

AGENDA
SHAWNEE AIRPORT AUTHORITY
March 5, 2018 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Minutes from the February 20, 2018 regular meeting.
 - b. Acknowledge Airport Authority Board Minutes from October 25, 2017 meeting.
2. Discussion, consideration, and possible action to authorize staff to engage services for fuel system repairs and staff training.
3. New Business

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

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Airport Authority

1.a.

Meeting Date: 03/05/2018

SAA Minutes 02-20-2018

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the February 20, 2018 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 IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, TUESDAY, FEBRUARY 20, 2018, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Bushong, Gillham, Harrod, Finley, Rutherford, Salter

ABSENT: Shaw

Call to Order

Declaration of a Quorum

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

- a. Minutes from the February 5, 2018 regular meeting.

A motion was made by Trustee Gillham, seconded by Trustee Rutherford, to approve Consent Agenda Item No. 1(a). Motion carried 6-0.

AYE: Gillham, Rutherford, Salter, Bushong, Harrod, Finley

NAY: None

AGENDA ITEM NO. 2: New Business (Any matter not known about 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. (6:14 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

KACIE ECK, SECRETARY

Shawnee Airport Authority

1.b.

Meeting Date: 03/05/2018

AAB Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

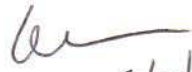
Title of Item for Agenda

Acknowledge Airport Authority Board Minutes from October 25, 2017 meeting.

Fiscal Impact

Attachments

SAA Minutes


2/28/18

MINUTES
AIRPORT ADVISORY BOARD MEETING OCTOBER 25 2017, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

CALL TO ORDER –Smallwood, Smith, Fogerty, Huddleston, Humphreys,
ABSENT – Klaser, Freeman

DECLARATION OF A QUORUM

ITEM ONE: Consideration and approval of the consent agenda.

1. Minutes from the August 16, 2017 meeting

Humphrey's motioned to approve consent agenda. Fogerty seconded the motion. Board unanimously approved the motion.

ITEM TWO: Citizen Comments - No citizen comments

ITEM THREE: Authorization of a lease assignment and assumption agreement between O'Connor Flying Service, Inc. and Fly OK Air, LLC.

Humphrey's motioned to approve item three. Fogerty seconded the motion. Board unanimously approved the motion.

ITEM FOUR: Discussion and consideration of a lease extension of Vyve Broadband's call center lease.

Fogerty motioned to approve item four. Humphreys seconded the motion. Board unanimously approved the motion.

ITEM FIVE: Discussion and consideration of allowing tenant, Kurt McPherson to place two portable T-hangars on airport property.

The board came to a consensus that the portable T-hangars could be placed on airport property for a fee as long as there was a clause the obligated the Lessee to paint or maintain the T-hangars in accordance to the Airport Manager's satisfaction.

ITEM SIX: Discussion and consideration of an updated five year Capital Improvement Plan to submit to the FAA.

Humphrey's motioned to approve item six. Freeman seconded the motion. Board unanimously approved the motion.

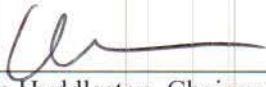
ITEM SEVEN: Staff report –. English updated board on a few ongoing projects and new information.

ITEM EIGHT: Board Comments - Freeman suggested staff look at replacing or adding airport street signage at strategic locations such as highway 177, Kickapoo street, I-40, etc

ITEM NINE: New Business – No new business.

MINUTES
AIRPORT ADVISORY BOARD MEETING
OCTOBER 25, 2017
TERMINAL BUILDING
2202 AIRPORT DRIVE

ITEM TEN: Adjournment – Board adjourned at 6:47pm.



Kevin Huddleston, Chairman

2/21/18
Date

Shawnee Airport Authority

2.

Meeting Date: 03/05/2018

Fuel System Repairs Req for Quotes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action to authorize staff to engage services for fuel system repairs and staff training.

Fiscal Impact

Attachments

Fuel System Memo



Date: March 1, 2018

To: Shawnee Airport Authority

The Honorable Richard Finley, Mayor
Dub Bushong, Commissioner
Ron Gillham, Commissioner
James Harrod, Commissioner
Darren Rutherford, Commissioner
Lesa Shaw, Commissioner
Ben Salter, Commissioner

From: Bonnie A. Wilson, CM Airport Manager

Subject: Solicitation of Quotes for Fuel System Repairs and Staff Training

Nature of Request:

The airport staff is seeking approval from the Shawnee Airport Authority to expend up to \$24,999.00 for non-professional services in support of the repair of the fuel storage and dispensing system, preparation of associated documentation and training. Vendor selection will be based on written quotes solicited from service providers with appropriate experience assessing and servicing aviation fuel systems.

Staff Analysis and Considerations:

Shawnee Regional Airport (SNL) provides our customers with Phillips 66 brand aviation fuels. As a Phillips 66 vendor SNL is required to undertake specific procedures to ensure the quality of the fuel provided to our customers. Phillips 66 assures these standards by conducting semi-annual facility and equipment inspections. Following the most recent inspection, Phillips provided the staff with an inspection report detailing deficiencies with existing equipment, and with the fuel safety and fuel quality programs currently in place.

Inspections and repairs necessary to come into compliance with Phillips' standards are outside the capacity of staff. The most appropriate means of correcting the deficiencies is to engage the services of a vendor with fuel dispensing and storage system management and

repair experience. The estimated cost for services is less than \$25,000.00. Staff has prepared a written solicitation for quotes accordingly. As it is not possible to estimate the number and type of parts and equipment that may be required these items will be purchased under separate actions.

The scope of services sought includes:

1. Mobile Mounted Fuel Tanks (Jet A and AVGAS) - Clean tank interior, remove any debris, clean and reinstall all filters, gaskets and other supporting materials necessary to ensure quality of fuel. Conduct necessary repairs to sumps, flow and metering controls.
2. Inspect and Clean 12,000 Gallon Bulk Storage Tanks (Jet A and AVGAS) - Assess the integrity of tanks and associated equipment. Clean and reinstall all filters, gaskets and other supporting materials necessary to ensure quality of fuel. Conduct necessary repairs to sumps flow and metering controls.
3. Inspect, Clean and Repair "Self-Service" Fuel Dispenser – (Jet A and AVGAS) - Inspect and install filters, gaskets and other supporting materials necessary to ensure quality of fuel. Conduct necessary repairs to sumps, flow, and metering controls.
4. Prepare Written Standard Operating Procedures Document, and supporting records management templates in compliance with Phillips 66 quality control standards, the State of Oklahoma Corporation Commission Directives and standards.
5. Provide SOP Classroom and Field Training to no less than four personnel.

Recommendation:

Staff presented the information summarized above to the Shawnee Airport Advisory Board seeking their recommendation for the proposed course of action. Members of the Advisory Board present for the meeting voted to support the recommendation from staff, and to forward the request for authorization to the Shawnee Airport Authority.

Budget Consideration:

Until such time as deficiencies in the system have been addressed, the sale of fuel will be negatively impacted.