking shelter for rental cars on the northernmost portion of the existing aircraft ramp to allow for these vehicles to be repositioned.

VII. ITEM SIX - BOARD COMMENTS

- A. The Chairman asked the Members of the Airport Advisory Board if they had any additional comments. No comments were offered.

VIII. ITEM EIGHT - ADJOURNMENT

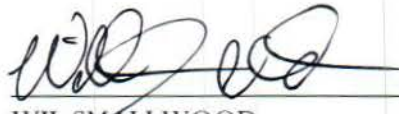
There being no further business presented on the Agenda, the Chairman called for a Motion to Adjourn.

Mr. Klaser made a motion to Adjourn.

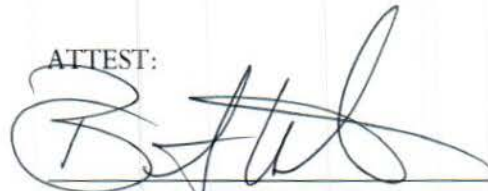
Vice Chairman Smallwood provided a Second to the motion.

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

The meeting was Adjourned.


WIL SMALLWOOD
VICE CHAIRMAN

04/18/2018
DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

04/18/18
DATE

**NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
APRIL 18, 2018**

Regular Meeting (X)
Special Meeting ()
Emergency Meeting ()

Rescheduled Regular Meeting ()
Continued or Reconvened Mtg. ()

DATE	TIME	PLACE OF MEETING
April 18, 2018	5:30 P.M.	CONFERENCE ROOM SHAWNEE REGIONAL AIRPORT 2202 AIRPORT DRIVE SHAWNEE, OK 74804

To be completed by person filing notice:

Name: BONNIE A. WILSON, CM
Title: AIRPORT MANAGER

Address: 2202 AIRPORT DRIVE
 SHAWNEE, OK 74804

Phone: 405-878-1532

Filed in the office of the municipal clerk at 4:31 a.m./p.m. on the 13 day of
April 2018.

Signed: Kacie Eck
 Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media:
Person filing Notice:
Notice Verified by:

4/13/18

Bonnie Wilson
Kacie Eck