

**NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
FEBRUARY 16, 2022**

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

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

DATE

TIME

PLACE OF MEETING

FEBRUARY 16, 2022 5:30 P.M.

TERMINAL LOBBY
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: 405-878-1633

Filed in the office of the municipal clerk at 11:26 ⓐ a.m./p.m. on the 11th day of February 2022.

Signed: Kelley Metcalf
Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media: 2-11-22
Person filing Notice: Bonnie Wilson
Notice Verified by: Kelley Metcalf

**AIRPORT ADVISORY BOARD
REGULAR MEETING
FEBRUARY 16, 2022 5:30 P.M.
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DRIVE
SHAWNEE, OK 74804**

ITEM ONE: Call to Order and Declaration of a Quorum

ITEM TWO: Discussion and Consideration of Minutes
December 15, 2021, Regular Meeting

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

ITEM FOUR: Discussion and Consideration of Notice of Intent to Renew Lease
Shawnee ALANO Club

ITEM SIX: Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Budget Summary Report
4. Status Report on Project and Initiatives

ITEM SEVEN: New Business

ITEM EIGHT: Board Comments

ITEM NINE: Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
DECEMBER 15, 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. James Smith, Mr. Blake White

OTHERS PRESENT

Mr. Matthew Lovelace, Shawnee Regional Airport Staff
Mr. Rob Morris, Citizen of Shawnee
Ms. Bonnie Wilson, Shawnee Regional Airport Staff

I. DECLARATION OF A QUORUM

Six members of the Advisory Committee were noted as Present, the Vice Chairman Declared a Quorum.

II. CONSIDERATION AND APPROVAL OF MINUTES FROM NOVEMBER 17, 2021, REGULAR 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. Der Sahakian made the Motion, Mr. Lee provided as Second.

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

III. CITIZEN COMMENTS

Mr. Morris offered information related to a loan agreement between the Oklahoma Baptist University Authority and the City of Shawnee. Mr. Morris suggested the Airport Advisory Board follow this topic when the City of Shawnee City Commission includes the agreement on their agenda to determine if additional funds might be available to support airport expenses.

IV. DISCUSSION AND CONSIDERATION OF FAIR MARKET VALUE STUDY COMMITTEE RECOMMENDATIONS

Staff introduced a memo and a recommended list of comparable airports for the Committee managed Fair Market Value Study. In general discussion several questions were posed and answered regarding the purpose of the list, the criteria used to establish the group of airports selected, and the means by which the list could be amended. This matter was addressed in three parts.

Inclusion of Repair Station Services

Mr. Lee recommended that the presence of aircraft repair stations add significant value to an airport's amenities.

Mr. Der Sahakian made a motion that information regarding availability of these services at each airport should be included on the comparison airport chart.

Mr. Lee provided a Second.

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

Addition of Airports to Draft List

Further discussion was held related to the inclusion and or removal of certain proposed comparable airports. Mr. Rogers was absent from the meeting but submitted comments for consideration related to airports he felt should be added to or removed from the draft list. Mr. White spoke to the matter of including larger, busier airports on the list not for direct comparison but for information regarding the higher end of the market. Mr. Der Sahakian suggested that data should be plotted on a bell curve to give an idea of where Shawnee's proposed rental rates fall within the overall market. Mr. Smith suggested that airports in a wider geographic range may provide comparative data if they are situated in similar metropolitan areas. Further discussions related to the scope of the study and the availability of staff time to address the research requirements.

Mr. White made a motion to add Paul's Valley Airport and Muskogee-Davis to the list.

Mr. Fogerty provided a Second.

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

Removal of Airports from the Draft List

Further discussion focused on the inclusion of Richard Lloyd Jones, Jr. - Riverside Airport on the list. It was noted that this airport's proximity to the city of Tulsa, and the large commercial

flight school based at the airport increases the annual operations count well above the rest of the proposed airports.

Mr. White made a motion to exclude Riverside Airport from the list to avoid skewing the results of the study.

Mr. Lee provided a Second.

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

V. DISCUSSION AND CONSIDERATION OF PROCEDURES FOR ELECTION OF OFFICERS AND TERMS OF OFFICE

Staff introduced a memo providing recommendations for creation of the office of Vice Chairman, qualifications for serving as Chairman and or Vice Chairman, terms of office, scheduling of elections, nomination procedures, and voting. Two amendments to the proposed language were offered, noted in italics below.

Officers of the Airport Advisory Board

Create the office of Vice Chairman, associated qualifications for service, and term(s) of office. Authorize the Vice Chairman to act as Chairman in the absence of the Chairman at Regular and Special meetings, and to execute Board documents as may be necessary or prudent.

Qualifications for Office

Chairman – Nominees for Chairman must have not less than two years of service, ***past or present***, as a member of the AAB at the time of a Scheduled or Special Election.

Vice Chairman – No prior service on the AAB is required for nomination to the position of Vice Chairman. The serving Vice Chairman may only be elected Chairman if: all qualifications to serve as Chairman are met; they are properly nominated for election, and are duly elected by a simple majority of the serving members of the AAB.

Term(s) of Office

The term of office for Chairman and Vice Chairman will be two consecutive years. Chairmen and/or Vice Chairmen may be re-elected for additional terms, either consecutively or at a later date during their tenure on the Board.

Elections

Elections. All Elections will be included as an action item on the published AAB Agenda.

Scheduled Elections. AAB terms commence each calendar year in July. In order to include any new or reappointed members, Scheduled Elections will be slated for a Regular or Special AAB meeting in the month of July to fill any officer vacancies.

Special Elections. If vacancies occur due to an elected officer leaving service on the AAB, or seeking to resign their position as an officer, a Special Election will be called to fill the vacant office.

Nominations

Call for Nominations. The Airport Manager will distribute a written call for nominations as far in advance of any Regular or Special election as practicable, in no case will a call for nominations be provided within one business week of a Regular or Scheduled election. The slate of Nominees will be provided to the AAB, prior to any meeting with a Regular or Special Election on the agenda, via the standard agenda publication and distribution process.

Opportunity to Nominate. Any serving AAB member may nominate themselves, or any other qualified member for election to office by providing a written statement of nomination to the Airport Manager by the deadline established for submission in the notice calling for nominations.

