

AGENDA
AIRPORT ADVISORY BOARD
DECEMBER 20, 2023 AT 5:30 PM
ORIGINAL LOCATION:
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE, SHAWNEE, OKLAHOMA

RESCHEDULED LOCATION:
RECREATION CENTER CRAFT ROOM 1
401 NORTH BELL, SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the November 15, 2023, regular meeting.
2. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
3. Discussion and Consideration of an Amendment to the City of Shawnee FY 2024-2028 Capital Improvement Plan to Include an Airfield Signage Retrofit Project
4. Shawnee Regional Airport Terminal Area Development Plan - Customer Survey
5. City of Shawnee City Commission Resolution 6717 - Code of Ethics
6. Construction Project Update
7. Fuel Price Comparisons
8. Fuel Sales Report

9. Budget Report

10. Board Comments

11. Adjournment

Respectfully submitted,

A handwritten signature in cursive script, reading "Bonnie A. Wilson".

Bonnie Wilson, CM, Secretary

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

DRAFT

AIRPORT ADVISORY BOARD PROCEEDINGS

NOVEMBER 15, 2023 AT 5:30 PM

The Airport Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Recreation Center Craft Room 1, 401 North Bell, Shawnee, Oklahoma on, November 15, 2023, at 5:30 p.m., pursuant to notice duly posted as prescribed by law at 11:17 a.m., November 9, 2023. Chairman Dershakian presided and called the meeting to order. Upon roll call, the following members were in attendance.

Harmik DerSahakian
Chairman

Larry Briggs
Board Member

ABSENT
Board Member

Scott Lee
Board Member

Randall Rogers
Board Member

Blake White
Board Member

ABSENT: Crowder

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the June 21, 2023, Rescheduled Regular Meeting.

A motion was made by Briggs, seconded by White, to approve Consideration of approval of the Minutes from the June 21, 2023, Rescheduled Regular Meeting. Motion 5-0-0.

AYE: BRIGGS, DERSAHAKIAN, LEE, ROGERS, WHITE

NAY: NONE

ABSTAIN: NONE

2. Consideration of approval of the Minutes from the August 16, 2023, rescheduled Regular Meeting

A motion was made by White, seconded by Briggs, to approve Consideration of approval of the Minutes from the August 16, 2023, rescheduled Regular Meeting Motion 5-0-0.

AYE: BRIGGS, DERSAHAKIAN, LEE, ROGERS, WHITE

NAY: NONE

ABSTAIN: NONE

3. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)

No citizens were in attendance.

4. Oklahoma Aeronautics Commission Pavement Condition Index Results

Staff provided a memorandum providing details on the recent Oklahoma Department of Aerospace and Aeronautics (ODAA) survey of pavement conditions at the airport. The ODAA report concluded that the pavement at SNL has an overall GOOD rating. Recommendations for maintenance involve crack seal. Areas noted as requiring rehabilitation were provided only as guidance for the anticipated five-year CIP eligibility for FAA or ODAA funding. Available FAA and/or Oklahoma Aeronautics Commission funding was not considered in these recommendations. A copy of the report generated by the ODAA staff was provided as an attachment to the staff memo.

5. Federal Aviation Administration Capital Improvement Plan 2025-2029

Staff provided a memorandum regarding the annual Capital Improvement Plan (CIP) submitted to the FAA for the purpose of supporting requests for Airport Improvement Program (AIP) grant funding. Changes from the prior year's submission included:

1. The estimated cost of construction to address rehabilitation of the taxi lanes supporting the 100 Series T-Hangars and Box Hangars 15 and 100 increased by \$726,150. Staff noted that if the FAA agrees to provide these additional funds, they will come from the AIP Discretionary appropriations. If FAA does not support the project as planned, it will be prepared and advertised for bids with "add alternates" to allow the work to progress in stages as funding allows.
2. At the request of the FAA and the Oklahoma Aeronautics Commission, the project to generate engineering design specifications for reconstructing the aircraft parking apron has been moved from federal fiscal year 2026 to 2027, with construction to follow in 2028.

3. The design phase of the project to reconstruct the “T-Hangar Taxi Lane” and the area around the 200 Series T-hangars has been added for funding in 2029. The scope of work for the engineering design phase of this project will be amended to reflect the selected use/reuse/redevelopment of this area once determined.

A copy of the CIP and supporting documents was provided as an attachment to the staff memo.

6. Construction Activity Report

Staff presented an overview of current projects and construction activity addressing:

1. Storm drainage system rehabilitation.
2. Taxi lane guidance light installation.
3. Pavement condition rating.
4. Ramp overhead/pole lighting upgrade.
5. Spill Prevention Control and Countermeasure Plan Update.

A briefing document was provided as part of the agenda package.

7. Fuel Prices Report

Staff provided an update on fuel pricing at SNL and within the comparison market. A written report was included in the agenda package.

8. Fuel Sales Report

Staff provided an update on fuel sales for the Fiscal Year to Date. A written report was included in the agenda package.

9. Budget Report

Staff provided an update on expense and revenue budget performance for the Fiscal Year to Date. A written report was included in the agenda package.

10. Board Comments

Board members inquired about the status of the gate and fence repair project, noting that if the gates could be installed as soon as possible it would add a level of safety and security to the field while the remainder of the repairs are undertaken. Staff advised the project was being managed on a city-wide basis, and

that their concerns would be shared with the project manager.

11. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:48 p.m.)

AYE: BRIGGS, DERSAHAKIAN, LEE, ROGERS, WHITE

NAY: NONE

HARMIK DERSAHAKIAN
CHAIRMAN

ATTEST:

BONNIE A. WILSON
SECRETARY



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

Date: December 20, 2023
To: Airport Advisory Board
From: Kathryn Parker
Subject: Discussion and Consideration of an Amendment to the City of Shawnee FY 2024-2028 Capital Improvement Plan to Include an Airfield Signage Retrofit Project

Background: The lighted runway and taxiway indicator system at the Shawnee Regional Airport was installed in 2011. The system consists of nineteen (19) lighted runway indicator boxes, containing thirty-three (33) incandescent light bulbs. Due to the age of this equipment, it has become increasingly difficult and costly to procure replacement parts and conduct repairs. Outages are increasing, driving up maintenance costs. The process of upgrading this equipment will begin with replacing the current incandescent lights with LEDs.

In accordance with Federal Aviation Administration Advisory Circular 150/5345-53D, any repairs or upgrades to existing airfield signage must be made utilizing Original Equipment Manufacturer (OEM) parts. Our existing airfield sign and light equipment is Lumacurve brand. Lumacurve provided a quote for LED retrofit kits which, once installed, will significantly decrease outages, downtime for maintenance, and the cost of replacement parts.

The estimated total for the LED upgrade kits is \$20,000.

The estimated cost of a qualified electrician to install the retrofit kits and the recommended series isolation transformers is \$5,000.

Panel replacements will be addressed at a future date when funds are available.

Financial Impact: The estimated total cost of the project is \$25,000. Funds for this project have been allocated in the current Fiscal Year 2024 Budget under the Capital Outlay-Buildings and Improvement account.

Attachments: Benefits

Staff Recommendation: Recommend staff request an amendment to include this project in the City of Shawnee FY 2024-2028 Capital Improvement Plan.



