

**NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
JANUARY 18, 2023**

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

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

DATE TIME

PLACE OF MEETING

JANUARY 18, 2023, 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: 405-878-1532

Filed in the office of the municipal clerk at 3:03 a.m./(p.m.) on the 13th day of
January 2023.

Signed: Amber Johnson
 Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media: 1/13/2023
Person filing Notice: Bonnie Wilson
Notice Verified by: Amber Johnson

**AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
REGULARLY SCHEDULED
JANUARY 18, 2023**

- ITEM ONE:** Call to Order and Declaration of a Quorum
- ITEM TWO:** Discussion and Consideration of Minutes
December 21, 2022, Regular Meeting
- ITEM THREE:** Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)
- ITEM FOUR:** Proposed Revisions to Minimum Standards and Requirements for Commercial Aeronautical Services and Non-Commercial Aeronautical Tenant Activities and Rules and Regulations for the Operation of Shawnee Regional Airport (Minimum Standards); and Establishment of a Public Comment Period Regarding Proposed Amendments
- ITEM FIVE:** Discussion and Consideration of Convening Airport Advisory Board Budget Committee for Review and Recommendations on Draft Fiscal Year 2024 Shawnee Airport Authority Budget
- ITEM SIX:** Discussion of Mission and Vision Statement Recommendations
- ITEM SEVEN:** Staff Report
1. Current Fuel Price Comparisons
 2. Shawnee Regional Airport Fuel Sales
 3. Budget Summary Report
- ITEM EIGHT:** Board Comments
- ITEM NINE:** Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
DECEMBER 21, 2022
REGULAR MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. Harmik DerSahakian, Chairman
Mr. Scott Lee, Vice Chairman
Mr. Larry Briggs
Mr. Cody Smithson

OTHERS PRESENT

Ms. Bonnie Wilson, Shawnee Regional Airport Staff

I. DECLARATION OF A QUORUM

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

II. DISCUSSION AND CONSIDERATION OF MINUTES FROM OCTOBER 19, 2022, REGULAR MEETING

A copy of the Minutes document was included in the meeting agenda package.

The Chairman called for a motion to approve the Minutes.

Mr. Lee made the Motion, Mr. Briggs provided as Second.

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

III. CITIZEN COMMENTS

No guest citizens were in attendance the meeting.

IV. DISCUSSION AND CONSIDERATION OF BUDGET AMENDMENTS

Staff provided a memo outlining certain adjustments to the Fiscal Year 2023 Revenue and Expense Budgets, and adjustments to the five-year maintenance and repair project schedule. The Airport Advisory Board Budget Committee members' recommendation to accept the amendments was included in the memo.

The Budget Committees recommended the following amendments to the Revenue and Expense Budgets:

1. Increasing the Federal Grant Revenue line item by \$27,340 reflective of final grant offers received after the FY 2023 budget was approved.
2. Increasing the Refunds and Reimbursements line item by \$ 27,734 reflective of payments received in FY 2023 from Pottawatomie County in connection with the Army National Guard Readiness Center construction project.
3. Increasing Sale of Surplus Property line item by \$15,000 reflective of final sale of two surplus fuel trucks.
4. Increases in Other Professional Services Expenses by \$7,000 and \$27,734 reflective of final scope of design services in support of the Stormwater Rehabilitation project, and submission of a final invoice for services in support of the Army National Guard Readiness Center project respectively. Revenues in the form of additional Airport Improvement Program Grant funds and reimbursement for costs from Pottawatomie County will address all but \$700 of the increases.

Adjustments to the project list were recommended and approved to allow for the replacement of the rotating beacon and ramp lighting system in FY 2023.

The Chairman called for a Motion to recommend the Shawnee Airport Authority amend the FY 2023 Revenue and Expense budgets as presented by the Budget Committees, and to direct staff to adjust the five-year project list.

Mr. Lee made the Motion; Mr. Smithson provided a Second to the Motion.

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

V. DISCUSSION OF DEVELOPMENT OF MISSION AND VISION STATEMENTS

The Chairman introduced the topic of developing a Mission and a Vision statement for the Shawnee Airport Advisory Board. It was generally agreed that these statements have value in guiding the direction of the Board and staff and that a committee of the Board be seated to collect ideas and prepare drafts for consideration by the full Board. At the Chairman's request Mr. Briggs and Mr. Lee volunteered to support the Chairman in this effort. Staff was directed to request all members of the Board provide their input in the form of key goals and objectives at the January 2023 meeting.

The Chairman called for a Motion to seat a Mission and Vision Statement Development Committee comprised of the Chairman, Mr. Lee and Mr. Briggs.

