

**AMENDED
NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
JANUARY 15, 2020**

Regular Meeting ☒ (X)
Special Meeting ☐ ()
Emergency Meeting ☐ ()

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

DATE TIME

January 15, 2020 5:30 P.M.

PLACE OF MEETING

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 2 28 a.m./p.m. on the 10th day of
January 2020.

Signed: Kacie Eck
 Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media: 1/10/2020
Person filing Notice: Bonnie Wilson Notice Verified
by: Kacie Eck

AIRPORT ADVISORY BOARD MEETING

REGULARLY SCHEDULED MEETING

JANUARY 15, 2020 5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

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**AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
JANUARY 15, 2020 5:30 P.M.
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DRIVE SHAWNEE, OK**

CALL TO ORDER

ITEM ONE: Declaration of a Quorum

ITEM TWO: Consideration and Approval of Minutes from the December 18, 2019 Meeting

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

ITEM FOUR: Discussion and Consideration of Proposed Addendum to Professional Engineering Contract to Address Construction and Grant Administration for Rehabilitation of Runway 17/35, Taxiway Alpha and Connecting Taxiways

ITEM FIVE: Staff Report

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

ITEM SIX: New Business

ITEM SEVEN: Board Comments

ITEM EIGHT: Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
DECEMBER 18, 2019
REGULARLY SCHEDULED MEETING
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK**

PRESENT Mr. Klaser, Vice Chairman, Mr. DerSahakian Mr. Fogerty, Mr. Rogers,
 Mr. Smith

OTHERS PRESENT Ms. Bonnie Wilson, Shawnee Regional Airport

I. DECLARATION OF A QUORUM

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

II. CONSIDERATION AND APPROVAL OF MINUTES FROM NOVEMBER 20, 2019 MEETING

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

The Vice Chairman called for a Motion to Approve the Minutes.

Mr. Fogerty offered the Motion; Mr. Rogers provided a Second.

The Vice Chairman called the Question. Mr. DerSahakian abstained; the remaining Members of the Advisory Board present unanimously approved the Motion.

III. CITIZEN COMMENTS

No requests for comments were made.

IV. DISCUSSION AND CONSIDERATION OF REQUEST TO LEASE UNIMPROVED STORAGE AREA

Staff presented a memorandum and written requests received from the Civil Air Patrol and Mr. Randall Rogers to lease certain unimproved storage spaces within the t-hangar facilities. (*Mr. Rogers recused himself from the discussion and noted that he would abstain from voting on the matter as he has a direct interest in the determination.*)

The was a general discussion of the proposals. The final recommendation made was to: (i) offer the lease for Unit 219, the larger of the two available, to the Civil Air Patrol at the standard rental rate including annual increases per the current rental rate policy; and (ii) offer the lease for Unit 111 to Mr. Rogers, also at the standard rental rate including annual increases per the current rental rate policy.

Mr. DerSahakian made a Motion; Mr. Fogerty provided a Second to the Motion.

The Vice Chairman called the Question, Mr. Rogers abstained. The remaining Members of the Advisory Board present unanimously approved the Motion.

V. DISCUSSION AND CONSIDERATION OF PROPOSALS FOR HANGAR LEASE, HANGAR/OFFICE LEASE FOR COMMERCIAL SERVICE OR OTHER AERONAUTICAL USE

Staff presented a memorandum summarizing the responses received to the Request for Proposals to lease Hangar No. 15 and or the T-Hangar 110/Office complex.

Four proposals were received by the deadline for submission. The review committee made up of Mr. Smith, Mr. Rogers and Mrs. Wilson recommended award of the commercial aeronautical service lease to Buco Aviation, LLC.

A general discussion of the RFP, the proposals and the recommendation of the review committee resulted in a recommendation to award the lease agreement to Buco Aviation, LLC at the rental rates proposed including the rebate for capital improvements, but to deny the request to cap annual increases.

Mr. DerSahakian made a Motion; Mr. Smith provided a Second to the Motion.

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

VI. STAFF REPORT

The monthly Staff Report was presented. Notice was provided to the Board that several tenants remain out of compliance with the terms and conditions of their lease agreements. Letters of notice were provided to these tenants.

VII. NEW BUSINESS

Mr. DerSahakian was recognized by the Vice Chairman to introduce a new business item related to congestion in the public parking lot. A general discussion of the matter resulted in a recommendation to staff to install signage on the South curb, indicating that overnight parking in this location must be approved by the airport manager.

Mr. DerSahakian made a Motion; Mr. Smith provided a Second to the Motion.

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

VIII. ADJOURNMENT

The Vice Chairman called for a Motion to Adjourn the meeting.

Mr. Smith made a Motion to Adjourn; Mr. DerSahakian provided a Second to the Motion.

