

AGENDA
AIRPORT ADVISORY BOARD
JUNE 21, 2023 AT 5:30 PM
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
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. Minutes from the April 19, 2023 regular meeting.
2. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
3. Staff Reports
 - a. Airport Condition Report
 - b. Rental Rates and Lease Agreements
 - c. Fuel Prices and Sales Report
 - d. Budget Report
4. Board Comments
5. Adjournment

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Bonnie A. Wilson". The signature is fluid and cursive, with the first name "Bonnie" being the most prominent.

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

APRIL 19, 2023 AT 5:30 PM

The Airport Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session at the Shawnee Regional Airport at 2202 North Airport Drive, Shawnee, Oklahoma on, Wednesday, April 19, 2023 at 5:30 PM, pursuant to notice duly posted as prescribed by law at 3:30 p.m. on April 14, 2023 . Chairman DerSahakian presided and called the meeting to order. Upon roll call, the following members were in attendance.

Harmik DerSahakian
Chairman

Absent
Board Member

Colton Crowder
Board Member

Scott Lee
Vice Chairman

Absent
Board Member

Cody Smithson
Board Member

Absent
Board Member

ABSENT: Larry Briggs, Randall Rogers, Blake White

CALL TO ORDER

DECLARATION OF QUORUM

1. Minutes from the February 15, 2023, Regular Meeting.

The Chairman inquired if any member of the Board had questions or comments regarding the minutes. None were offered.

A motion was made by the Chairman, seconded by Mr. Lee, to approve the Minutes from the February 15, 2023, Regular Meeting. Motion 4-0-0.

AYE: Crowder, Der Sahakian, Lee, Smithson

NAY: None

ABSTAIN: None

2. Citizens Participation

No citizens attended the meeting.

3. Discussion and Consideration of Revised Minimum Standards

The Chairman introduced the item, noting the Minimum Standards were initially adopted by the Shawnee Airport Authority in July 2000, amended, and reissued in May 2019. The Board directed staff to prepare an additional amendment for public consideration in January 2023. The draft was published on the airport website, City of Shawnee website and directly emailed to all tenants.

A motion was made by Mr. DerSahakian, to recommend the revised Minimum Standards be presented to the Shawnee Airport Authority for adoption as a City of Shawnee Ordinance. Mr. Smithson provided a second. Motion 4-0-0.

AYE: Crowder, DerSahakian, Lee, Smithson

NAY: None

ABSTAIN: None

4. Discussion and Consideration of Revisions to Airport Lease and Development Policy Statement

The Chairman introduced the item, noting the lease policy statement (Policy) was initially adopted by the Shawnee Airport Authority in May 2018, and was amended and reissued in October 2019. At the request of the Board, the Budget Committee reviewed the policy and drafted a revision included in the agenda package.

The revised edition included a recommendation to separate the governing policy statement from the administrative procedural elements of the document.

Other key changes to the procedures section include:

- Amending the current practice of increasing rental rates based on the annual rate of inflation and instead using an average of the rates for the prior three calendar years, with current pricing retained as minimums regardless of inflation activity.
- Survey comparable airports annually to ensure competitive pricing for non-commercial aeronautical use facilities owned by the Shawnee Airport Authority.
- Authorize the Airport Advisory Board to determine if an increase is warranted

when, and if a rate increase based on the CPI calculation exceeds the average rates charged by the top 25% of all the airports in the survey for the purpose of hangar rate market evaluation.

The Chairman called for a motion to accept the Budget Committee's recommendations regarding the revisions to the Lease Policy and for a recommendation to present the revised policy to the Shawnee Airport Authority for adoption.

A motion was made by Mr. Smithson, seconded by Mr. Lee to present the revised Policy to the Shawnee Airport Authority for adoption. Motion carried 3-1-0.

AYE: Crowder, DerShakian, Smithson

NAY: Lee

ABSTAIN: None

5. Staff Reports

Staff presented materials on fuel sales, current pricing and budget performance year to date.

a. Shawnee Regional Airport Fuel Sales

b. Current Fuel Price Comparisons

c. Budget Summary Report

6. Board Comments

No comments were offered by members of the Airport Advisory Board.

7. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:00 p.m.)