On receipt of nomination statements, the Airport Manager will notify members of their nomination and confirm their willingness to serve if elected to office prior to publicizing the list of nominees.

Voting

Officer Elections. Each election for office will be a distinct action item on the published AAB Agenda. The published slate of nominees will be the only candidates eligible for election to serve as either Chairman or Vice Chairman.

Simple Majority. The nominee with the simple majority of votes will be elected to the office for which they were nominated. If no single nominee garners a simple majority of the votes on the first round of voting, a second round of voting for the two nominees with the highest number of votes garnered in the first round will be conducted. The nominee with the highest number of votes garnered in the second round of voting will be voted into office.

The Chairman called for a Motion to accept the recommendations as amended.

Mr. Der Sahakian offered a Motion; Mr. White provided a Second to the Motion.

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

VI. STAFF REPORT

Staff provided information on - current wholesale and retail fuel prices, fuel sales, current budget summary report, and Shawnee Airport Authority actions.

VII. NEW BUSINESS

No New Business was presented.

VIII. BOARD COMMENTS

Mr. Der Sahakian noted the irregularity of mobile fueling service at the Shawnee Regional Airport has a detrimental impact on fuel sales. He requested staff include a recommendation to declare the inoperable fuel trucks, currently owned by the Shawnee Airport Authority, surplus and move forward with a recommendation to replace them on the next Airport Advisory Board agenda.

IX. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Der Sahakian made a Motion to Adjourn; Mr. White 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.

JOHN KLASER, CHAIRMAN

DATE

ATTEST :

BONNIE A. WILSON

DATE



Shawnee Regional Airport

2202 N. Airport Dr.
Shawnee, OK 74804
ShawneeOK.org

Date: February 16, 2022

To: Airport Advisory Board

John Klaser, Chairman
Barry Fogerty, Vice Chairman
Harmik DerSahakian
Scott Lee
Randall Rogers
James Smith
Blake White

From: Bonnie Wilson, Airport Manager

Subject: Notice of Intent to Renew Lease – Shawnee ALANO Club

Summary:

The Shawnee ALANO Club (ALANO) has been leasing 0.34 acres of land at 1872 N Airport Dr, Shawnee since June 1972. The original lease commenced June 19, 1972, and terminated June 30, 1997. The rental rate for the leased land was \$75 per year, or \$1,875 for the term of the original lease.

The lease was renewed and reissued in July 1997 for twenty-five years, with three renewal options of five years each for an effective termination date of June 30, 2037. The rental rate for the original term of this second lease was \$600 per year. The City of Shawnee Department of Finance confirms that ALANO has made rental payments and is in good standing at this time.

ALANO has provided the required written notice of intent to exercise the first of the three renewal options.

Recommendations:

The existing lease provides the Shawnee Airport Authority with the opportunity to adjust the rental rate at the time of the first renewal “in accordance with the then established fee and rental policies of the City.” The current policy includes three provisions applicable to the opportunity presented by the renewal clause:

1. Engage a third-party assessor to conduct property value assessments every five calendar years and/or in response to any significant changes to the regional market.

2. Apply a standard rate of increase to annual lease rates based on the national rate of inflation as established by the Consumer Price Index change from the prior calendar year, in each intervening year, with current pricing retained as minimums regardless of inflation activity.
3. Adjust rental rates annually at the commencement of the Fiscal Year.

Staff is recommending exercising two of these three provisions.

As it is not currently economically practical to engage a third-party real estate assessor at an estimated cost of \$3,000 and \$5,000, retain this option and apply it when the terms and conditions of additional property leases support the expenditure.

Apply an increase to the rental rate commencing July 2022 based on the increase in the national rate of inflation for Calendar Year 2021 of 7%; and

Include an annual escalation clause in the lease amendment governing the renewal terms.

Action Requested:

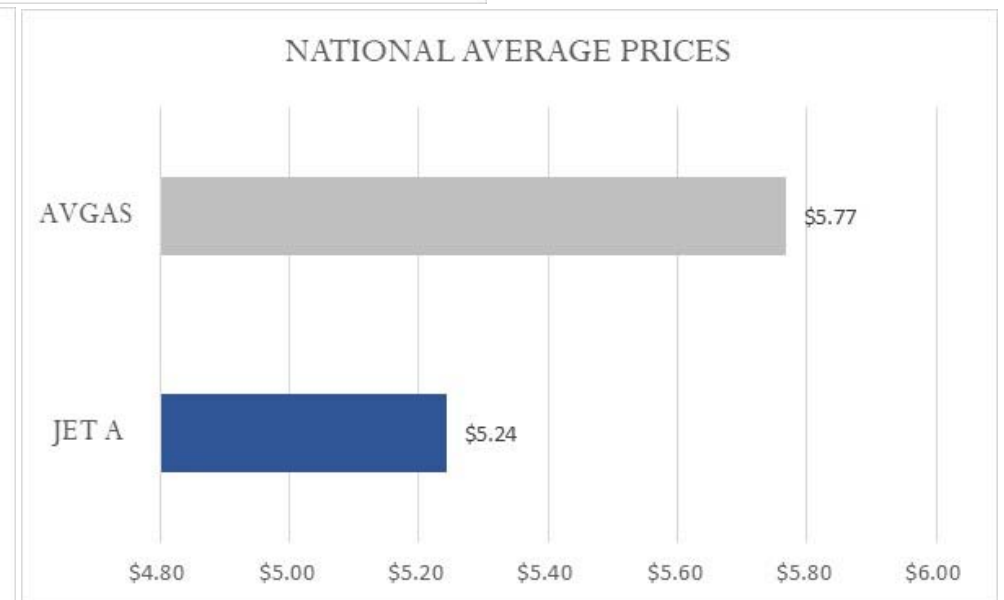
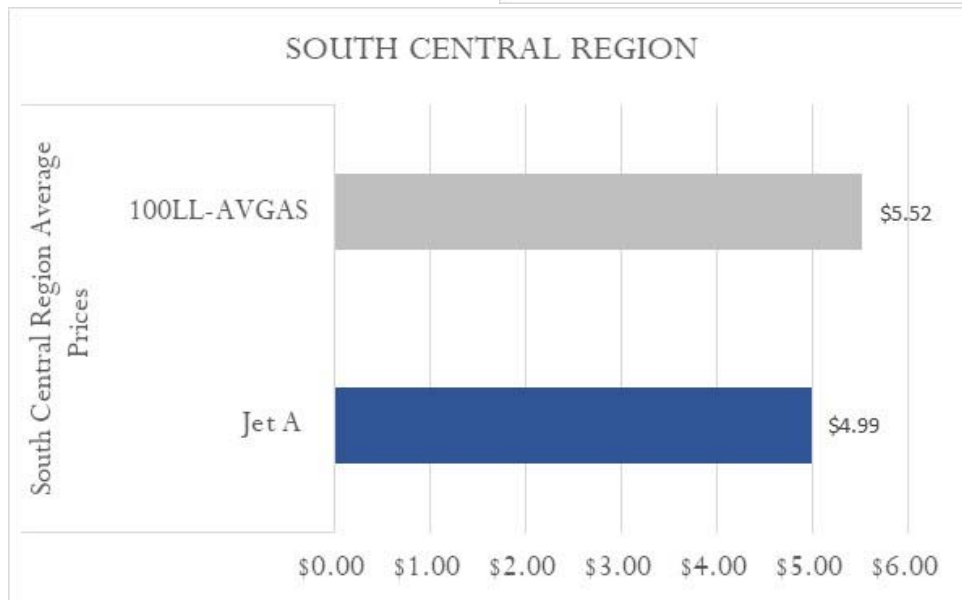
Accept the recommendation of staff to exercise the options included in the lease document to increase the rental rate at the commencement of the renewal term, and annually thereafter.