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

The meeting was adjourned.

MR. JOHN KLASER
VICE CHAIRMAN

DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

DATE



To: Shawnee Regional Airport Advisory Board

**Will Smallwood, Chairman
John Klaser, Vice Chairman
Barry Fogerty
Bert Humphreys
Randall Rogers
James Smith**

**From: Bonnie A. Wilson, CM
Airport Manager**

Date: January 4, 2020

**Subject: Proposed Addendum to Professional Engineering Contract to Address
Construction and Grant Administration for Rehabilitation of Runway 17/35,
Taxiway Alpha and Connecting Taxiways**

Summary

Shawnee Regional Airport received a discretionary grant offer from the Federal Aviation Administration (FAA) in the amount of \$765,000 to support rehabilitation of Runway 17/35. These funds combined with \$300,000 in FAA Airport Improvement Plan (AIP) Entitlement funds, and up to \$450,000 in grant funds provided by the State of Oklahoma Aeronautics Commission, will provide sufficient capital resources to undertake a project to rehabilitate the surface of Runway 17/35, and significant portions of the Taxiway system. The Shawnee Airport Authority will be responsible for providing funding for five percent (5%) of the grant eligible costs of the project.

At the June 19, 2019, Regular Meeting of the Airport Advisory Board, staff presented a recommendation to award a contract for general engineering services to H. W. Lochner, Inc. (Lochner) based on a review of Statements of Qualifications. Following the recommendation of the Airport Advisory Board, the Shawnee Airport Authority authorized staff to execute a professional services contract establishing the terms, conditions and rates for services over a five-year period. Design and Construction and Grant Administration of Rehabilitation of Runway 17/35, Taxiway Alpha and Connecting Taxiways will be the first project addressed under the contract.

The initial phase of the project will be a survey and assessment of surface conditions to create a detailed scope of construction work; rehabilitation options for review and approval; development of a construction design and work plan, also for review and approval; preparation of a Disadvantaged Business Enterprise participation goal; preparation of bid documents; review of bids, and recommendation to award a contract for construction based on bids received. Following the award of the construction contract, Lochner will provide Construction and Grant Administration services for the remainder of the project.

Recommendation

FAA requires professional engineers to design and support AIP supported capital improvement projects. FAA allows AIP grant funds to be used to address engineering service fees if the firm was selected via a request for qualifications process.

Lochner was selected via the RFQ process, is familiar with the airfield and fully capable of providing the services necessary to address the scope of the project.

The estimated cost of construction for the project is \$993,299; Lochner's proposed fees for design and construction services are not to exceed \$279,300. *(Note: Per FAA Advisory Circular AC No: 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects; staff will be engaging the services of an independent third party to review Lochner's proposed fees and prepare an "Independent Fee Assessment".)*

Staff is recommending the Airport Advisory Board provide a recommendation to the Shawnee Airport Authority authorizing staff to execute an Addendum to the existing Professional Engineering contract with Lochner.

Action Requested

Recommend the Shawnee Airport Authority approve execution of an Addendum to the existing professional engineering contract with Lochner in the amount of \$279,300 to address the following scope of services:

BASIC SERVICES

1. Preliminary Phase

- a. Coordination with the Sponsor, FAA, and OAC regarding Project scope, schedule, and budget.
- b. Coordinate and conduct a site visit to evaluate the condition and measure crack and full-depth repair quantities of the existing Runway 17-35 and parallel taxiway pavements.
- c. Prepare scopes and subagreements for survey and DBE program and goal preparation.
- d. Prepare and assist Sponsor with submission and updates to CIP and ODOs for the FY 2020 projects.

2. Design Phase – Design Report

- a. Prepare project narrative to include discussion on project scope and photos, pavement markings, pavement rehabilitation, environmental conditions, project phasing and safety considerations, seal coat material alternatives, and funding mechanisms and split of project costs.
- b. Prepare Engineer's Opinion of Probable Cost and Budget for both Runway and Taxiway portions of project.

- c. Complete modifications to report based on review comments from Sponsor, FAA, and OAC.
- 3. Design Phase – Plans and Specifications
 - a. Prepare Construction Plans and Contract Documents/Technical Specifications for the Project.
 - b. Submit preliminary (90% completion) Construction Plans, Contract Documents/Technical Specifications, updated engineer's opinion of probable construction cost, and Project budget to the Sponsor, FAA, and OAC for review and comment.
 - c. Finalize Construction Plans and Contract Documents/Technical Specifications with consideration of preliminary (90% completion) review comments.
 - d. Submit Construction Plans and Contract Documents/ Technical Specifications along with Final Engineer's Design Report to the Sponsor and the FAA for final approval and authorization to advertise.
- 4. Bidding Phase
 - a. Assist the Sponsor with advertisement for bids. Distribute Construction Plans and Contract Documents/Technical Specifications to plan holding houses and prospective Bidders. Answer questions and clarify points pertaining to the Construction Plans and Contract Documents/Technical Specifications during the Bidding Services phase.
 - b. Attend and conduct a prebid conference at the Airport; prepare and distribute prebid meeting minutes; prepare and issue addendums during the Bidding Phase.
 - c. Tabulate and analyze bid results, prepare Project budget, review Contractor's qualifications and DBE subcontractors list provided by the Contractor, and make recommendation of contract award.