Harmik DerSahakian
Chairman

Bonnie A. Wilson, CM
Secretary



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

Date: June 21, 2023
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Airport Condition Report

Background: Storm Event

The National Weather Service (NWS) reported during the late afternoon hours of April 19, 2023, thunderstorms formed along a dryline in southwestern and central Oklahoma, and quickly reached severe levels. These supercell thunderstorms eventually produced large hail of 1 to 3 inches in diameter and 18 tornadoes in the area. One strong and damaging tornado killed 1 person in McClain County near the town of Cole. More tornadoes occurred near Tinker AFB, Etowah, Pink, Bethel Acres, and Shawnee. NWS Teams conducted storm damage surveys in and near Cole, the Shawnee-Bethel Acres area, the Etowah-Pink-Stella area, and near Lake Stanley Draper on April 20-21, 2023. Based on their research, 18 tornadoes have been documented for the event, and EF Scale ratings have been assigned to these 18 tornadoes. The NWS reported the tornado passing through Shawnee was rated as an EF2.

The Enhanced Fujita Scale or EF Scale is used to assign estimated wind speeds and related damage. When tornado-related damage is surveyed, it is compared to a list of Damage Indicators (DIs) and Degrees of Damage (DoD) which help estimate better the range of wind speeds the tornado likely produced. From that, a rating (from EF0 to EF5) is assigned. An EF2 produces gusts from 111-135 miles per hour. A total of 1,800 structures and 800 utility poles were damaged by the storm.

Property and Equipment Damage

Five of the six box hangars and eighteen t-hangars were damaged to some extent. Seven of the eighteen aircraft stored in the 200 series t-hangars were either undamaged or had limited damage, allowing them to be relocated. The airport terminal building was also heavily damaged by winds and water.

Equipment damage and service interruptions:

- Automated Weather Observation System
- Air to ground communications
- Midfield wind indicator
- North and South Precision Approach Path Indicator (PAPI) circuits
- Instrument Landing System and Glide Slope components
- Weather head for airfield lighting electrical services building
- Pilot control lighting controller
- Runway edge lights
- Over 4,300 linear feet of fencing
- Three automated vehicle access gates
- Manual equipment access gate providing access south of the main entrance.

- Electrical services
- Telephone and internet
- Ford Expedition courtesy vehicle

Service Restoration

Aircraft owners with airworthy aircraft were offered the opportunity to relocate their aircraft to alternate airports on request. Staff temporarily cancelled the NOTAMS, closing the runway and taxiways to allow four aircraft to depart on the morning of April 21, 2023. Staff coordinated approximately six more departures before the airport reopened for business on May 23, 2023. NOTAMS addressing “unserviceable” equipment pending repair, and field conditions creating obstructions or hazards remain in place.

All airport owned properties on the airfield and in the surrounding area have been assessed by representatives of Oklahoma Municipal Assurance Group (OMAG), including a structural engineer, a claims adjuster, and a claims supervisor. A report from OMAG regarding their findings, and the amount of reimbursement they are offering to address the damage and losses is pending.

Individual aircraft owners are working with their insurance companies to make determinations about their aircraft. Undamaged aircraft have been accommodated to the degree space allows. Provisions to allow aircraft to be stored at the airport to allow for repairs, and/or salvage activities were approved by the Shawnee Airport Authority at a Special Call Meeting, Friday, June 9, 2023. Tenants requiring tie down space for non-airworthy aircraft destined for salvage will be charged a fee of twenty dollars (\$20) per month to secure the aircraft in and around the south taxilane area.

Reconstruction

Plans for reconstruction remain pending until further information is received from the airport’s insurance provider.

Financial Impact: Staff has confirmed that neither the Oklahoma Aeronautics Commission (OAC) nor the Federal Aviation Administration (FAA) offers funding to support recovery or reconstruction of damaged property. The City of Shawnee has engaged the services of Del Sol Consulting, Inc., to assist with applications for Federal Emergency Management Agency (FEMA) funds. Reconstruction and repair will be funded by a combination of insurance funds, FEMA funds, airport revenues and general revenues provided by the City of Shawnee.

Attachments:

Staff Recommendation:



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

Date: June 21, 2023
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Rental Rates and Lease Agreements

Background: At a Special Call Meeting on Friday June 9, 2023, the Shawnee Airport Authority (SAA) approved several actions related to rental rates and lease agreements.

Considering the impact of the recent tornado on the City, the Airport, and our business partners, the SAA approved a temporary waiver of the current Lease Policy, effectively retaining the rental rates established for Fiscal Year 2023 through Fiscal Year 2024 for all properties owned by the SAA.