SAFETY BENEFIT

THE LED SOLUTION THAT STANDS ABOVE THE REST

IMPROVE VISIBILITY BY CONVERTING TO LED

Airfield safety is one of the aviation industry's highest priorities. The key to avoiding unnecessary runway incursions is for aircraft and ground vehicles to maintain keen "situational awareness" – that is, a strong understanding of your location on the airfield and how it relates to taxi routes.

REDUCE SIGN OUTAGES

Airfield signs are designed to assist in providing situational awareness for pilots and maintenance personnel as they navigate the airfield. An airfield sign that is not lighted as a result of a burnt out lamp can create confusion. LED signs are 25 times less likely than an incandescent sign to have a lamp go out and the sign go completely dark—a feature required per the latest FAA specs.

At the same time, fewer lamp changes means fewer maintenance vehicles on the field, reducing the amount of airfield congestion and the potential for incursions. With reliable, long lamp lives, Lumacurve airfield signs' LED lighting system makes your airfield safer.



ENERGY BENEFIT

THE LED SOLUTION THAT STANDS ABOVE THE REST

CONSERVE ENERGY BY CONVERTING TO LED

Among the many benefits airports enjoy by upgrading to LED are reduced energy costs and a smaller carbon footprint. LED has been proven to consume 79% less energy than incandescent bulbs and 55% less than quartz halogen bulbs. And because LED bulbs last 10-15 times as long as incandescent bulbs, you'll replace your bulbs far less often—meaning fewer bulbs end up in landfills and less fuel is used by maintenance trucks driving out to replace blown bulbs.

FINANCIAL ADVANTAGE

Besides the long-term cost benefits of LED, you also reap immediate financial benefits by taking advantage of utility rebates and incentives at federal, state, utility company and industry-specific levels.

Check with your airport's development and/or planning team to identify rebates and incentives available to you!



MONEY BENEFIT

THE LED SOLUTION THAT STANDS ABOVE THE REST

EXPERIENCE COST SAVINGS BY CONVERTING TO LED

Converting your airfield signs from traditional incandescent lighting to LED can be a significant investment, but LED's financial benefits make it a smart one. When considering the upgrade to LED, you should take into account the three principal cost drivers of airfield sign operation:

ENERGY CONSUMPTION:

- » 79% less energy than the incandescent T10P lighting system
- » 55% less energy than the LOVA quartz halogen lighting system

REPLACEMENT LAMP COSTS:

The cost of replacement lamps can escalate quickly with inefficient incandescent bulbs:

- » T10P – 1,000 lamp hours, at \$7 each = \$7 per 1,000 hours of lamp life
- » LOVA – 1,000 lamp hours, at \$10 each = \$10 per 1,000 hours of lamp life
- » LED – 25,000 lamp hours, at \$29 each = \$1.16 per 1,000 hours of lamp life

MAINTENANCE COSTS:

The greatest benefit to LED is the dramatic savings in maintenance costs.

See our [Time Benefit PDF](#) for further explanation.



TIME BENEFIT

THE LED SOLUTION THAT STANDS ABOVE THE REST

SAVE VALUABLE TIME BY CONVERTING TO LED

The lamps in incandescent systems last for an average of just 1,500 hours—and with each sign containing up to 12 lamps, the result is a staggering amount of maintenance time spent just changing bulbs. The greatest benefit to LED is the dramatic savings in this maintenance time.

MAINTENANCE EFFICIENCY

LED lamps last more than 25,000 hours, meaning your maintenance staff can worry less about changing bulbs and focus on projects that have sat on the back burner for too long.

Whether it's taking preventative measures or eliminating urgent "fires," your crew will have more time to tackle the items on your maintenance "bucket list."



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

Date: December 20, 2023
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Shawnee Regional Airport Terminal Area Development Plan - Customer Survey

Background: The State of Oklahoma Department of Aerospace and Aeronautics (ODAA) provided a grant to the Shawnee Regional Airport to conduct a “Terminal Area Development Study”. Following receipt of the grant, staff engaged the services of H.W. Lochner (Lochner) to assess the possibilities of further developing two primary areas of the airport identified as priorities by ODAA, the main parking ramp and fuel service area, and the southeast quadrant of the airport. ODAA is particularly focused on providing opportunities for commercial aviation entities in the southeast quadrant.

Working with Lochner, staff has developed a survey (attached) to inquire about possible planned expansions of service, desired additional services, commercial and personal use hangar development options. The survey also addresses infrastructure requirements for supporting the development, including electricity, communications, water, sewer, aircraft taxiing, aircraft parking and vehicle parking. Unlike Federal Aviation Administration grant programs, ODAA grant funds, and Progressing Rural Economic Prosperity Fund (PREP) funds may be used to construct supportive infrastructure.

The City Manager will be sending a letter to current tenants and other commercial entities in the immediate vicinity to introduce the survey. The anonymity of the survey respondents will be retained by having all responses submitted to Lochner for their review and summarization.

Staff is seeking comments on the draft survey questions from the Airport Advisory Board, prior to its distribution. Comments should be submitted via email to cos.airport@shawneeok.org not later than December 29, 2023.

Attachments: TAP SURVEY AAB DRAFT

Staff Recommendation: Review and comment via email to cos.airport@shawneeok.org not later than December 29, 2023

DRAFT COVER LETTER

The Shawnee Regional Airport and the City of Shawnee have teamed with the State of Oklahoma Department of Aerospace and Aeronautics to assess opportunities to expand and attract commercial aviation services to our airport through the development of a Terminal Area Plan (TAP).

The goal of the TAP will be to identify areas of the airport suitable for various commercial operations to include flight instruction, avionics, maintenance, manufacturing, aviation and aerospace workforce development, and funding sources to support infrastructure and facilities. Our business partners are a critical source of support for our success now, and in the future. As such we are asking for your input to ensure our plan reflects your goals and objectives.

We recognize information regarding your business plans may be competitive in nature, we have asked our consulting engineering firm H.W. Lochner to generate the enclosed survey, compile responses and provide us with a collective summary of our community's projected needs.

Once complete, the TAP will be used to prioritize projects, support applications for funding programs such as the Progressing Rural Economic Prosperity Fund (PREP), and market the opportunities presented by the airport.

Thank you for your participation in our project and for your partnership with the Shawnee Regional Airport.

Shawnee Regional Airport

Commercial Facility Status and Future Demands

Thank you for your participation in the study to determine the expansion and development requirements of our commercial partners for inclusion in our Terminal Area Development (TAP) plans. The goal of the project is to identify the highest and best use of land available in the southeast portion of the airport.

The TAP will include designated areas designed to support desired expansion of existing businesses and attracting new aviation partners. The TAP will also include plots for various sizes and types of hangars, from t-hangars to box hangars for aviation businesses and personal aircraft storage.

Balancing the development plan to meet these two primary uses requires our team to consider the placement of hangars, adjacent aprons, taxilanes, taxiways and supporting utilities.

Your responses to the questions below will allow the team to identify key development anchors to support the comprehensive plan.