B. SPECIAL SERVICES

- 1. Administrative Assistance
- 2. Prepare a Modification of Standards Request to utilize alternative seal coat material on Runway and Taxiway Pavements and assist Sponsor with submission of MOS request.
 - a. Prepare FAA grant application for design and construction and assist Sponsor in submission of forms to the FAA Airports Division.
 - b. Prepare FAA required Sponsor Certifications and assist Sponsor in submission of forms to the FAA Airports Division.

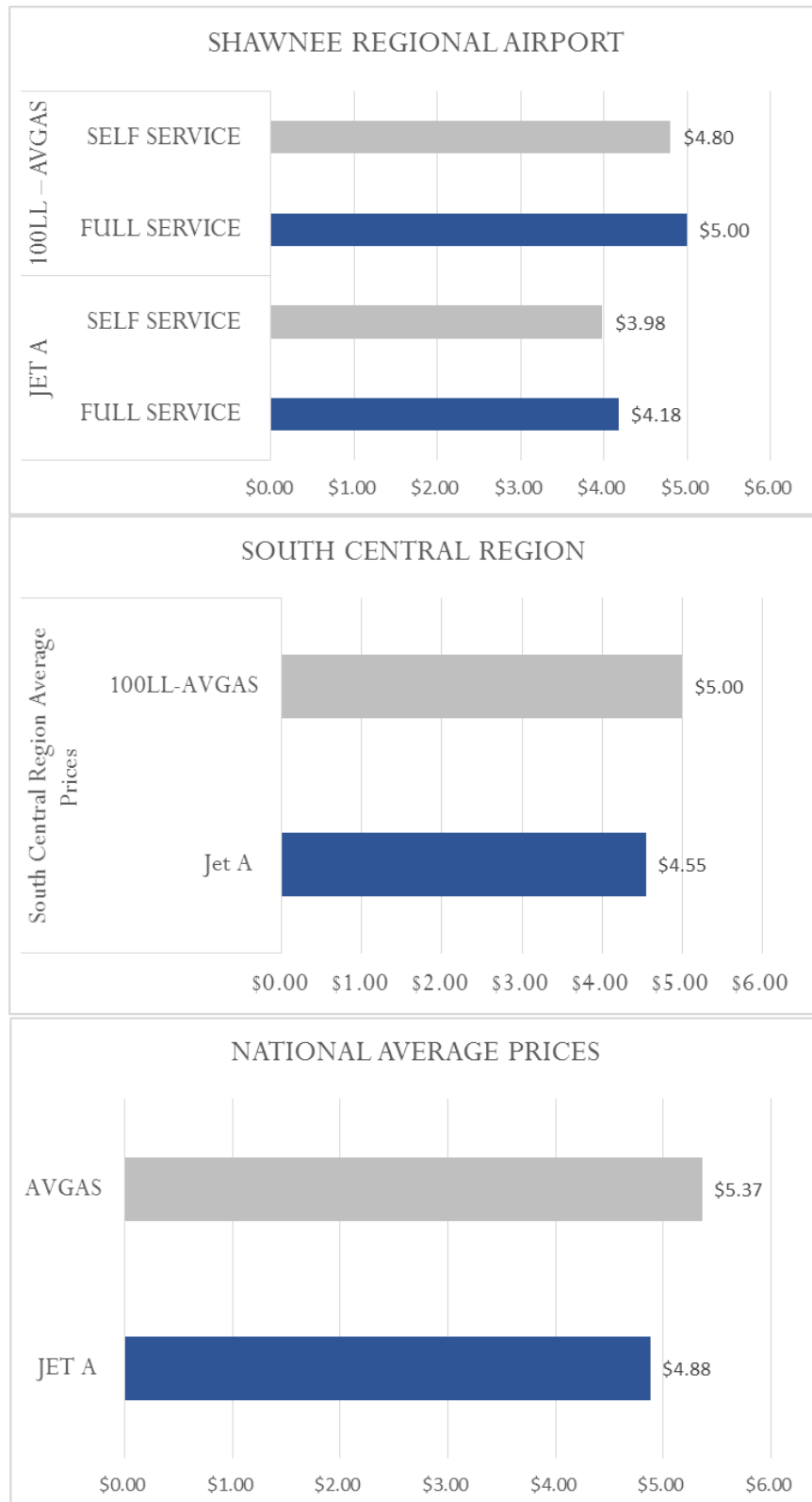
- c. Prepare and assist Sponsor in submission of OAC State grant application and supporting documentation.
 - d. Prepare and submit FAA form 7460-1 for temporary construction through FAA's OE/AAA website; prepare and submit Airport Sponsor Strategic Event Submission Form (FAA Form 6000-26), as required, for runway and FAA NAVAID shutdown.
 - e. Assist the Sponsor in preparation of: Invoice Summary forms as required for requests for reimbursement; Sponsor Quarterly Performance Reports for submittal to the FAA Airports Division on a quarterly basis for the duration of the Project.
 - f. Update Disadvantaged Business Enterprise (DBE) Program
3. Field Survey – Engineering Design.
- a. Perform field surveys as required for the Project. The survey areas will consist of the following: Coordinate and direct survey onsite; establish survey baselines for improvement areas and set horizontal control points for use during the survey and construction. The horizontal control points shall be established on NAD 83 or better control and shall be on the extended centerline for Runway 17-35; establish vertical control at the site based upon U.S.G.S. NAVD 88 datum and set benchmark for use during construction within close proximity of Runway 17-35 if one is not already located there; obtain elevations along Runway 17-35 and adjacent taxiways.

