

**MINUTES
AIRPORT ADVISORY BOARD
SPECIAL CALL
FEBRUARY 28, 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. Humphreys, and Mr. Klaser

ABSENT Mr. Freeman

OTHERS PRESENT:

Mr. Justin Erickson, City Manager City of Shawnee Oklahoma
Ms. Bonnie Wilson, Manager, Shawnee Regional Airport
Mr. Fred Treiber, Supervisor, Shawnee Regional Airport

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 October 18, 2017 Meeting

Mr. Humphreys made a motioned to approve consent agenda.

Mr. Fogerty provided a Seconded to the motion.

The Chairman called the Question and the 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 AIRPORT CONFERENCE
ROOM FEE SCHEDULE**

- A. Staff presented a proposed revision to the current Airport Conference Room reservation, terms of use and fee schedule for consideration by the Advisory Board. The text of the proposed amendments is included as part of the Staff Report, labeled as Attachment 1 to these Minutes.

Following a discussion of the new and amended terms the Chairman called for a Motion to Approve the recommendation presented by Staff.

Mr. Fogerty made a motioned to approve the recommended amendments to the current Airport Conference Room reservation, terms of use and fee schedule.

Mr. Humphreys 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 FOUR DISCUSSION AND CONSIDERATION OF LEASE TERMS AND CONDITIONS.

- A. Staff reported that letters had been prepared and delivered to several tenants requesting information related to aircraft registration, insurance, and airworthiness, to ensure compliance with the terms and conditions of the leases in place. In addition, several tenants received requests to provided executed copies of leases for file. Hangar tenants with accounts in arrears beyond sixty days were also given notice by mail to correct this deficiency. One non-aviation related tenant received a similar notice.
 - 1. Staff was directed to continue with the process of contacting tenants, collecting the requested records and information and to report back to the Advisory Board on progress.
 - 2. Staff was also directed to report to the Advisory Board the status of the accounts noted to be in arrears. Any necessary further action related to the terms and conditions of the lease will be discussed following that report.
- B. Staff also reported that Allied Asset Management, LLC had requested general information regarding the possibility of constructing a box hangar at the Shawnee Regional Airport.
 - 1. Staff was directed to prepare general information on this matter and provide it to Allied Asset Management, but to take no further action at this time.
- C. Staff reported that Pacific Air Holdings was seeking the opportunity to expand their current lease agreement and construction plan to provide for a customer parking facility on the East face of their hangar. Pacific Air Holdings also requested the Advisory Board consider

relocating the current security fence and gate system to allow this parking facility to be open to public access.

1. Staff was directed to prepare a scope of work and estimated costs associated with relocation of the existing fence, any necessary repairs or improvements to the current gate system, and report back to the Advisory Board.
- D. Staff reported that noted parking lot congestion appeared to be created by customers of Enterprise Rent-A-Car leaving vehicles in the airport parking lot while utilizing rented vehicles. Vehicles returned after Enterprise's service office closure have exacerbated the situation.
1. Staff reported that meetings with representatives of Enterprise Rent-A-Car local and regional management have resulted in an agreement to address the problem in partnership. Shawnee Regional Airport staff will work with the City of Shawnee Traffic Control office to mark spaces and post signage to direct Enterprise Rent-A-Car customers to designated spaces. Enterprise Rent-A-Car sales, supervisory and regional management staff will work to direct customers to these designated areas. All parties agreed that should this solution fail to address the congestion problem and expansion of the current lease will be prepared for discussion.

VII. 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 1 to these minutes.
1. Fuel Prices
 2. Fuel Sales
 3. Fiscal Year Budget
 4. Airport Operations and Management Report

VIII. ITEM SIX - BOARD COMMENTS

- A. The Chairman asked each of the Members of the Airport Advisory Board to provide general introductory remarks and guidance to staff regarding the goals and objectives of the Airport Advisory Board for the development and operation of the Shawnee Regional Airport.

IX. ITEM SEVEN - NEW BUSINESS

- A. Solicitation of Quotes Fuel System Repairs and Staff Training –

Staff reported to the Advisory Board that the Shawnee Regional Airport's fuel provider Phillips 66 conducted a semi-annual facility and equipment inspection and provided the staff

with an inspection report detailing deficiencies with existing equipment, and the fuel safety and fuel quality programs currently in place.

Staff stated 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, at an estimated cost for services less than \$25,000.00; parts and equipment to be procured under separate direct purchase methods.

Following a discussion of the proposal to engage the services of a qualified vendor to assess and repair the fuel system and provide safety and quality control training for staff, the Chairman called for a Motion to Approve the recommendation presented by Staff.

Mr. Fogerty made a motion to support the recommendation from Staff to seek authorization 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.

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.

X. ITEM EIGHT - ADJOURNMENT

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

Mr. Fogerty made a motion to Adjourn

Mr. Smallwood provided a Seconded to the motion.

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

The meeting was Adjourned.