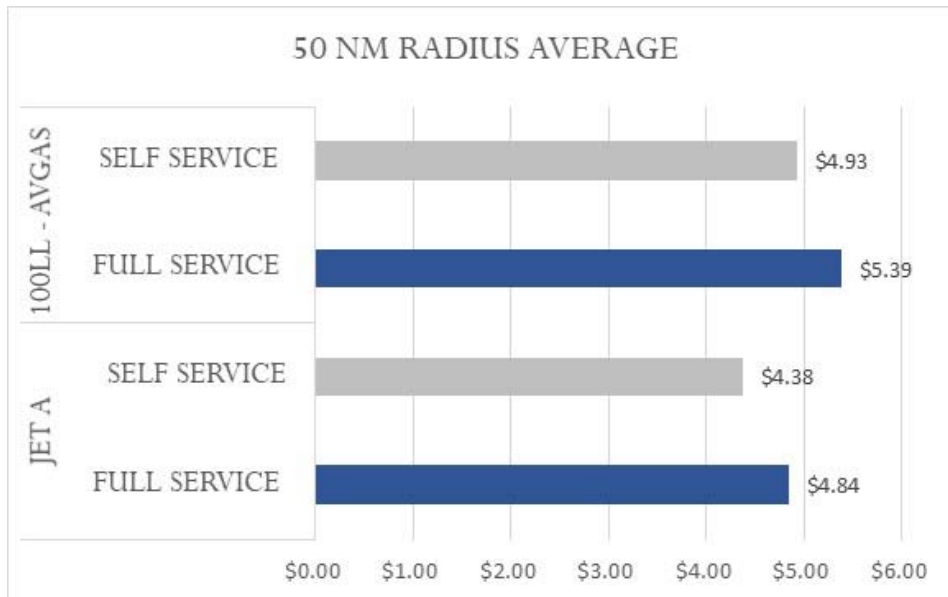
100 LL Price Per Gallon Wholesale Price Trend



Jet A Price Per Gallon Wholesale Price Trend







Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport									
Facility	Based Aircraft	Annual Operations	Annual GA Transient Arrivals	NM		100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0		\$5.18	\$5.38	\$4.58	\$4.78
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30			\$5.87		\$5.59
AAR Aircraft Services (OKC)		158,764	12,740	37			\$5.95		\$4.98
Atlantic Aviation (OKC)	64	158,764	12,740	37			\$6.00		\$6.67
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$4.86	\$5.80		\$6.34
META Special Aerospace (formerly Valair) (PWA)		73,285	16,016	41			\$5.05		\$4.19
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56			\$5.29		\$4.79
Christiansen Aviation / Riverside (RVS)		266,463		71			\$5.90		\$4.74
Riverside Jet Center (RVS)		266,463		71			\$4.50		\$3.35
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72		\$4.69	\$4.99		\$4.28
Atlantic Aviation (TUL)	429	127,390	18,200	82			\$5.99		\$6.88
Sparks Aviation Center (TUL)		127,390	18,200	82			\$5.75		\$4.70
Tulsair Beechcraft (TUL)		127,390	18,200	82			\$5.63		
United States Aviation (TUL)		127,390	18,200	82					\$4.81
Legacy Jet Center (TUL)		127,390	18,200	82					\$4.28
Enid-Woodring Regional Airport (WDG)	91	67,265	3,120	84		\$4.65	\$5.15		\$4.65
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99			\$4.69		\$4.00
Average Prices at 50 NM						\$5.02	\$5.68	\$4.58	\$5.43
Average Prices at 100 NM						\$4.85	\$5.46	\$4.58	\$4.94