C. CONSTRUCTION SERVICE

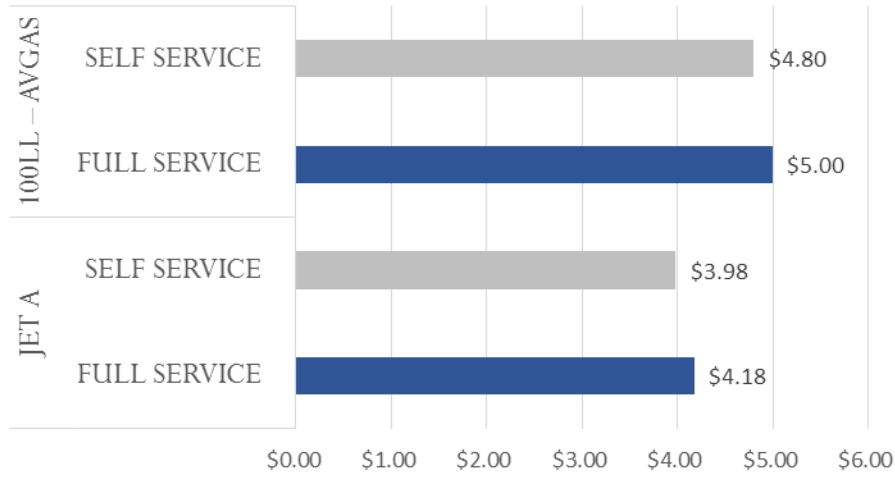
- 1. Preliminary Phase - Prepare Contracts for Sponsor and successful bidder execution; prepare copies of the Construction Plans and Contract Documents/Technical Specifications for use by the Contractor during construction; prepare Construction Observation Program; attend and conduct a pre-construction conference; prepare and distribute Minutes.
- 2. Construction Administration and Observation Phase - Provide full time construction observation services, including preparation of daily reports, weekly reports, photo logs, wage rate interviews, and DBE participation forms as required by the FAA to document the prosecution and progress of the Project; review shop drawings and material certification submittals from the Contractor; prepare Contractor's progress estimates and Sponsor's request for reimbursement of funds; prepare change orders and supplements necessary for construction of the Project; attend and conduct periodic site visits and construction progress meetings as needed; attend and conduct a final review of the Project with Sponsor and the OAC.
- 3. Project Closeout Phase - Prepare and submit to the Sponsor one (1) set of black line prints of the record drawings and one (1) set of electronically produced prints of the record drawings; prepare the documents relating to engineering design and construction services for Project closeout as required by the FAA and OAC.

