MINUTES
AIRPORT ADVISORY BOARD
JANUARY 16, 2019 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 onto state that he was concerned that rental concessions to addressed 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

3/27/19
DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

3/27/19
DATE