*1 Estimated "Doubling" of Arrival Information

*2 Oklahoma Aeronautics Commission

Red Text Indicates Data is Over 30 Days Old

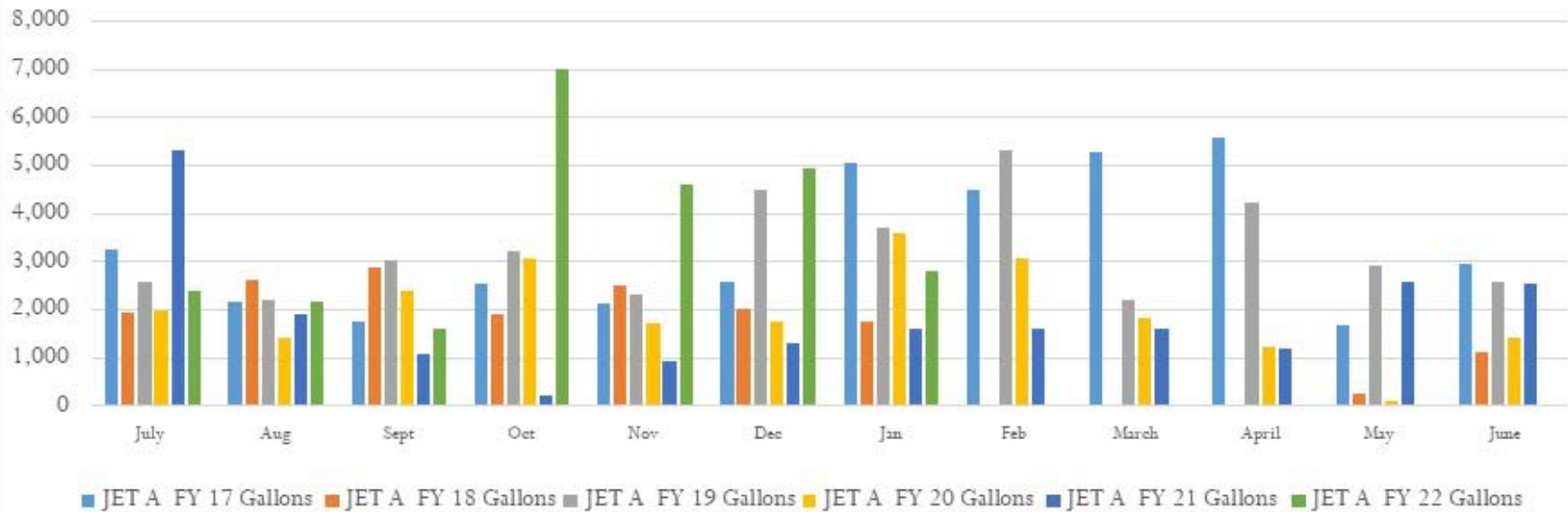
General Aviation Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations (Est.) *1	Annual GA Transient Arrivals *2	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$5.18	\$5.38	\$4.58	\$4.78
Prague Municipal Airport (O47)	10	728	364	15	\$4.57			
Seminole Municipal (SRE)	33	1,456	728	16	\$4.70	\$4.70		\$4.00
Chandler Regional Airport (CQB)	11	1,144	572	26	\$5.47		\$4.25	
Goldsby (K1K4)	45	1,456	728	32	\$4.75			
City of Stroud (SUD)	10	156	78	33	\$4.81		\$3.90	
Heartland Aviation/ADA (ADH)	58	4,784	2,392	41		\$4.65		\$4.00
City of Bristow (3F7)	17	1,144	572	42	\$4.99			
City of Cushing (CUH)	25	5,600	2,800	42	\$4.79	\$5.19	\$4.19	\$4.19
Crabtree Aircraft Co./Guthrie Edmond (GOK)	80	6,240	3,120	43	\$4.99	\$5.49		\$4.20
Sundance Airport (HSD)				46	\$4.60	\$4.90		\$3.70
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$4.29		\$3.99	
Legacy Aviation - Page Municipal (RCE)	56			50		\$5.30		\$4.89
Henryetta Airport (KF10)	5	102	51	52		\$4.40		
Okmulgee Regional (OKM)	28	3,640	1,820	59	\$4.40		\$3.40	
Chickasha Municipal Airport (CHK)	42	2,184	1,092	60	\$4.50	\$4.50	\$3.80	
El Reno Regional Airport (RQO)	24	2,912	1,456	60	\$4.60	\$4.75	\$3.70	\$3.70
City of Kingfisher (KF92)		728	364	67	\$4.30			
City of Sand Springs (OWP)	65	4,368	2,184	71	\$4.20			
Brenair Aviation/McAlester (MLC)	23	2,600	1,300	73		\$4.95		\$4.20
Perry Municipal (F22)	25	1,456	728	73		\$4.39		\$3.35
Haskell Airport Inc. (2K9)				78	\$4.75			
Guest Air Inc/Hinton Municipal (K2O8)	10	416	208	79	\$4.25			
Atoka Municipal Airport (AQR)	15	370	185	80	\$4.40			
City Of Hominy (H92)	1	104	52	81	\$3.50			
Harvey Young Airport/Tulsa (1H6)	40			82	\$4.50			
KMA Aviation LLC/Ardmore Downtown (K1F0)	47	2,184	1,092	84	\$4.45	\$4.75	\$3.65	\$3.90
5B Aviation/ Duncan (DUC)	43	2,912	1,456	84		\$5.01		\$4.53
Skiatook Municipal Airport (K2F6)	20	1,500	750	86	\$4.30			
Watonga Regional Airport (JWG)	16	728	364	90	\$4.60		\$3.39	
Davis Field Aviation/Muskogee (MKO)	90	3,640	1,820	91	\$4.25	\$4.95		\$3.95
Fuel PNC (Ponca City)	53	6,240	3,120	95	\$4.85	\$5.15		\$3.95
Blackwell Airport Trust / Blackwell Tonkawa	11	750	375	98	\$4.60			
Average Prices at 50 NM					\$4.83	\$5.09	\$4.18	\$4.25
Average Prices at 100 NM					\$4.58	\$4.90	\$3.89	\$4.10