Mr. Lee made the Motion; Mr. Smithson provided a Second to the Motion.

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

VI. STAFF REPORT

The Chairman led a discussion on the monthly fuel and budget reports provided in the agenda packages and directed questions to staff.

VII. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Lee made a Motion to Adjourn; Mr. Briggs provided a Second to the Motion.

The Chairman called the Question, and the Members of the Advisory Board present approved the Motion. The meeting was adjourned.

HARMIK DERSAHAKIAN, CHAIRMAN

DATE

ATTEST :

BONNIE A. WILSON

DATE



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

To: Shawnee Regional Airport Advisory Board

Harmik DerSahakian, Chairman

Scott Lee, Vice Chairman

Larry Briggs

Colton Crowder

Randall Rogers

Cody Smithson

Blake White

From: Bonnie A. Wilson, CM Airport Manager

Date: January 18, 2023

Subject: Proposed Revisions to Minimum Standards and Requirements for Commercial Aeronautical Services and Non-Commercial Aeronautical Tenant Activities and Rules and Regulations for the Operation of Shawnee Regional Airport (Minimum Standards); and Establishment of a Public Comment Period Regarding Proposed Amendments

Summary

The most recent edition Minimum Standards was adopted May 6, 2019. Per Federal Aviation Administration (FAA) guidance, the current edition was prepared to address the type and scope of aeronautical services based at the Shawnee Regional Airport (SNL) at the time of publication.

Staff has received an inquiry regarding the potential to establish a new aeronautical service at SNL for the purpose of providing both cargo and limited passenger commercial aeronautical services. The current Minimum Standards do not address these activities. Again, per FAA guidance it is now appropriate to generate draft standards for these activities prior to the submission of a business proposal and possible commencement of services.

The procedures followed to generate the 2019 edition were:

1. The Shawnee Airport Advisory Board (AAB) directed staff to prepare a draft amended document.
2. The draft document was provided to all tenants and published for public for consideration.
3. A thirty-day comment period was established for interested parties to submit written comments on the proposed draft.

4. Staff prepared written responses to all comments received and shared those comments and responses, to include further amendments to the draft, with the AAB and the public.
5. The AAB voted to recommend the revised draft be presented to the Shawnee Airport Authority (SAA) for adoption as an amendment to City of Shawnee Ordinance Chapter 6 – AVIATION.
6. The Shawnee Airport Authority considered and accepted the draft and voted to revise City of Shawnee Ordinance Chapter 6 – AVIATION to reflect the language of the revised Minimum Standards.