Staff Report

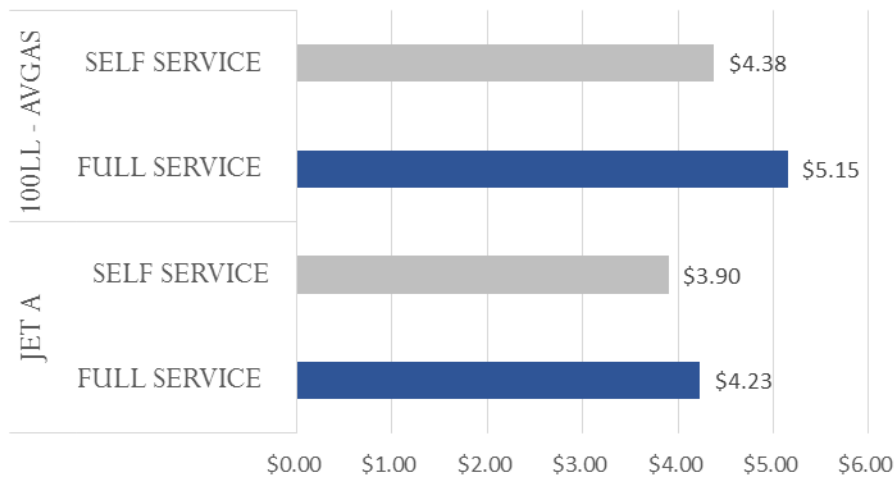
1. Fuel Price Comparisons