*1 Estimated "Doubling" of Arrival Information

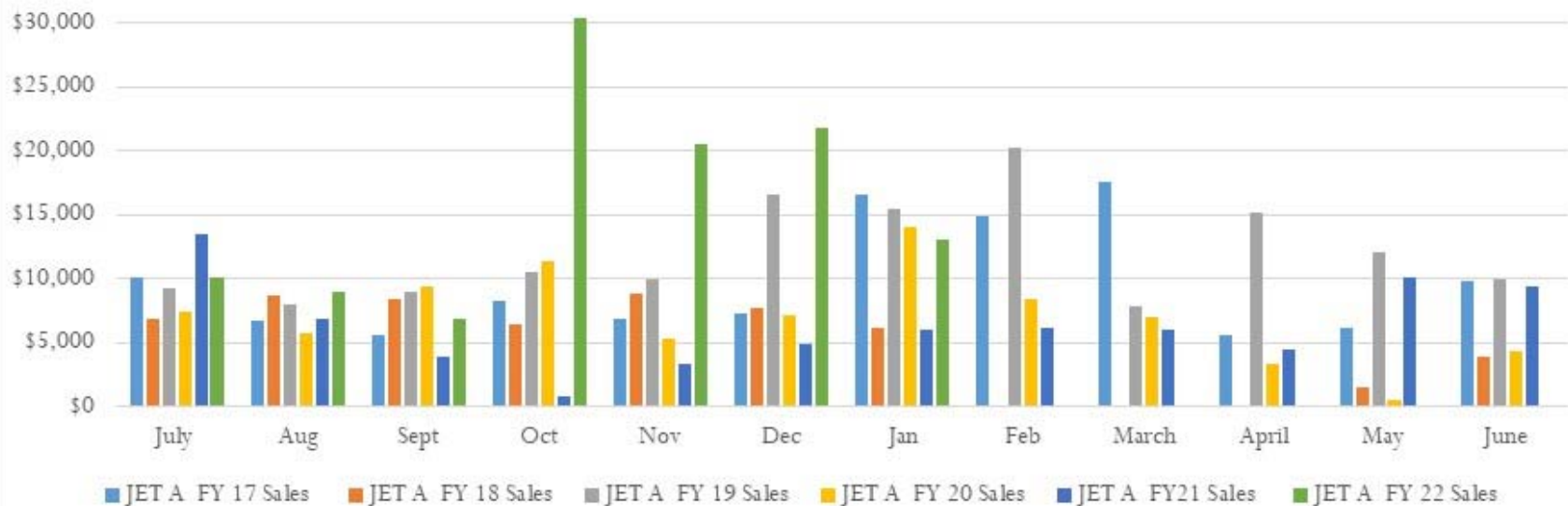
*2 Oklahoma Aeronautics Commission

Red Text Indicates Data is Over 30 Days Old

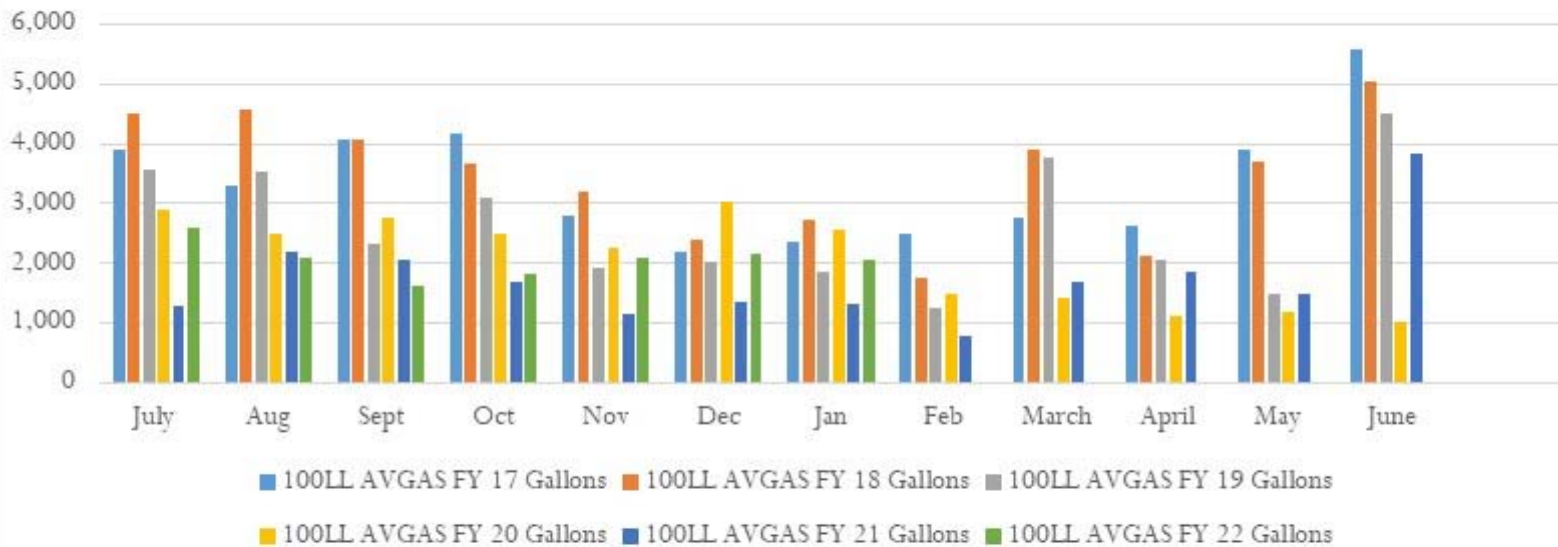
FY17 v FY18 v FY19 v FY20 v FY21 v FY22
Monthly JET A Gallons Sold