Recommendation

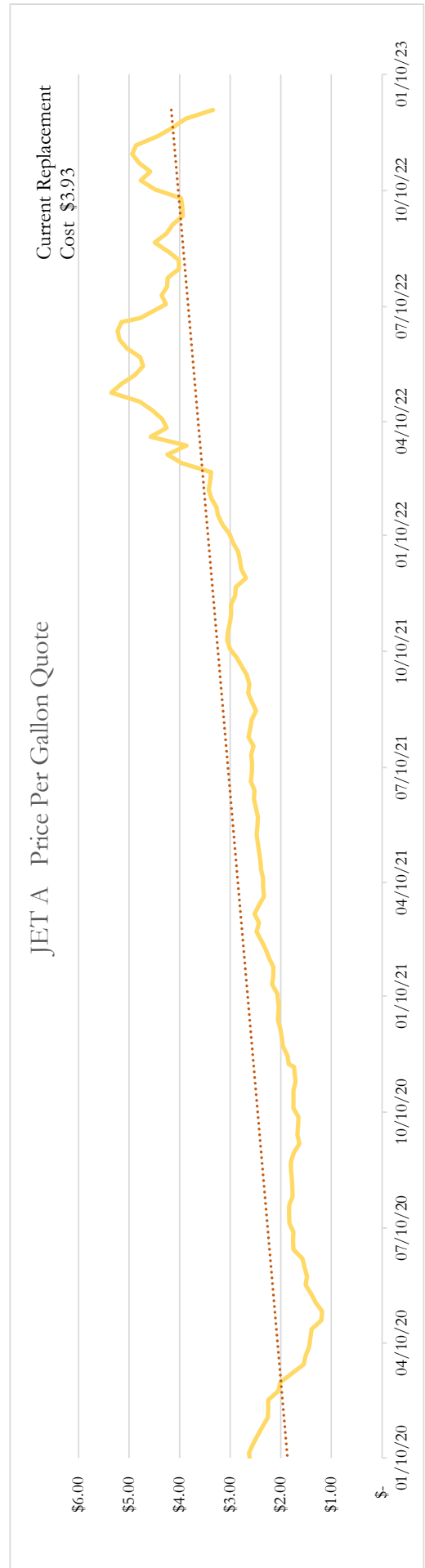
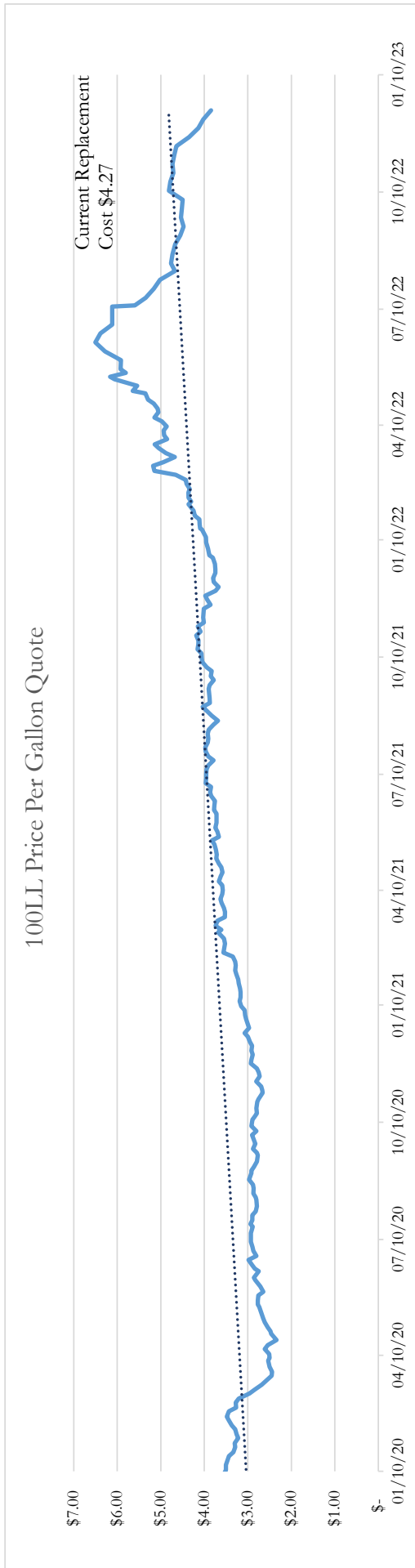
If adopted the proposed changes to the Minimum Standards will impact existing as well as future SNL business partners. Therefore, staff is recommending that the draft document be provided to the public for consideration and comment for a thirty-day period, and that a public meeting, hosted by the AAB be held at the midpoint of the comment period to receive comments and provide additional information that may be requested by the public.

Following the publication, comment period and public forum, staff is further recommending a revised draft document be presented to the AAB for consideration and recommendation for adoption by the SAA as a revised City of Shawnee Ordinance Chapter 6 – AVIATION.