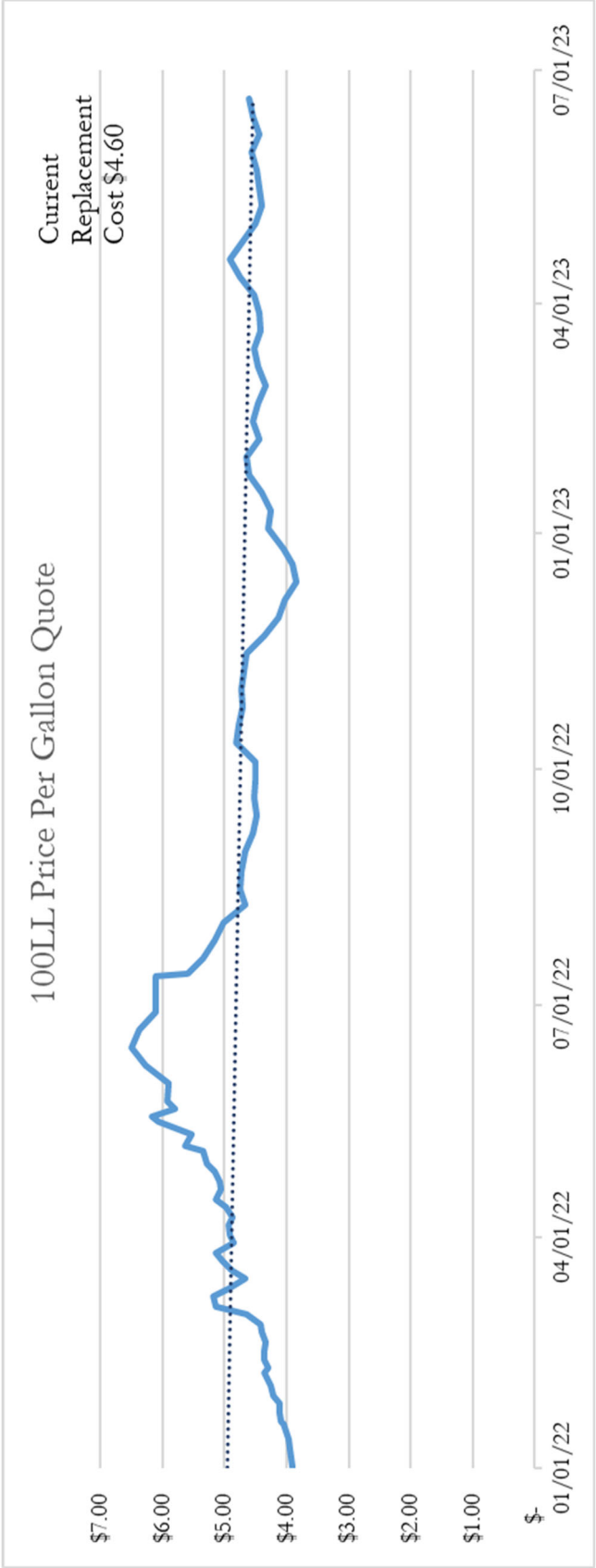
The SAA also considered and approved a recommendation from staff to authorize the City Manager to execute any necessary amendments to existing leases to support the temporary relocation of the tenants who continue to be eligible for airport tenancy into substitute spaces until such time as a return to their leased space is achievable. The goal of such amendments shall be the retention of the tenants of the Shawnee Regional Airport.

Additionally, some tenants that have been notified by their insurance carriers that their aircraft have been designated as “salvage” or require significant repair before they can be flown will be given the opportunity to enter an agreement to store their non-airworthy aircraft at the airport for a nominal fee of \$20.00 per month per aircraft.

