

AIRPORT ADVISORY BOARD MEETING

February 20, 2019

5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

AGENDA
AIRPORT ADVISORY BOARD
FEBRUARY 20, 2019
5:30 PM
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DR.
SHAWNEE, OK

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and Approval of Minutes from the January 16, 2019 Meeting

ITEM TWO: Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)

ITEM THREE: Discussion of Minimum Standards Comments/Responses Scheduling of Public Meeting

ITEM FOUR: Consider an executive session to discuss certain real property as authorized by 25 O.S. § 307(b)(4).

ITEM SIX: Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Other Matters

ITEM SEVEN: New Business

ITEM EIGHT: Board Comments

ITEM NINE: Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
JANUARY 16, 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. Fogerty, Mr. Freeman, Mr. Klaser, and Mr. Smith
ABSENT	Mr. Humphreys
OTHERS PRESENT	Ms. Bonnie Wilson, Shawnee Regional Airport Mr. Wes Elliott, FlyOkAir Mr. Pacer Hill, Martin Aircraft, Scissortail Skydiving, Flycatcher Aviation Mr. Scott Lee, Red Cloud Aviation

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 MINUTES FROM
DECEMBER 19, 2018 MEETING**

Approval of Minutes from the December 19, 2018 Meeting.

The Chairman called for a Motion to Approve the Minutes.

Mr. Fogerty made a Motion, Mr. Smallwood provided a Second.

The Chairman called the Question, five Members of the Advisory Board present approved the Motion, Mr. Klaser abstained from voting.

A copy of the Minutes of the December 19, 2018 Meeting is provided as Attachment 1 to these Minutes.

IV. ITEM TWO: CITIZEN COMMENTS

The Chairman requested this item be moved to the beginning of the Agenda for this meeting and for future meetings.

- A. Mr. Pacer Hill was recognized and offered the opportunity to comment. Mr. Hill asked about the rate per square foot offered for leased space. Mr. Hill was advised that the rental rates per square foot were addressed by the Airport Advisory Board and the Shawnee Airport Authority and a written policy was adopted on the matter in May 2018. Mr. Hill went on to state that he was concerned that rental concessions to address capital improvement needs did not increase revenues to the airport.
- B. Mr. Wes Elliott was recognized and requested information related to the provisions of the proposal submitted by RCA regarding the release of current lease space. He received a positive response, hangar space currently leased by RCA would be released to another tenant if the proposal for leasing space in the bulk hangar was recommended.

V. ITEM THREE: Discussion and Consideration of Proposals for Lease of Hangar #13 Space for Commercial Aeronautical Use

Staff presented a memorandum, and two proposals for consideration. Following discussion of the proposal elements it was determined that additional financial review to ascertain the direct and indirect revenue projections of the options was recommended and the item was tabled.

The Chairman called for a motion on the matter.

Mr. Klaser offered a Motion to table the item.

Mr. Freeman provided a Second to the Motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the Motion to table the action until further economic review was conducted.

A copy of the memorandum is provided as Attachment 2 to these minutes.

VI. ITEM FOUR: Discussion of Tenant Fuel Discount

- A. Staff presented information related to the current cost of offering fuel at a discount to tenants. No specific options were identified during the meeting. Staff was asked to provide additional alternatives for discount plans for consideration.

VII. ITEM FIVE: Discussion of Minimum Standards Comments/Responses Scheduling of Public Meeting

There was a general discussion related to the next steps to produce i) a formal response to comments received, and ii) a new draft Minimum Standards for public review. Staff was directed to collect any comments from Board Members related to the “draft responses” provided and present those comments to the Board for consideration at the February meeting.

VIII. ITEM SIX: Discussion of Advertising at the Airport – Program Development

There was a general discussion related to options for revenue advertising at the airport. Staff was directed to provide options for consideration by the Board at a future date.