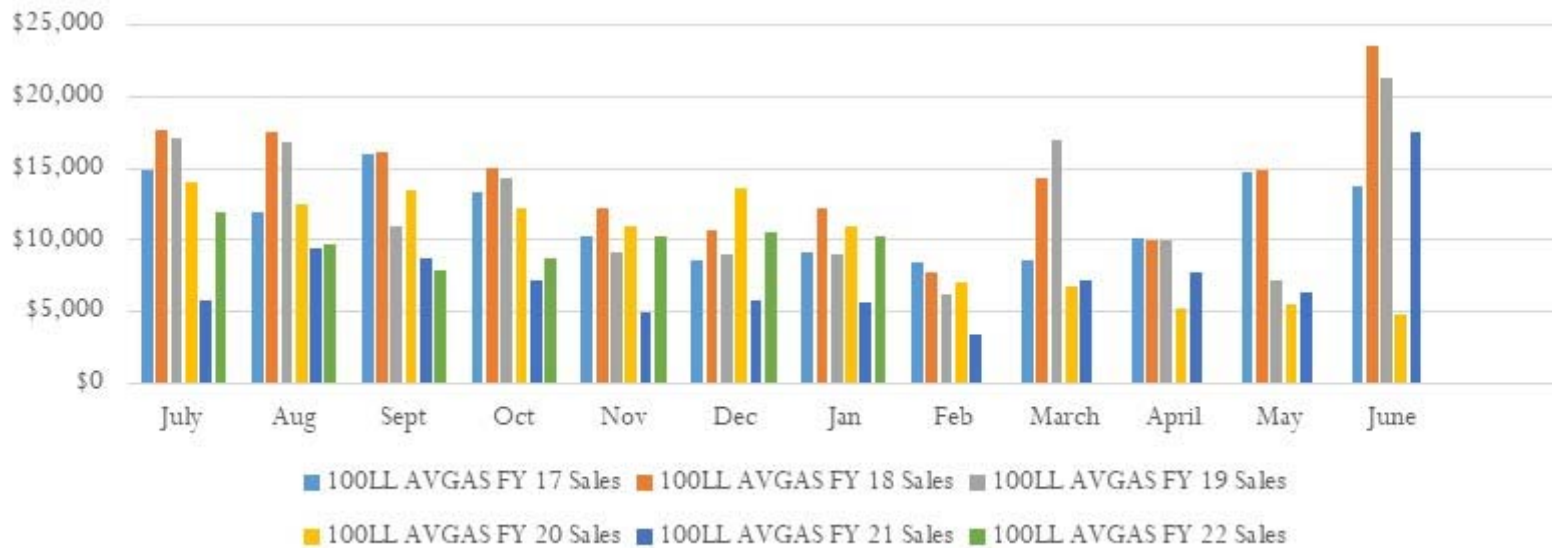
FY17 v FY18 v FY19 v FY20 v FY21 v FY22
Monthly JET A Sales



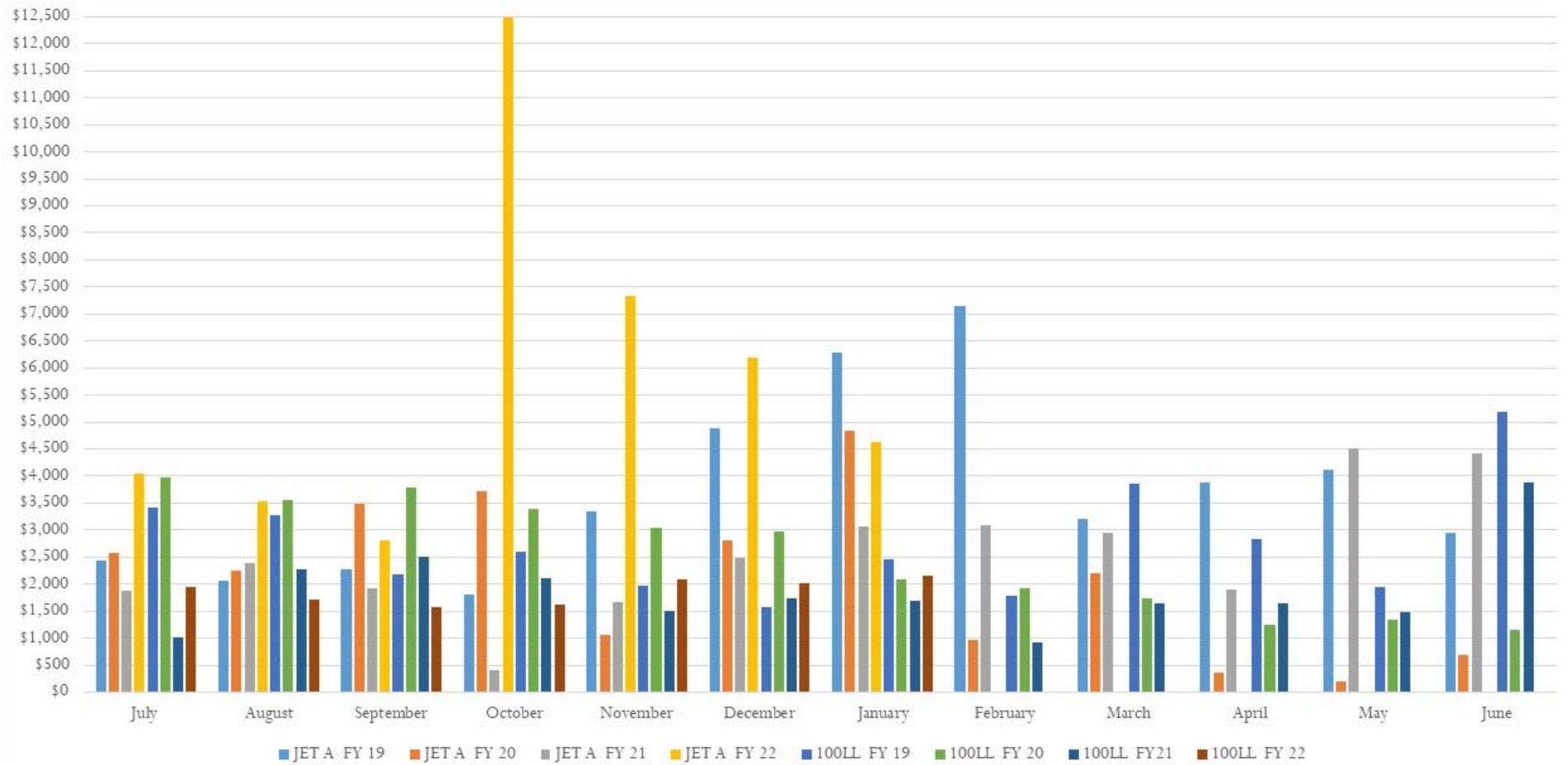
FY17 v FY18 v FY19 v FY20 v FY21 v FY22
Monthly 100LL AVGAS Gallons Sold