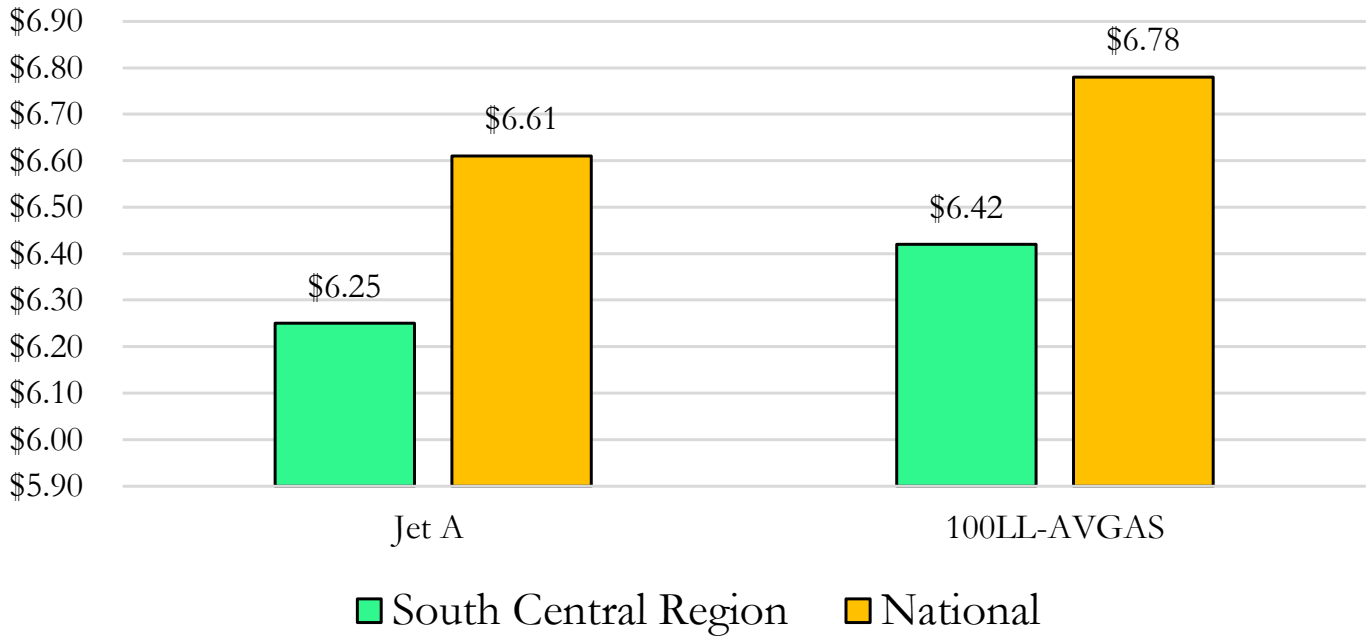
Action Requested

Authorize staff to publish the revised Minimum Standards, schedule a public meeting, and prepare a final document for consideration by the AAB with the goal of making a recommendation for adoption to the SAA.

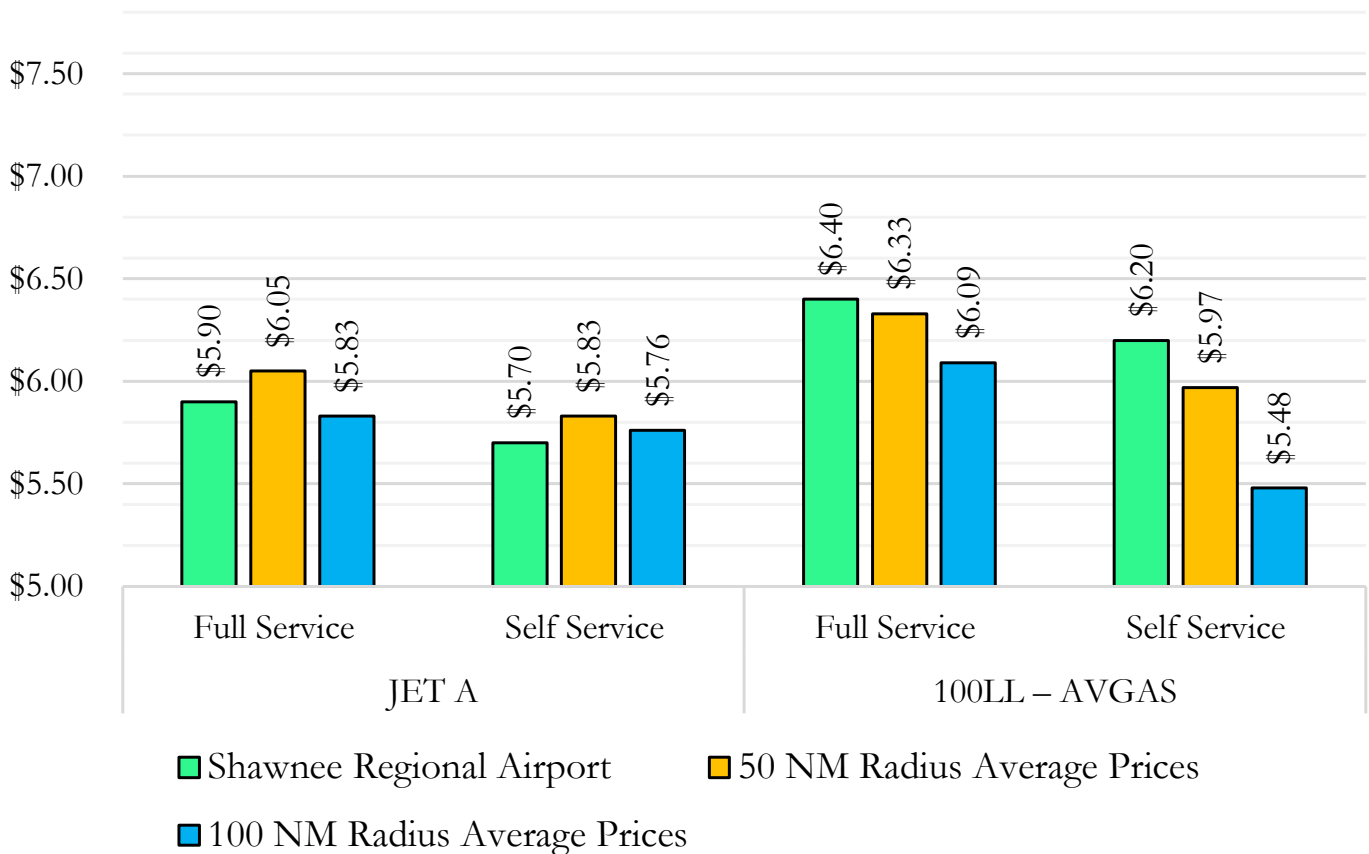
Wholesale Fuel Prices as of January 10, 2023