Commercial tenants:

- 1. What do you consider the primary service(s) your business provides?*
- 2. What services would you consider including in a future business plan, that should be considered in the development of the TAP?*
- 3. What, if any, airport infrastructure improvements do you foresee needing in the near to long term (i.e. longer runway, wider taxiways, vehicle parking)?*

Both Commercial and Non-commercial tenants/users:

- 1. What is the primary reason you own and store an aircraft(s) at SNL?*
- 2. What services have/do you use at SNL i.e. maintenance, training, fuel, etc.?*
- 3. What type of aircraft do you store at SNL?*
- 4. Do you have plans on purchasing another aircraft within the next five years? If so, what type of aircraft?*

5. *Are you satisfied with the size of hangar you currently store your aircraft in? If not, what would you like to see added to the hangar options available at SNL?*
6. *Would you rather store your aircraft in a private T-Hangar or shared Box Hangar?*
7. *What utilities would you like to have in your hangar to help satisfy your aircraft storage needs?*
8. *Which of the following services would you like to see expanded at or added to the Shawnee Regional Airport?*

a) Flight Training

Fixed Wing
Rotorcraft
Expansion Needs

Hangar Size(s)
Apron Dimensions

b) Aircraft Mechanic Training

Fixed Wing
Rotorcraft
Piston
Turbo Prop
Jet
Expansion Needs

Hangar Size(s)
Apron Dimensions

c) Aircraft Maintenance/Restoration Services

1) Fixed Wing

Airframe
Piston
Turbo Prop
Jet
Expansion Needs

Hangar Size(s)
Apron Dimensions

2) Rotorcraft

Airframe

Piston

Turbo Prop

Jet

Expansion Needs

Hangar Size(s)

Apron Dimensions

3) Powerplant

Piston

Turbo Prop

Jet

Expansion Needs

Hangar Size(s)

Apron Dimensions

4) Instrument/Avionics

Sales

Installation/Repair

Manufacturing

Expansion Needs

Hangar Size(s)

Apron Dimensions

5) Components

Sales

Installation/Repair

Expansion Needs

Hangar Size(s)

Apron Dimensions

6) Manufacturing

Airframe

Powerplant

Component

Expansion Needs

Hangar Size(s)

Apron Dimensions

d) Aircraft Sales/Brokerage/Leasing

1) Fixed Wing

Sales

Brokerage

Leasing

Expansion Needs

Hangar Size(s)

Apron Dimensions

2) Rotorcraft	
Sales	
Brokerage	
Leasing	
Expansion Needs	Hangar Size(s) Apron Dimensions

e) Aviation Operations

1) Aero Medical Transport	
Expansion Needs	Hangar Size(s) Apron Dimensions
2) Charter/Taxi Service	
Expansion Needs	Hangar Size(s) Apron Dimensions
3) Air Cargo	
Expansion Needs	Hangar Size(s) Apron Dimensions
4) Agricultural Spraying	
Expansion Needs	Hangar Size(s) Apron Dimensions
5) Fire suppression	
Expansion Needs	Hangar Size(s) Apron Dimensions
6) Aerial Photography/Surveying	
Expansion Needs	Hangar Size(s) Apron Dimensions
7) Banner Advertising	
Expansion Needs	Hangar Size(s) Apron Dimensions
8) Air Tours/Fly Overs	
Expansion Needs	Hangar Size(s) Apron Dimensions

f) Aircraft Ground Based Services (Non-Mechanical)

1) Aircraft Hangaring		
i. Fixed Wing		
Box Hangar	10,000 sq ft – 39,000 sq ft	Number
Box Hangar	40,000 sq ft – 60,000 sq ft	Number
ii. Rotorcraft		
Box Hangar	10,000 sq ft – 39,000 sq ft	Number
Box Hangar	40,000 sq ft – 60,000 sq ft	Number

2) Aircraft Washing / Detailing

3) Cargo Handling

4) Catering

5) Ground Transportation

- g) List any other services you would like to see expanded at, or added to the airport, that are not listed above.

DRAFT



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

Date: December 20, 2023
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Resolution 6717 - Code of Ethics

Background: The City of Shawnee City Commission determined that the proper operation of a democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The City Commission also seeks to promote and maintain the highest standards of personal and professional conduct by the City's government. The City Commission stated the City of Shawnee will benefit by having all elected and appointed officials subscribe to these values and take the time to understand how they apply to their specific responsibilities to support public confidence in the City's services and public trust of its decision-makers. Accordingly, the City Commission determined that our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement. To facilitate achievement of these goals and objectives, the Mayor and the members of the City Commission determined to adopt a Code of Ethics to guide elected and appointed municipal leaders in their decision-making and public service.

Resolution 6717, Adopting a Code of Ethics for City of Shawnee Elected and Appointed Municipal Leaders was adopted at the City of Shawnee City Commission Regular Meeting, November 20, 2023 (attached). Members of the City's Advisory Boards and Commissions are asked to sign a copy of the Code of Ethics (attached) and return it to their respective Secretaries.

Attachments: Resolution 6717
Code of Ethics Forms for Signature

RESOLUTION NO. 6717

A RESOLUTION ADOPTING A CODE OF ETHICS FOR CITY OF SHAWNEE ELECTED AND APPOINTED MUNICIPAL LEADERS.

WHEREAS, the proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve;

WHEREAS, the City of Shawnee seeks to promote and maintain the highest standards of personal and professional conduct by the City's government;

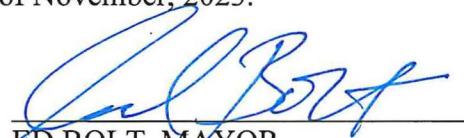
WHEREAS, the City will benefit by having all elected and appointed officials subscribe to these values and take the time to understand how they apply to their specific responsibilities; and

WHEREAS, the City seeks public confidence in the City's services and public trust of its decision-makers and accordingly has determined that our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement.

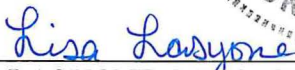
NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Commission of Shawnee, Oklahoma, hereby adopt the attached Code of Ethics to guide the elected and appointed municipal leaders in their decision-making and public service.

PASSED AND APPROVED this 20th day of November, 2023.




ED BOLT, MAYOR

ATTEST:
(SEAL)


LISA LASZYONE, MMC, CITY CLERK

Code of Ethics

The purpose of the Code of Ethics for the City of Shawnee, Oklahoma is to strengthen the **quality of government through ethical principles**, which shall govern the conduct of elected officials and appointed citizen volunteers serving in an official capacity.

We shall:

- Be committed to the public good by faithfully working for the collective benefit of City residents, prioritizing community well-being over personal interest.
- Be dedicated to the highest standards of honor and integrity in all official duties as well as public and personal relationships; seek no favors; and do not profit by way of confidential information or by misuse of public resources.
- Be respectful and treat all individuals with respect, dignity, and fairness, fostering an inclusive environment and valuing diverse perspectives.
- Keep the community informed on municipal affairs; encourage communication between the citizens and municipal officers; and build community trust.
- Be dedicated to the concept of effective and democratic government by way of respectful and civil public deliberations, unless legally confidential.
- Base decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. Accept responsibility for actions and outcomes.
- Comply with both the letter and the spirit of laws and policies affecting the operations of government and the quality of life for residents.
- Commit to ongoing learning and development to better serve the community, engaging in educational opportunities to stay informed and apprised of issues.

I have read the Code of Ethics and agree to abide by it to the best of my ability.

Signed on this _____ day of _____, 20____.