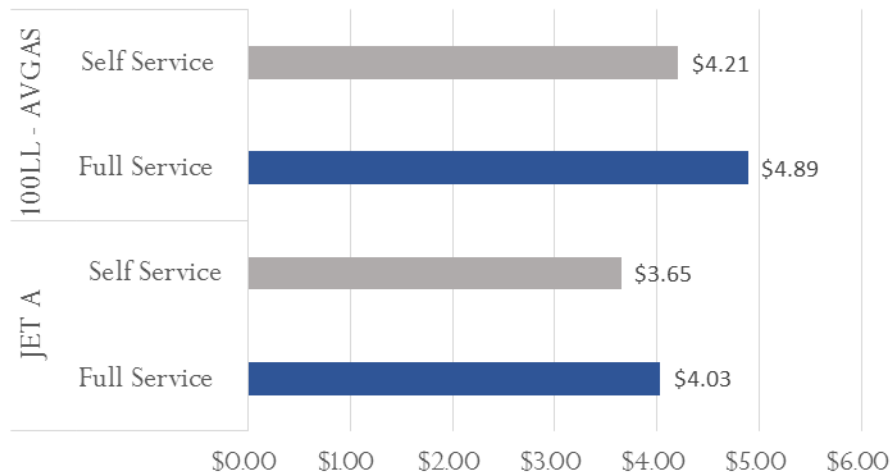
SHAWNEE REGIONAL AIRPORT



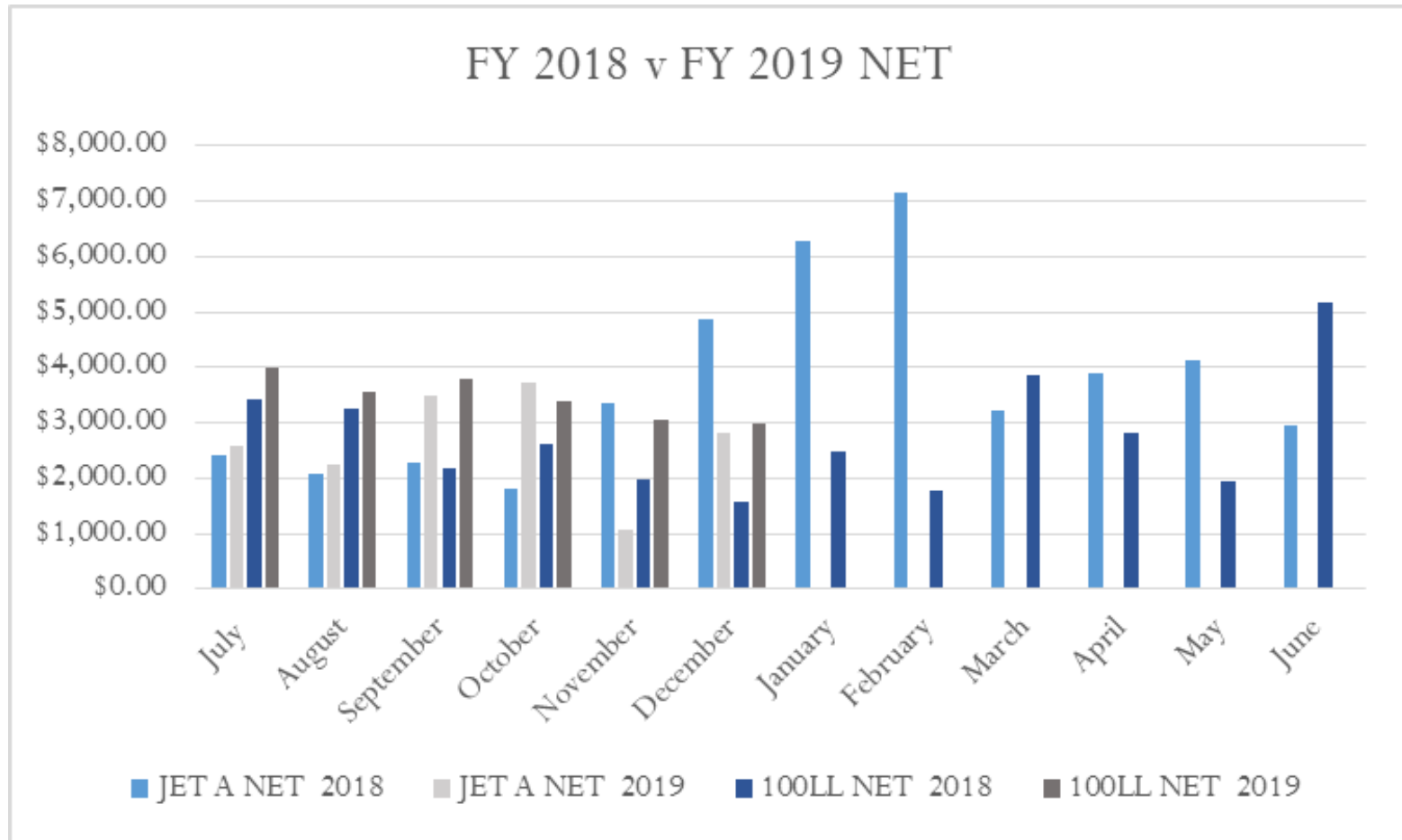