AVERAGE FUEL PRICES AS OF JANUARY 11, 2023

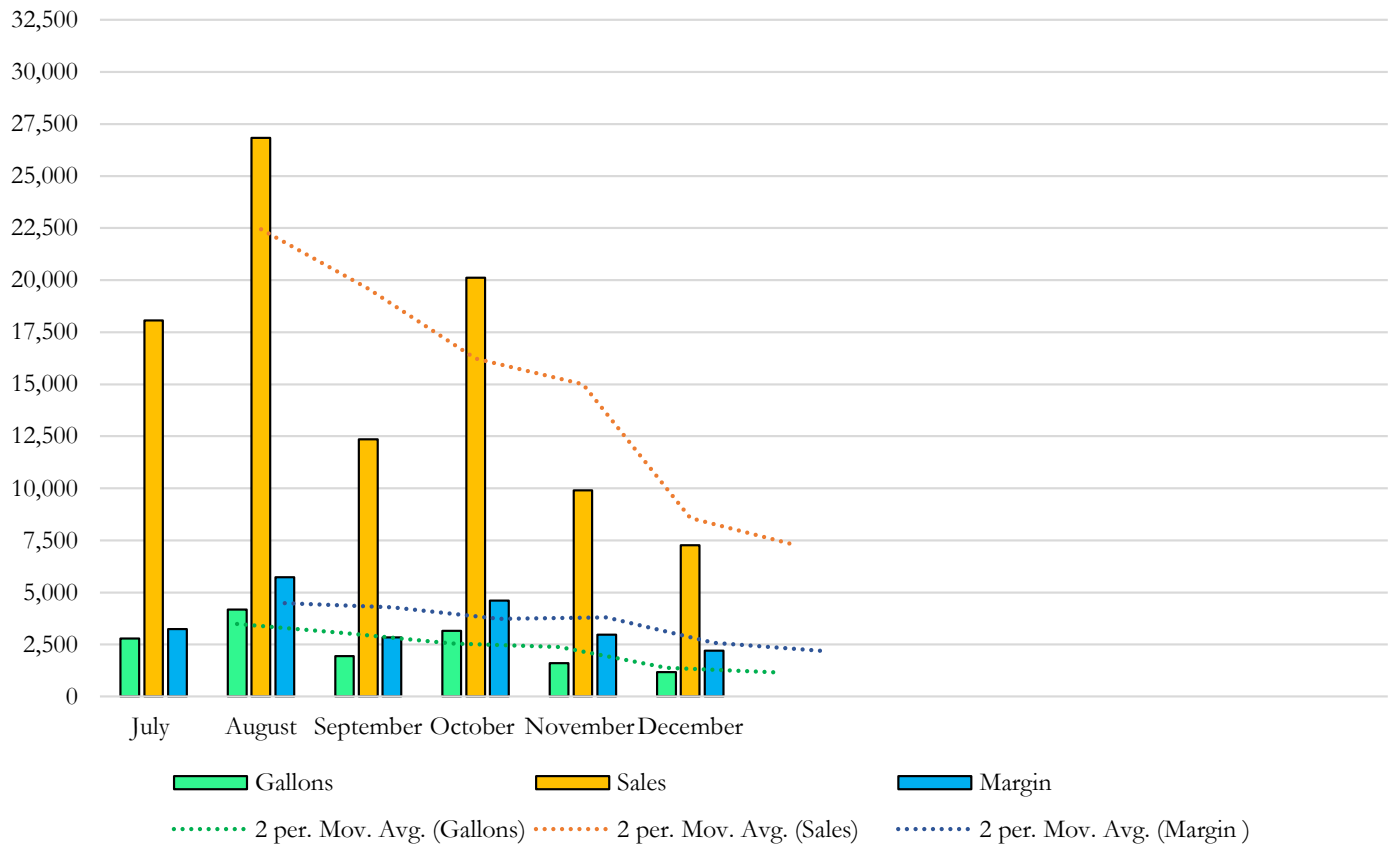


SNL AND SURROUNDING AREA AVERAGES AS OF JANUARY 11, 2023

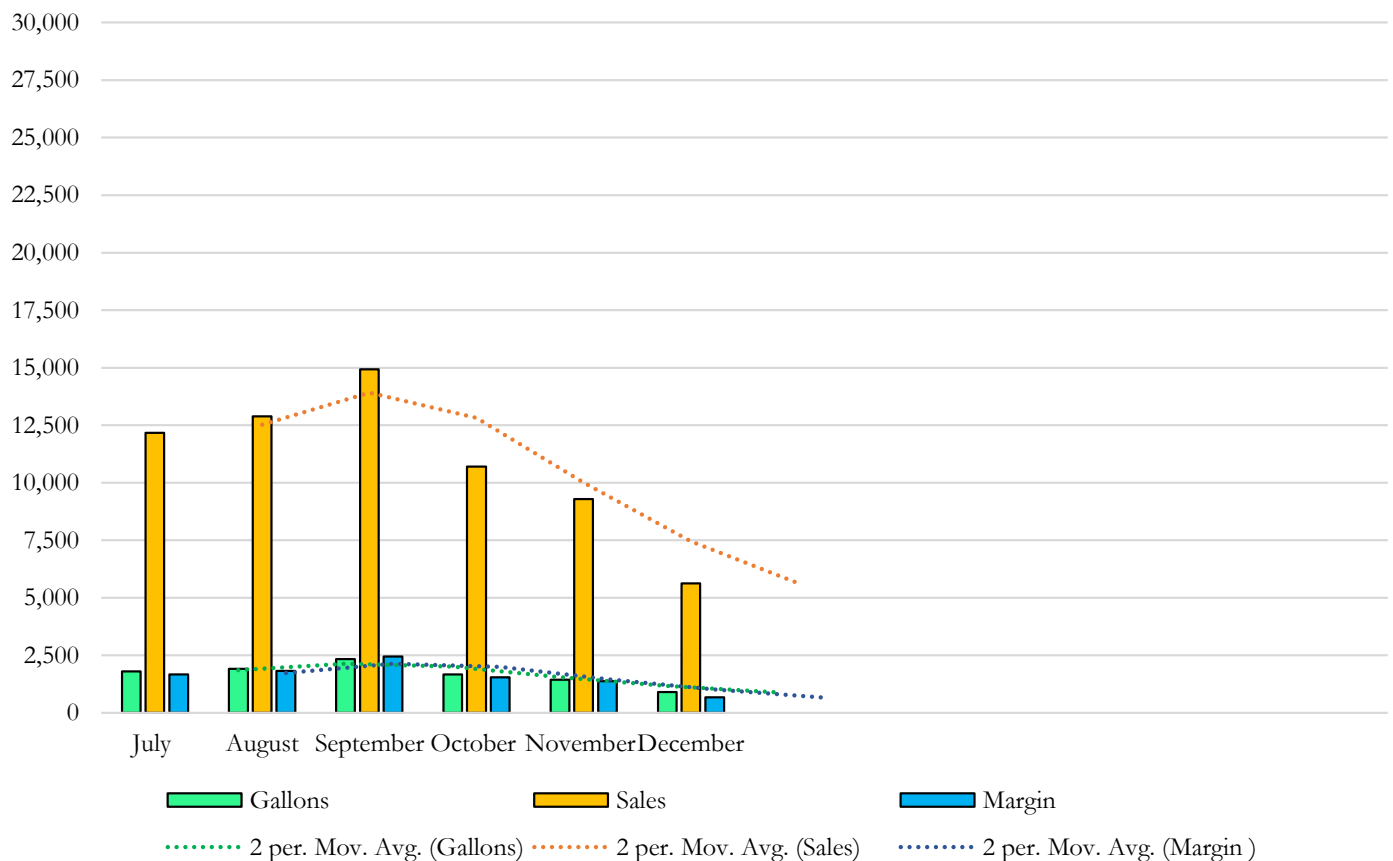


Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations	Annual GA Transient Arrivals	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$6.20	\$6.40	\$5.70	\$5.90
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30		\$5.91		\$6.17
AAR Aircraft Services (OKC)		158,764	12,740	37		\$6.59		\$6.19
Atlantic Aviation (OKC)	64	158,764	12,740	37		\$7.44		\$7.66
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$7.84		\$7.21
META Special Aerospace (formerly Valair) (PWA)		73,285	16,016	41		\$5.50		\$4.90
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56		\$4.96		\$5.94
Christiansen Aviation / Riverside (RVS)		266,463		71		\$6.58		\$5.89
Riverside Jet Center (RVS)		266,463		71			\$6.15	\$6.15
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72	\$4.84	\$5.14		\$5.03
Atlantic Aviation (TUL)	429	127,390	18,200	82		\$7.95		\$7.43
Sparks Aviation Center (TUL)		127,390	18,200	82		\$6.90		\$6.15
United States Aviation (TUL)		127,390	18,200	82				\$5.18
Legacy Jet Center (TUL)		127,390	18,200	82				\$5.10
Enid-Woodring Regional Airport (WDG)	91	67,265	3,120	84	\$5.00	\$5.50		\$5.41
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99		\$5.93		\$5.81
Average Prices at 50 NM					\$6.20	\$6.61	\$5.70	\$6.34
Average Prices at 100 NM					\$5.35	\$6.36	\$5.93	\$6.01