FY17 v FY18 v FY19 v FY20 v FY21 v FY22
Monthly 100LL AVGAS Sales



FY19 v FY20 v FY21 v FY22 Estimated Margin





Shawnee,OK

Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 02/28/2022

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Fund: 511 - SHAWNEE AIRPORT AUTHORITY							
Revenue							
511-41010	FEDERAL GRANT REVENUE	0.00	45,000.00	0.00	19,900.00	-25,100.00	55.78 %
511-46250	AIRPORT RENTAL REVENUE	122,369.00	122,369.00	10,871.76	90,161.58	-32,207.42	26.32 %
511-46260	T-HANGAR RENTAL REVENUE	78,341.00	78,341.00	6,244.78	53,521.48	-24,819.52	31.68 %
511-46950	WATER TOWER RENTAL	86,062.00	86,062.00	0.00	0.00	-86,062.00	100.00 %
511-48040	INSURANCE RECOVERY	0.00	0.00	0.00	8,450.00	8,450.00	0.00 %
511-48160	OIL & LUB SALES	2,000.00	2,000.00	0.00	273.08	-1,726.92	86.35 %
511-48220	OTHER MISC. REVENUE	50.00	50.00	0.00	0.00	-50.00	100.00 %
511-48250	REFUNDS & REIMBURSMENTS	500.00	500.00	0.00	0.00	-500.00	100.00 %
511-48350	FUEL FLOWAGE FEE	150.00	150.00	0.00	122.76	-27.24	18.16 %
511-48360	FUEL SALES	120,000.00	120,000.00	2,285.78	185,149.33	65,149.33	154.29 %
511-49010	TRANSFER FROM GENERAL FUND	155,101.00	172,355.13	0.00	0.00	-172,355.13	100.00 %
511-49060	TRANSFER FROM CAP IMPRV FUND	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
Revenue Total:		584,573.00	646,827.13	19,402.32	357,578.23	-289,248.90	44.72 %
Expense							
511-5-0120-51010	REGULAR SALARIES	111,070.76	126,570.52	5,898.40	83,850.09	42,720.43	33.75 %
511-5-0120-51020	OVERTIME	1,000.00	1,300.00	138.52	1,807.32	-507.32	-39.02 %
511-5-0120-51030	PART-TIME SALARIES	35,302.28	35,302.28	504.96	8,479.71	26,822.57	75.98 %
511-5-0120-51040	LONGEVITY	228.80	228.80	17.60	17.60	211.20	92.31 %
511-5-0120-51070	CONTRACTED SALARIES	0.00	0.00	0.00	9,070.64	-9,070.64	0.00 %
511-5-0120-51110	SOCIAL SECURITY	9,448.91	10,409.90	384.74	5,844.05	4,565.85	43.86 %
511-5-0120-51120	MEDICARE	2,209.83	2,434.58	89.98	1,366.81	1,067.77	43.86 %
511-5-0120-51130	HEALTH INSURANCE	21,249.60	21,249.60	931.92	17,455.74	3,793.86	17.85 %
511-5-0120-51140	LIFE INSURANCE	296.40	296.40	17.66	252.52	43.88	14.80 %
511-5-0120-51150	OMRF RETIREMENT	10,767.15	11,035.78	457.93	7,315.62	3,720.16	33.71 %
511-5-0120-51500	OTHER BENEFITS	5,520.00	5,520.00	0.00	3,220.00	2,300.00	41.67 %
511-5-0120-51550	WORKER'S COMPENSATION	1,180.68	1,180.68	0.00	1,240.59	-59.91	-5.07 %
511-5-0120-52010	OFFICE & COMPUTER SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
511-5-0120-52030	FOOD & KITCHEN SUPPLIES	1,200.00	1,200.00	0.00	421.57	778.43	64.87 %
511-5-0120-52100	FUEL, OIL & LUBRICANTS	1,600.00	1,600.00	0.00	630.72	969.28	60.58 %
511-5-0120-52110	FUEL AND OIL FOR RESALE	400.00	400.00	0.00	0.00	400.00	100.00 %
511-5-0120-52170	LOW LEAD 100 OCTANE FUEL	142,500.00	142,500.00	0.00	61,852.73	80,647.27	56.59 %
511-5-0120-52180	JET A FUEL	95,000.00	95,000.00	0.00	65,342.69	29,657.31	31.22 %
511-5-0120-52200	TOOLS & MINOR EQUIPMENT	2,750.00	2,750.00	0.00	1,610.10	1,139.90	41.45 %
511-5-0120-52240	EQUIPMENT PARTS & SUPPLIES	2,700.00	2,700.00	0.00	362.20	2,337.80	86.59 %
511-5-0120-52500	OTHER MATERIALS & SUPPLIES	1,500.00	1,500.00	0.00	518.53	981.47	65.43 %
511-5-0120-53010	EQUIP. MAINT. CONTRACTS	4,600.00	4,600.00	0.00	2,850.00	1,750.00	38.04 %
511-5-0120-53020	REPAIR & MAINT. - BLDGS.	10,000.00	10,000.00	0.00	2,906.75	7,093.25	70.93 %
511-5-0120-53030	REPAIR & MAINT. - EQUIP.	11,700.00	11,700.00	0.00	5,312.52	6,387.48	54.59 %
511-5-0120-53040	REPAIR & MAINT.-VEHICLES	2,000.00	2,000.00	0.00	339.59	1,660.41	83.02 %
511-5-0120-53090	REPAIR & MAINT. - OTHER	5,000.00	5,000.00	0.00	525.96	4,474.04	89.48 %
511-5-0120-53190	OTHER PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	14,156.03	-9,156.03	-183.12 %
511-5-0120-53200	NATURAL GAS	5,500.00	5,500.00	0.00	3,654.33	1,845.67	33.56 %
511-5-0120-53210	ELECTRICITY	30,000.00	30,000.00	0.00	17,221.80	12,778.20	42.59 %
511-5-0120-53250	TELEPHONE	3,600.00	3,600.00	0.00	2,210.08	1,389.92	38.61 %
511-5-0120-53280	COPY USAGE EXPENSE	100.00	100.00	0.00	0.00	100.00	100.00 %
511-5-0120-53290	POSTAGE & SHIPPING	500.00	500.00	0.00	0.00	500.00	100.00 %
511-5-0120-53390	OTHER CONTRACTUAL SERVICES	4,300.00	4,300.00	0.00	8.00	4,292.00	99.81 %
511-5-0120-53470	MEMBERSHIPS & DUES	350.00	350.00	0.00	0.00	350.00	100.00 %
511-5-0120-53480	FILING FEES & PERMITS	100.00	100.00	0.00	0.00	100.00	100.00 %
511-5-0120-53490	BOOKS & SUBSCRIPTIONS	700.00	700.00	0.00	292.07	407.93	58.28 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 02/28/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
511-5-0120-53530	LEGAL ADVERTISING	500.00	500.00	0.00	82.50	417.50	83.50 %
511-5-0120-53540	PRINTING	100.00	100.00	0.00	0.00	100.00	100.00 %
511-5-0120-53550	INSURANCE	31,848.00	31,848.00	0.00	217.21	31,630.79	99.32 %
511-5-0120-53780	MISC. OTHER SERV. & CHGS.	1,500.00	1,500.00	0.00	610.31	889.69	59.31 %
511-5-0120-53930	ADVERTISING & PROMOTIONS	750.00	750.00	0.00	43.53	706.47	94.20 %
511-5-0120-54200	CAPITAL OUTLAY-BLDGS & IMPRV	20,000.00	20,000.00	0.00	5,249.37	14,750.63	73.75 %
511-5-0120-54500	CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	0.00	2,000.00	-2,000.00	0.00 %
511-5-0120-55500	LEASE PAYMENTS-EQUIPMENT	0.00	45,000.00	0.00	19,900.00	25,100.00	55.78 %
	Expense Total:	584,572.41	646,826.54	8,441.71	348,239.28	298,587.26	46.16 %
Fund: 511 - SHAWNEE AIRPORT AUTHORITY Surplus (Deficit):		0.59	0.59	10,960.61	9,338.95	9,338.36	82,772.88 %
	Report Surplus (Deficit):	0.59	0.59	10,960.61	9,338.95	9,338.36	82,772.88 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 511 - SHAWNEE AIRPORT AUTHORITY						
Revenue	584,573.00	646,827.13	19,402.32	357,578.23	-289,248.90	44.72 %
Expense	584,572.41	646,826.54	8,441.71	348,239.28	298,587.26	46.16 %
Fund: 511 - SHAWNEE AIRPORT AUTHORITY Surplus (Deficit):	0.59	0.59	10,960.61	9,338.95	9,338.36	82,772.88 %
Report Surplus (Deficit):	0.59	0.59	10,960.61	9,338.95	9,338.36	82,772.88 %