IX. ITEMS SEVEN: Staff Report

- A. The following topics were presented as part of the monthly Staff Report:
 - i. Current Fuel Price Comparisons
 - ii. Shawnee Regional Airport Fuel Sales
 - iii. Sales Trends

X. Other Matters

No other matters were addressed.

XI. ITEM EIGHT: New Business

No new business was introduced.

XII. ITEM NINE: Board Comments

No Board Comments were offered.

XIII. ITEM TEN: Adjournment

The Chairman called for a Motion to Adjourn the meeting.

Mr. Smith made a Motion to Adjourn.

Mr. 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.

KEVIN HUDDLESTON
CHAIRMAN

DATE

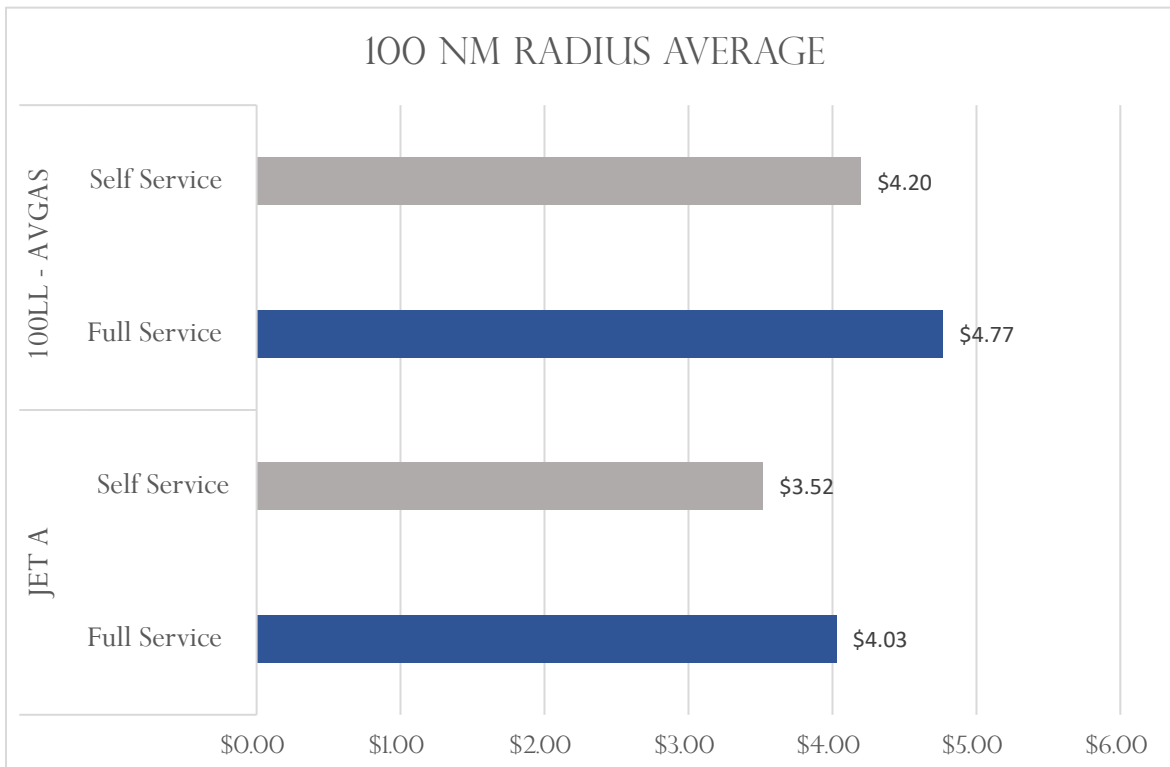
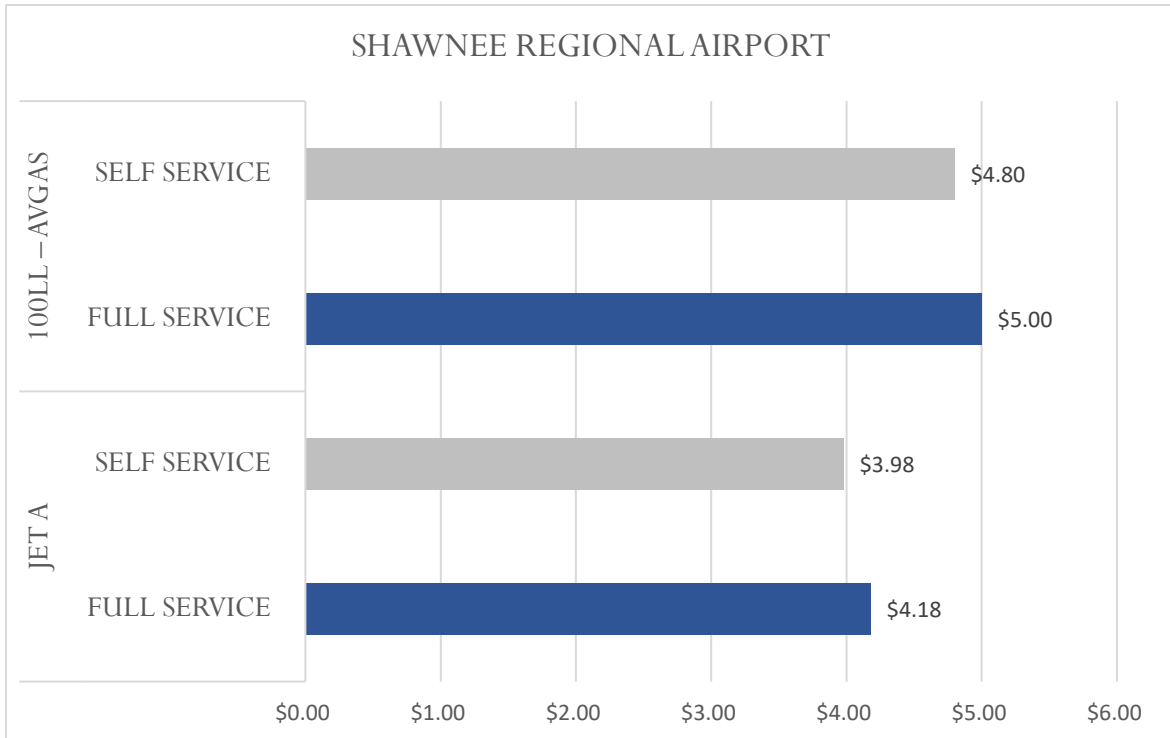
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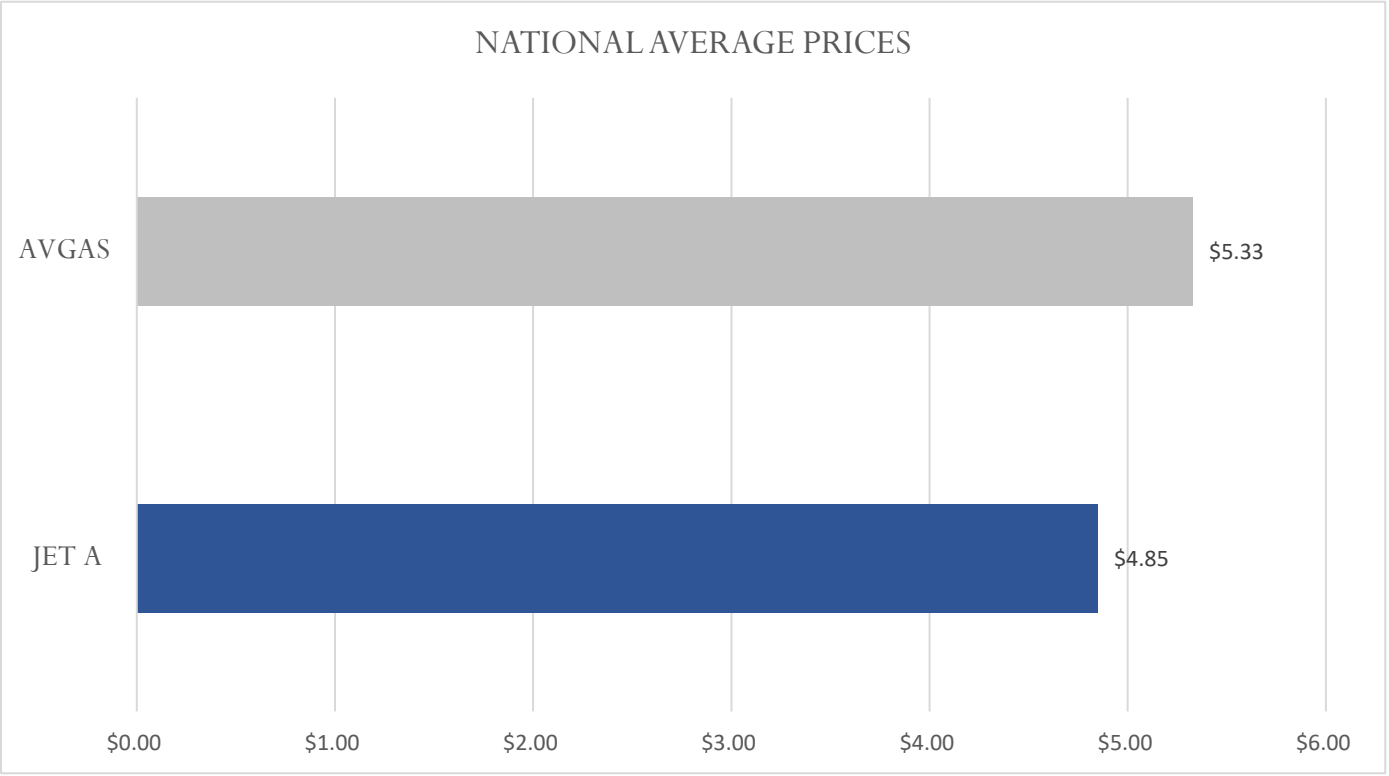
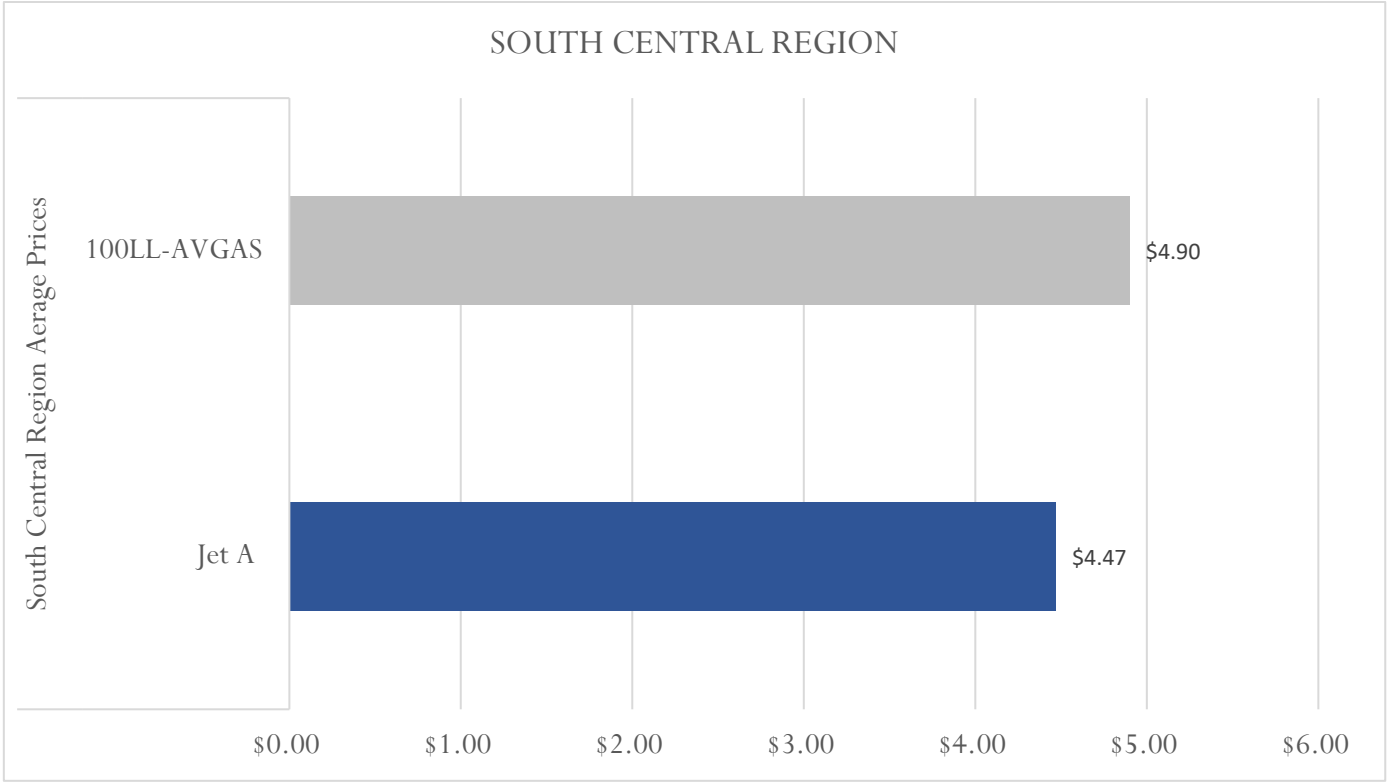
BONNIE A. WILSON, SECRETARY