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	\$6.20	\$6.40	\$5.70	\$5.90
Prague Municipal Airport (O47)	10	728	364	15	\$5.99			
Seminole Municipal (SRE)	33	1,456	728	16	\$5.40			\$6.00
Chandler Regional Airport (CQB)	11	1,144	572	26	\$6.99		\$6.65	
Goldsby (K1K4)	45	1,456	728	32	\$5.10			
City of Stroud (SUD)	10	156	78	33	\$6.90		\$6.25	
Heartland Aviation/ADA (ADH)	58	4,784	2,392	41		\$6.00		\$5.75
City of Cushing (CUH)	25	5,600	2,800	42	\$4.84	\$5.19	\$5.39	\$5.39
Crabtree Aircraft Co./Guthrie Edmond (GOK)	80	6,240	3,120	43	\$5.27	\$5.67		\$6.65
Sundance Airport (HSD)				46	\$4.80	\$5.10		\$5.15
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$5.89		\$5.79	\$6.19
Legacy Aviation - Page Municipal (RCE)	56			50		\$7.89		\$4.95
Henryetta Airport (KF10)	5	102	51	52		\$5.80		
Okmulgee Regional (OKM)	28	3,640	1,820	59	\$6.50		\$5.00	
Chickasha Municipal Airport (CHK)	42	2,184	1,092	60	\$5.00		\$5.00	
El Reno Regional Airport (RQO)	24	2,912	1,456	60	\$4.85	\$5.10	\$5.65	\$5.65
City of Kingfisher (KF92)		728	364	67	\$6.03			
City of Sand Springs (OWP)	65	4,368	2,184	71	\$5.25			
Brenair Aviation/McAlester (MLC)	23	2,600	1,300	73		\$6.25		\$6.00
Perry Municipal (F22)	25	1,456	728	73		\$5.20		\$5.45
Haskell Airport Inc. (2K9)				78	\$5.75			
Guest Air Inc/Hinton Municipal (K2O8)	10	416	208	79	\$5.00			
Atoka Municipal Airport (AQR)	15	370	185	80	\$5.89			
Harvey Young Airport/Tulsa (1H6)	40			82	\$6.50			