50 NM RADIUS AVERAGE

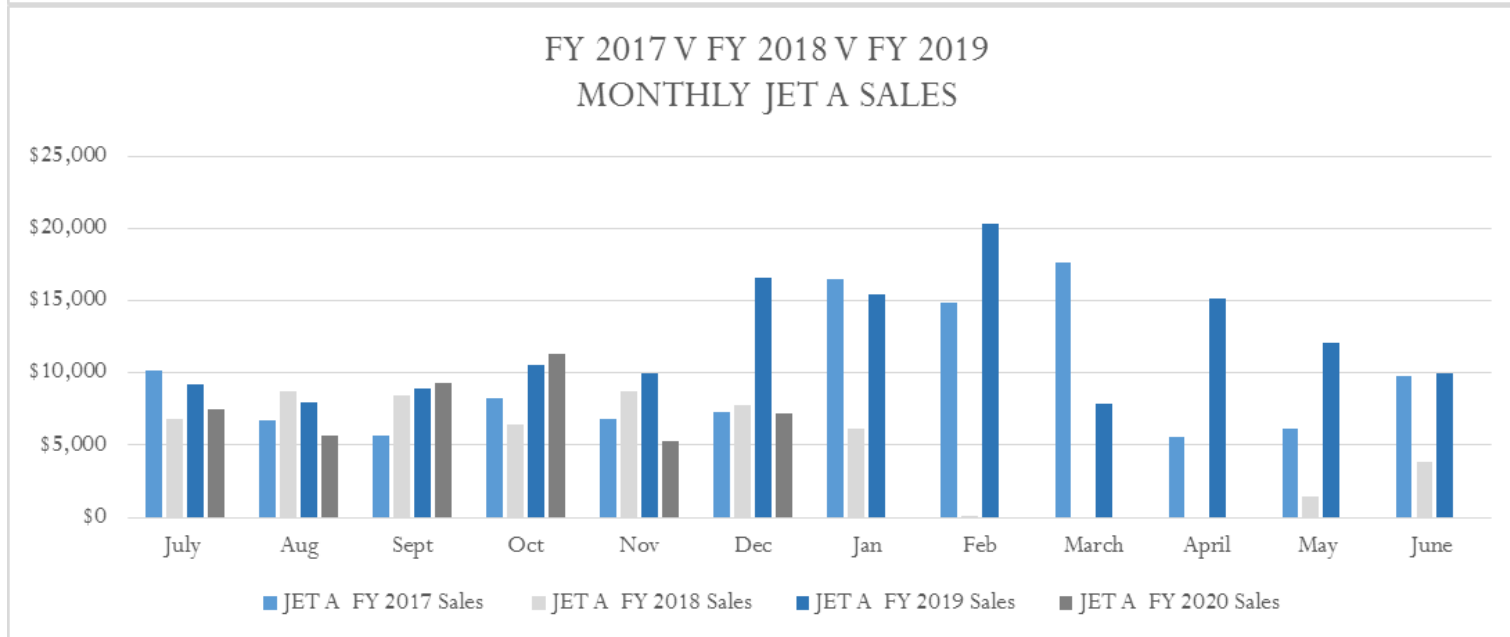
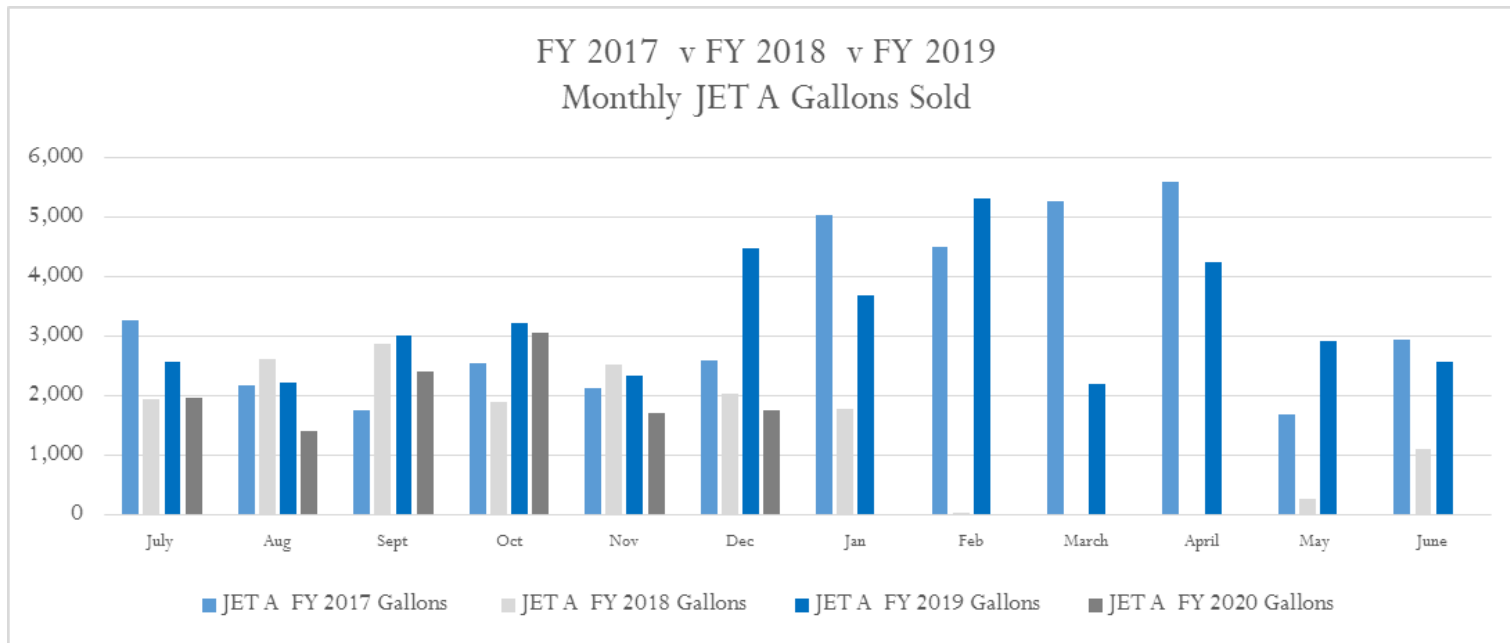