DATE

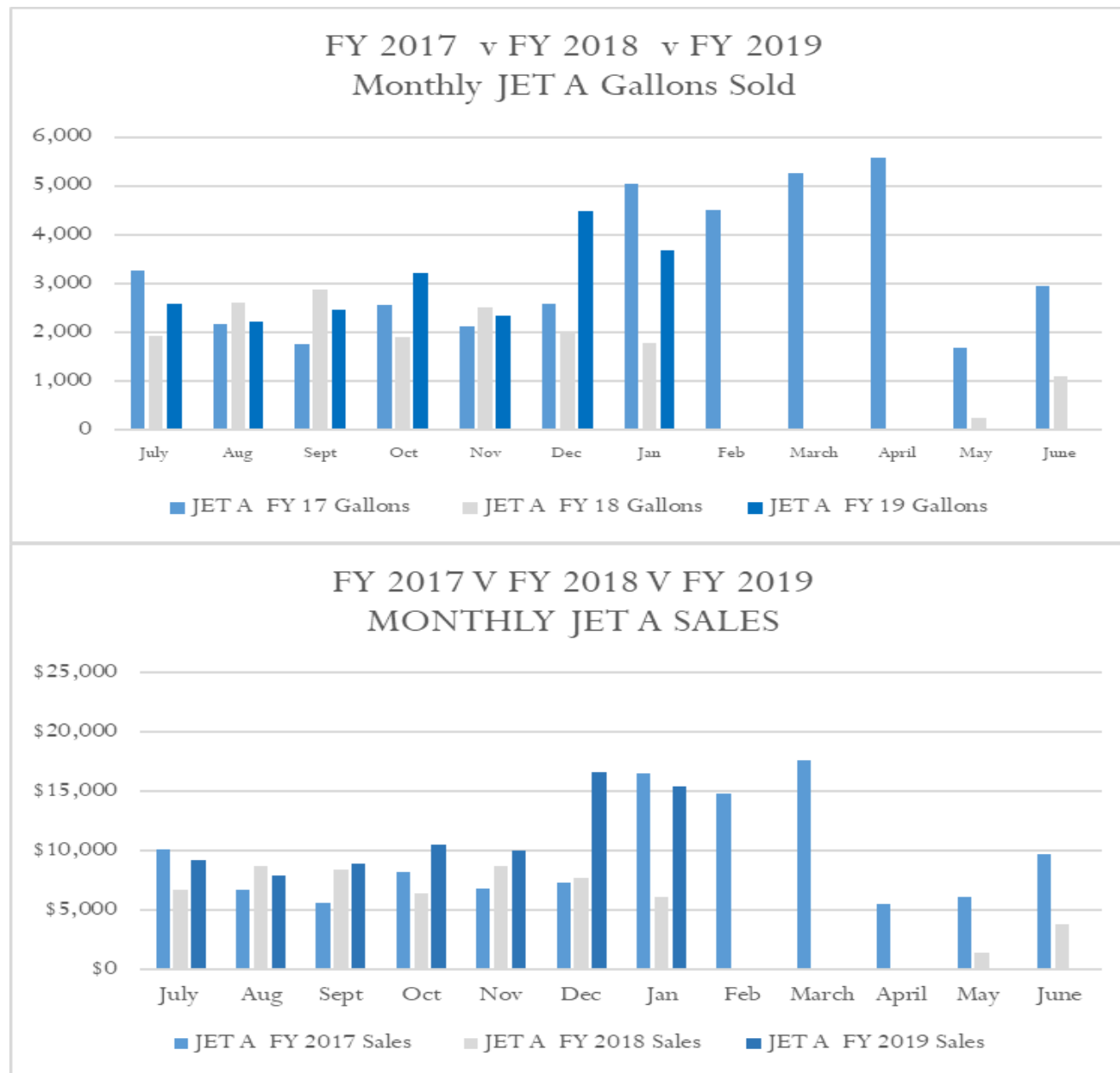
Staff Report
20 February 2019

1. Current Fuel Price Comparisons (*Data Reported on 100LL.COM*)

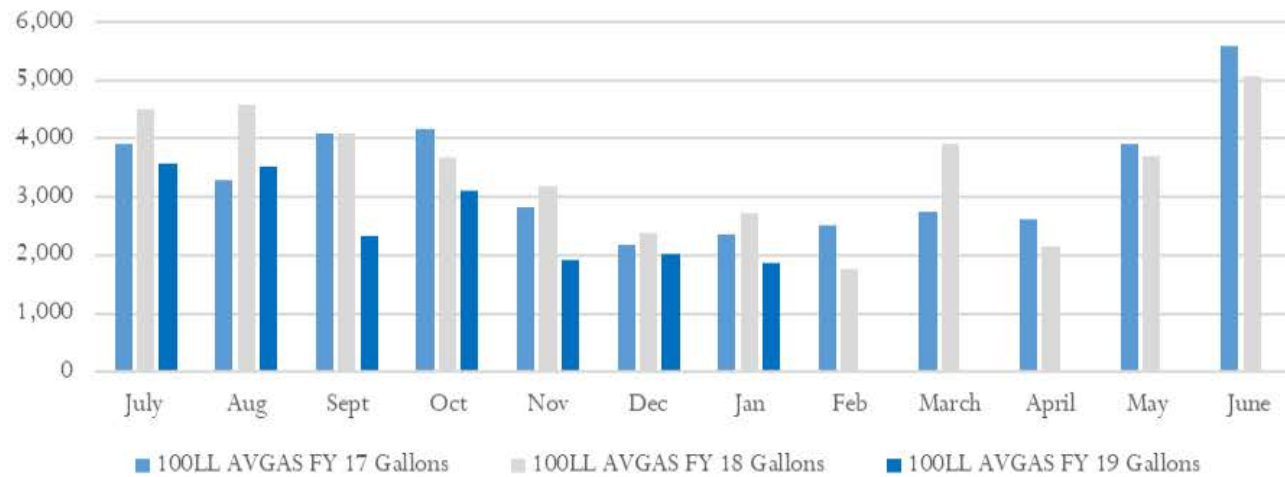




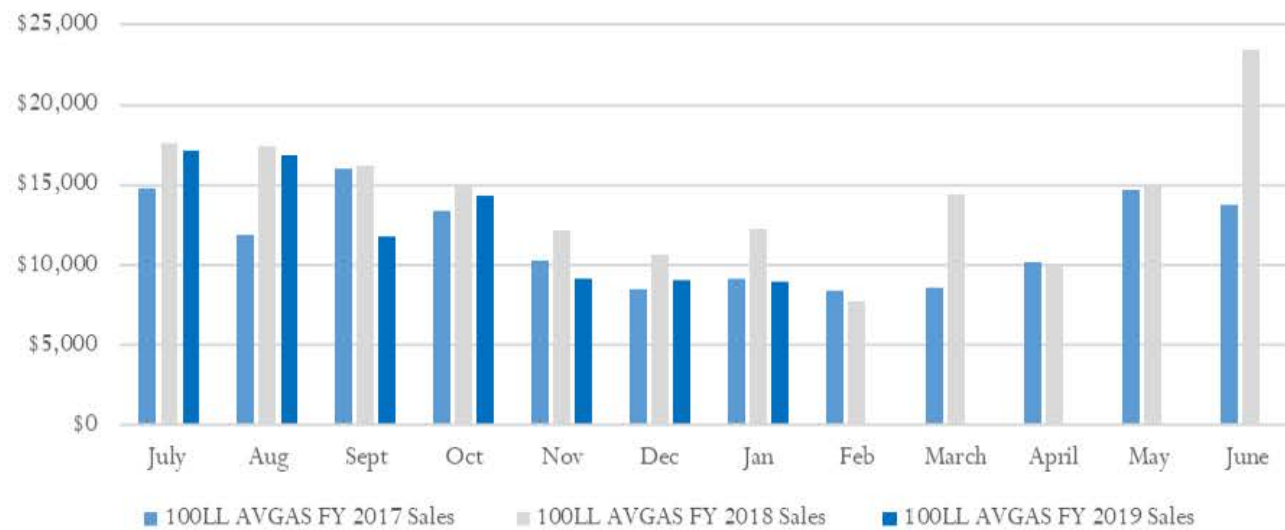
2. Shawnee Regional Airport Fuel Sales



FY 2017 v FY 2018 v FY 2019
Monthly 100LL AVGAS Gallons Sold



FY 2017 v FY 2018 v FY2019 100LL AVGAS Sales



3. Other Matters

3.1. Internship Program – Oklahoma Baptist University

The Shawnee Regional Airport will soon be working with student interns from the Oklahoma Baptist University to explore business development strategies and marketing opportunities and enhance our social media presence.

3.2. Transportation Research Board – Airport Cooperative Research Program Study Participation

The Shawnee Regional Airport has been selected to participate in a National Academies of Science Transportation Research Board, Airport Cooperative Research Program (ACRP) project for general aviation airports. Each year, ACRP undertakes research projects and activities to help airports address real-world challenges. This project is focused on helping general aviation airports develop and sustain programs to support local, small and disadvantaged business in their communities as required by the federal grant programs.

3.3. RFQ For Engineering Services –

Fourteen separate entities have requested and received the “Request for Statements of Qualifications” and the first addendum to the Information to Respondents. The RFQ was published in the Shawnee News Star, on the City of Shawnee webpage, and the Oklahoma Airport Operators Association webpage. The Oklahoma Aeronautics Commission also provided the RFQ via direct email to a list of engineers providing services to airports in the Oklahoma area.

The deadline for questions is 20 March, the deadline for submissions of Statements of Qualifications is 29 March.