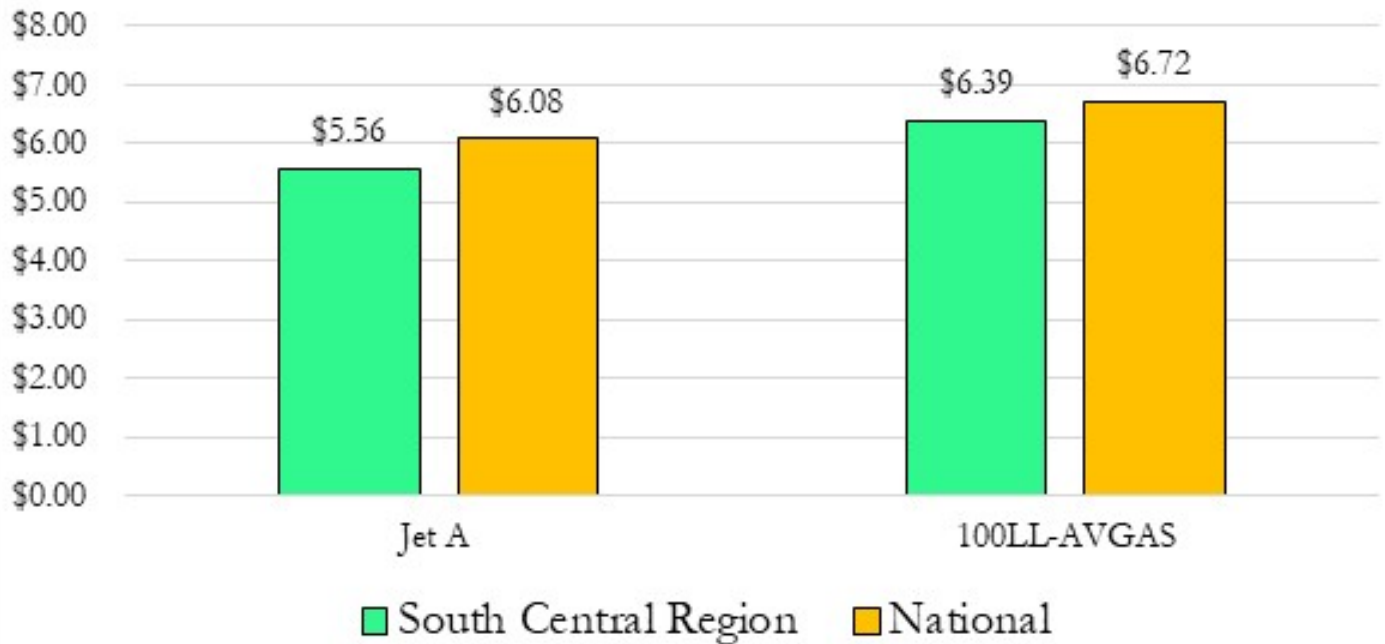
Financial Impact: This action will reduce the projected annual rental revenue for Fiscal Year 2024 by \$7,311.

Attachments:

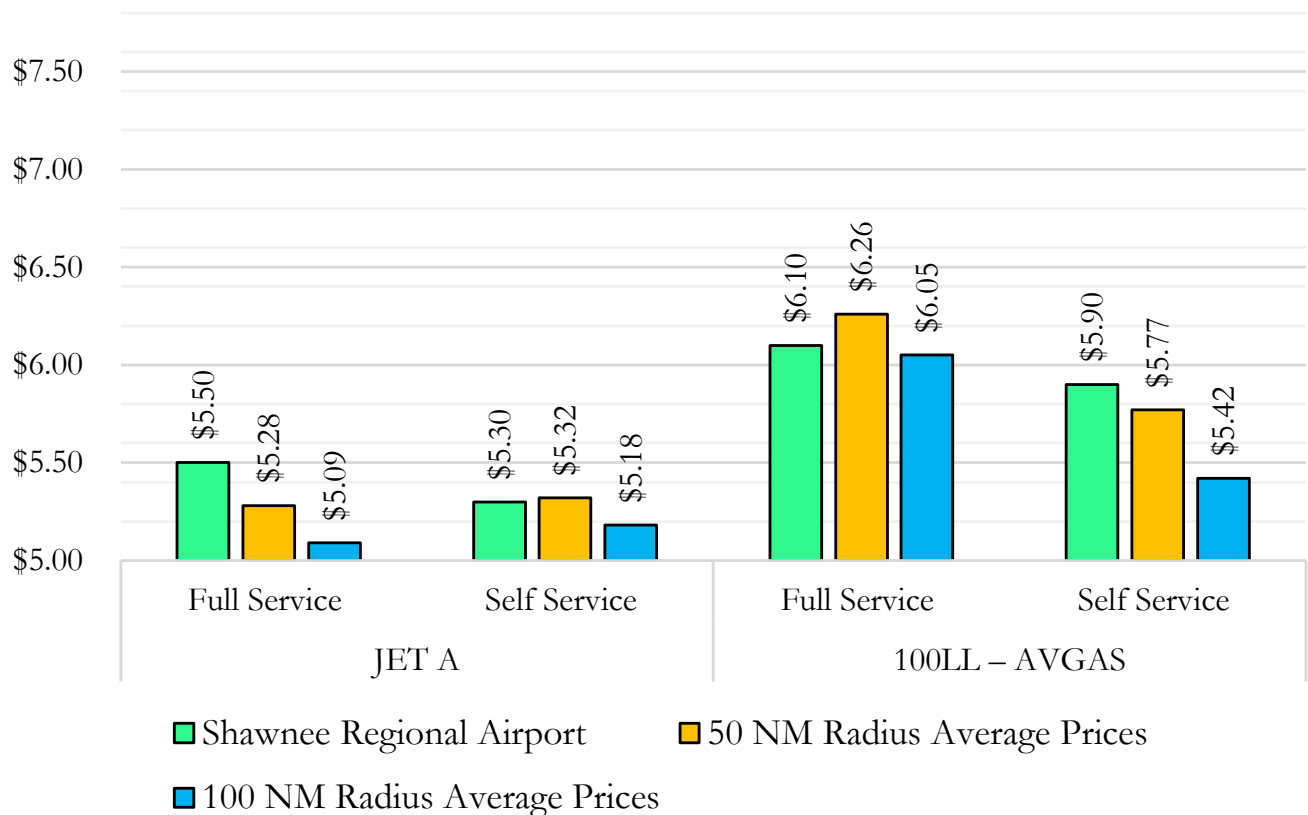
Staff Recommendation:



AVERAGE FUEL PRICES AS OF JUNE 16, 2023



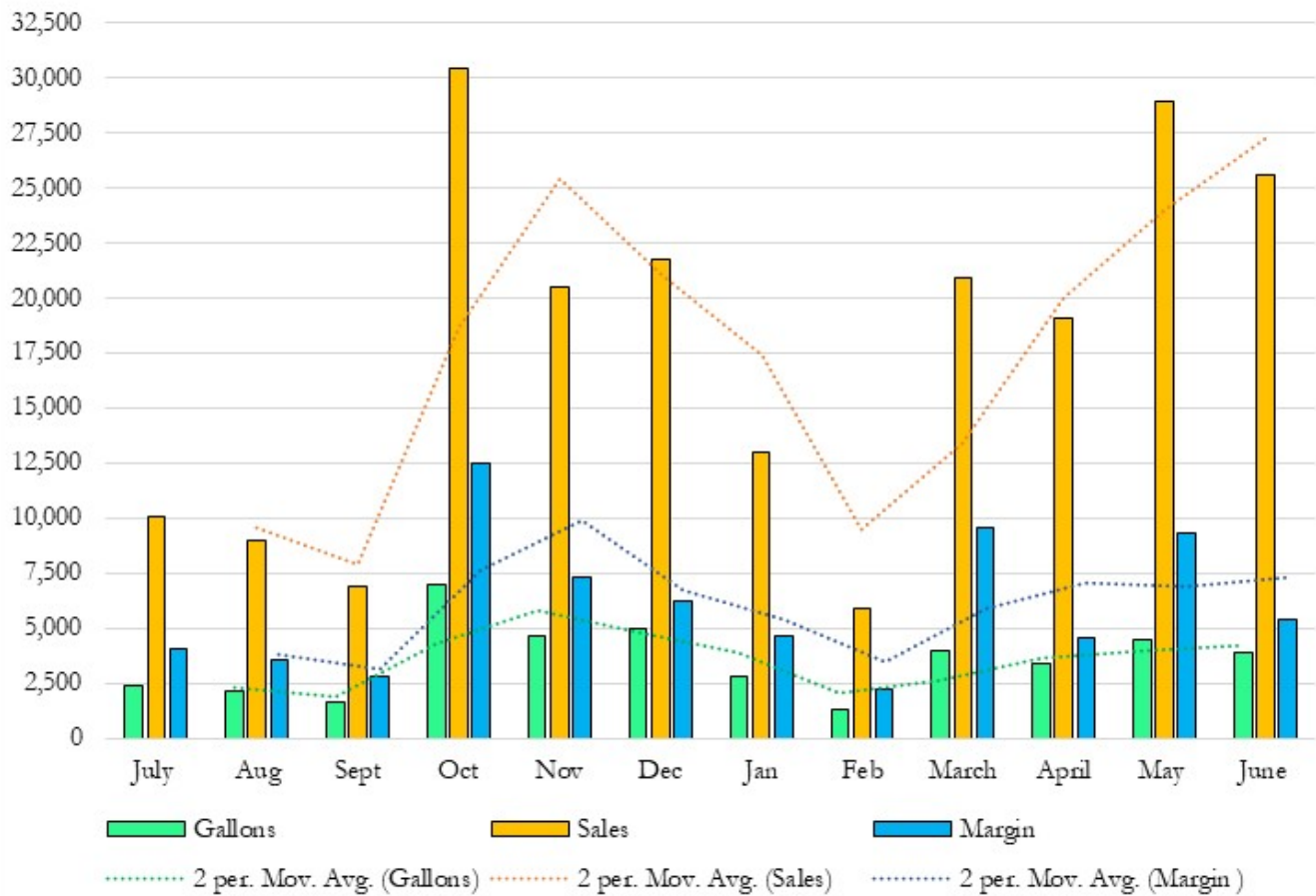
SNL AND SURROUNDING AREA AVERAGES AS OF JUNE 16, 2023



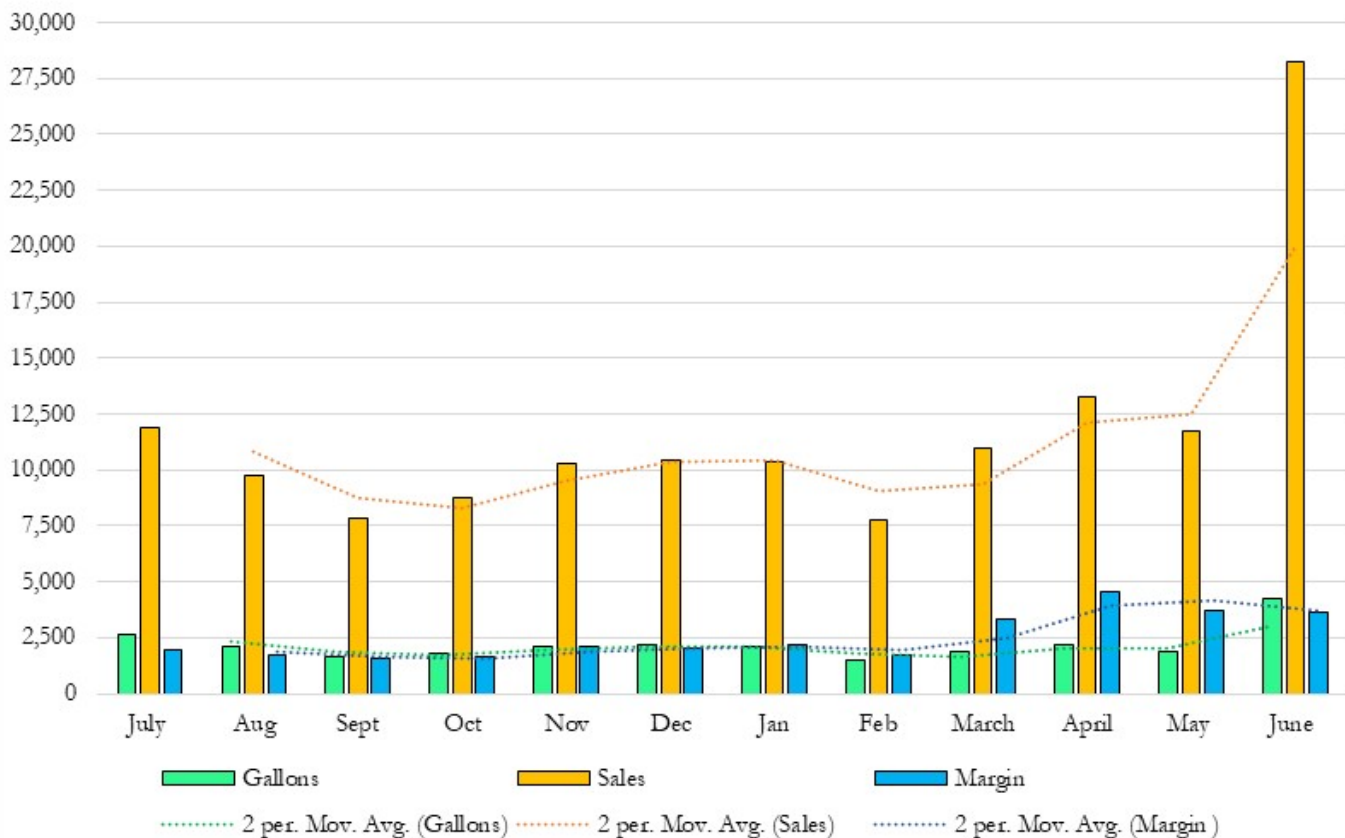
Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations	Annual GA Transient Arrivals	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$5.90	\$6.10	\$5.30	\$5.50
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30		\$6.12		\$5.54
AAR Aircraft Services (OKC)		158,764	12,740	37		\$6.80		\$5.44
Atlantic Aviation (OKC)	64	158,764	12,740	37		\$7.44		\$6.24
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$7.84		\$6.06
METREA (formerly META Aerospace) (PWA)		73,285	16,016	41		\$5.70		\$3.90
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56		\$5.55		\$4.96
Christiansen Aviation / Riverside (RVS)		266,463		71		\$6.75		\$4.65
Riverside Jet Center (RVS)		266,463		71				\$6.15
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72	\$5.20	\$5.50		\$4.30
Atlantic Aviation (TUL)	429	127,390	18,200	82		\$7.59		\$6.54
Sparks Aviation Center (TUL)		127,390	18,200	82		\$6.85		\$4.80
United States Aviation (TUL)		127,390	18,200	82				\$4.14
Legacy Jet Center (TUL)		127,390	18,200	82				\$6.58
Enid-Woodring Regional Airport (WDG)	91	67,265	3,120	84	\$4.95	\$5.45		\$4.29
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99		\$5.93		\$5.81
Average Prices at 50 NM					\$5.90	\$6.67	\$5.30	\$5.45
Average Prices at 100 NM					\$5.35	\$6.43	\$5.30	\$5.31