100 NM RADIUS AVERAGE

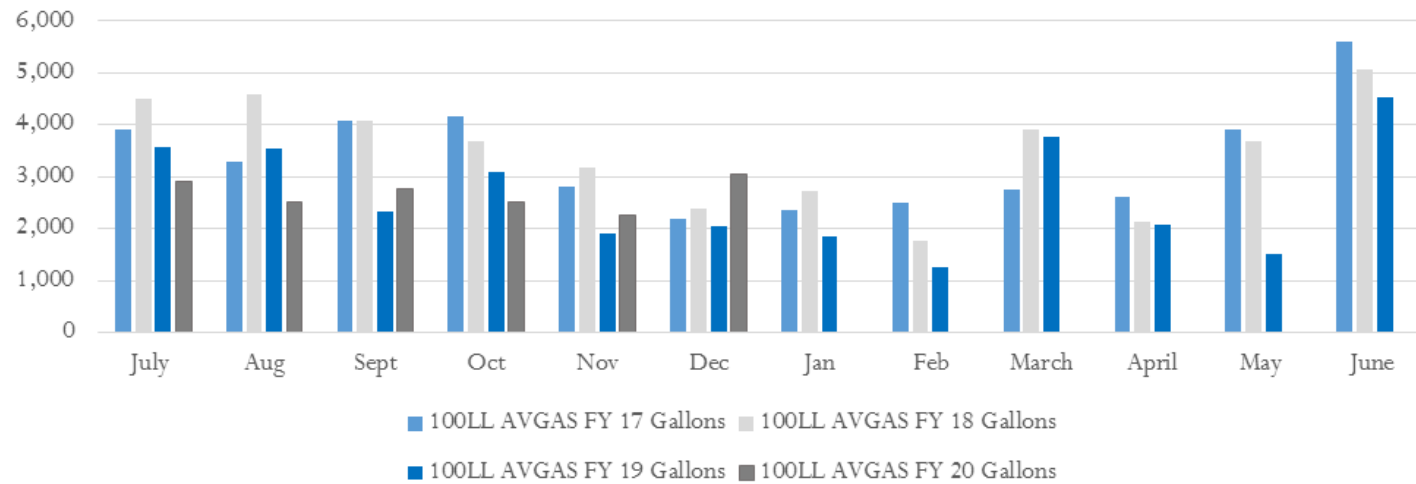


2. Fuel Sales

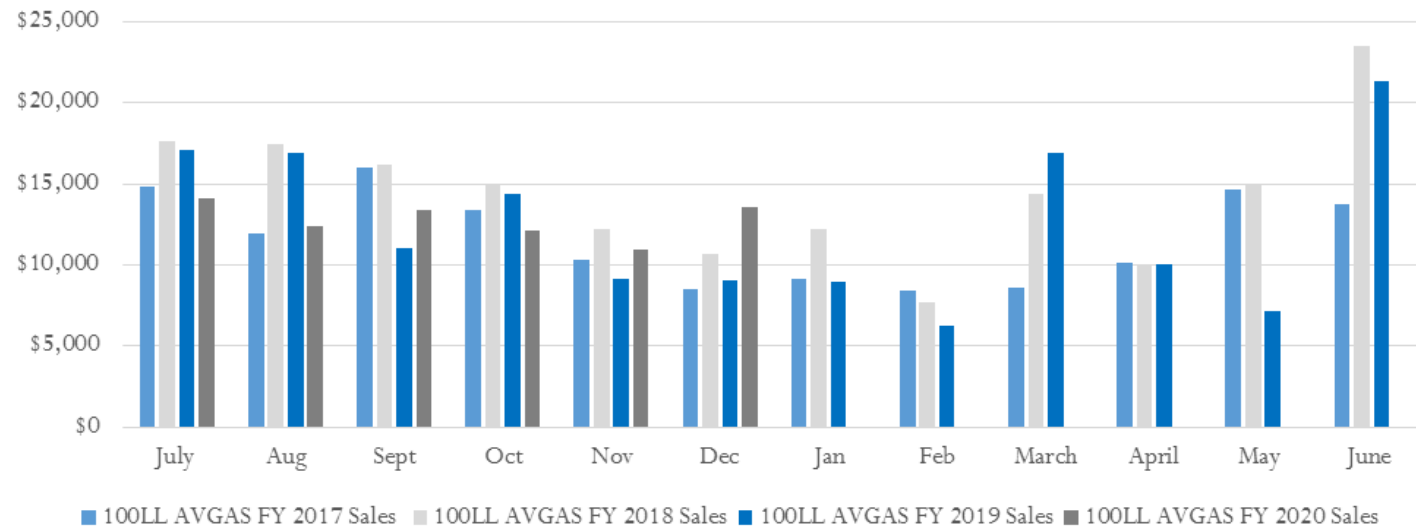




FY 2017 v FY 2018 v FY 2019
Monthly 100LL AVGAS Gallons Sold



FY 2017 v FY 2018 v FY2019 100LL AVGAS Sales



3. Summary Budget Report

12-16-2019 02:33 PM

CITY OF SHAWNEE
FINANCIAL STATEMENT - UNAUDITED
AS OF: DECEMBER 16TH, 2019

PAGE: 1

511-SHAUNEE AIRPORT AUTHORITY
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	BUDGET
REVENUE SUMMARY							
INTERGOVERNMENTAL REV.	0.00	0.00	0.00	58,587.99	0.00	58,587.99	0.00
LICENSES & PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RENTAL REVENUES	267,000.00	16,264.01	0.00	105,914.74	0.00	161,085.26	39.67
INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	282,300.00	7,958.10	0.00	96,322.71	0.00	185,977.29	34.12
TRANSFERS IN	292,085.45	0.00	0.00	0.00	0.00	292,085.45	0.00
*** TOTAL REVENUES ***	841,385.45	24,222.11	0.00	260,825.44	0.00	580,560.01	31.00
EXPENDITURE SUMMARY							
AIRPORT	841,385.45	6,074.21	80,220.44	220,678.52	173,074.74	527,852.63	37.26
ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SHARED COSTS (ALLOCATED)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*** TOTAL EXPENDITURES ***	841,385.45	6,074.21	80,220.44	220,678.52	173,074.74	527,852.63	37.26
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	18,147.90	80,220.44	40,146.92	(173,074.74)	52,707.38	0.00

4. Other Matters

4.1. Parking Lot Sign Installation

4.2. Lease Compliance Update

4.3. Lease Proposal Resubmission

4.4. Re-publication of Request for Bids – Surplus Land Sale