KMA Aviation LLC/Ardmore Downtown (K1F0)	47	2,184	1,092	84	\$4.95	\$5.15	\$4.80	\$4.95
5B Aviation/ Duncan (DUC)	43	2,912	1,456	84		\$5.66		\$5.10
Skiatook Municipal Airport (K2F6)	20	1,500	750	86	\$5.25			
Watonga Regional Airport (JWG)	16	728	364	90	\$5.70		\$5.55	
Davis Field Aviation/Muskogee (MKO)	90	3,640	1,820	91	\$5.50	\$6.50		\$6.15
Fuel PNC Ponca City (PNC)	53	6,240	3,120	95	\$5.30	\$5.60		\$5.50
Blackwell Airport Trust / Blackwell Tonkawa (BKN)	11	750	375	98	\$5.40			
Average Prices at 50 NM					\$5.74	\$6.04	\$5.96	\$5.75
Average Prices at 100 NM					\$5.61	\$5.82	\$5.58	\$5.65

Fiscal Year 2023 Jet A Activity



Fiscal Year 2023 100 Low Lead Activity



Budget Report		Period Ending: 01/31/2023	
	Current Total Budget	Fiscal Activity	Variance Favorable (Unfavorable)
Revenue			
FEDERAL GRANT REVENUE	\$ 90,000.00	\$ 29,050.00	\$ (60,950.00)
AIRPORT RENTAL REVENUE	\$ 126,040.00	\$ 68,695.32	\$ (57,344.68)
T-HANGAR RENTAL REVENUE	\$ 80,000.00	\$ 62,079.46	\$ (17,920.54)
WATER TOWER RENTAL	\$ 90,000.00	\$ -	\$ (90,000.00)
SALE OF SURPLUS PROPERTY	\$ -	\$ 15,040.00	\$ 15,040.00
OIL & LUB SALES	\$ 1,000.00	\$ 268.67	\$ (731.33)
OTHER MISC. REVENUE	\$ 100.00	\$ 15.25	\$ (84.75)
REFUNDS & REIMBURSEMENTS	\$ -	\$ 101.13	\$ 101.13
FUEL FLOWAGE FEE	\$ 150.00	\$ 107.49	\$ (42.51)
FUEL SALES	\$ 345,000.00	\$ 184,753.40	\$ (160,246.60)
TRANSFER FROM GENERAL FUND	\$ 225,000.00	\$ 40,000.00	\$ (185,000.00)
	\$ 957,290.00	\$ 400,110.72	\$ (557,179.28)