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	\$5.90	\$6.10	\$5.30	\$5.50
Prague Municipal Airport (O47)	10	728	364	15	\$5.99			
Seminole Municipal (SRE)	33	1,456	728	16	\$5.45			\$5.35
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	\$5.99		\$5.45	
Heartland Aviation/ADA (ADH)	58	4,784	2,392	41		\$6.00		\$6.00
City of Cushing (CUH)	25	5,600	2,800	42	\$4.99	\$5.34	\$5.39	\$5.39
Crabtree Aircraft Co./Guthrie Edmond (GOK)	80	6,240	3,120	43	\$5.44	\$5.94		\$5.45
Sundance Airport (HSD)				46	\$5.60	\$5.90		\$3.90
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$4.89		\$3.89	\$4.29
Legacy Aviation - Page Municipal (RCE)	56			50		\$5.80		\$4.95
Henryetta Airport (KF10)	5	102	51	52		\$5.80		
Okmulgee Regional (OKM)	28	3,640	1,820	59	\$5.25		\$5.00	
Chickasha Municipal Airport (CHK)	42	2,184	1,092	60	\$5.50		\$5.50	
El Reno Regional Airport (RQO)	24	2,912	1,456	60	\$5.00	\$5.15	\$4.20	\$4.20
City of Kingfisher (KF92)		728	364	67	\$5.80			
City of Sand Springs (OWP)	65	4,368	2,184	71	\$5.20			
Brenair Aviation/McAlester (MLC)	23	2,600	1,300	73		\$5.56		\$4.82
Perry Municipal (F22)	25	1,456	728	73		\$5.15		\$4.00
Haskell Airport Inc. (2K9)				78	\$6.09			
Guest Air Inc/Hinton Municipal (K2O8)	10	416	208	79	\$4.80			
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	\$5.05	\$5.25	\$4.00	\$4.10
5B Aviation/ Duncan (DUC)	43	2,912	1,456	84		\$5.91		\$5.50
Skiatook Municipal Airport (K2F6)	20	1,500	750	86	\$5.25			
Watonga Regional Airport (JWG)	16	728	364	90	\$4.89		\$5.25	
Davis Field Aviation/Muskogee (MKO)	90	3,640	1,820	91	\$5.25	\$5.95		\$4.90
Fuel PNC Ponca City (PNC)	53	6,240	3,120	95	\$5.20	\$5.50		\$4.50
Blackwell Airport Trust / Blackwell Tonkawa (BKN)	11	750	375	98	\$5.40			
Average Prices at 50 NM					\$5.63	\$5.85	\$5.34	\$5.10
Average Prices at 100 NM					\$5.48	\$5.67	\$5.06	\$4.86

