MINUTES
AIRPORT ADVISORY BOARD
MARCH 17, 2021
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. Randall Rogers

OTHERS PRESENT

Mr. Chance Allison, City Manager City of Shawnee
Mr. Josh Burns, Crowe & Dunlevy/KSNL Aero
Ms. Breanne Gordon, Stuart and Clover / City Attorney City of Shawnee
The Honorable Shane Jett, Oklahoma State Senate
Mr. Darrin Lofton, KSNL Aero
Mrs. Rachel Melot, Shawnee Forward
Mr. Rob Morris
Ms. Kathryn Parker, Airport Line Services Attendant
Ms. Bonnie Wilson, Airport Manager

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 FEBRUARY 24, 2021 SPECIAL CALL 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. Rogers offered the Motion; Mr. Fogerty provided a Second.

The Chairman called the Question.

Mr. Lee Abstained. All remaining Advisory Board members present voted to approve the Motion.

III. CITIZEN COMMENTS

No Citizen Comments were offered.

IV. DISCUSSION AND CONSIDERATION OF PROPOSED AIRCRAFT PARKING RAMP RE-CONSTRUCTION/EXPANSION PROJECT

Staff introduced a memo outlining an opportunity to work with the Oklahoma Aeronautics Commission (OAC) and the Federal Aviation Administration (FAA) regarding a proposed project to reconstruct, and potentially expand the main aircraft parking ramp at the Shawnee Regional Airport.

OAC and FAA are proposing to replace the current asphalt ramp will be replaced with a larger, more durable, concrete surface to accommodate more, and heavier aircraft. The current estimated cost of the project is two-million-five-hundred-thousand dollars ($2,500,000). Ninety percent (90%) of the funds to be provided by the FAA's Airport Improvement Program Discretionary grant program. The required local matching share of two-hundred-fifty-thousand dollars or ten percent (10%) to be shared evenly by the OAC and the Shawnee Airport Authority each contributing five percent (5%) or one-hundred-twenty-five-thousand dollars. The AIP discretionary funds, and matching share funds offered by the FAA and OAC are not available to support alternative projects.

Securing SNL's participation will require the City Manager to execute a letter of intent to provide the local matching share.

The Chairman called for a motion to recommend execution of a letter of intent.

Mr. Lee offered the Motion; Mr. DerSahakian provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

V. DISCUSSION AND CONSIDERATION OF RENTAL RATE ADJUSTMENT RECOMMENDATION AND THIRD-PARTY FAIR MARKET VALUE ASSESSMENT

Staff introduced a memo notifying the Board the Consumer Price Index (CPI) rate of inflation for calendar year 2020 was established at 1.4%. Staff sought a recommendation from the AAB to increase rental rates on all leases with escalation clauses tied to the CPI.

Staff also recommended engaging the services of a professional real estate assessor with general aviation credentials and experience, to assess aeronautical use rental properties to ensure the rate structure reflects market value.

The Chairman recognized Mr. DerSahakian and Mr. Rogers for comments and discussion on the recommendations. Mr. DerSahakian and Mr. Rogers expressed their views that an assessment of the type proposed be supported by input from members of the Airport Advisory Board to ensure that various value factors be included in any calculation of market value. Following the discussion, it was recommended members of the Board work with staff to prepare a list of factors for consideration by an assessor for inclusion in a scope of work / task order.

The Chairman called for a motion to recommend the Shawnee Airport Authority approve an increase in applicable rental rates of 1.4 % for fiscal year 2022.

Mr. DerSahakian offered the Motion; Mr. Lee provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

The recommendation to engage the services of a real estate assessor was tabled to allow time for a discussion and recommendation on the elements of an assessment.

VI. DISCUSSION, AND POSSIBLE ACTION CONCERNING ENTERING EXECUTIVE SESSION PURSUANT TO 25 OKLA. STAT. §307(B)(3) TO DISCUSS REAL PROPERTY, SPECIFICALLY THE KSNL PROPOSAL FOR UTILIZATION OF AIRPORT PROPERTY.

The Chairman called for a Motion to enter Executive Session pursuant to 25 OKLA. Stat. §307(b)(3) to discuss real property, specifically the KSNL proposal for utilization of airport property.

Mr. Lee offered the Motion; Mr. DerSahakian provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

VII. CONSIDER MATTERS DISCUSSED IN EXECUTIVE SESSION REGARDING THE KSNL PROPOSAL FOR UTILIZATION OF AIRPORT PROPERTY

The Chairman reconvened the Public Meeting of the Airport Advisory Board and called for a Motion to accept the concept of the overall project, presented by KSNL Aero, subject to acceptance of a final proposal by the Airport Advisory Board, that includes "Ground Lease" details, and also contingent upon the approval of the Shawnee City Commission for any investment required by the City of Shawnee.

Mr. Rogers offered the Motion; Mr. Fogerty and Mr. DerSahakian provided concurrent Seconds.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

VIII. STAFF REPORT

Staff provided information on - current wholesale and retail fuel prices, fuel sales, and the status of the Fiscal 2021 Budget.

IX. NEW BUSINESS

No New Business was presented.

X. BOARD COMMENTS

No Comments were offered.

XI. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Rogers made a Motion to Adjourn; Mr. Fogerty 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.

6/16/2021

JOHN KLASER, CHAIRMAN | DATE

ATTEST :

6/16/21

BONNIE A. WILSON | DATE