Signature

Position

Printed Name



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

Date: December 20, 2023
To: Airport Advisory Board
From: Matthew Lovelace
Subject: Construction Project Update

Background: CONSTRUCTION PROJECTS UPDATE

1. STORM WATER REHABILITATION PROJECT – MAJOR MILESTONES

- a. The Storm Water Rehabilitation project was completed in just forty-six days. The runway was closed to aviation operations for a total of four days.
- b. The total cost of the construction phase of the project was \$794,675. Staff has applied for reimbursement for these cost with the Oklahoma Department of Aerospace and Aeronautics (ODAA) and the Federal Aviation Administration (FAA). To date, \$106,198 has been received from the FAA. The remaining grant funds/reimbursements are expected before the end of January.

2. TAXILANE GUIDANCE LIGHT INSTALLATION

- a. Installation of the solar-powered taxilane guidance lights was completed on November 14th.

3. PAVEMENT CONDITION RATING

- a. Lochner and their subcontractor, Burgess, assessed the airfield pavements to include Runway 17-35, Taxiway Alpha, Taxiways Bravo, Delta and Echo, the T-Hangar Taxilane and main parking ramp to determine sub-surface conditions.
- b. Cores were collected and provided to the geotechnical laboratory. Results are expected in January. A written report will be provided to the Airport Advisory Board, the ODAA and the FAA.
- c. See attached map of boring locations.

4. RAMP OVERHEAD/POLE LIGHTING UPGRADE

- a. Rethford Electric replaced the metal halide lights on the 40' masts with new LED type lights, increasing safety and security on the ramp and decreasing electricity consumption and maintenance cost.

5. OKLAHOMA ARMY NATIONAL GUARD READINESS CENTER

- a. The Oklahoma Military Department (OMD) has engaged Terracon Consultants, Inc. to perform a geotechnical survey of the leased area. Terracon is currently seeking authorization from the FAA to mount a drilling rig to collect samples. See attached map of boring locations.
- b. The OMD administrative project manager, Benham, an architecture and engineering firm, is preparing a Request for Qualifications (RFQ) for a design-build team to undertake construction of the facility. See attached map of leased property.
- c. The current project timeline is:
 - i. March 2024 - Draft RFQ provided to the National Guard Bureau Headquarters for review and approval.
 - ii. July 2024 - RFQ Publication
 - iii. August 2024 – RFQ Submissions Due to OMD
 - iv. December 2024 – Award Contract for Construction
 - v. April 2025 – Commence Construction
 - vi. Estimated Time for Completion --- TBD Based on Final Design

6. TEMPORARY AIRPORT TERMINAL

- a. The assistant city manager, Danny Vise, Jr. prepared two items for consideration and approval by the City of Shawnee City Commission at the December 18, 2023, Regular Meeting.
- b. This first item is consideration of a proposal from H.W. Lochner to provide design engineering services in support of siting and bidding services for a temporary terminal building at Shawnee Regional Airport (SNL). Lochner will provide the following professional services for a fee not to exceed \$38,000.
 - i. Evaluation of proposed siting including confirmation of utility tie-in options, required separation distances from existing adjacent buildings, and compliance with FAA obstruction standards.
 - ii. Preparation of plans and specifications for submittal to the FAA for authorization to undertake construction, and placement of a new structure on the airport property.
 - iii. Prepare construction plans, and contract documents/technical specifications, engineer's opinion of probable construction cost, advertisements and "Notice to Bidders".
 - iv. Provide technical support, answer questions, and clarify points pertaining to the construction plans and contract during advertisement and pre-bid meeting.
 - v. Tabulate and analyze bid results, review the contractor's qualifications, and make a

recommendation for the contract award.

- c. The second item will be authorization to enter into a lease agreement with Mobile Modular Management Company, for a temporary building at the rate of \$116,105, for twenty-four months.
- d. The costs associated with the engineering services and building lease will be paid with insurance reimbursement funds.
- e. The initial phase of the project, including conducting the site/utility assessment, receiving approval to construct from the FAA and preparing bid documents for solicitation of general contracting services, is expected to be complete in March 2024. The site preparation/construction and installation of the temporary building is expected to begin in May 2024.
- f. See attachment for proposed location.

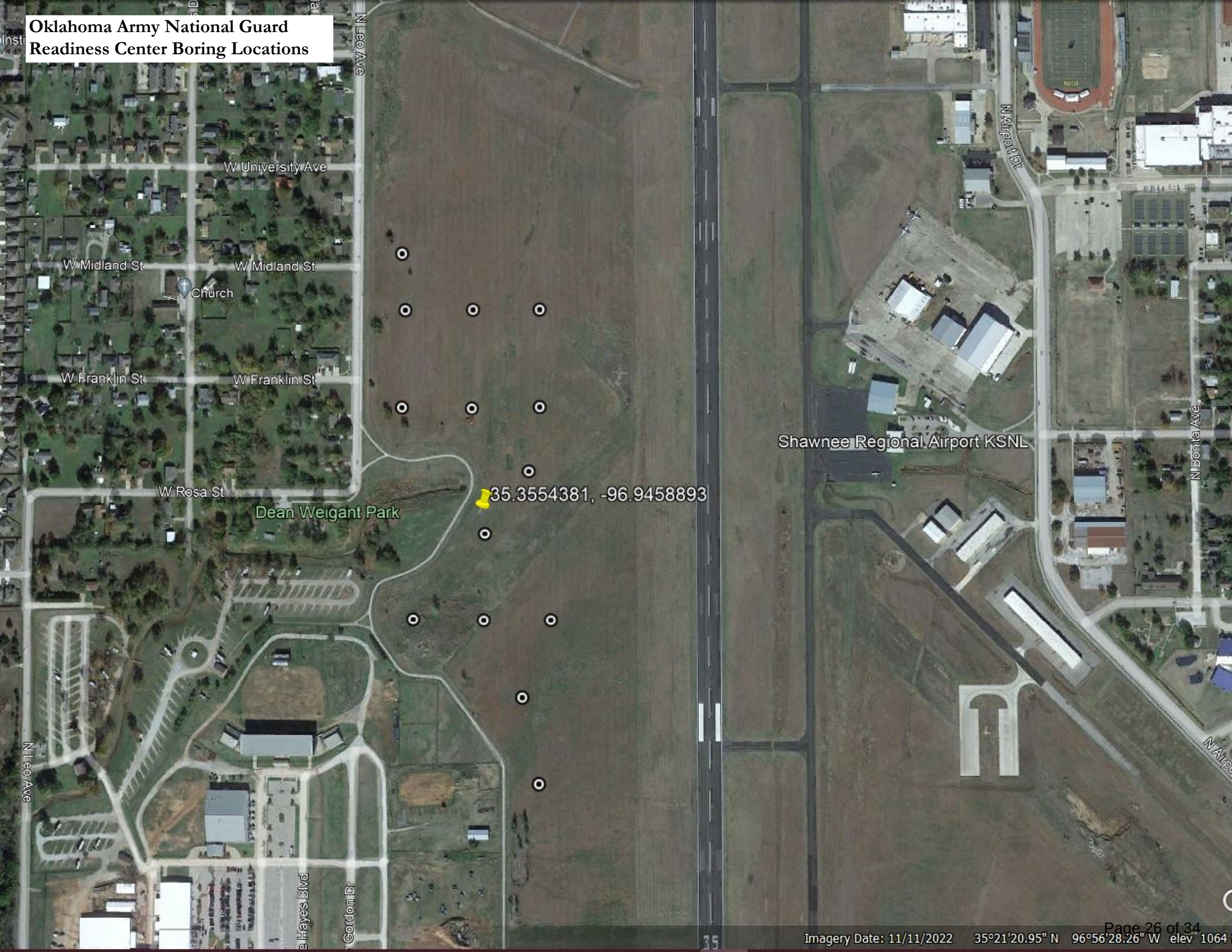
7. FENCE AND GATE REPAIRS

- a. Deep South Fence has received approval to procure new vehicle gates.
- b. Installation of the gates has been set as the priority for the project.
- c. Deep South has requested permission to use the “South Taxi Lane” as a lay down area for materials. This taxilane will remain NOTAM closed for the duration of the project.