Fiscal Year 2022 Jet A Activity



Fiscal Year 2022 100 Low Lead Activity



Revenue	Current Budget	Fiscal Activity
FEDERAL GRANT REVENUE	\$ 97,000.00	\$ 85,030.00
AIRPORT RENTAL REVENUE	\$ 126,040.00	\$ 105,323.33
T-HANGAR RENTAL REVENUE	\$ 80,000.00	\$ 93,300.85
WATER TOWER RENTAL	\$ 90,000.00	\$ 124,203.81
SALE OF SURPLUS PROPERTY	\$ -	\$ 15,040.00
OIL & LUB SALES	\$ 1,000.00	\$ 403.87
OTHER MISC. REVENUE	\$ 100.00	\$ 21.81
REFUNDS & REIMBURSEMENTS	\$ 7,500.00	\$ 101.13
FUEL FLOWAGE FEE	\$ 150.00	\$ 148.53
FUEL SALES	\$ 345,000.00	\$ 287,467.05
TRANSFER FROM GENERAL FUND	\$ 225,000.00	\$ 225,000.00
	\$ 971,790.00	\$ 936,040.38
Expenses	Current Budget	Fiscal Activity
PERSONNEL EXPENSES	\$ 269,954.13	\$ 251,013.11
OFFICE & COMPUTER SUPPLIES	\$ 500.00	\$ 182.52
FOOD & KITCHEN SUPPLIES	\$ 1,300.00	\$ 1,164.05
UNIFORMS AND CLOTHING	\$ 280.00	\$ -
FUEL, OIL & LUBRICANTS	\$ 2,500.00	\$ 2,155.56
FUEL AND OIL FOR RESALE	\$ 800.00	\$ 423.86
CHEMICALS	\$ 200.00	\$ -
MEDICAL SUPPLIES	\$ 120.00	\$ -
LOW LEAD 100 OCTANE FUEL	\$ 180,000.00	\$ 114,071.79
JET A FUEL	\$ 155,000.00	\$ 123,448.24
TOOLS & MINOR EQUIPMENT	\$ 2,000.00	\$ 1,498.81
EQUIPMENT PARTS & SUPPLIES	\$ 4,000.00	\$ 2,143.01
OTHER MATERIALS & SUPPLIES	\$ 500.00	\$ 1,131.66
EQUIP. MAINT. CONTRACTS	\$ 7,193.00	\$ 6,025.00
REPAIR & MAINT. - BLDGS.	\$ 8,000.00	\$ 5,430.56
REPAIR & MAINT. - EQUIP.	\$ 13,000.00	\$ 3,130.04
REPAIR & MAINT.-VEHICLES	\$ 2,000.00	\$ 936.06
REPAIR & MAINT. - OTHER	\$ 5,000.00	\$ 5,730.00
OTHER PROFESSIONAL SERVICES	\$ 134,500.00	\$ 101,814.37
NATURAL GAS	\$ 5,500.00	\$ 9,789.74
ELECTRICITY	\$ 30,000.00	\$ 31,983.45
TELEPHONE	\$ 2,440.00	\$ 1,544.70
COPY USAGE EXPENSE	\$ 100.00	\$ -
POSTAGE & SHIPPING	\$ 500.00	\$ 22.63
OTHER CONTRACTUAL SERVICES	\$ 1,000.00	\$ 72.57
TRAVEL	\$ -	\$ 8.50
MEMBERSHIPS & DUES	\$ 350.00	\$ 350.00
FILING FEES & PERMITS	\$ 100.00	\$ 70.00
BOOKS & SUBSCRIPTIONS	\$ 300.00	\$ 293.23
LEGAL ADVERTISING	\$ 500.00	\$ 244.01
PRINTING	\$ 100.00	\$ 95.00
INSURANCE	\$ 40,348.00	\$ 12,089.38
EQUIPMENT RENTAL	\$ 12,000.00	\$ 6,000.00
MISC. OTHER SERV. & CHGS.	\$ 1,500.00	\$ 1,260.33
ADVERTISING & PROMOTIONS	\$ 750.00	\$ 413.26
CONTINGENCY	\$ 8,556.00	\$ -
CAPITAL OUTLAY-BLDGS & IMPRV	\$ 138,600.00	\$ 51,741.00
LEASE PAYMENTS-EQUIPMENT	\$ 33,376.44	\$ 28,957.33
	\$ 1,062,867.57	\$ 765,233.77