1. Revenue Generated from Surplus Auction - \$7,021

Item	Estimated Value	Sold For
2004 Buick Rendezvous	\$750	\$1,525
John Deere 1518 Brush Hog	\$1,000	\$5,150
Hazlux Halogen Hangar Lights	\$75	\$40
General Aviation Oxygen Trailer	\$75	\$306

Revenues from the sale of surplus property will be used to support/offset capital maintenance requirements for T-Hangars.

2. Fuel Trucks - Status Update

World Fuel Services has confirmed the option to lease to own the 2002 Isuzu, 1,500-gallon avgas truck currently in use for a total of \$36,882. The lease fee is payable over sixty months. No interest will be applied. The current lease rate for the Avgas Refueler is \$775 per month. This will decrease to \$614.70 per month at the commencement of the new agreement. Approximately \$18,200 in grant funding remains available to address lease to own payments. Our representative is still seeking a Jet A mobile refueler for a lease to own agreement. Once both vehicles have been identified and agreements drafted staff will provide that information to this Board for a recommendation to seek authorization from the Shawnee Airport Authority to declare our existing mobile fuel equipment surplus, and provide it for sale by auction to the highest bidder.

100 Low Lead (100LL) Refueler		Jet A Refueler	
Make/Model Year	International / 1995	Make/Model Year	GMC/ 1996
Purchase Year	2017	Purchase Year	2020
Purchase Price	\$9,500	Purchase Price	\$17,850
Tank/Pump Year	1979	Tank/Pump Year	1987
Purchase Price	Up to \$2K/year fuel*	Purchase Price	Acquired at Lease Termination for Nominal Fee (\$1)
Repair / Services Expenditures 100LL		Repair / Services Expenditures Jet A	
Fiscal Year 2018	\$3,750	Fiscal Year 2018	\$1,840 / \$7,140 (Lease)
Fiscal Year 2019	\$2,818	Fiscal Year 2019	\$2,541 / \$7,140 (Lease)
Fiscal Year 2020	\$2,693	Fiscal Year 2020	\$2,997 / \$3,570 (Lease)
Fiscal Year 2021	\$4,964	Fiscal Year 2021	TBD
Total	\$14,226		\$7,378 / \$17,850 (Lease)
Return to Service Estimate 100LL		Return to Service Estimate Jet A	
Tank Rupture Repair	\$12,000	Manufacture/Install Housing & Valves	\$9,000

3. Fair Market Value Study – The initial steps confirming the service profiles, based aircraft and operations for all airports in the study are complete. Staff is compiling information on the entities at each facility responsible for lease administration and rate management to collect comparable data. As a note for consideration, the Consumer Price Index Rate of inflation for calendar year 2021 has been calculated as 7%.
4. Army Guard Project - Staff and the consultant engineering team have submitted final editions of materials necessary for the Federal Aviation Administration (FAA) to determine the actions necessary to release the west acreage for non-aeronautical development. The latest update from the FAA Airports District Office indicates that the FAA does have jurisdictional responsibility over the property. If this is the final determination, the FAA must publish a “Notice of Intent to Rule on a Land Release Request for Change in Use from Aeronautical to Non-Aeronautical” in the Federal Register. FAA must provide thirty days for submission of comments on the noticed activity. If no comments are received the FAA may then provide the release as requested.
5. Expo Mart Land Sale - Staff has teamed with the City of Shawnee’s Engineering department to engage the services of Elevation Land Surveying to survey the property, establish appropriate easements along Leo Street and the remainder of “Lot 23” on the north side of the highway. The new/current legal descriptions will allow staff to readvertise for bids for sale of the land. Estimated publication date is April 2022 with an award May 2022. The fees for surveying services will be addressed with revenues from the land sale.
6. Applications for Board Participation - Staff has received three applications for service on the Airport Advisory Board. Members are encouraged to recruit interested parties and provide that information to staff.
7. Convening the AAB Budget Committee - The City of Shawnee Finance staff will be seeking budget requests from the various departments beginning in March. Staff is requesting a meeting of the Budget Committee to amend the current five-year plan for submission to the Assistant City Manager for consideration.