Pavement Condition Rating Boring Locations



Oklahoma Army National Guard
Readiness Center Boring Locations



**Oklahoma Army National Guard
Readiness Center Leased Porperty**

500 ft. Radius
15' below wind sensor

AWOS
Elev. 1,075'

Wind Sensor - 1,105'

1,000 ft. Radius
10' below wind sensor

Light Poles - 30' height limit

Parking

Ground Elev. 1,062'

Readiness Center
65 ft. Height Limit

Parking

Creek

Any modifications below
water mark requires
coordination with Army Corp.
of Engineers

2,362'

50' for 6' fence

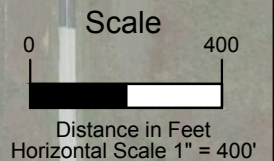
PRIMARY SURFACE
No Development

40 Acres

727'

35 ft BRL

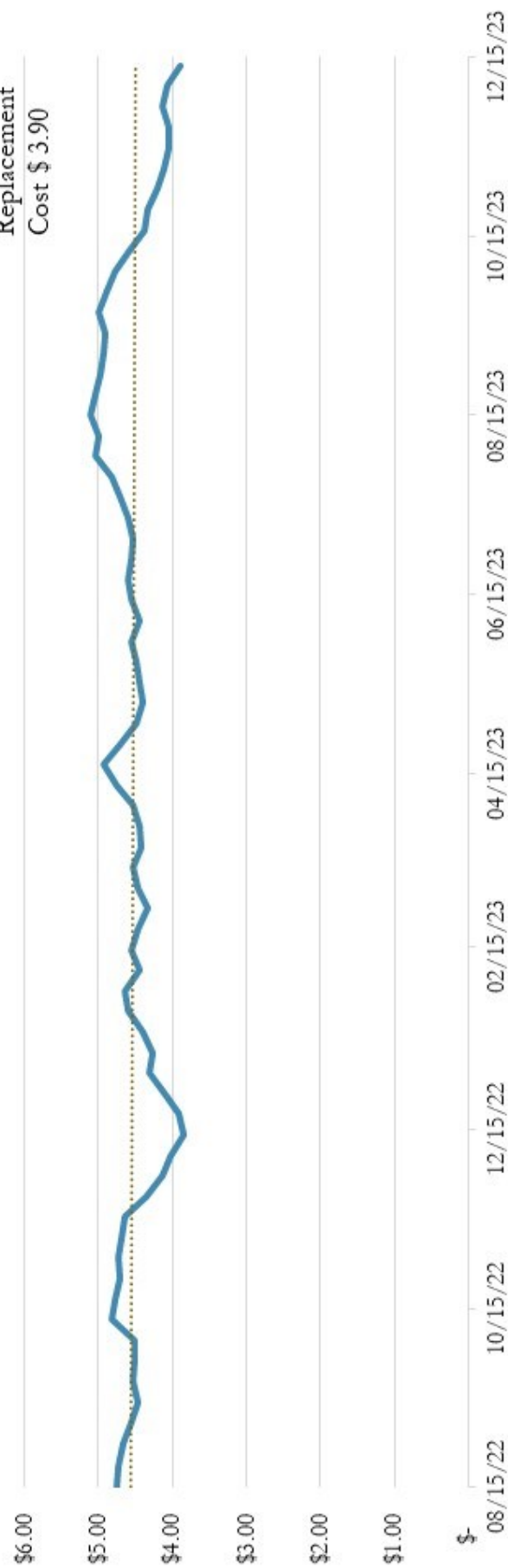
25 ft BRL





100LL Price Per Gallon Yearly Quote Trend

Current
Replacement
Cost \$ 3.90