Budget Report		Period Ending: 01/31/2023	
	Current	Fiscal	Variance
	Total Budget	Activity	Favorable
Expense			(Unfavorable)
PERSONNEL EXPENSES	\$ 269,954.13	\$ 140,183.69	\$ 129,770.44
OFFICE & COMPUTER SUPPLIES	\$ 500.00	\$ 51.20	\$ 448.80
FOOD & KITCHEN SUPPLIES	\$ 1,000.00	\$ 748.26	\$ 251.74
UNIFORMS AND CLOTHING	\$ 580.00	\$ -	\$ 580.00
FUEL, OIL & LUBRICANTS	\$ 2,500.00	\$ 1,101.67	\$ 1,398.33
FUEL AND OIL FOR RESALE	\$ 800.00	\$ 423.86	\$ 376.14
CHEMICALS	\$ 200.00	\$ -	\$ 200.00
MEDICAL SUPPLIES	\$ 120.00	\$ -	\$ 120.00
LOW LEAD 100 OCTANE FUEL	\$ 200,000.00	\$ 78,437.86	\$ 121,562.14
JET A FUEL	\$ 145,000.00	\$ 68,747.84	\$ 76,252.16
TOOLS & MINOR EQUIPMENT	\$ 2,000.00	\$ 1,117.35	\$ 882.65
EQUIPMENT PARTS & SUPPLIES	\$ 4,000.00	\$ 485.30	\$ 3,514.70
OTHER MATERIALS & SUPPLIES	\$ 3,500.00	\$ -	\$ 3,500.00
EQUIP. MAINT. CONTRACTS	\$ 7,193.00	\$ 3,775.00	\$ 3,418.00
REPAIR & MAINT. - BLDGS.	\$ 8,000.00	\$ 1,485.25	\$ 6,514.75
REPAIR & MAINT. - EQUIP.	\$ 11,000.00	\$ -	\$ 11,000.00
REPAIR & MAINT.-VEHICLES	\$ 2,000.00	\$ 366.27	\$ 1,633.73
REPAIR & MAINT. - OTHER	\$ 5,000.00	\$ 550.00	\$ 4,450.00
OTHER PROFESSIONAL SERVICES	\$ 110,000.00	\$ 41,364.37	\$ 68,635.63
NATURAL GAS	\$ 5,500.00	\$ 3,314.60	\$ 2,185.40
ELECTRICITY	\$ 30,000.00	\$ 21,256.64	\$ 8,743.36
TELEPHONE	\$ 1,440.00	\$ 688.19	\$ 751.81
COPY USAGE EXPENSE	\$ 100.00	\$ -	\$ 100.00
POSTAGE & SHIPPING	\$ 500.00	\$ 13.15	\$ 486.85
OTHER CONTRACTUAL SERVICES	\$ 1,000.00	\$ 72.57	\$ 927.43
MEMBERSHIPS & DUES	\$ 350.00	\$ 350.00	\$ -
FILING FEES & PERMITS	\$ 100.00	\$ 20.00	\$ 80.00
BOOKS & SUBSCRIPTIONS	\$ 300.00	\$ -	\$ 300.00
LEGAL ADVERTISING	\$ 500.00	\$ -	\$ 500.00
PRINTING	\$ 100.00	\$ 95.00	\$ 5.00
INSURANCE	\$ 40,348.00	\$ 6,052.19	\$ 34,295.81
MISC. OTHER SERV. & CHGS.	\$ 1,500.00	\$ 760.58	\$ 739.42
ADVERTISING & PROMOTIONS	\$ 750.00	\$ 127.35	\$ 622.65
CONTINGENCY	\$ 20,556.00	\$ -	\$ 20,556.00
CAPITAL OUTLAY-BLDGS & IMPRV	\$ 138,600.00	\$ 19,595.00	\$ 119,005.00
LEASE PAYMENTS-EQUIPMENT	\$ 33,376.44	\$ 18,217.18	\$ 15,159.26