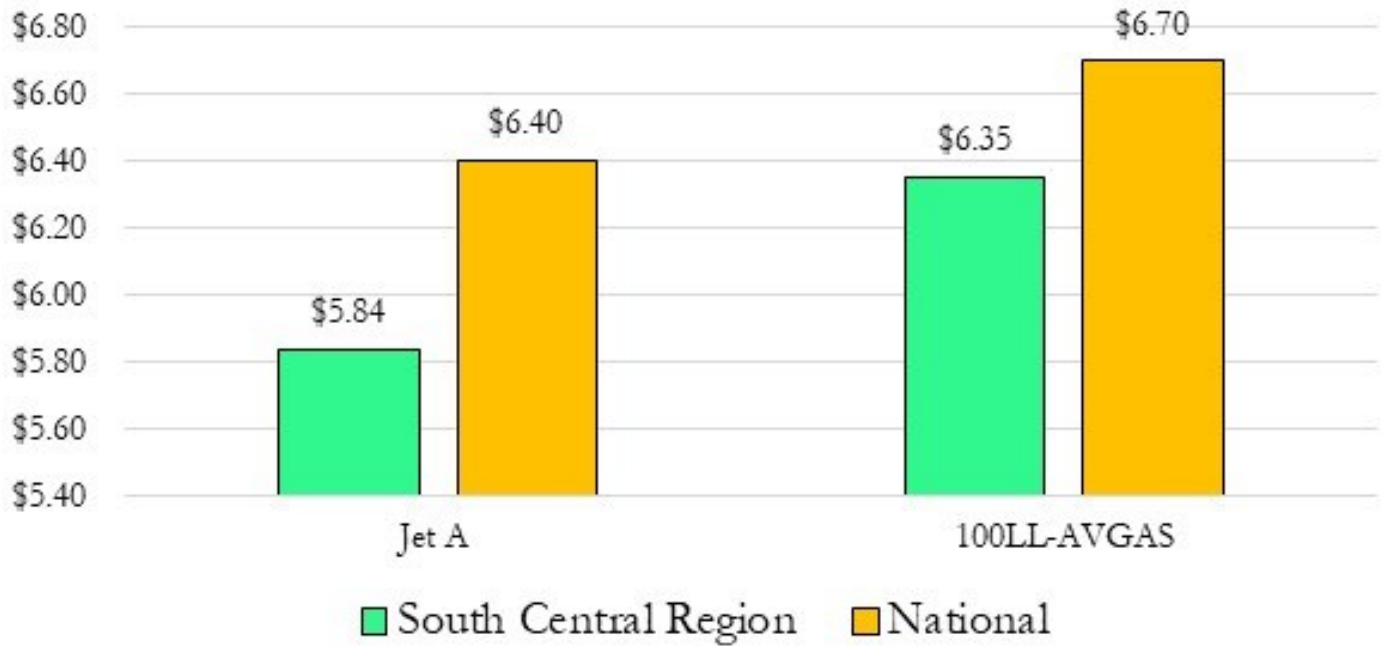


JET A Price Per Gallon Yearly Quote Trend

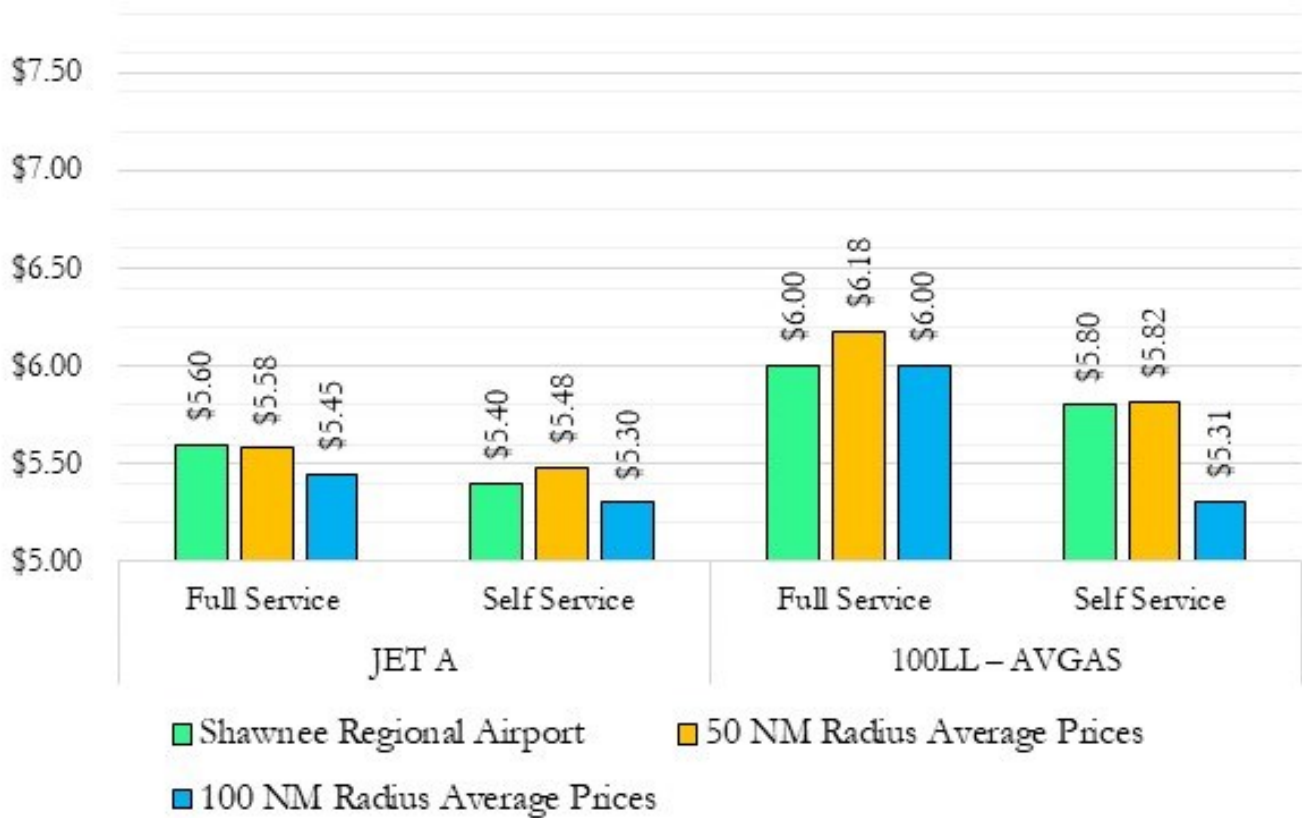
Current Replacement
Cost \$ 3.13



AVERAGE FUEL PRICES AS OF DECEMBER 12, 2023



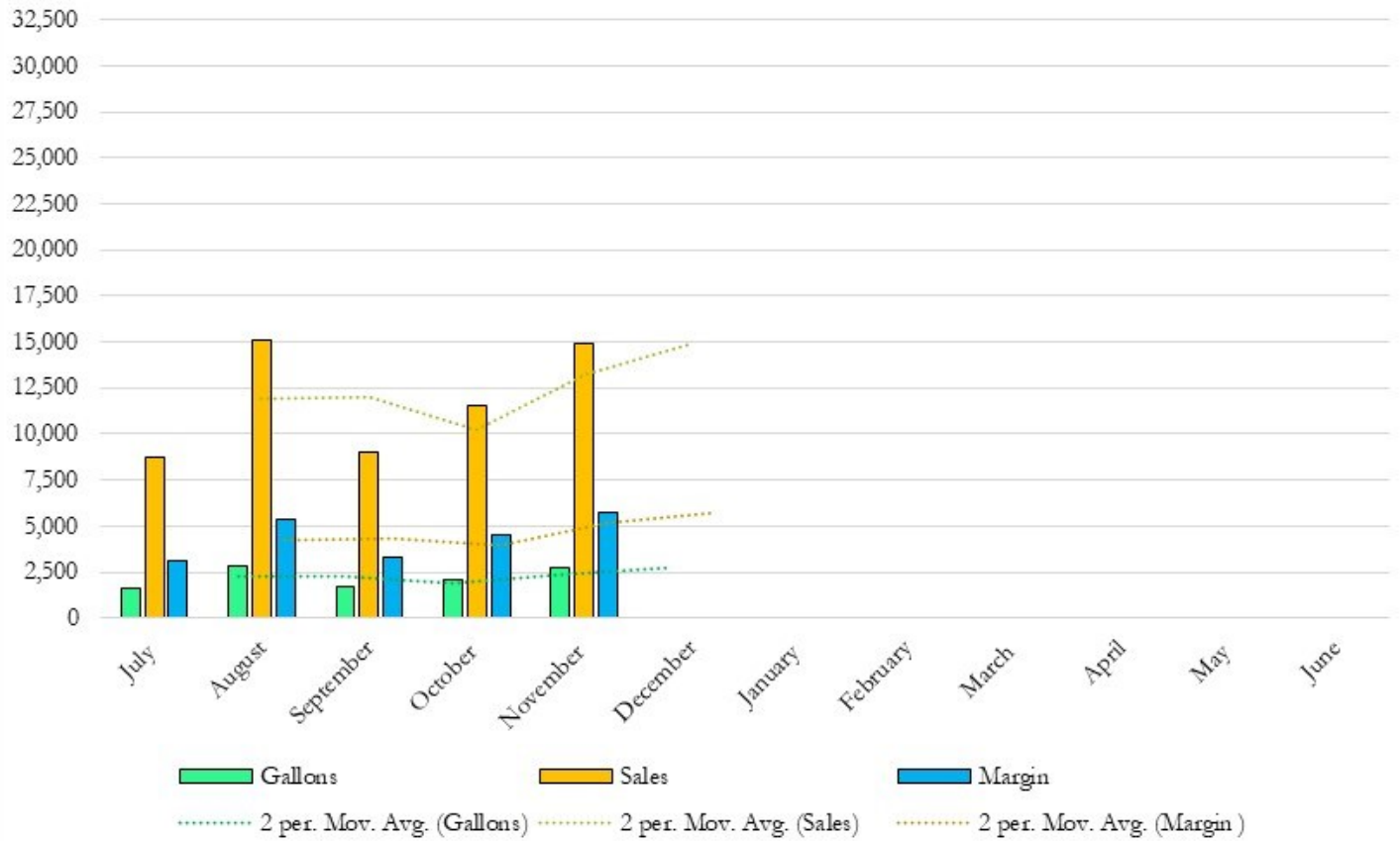
SNL AND SURROUNDING AREA AVERAGES AS OF DECEMBER 12, 2023



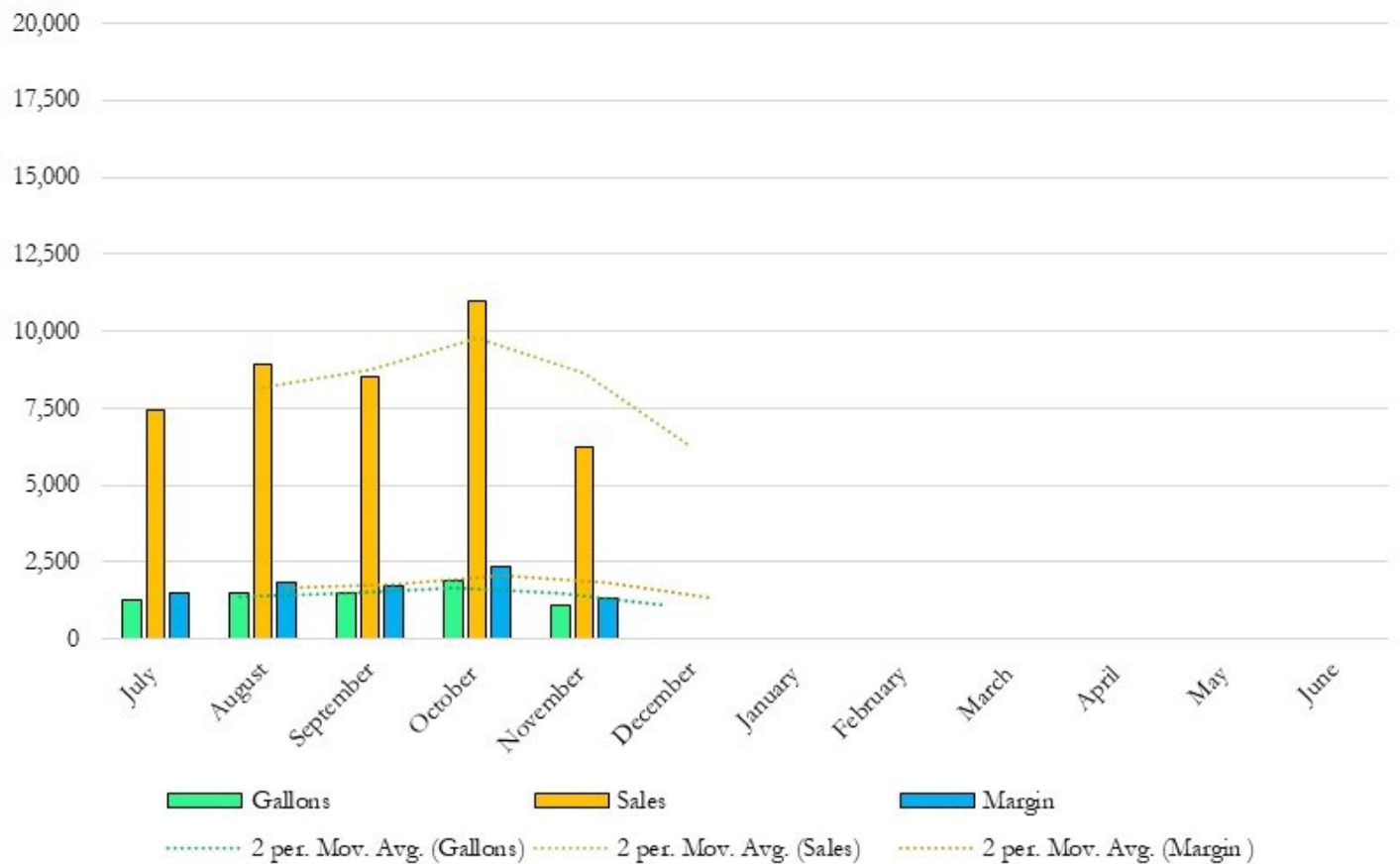
Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations	Annual GA Transient Arrivals	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$5.80	\$6.00	\$5.40	\$5.60
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30		\$5.87		\$6.10
AAR Aircraft Services (OKC)		158,764	12,740	37		\$7.09		\$5.70
Atlantic Aviation (OKC)	64	158,764	12,740	37		\$7.44		\$7.15
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$7.84		\$6.21
METREA (formerly META Aerospace) (PWA)		73,285	16,016	41		\$5.21		\$4.51
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56		\$5.07		\$5.59
Christiansen Aviation / Riverside (RVS)		266,463		71		\$6.41		\$5.19
Riverside Jet Center (RVS)		266,463		71				\$6.15
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72	\$4.79	\$5.09		\$4.71
Atlantic Aviation (TUL)	429	127,390	18,200	82		\$7.59		\$7.20
Sparks Aviation Center (TUL)		127,390	18,200	82		\$7.10		\$5.35
United States Aviation (TUL)		127,390	18,200	82				\$5.41
Enid-Woodring Regional Airport (WDG)	91	67,265	3,120	84	\$4.78	\$5.28		\$4.91
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99		\$6.58		\$5.65
Average Prices at 50 NM					\$5.80	\$6.58	\$5.40	\$5.88
Average Prices at 100 NM					\$5.12	\$6.35	\$5.40	\$5.70

General Aviation Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations (Est.)	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	\$5.80	\$6.00	\$5.40	\$5.60
Prague Municipal Airport (O47)	10	728	364	15	\$5.99			
Seminole Municipal (SRE)	33	1,456	728	16	\$5.60	\$5.90		\$5.25
Chandler Regional Airport (CQB)	11	1,144	572	26	\$6.99		\$6.65	
Goldsby (K1K4)	45	1,456	728	32	\$6.10			
City of Stroud (SUD)	10	156	78	33	\$5.99		\$5.45	
Heartland Aviation/ADA (ADH)	58	4,784	2,392	41		\$6.00		\$5.00
City of Cushing (CUH)	25	5,600	2,800	42	\$4.99	\$5.29	\$5.29	\$5.29
Crabtree Aircraft Co./Guthrie Edmond (GOK)	80	6,240	3,120	43	\$5.95	\$6.25		\$5.95
Sundance Airport (HSD)				46	\$4.95	\$5.25		\$4.45
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$5.29		\$4.99	\$5.39
Legacy Aviation - Page Municipal (RCE)	56			50		\$5.80		\$5.30
Okmulgee Regional (OKM)	28	3,640	1,820	59	\$4.75		\$4.95	
Chickasha Municipal Airport (CHK)	42	2,184	1,092	60	\$5.50		\$4.50	
El Reno Regional Airport (RQO)	24	2,912	1,456	60	\$4.90	\$5.15	\$4.80	\$4.80
City of Kingfisher (KF92)		728	364	67	\$5.36			
City of Sand Springs (OWP)	65	4,368	2,184	71	\$4.65			
Brenair Aviation/McAlester (MLC)	23	2,600	1,300	73		\$5.13		\$5.55
Perry Municipal (F22)	25	1,456	728	73		\$5.40		\$4.50
Haskell Airport Inc. (2K9)				78	\$6.09			
Guest Air Inc/Hinton Municipal (K2O8)	10	416	208	79	\$5.15			
Atoka Municipal Airport (AQR)	15	370	185	80	\$5.89			
Harvey Young Airport/Tulsa (1H6)	40			82	\$6.00			
KMA Aviation LLC/Ardmore Downtown (K1F0)	47	2,184	1,092	84	\$5.00	\$5.25	\$4.65	\$4.80
5B Aviation/ Duncan (DUC)	43	2,912	1,456	84		\$6.37		\$5.55
Skiatook Municipal Airport (K2F6)	20	1,500	750	86	\$5.70			
Watonga Regional Airport (JWG)	16	728	364	90	\$5.25		\$5.25	
Davis Field Aviation/Muskogee (MKO)	90	3,640	1,820	91	\$5.45	\$6.25		\$5.55
Fuel PNC Ponca City (PNC)	53	6,240	3,120	95	\$4.80	\$5.10		\$4.80
Blackwell Airport Trust / Blackwell Tonkawa (BKN)	11	750	375	98	\$5.40			
Average Prices at 50 NM					\$5.77	\$5.78	\$5.56	\$5.28
Average Prices at 100 NM					\$5.50	\$5.65	\$5.19	\$5.19

Fiscal Year 2024 Jet A Activity



Fiscal Year 2024 100 Low Lead Activity



BUDGET REPORT 12/20/2023			
REVENUE TOTAL:	CURRENT TOTAL BUDGET	FISCAL ACTIVITY	VARIANCE FAVORABLE (UNFAVORABLE)
FEDERAL GRANT REVENUE	\$ 876,317.00	\$ 106,198.00	\$ (770,119.00)
STATE GRANT REVENUE	\$ 48,684.00	\$ -	\$ (48,684.00)
NON-AERONAUTICAL REVENUE	\$ 289,000.00	\$ 47,219.52	\$ (241,780.48)
AERONAUTICAL REVENUE	\$ 109,961.00	\$ 32,070.70	\$ (77,890.30)
WATER TOWER RENTAL	\$ 125,000.00	\$ -	\$ (125,000.00)
OIL & LUB SALES	\$ 1,000.00	\$ 163.93	\$ (836.07)
OTHER MISC. REVENUE	\$ 100.00	\$ 10.59	\$ (89.41)
REFUNDS & REIMBURSEMENTS	\$ -	\$ 208.91	\$ 208.91
FUEL FLOWAGE FEE	\$ 150.00	\$ -	\$ (150.00)
FUEL SALES	\$ 345,000.00	\$ 96,211.18	\$ (248,788.82)
TRANSFER FROM GENERAL FUND	\$ 230,230.00	\$ 112,500.00	\$ (117,730.00)
Revenue Total:	\$ 2,025,442.00	\$ 394,582.83	\$ (1,630,859.17)

BUDGET REPORT 12/20/2023			
EXPENSE TOTAL:	CURRENT TOTAL BUDGET	FISCAL ACTIVITY	VARIANCE FAVORABLE (UNFAVORABLE)
PERSONNEL EXPENSES	\$ 285,789.52	\$ 122,931.70	\$ 162,857.82
OFFICE & COMPUTER SUPPLIES	\$ 500.00	\$ 114.29	\$ 385.71
FOOD & KITCHEN SUPPLIES	\$ 1,200.00	\$ 375.63	\$ 824.37
UNIFORMS AND CLOTHING	\$ 580.00	\$ 148.34	\$ 431.66
FUEL, OIL & LUBRICANTS	\$ 2,500.00	\$ 1,590.19	\$ 909.81
FUEL AND OIL FOR RESALE	\$ 800.00	\$ -	\$ 800.00
CHEMICALS	\$ 200.00	\$ -	\$ 200.00
MEDICAL SUPPLIES	\$ 120.00	\$ -	\$ 120.00
LOW LEAD 100 OCTANE FUEL	\$ 200,000.00	\$ 35,423.97	\$ 164,576.03
JET A FUEL	\$ 145,000.00	\$ 52,069.07	\$ 92,930.93
TOOLS & MINOR EQUIPMENT	\$ 2,000.00	\$ 646.04	\$ 1,353.96
EQUIPMENT PARTS & SUPPLIES	\$ 4,000.00	\$ 663.00	\$ 3,337.00
OTHER MATERIALS & SUPPLIES	\$ 2,500.00	\$ 191.50	\$ 2,308.50
EQUIP. MAINT. CONTRACTS	\$ 9,000.00	\$ 2,300.00	\$ 6,700.00
REPAIR & MAINT. - BLDGS.	\$ 47,000.00	\$ 778.50	\$ 46,221.50
REPAIR & MAINT. - EQUIP.	\$ 30,300.00	\$ 17,808.49	\$ 12,491.51
REPAIR & MAINT.-VEHICLES	\$ 7,000.00	\$ 507.26	\$ 6,492.74
REPAIR & MAINT. - OTHER	\$ 5,000.00	\$ 90.00	\$ 4,910.00
OTHER PROFESSIONAL SERVICES	\$ 35,000.00	\$ 2,500.00	\$ 32,500.00
NATURAL GAS	\$ 5,500.00	\$ 2,384.67	\$ 3,115.33
ELECTRICITY	\$ 50,000.00	\$ 12,037.58	\$ 37,962.42
TELEPHONE	\$ 2,760.00	\$ 2,390.53	\$ 369.47
COPY USAGE EXPENSE	\$ 200.00	\$ -	\$ 200.00
POSTAGE & SHIPPING	\$ 300.00	\$ 10.75	\$ 289.25
OTHER CONTRACTUAL SERVICES	\$ 500.00	\$ -	\$ 500.00
MEMBERSHIPS & DUES	\$ 400.00	\$ 350.00	\$ 50.00
FILING FEES & PERMITS	\$ 100.00	\$ -	\$ 100.00
BOOKS & SUBSCRIPTIONS	\$ 300.00	\$ 39.00	\$ 261.00
LEGAL ADVERTISING	\$ 500.00	\$ -	\$ 500.00
PRINTING	\$ 100.00	\$ -	\$ 100.00
INSURANCE	\$ 39,400.00	\$ 17,348.52	\$ 22,051.48
EQUIPMENT RENTAL	\$ 6,000.00	\$ 6,000.00	\$ -
MISC. OTHER SERV. & CHGS.	\$ 500.00	\$ 103.95	\$ 396.05
ADVERTISING & PROMOTIONS	\$ 1,500.00	\$ 169.55	\$ 1,330.45
CONTINGENCY	\$ 36,000.00	\$ -	\$ 36,000.00
CAPITAL OUTLAY-BLDGS & IMPRV	\$ 1,151,263.00	\$ 159,399.25	\$ 991,863.75
LEASE PAYMENTS-EQUIPMENT	\$ 33,376.44	\$ 42,571.56	\$ (9,195.12)
Expense Total:	\$ 2,107,188.96	\$ 480,943.34	\$ 1,626,245.62