

AGENDA
AIRPORT ADVISORY BOARD
FEBRUARY 21, 2024 AT 5:30 PM
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 December 20, 2023, regular meeting.
2. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
3. Discussion and Consideration of Publication of Competitive Bids to Lease Property for the Purpose of Harvesting Forage and Hay at the Shawnee Regional Airport
4. Discussion and Consideration of Amendments to Proposed Project Budget
5. Project Status Update
6. Fuel Price Comparison Report
7. Fuel Sales Report
8. Budget Report
9. Board Comments

10. Adjournment

Respectfully submitted,

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

DECEMBER 20, 2023 AT 5:30 PM

The Airport Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Rescheduled Regular Session in the Recreation Center Craft Room 1, 401 North Bell, Shawnee, Oklahoma on, December 20, 2023, at 5:40 p.m., pursuant to notice duly posted as prescribed by law at 2:53 p.m. on December 14, 2023. Chairman DerSahakian 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

Keith Layne
Board Member

ABSENT
Board Member

ABSENT: CROWDER, WHITE

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the November 15, 2023, regular meeting.

The Chairman called for a motion to accept the Minutes from the November 15, 2023, Rescheduled Regular Meeting. A motion was made by Rogers, seconded by Briggs, to accept. Motion carried 4-0-0.

AYE: BRIGGS, DERSAHAKIAN, LEE, ROGERS

NAY: NONE

ABSTAIN: NONE

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

There were no requests to speak during Citizens Participation.

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

Staff provided a memorandum outlining a proposed airfield signage retrofit project and that staff is seeking recommendation from the Board, to request an amendment to include this project in the City of Shawnee CIP.

A motion was made by Briggs, seconded by Lee, to approve an Amendment to the City of Shawnee FY 2024-2028 Capital Improvement Plan to Include an Airfield Signage Retrofit Project Motion 5-0-0.

AYE: BRIGGS, DERSAHAKIAN, LAYNE, LEE, ROGERS

NAY: NONE

ABSTAIN: NONE

4. Shawnee Regional Airport Terminal Area Development Plan - Customer Survey

Staff provided a memorandum discussing the development of a Terminal Area Plan (TAP), to assess opportunities to expand and attract commercial aviation services to our airport. A draft customer survey, intended to support this development plan, was provided as an attachment for review and comment from the Board. Board members recommended the survey be provided to industry groups and current customers of the airport.

5. City of Shawnee City Commission Resolution 6717 - Code of Ethics

Staff provided a memorandum regarding City of Shawnee City Commission Resolution 6717, adopting a Code of Ethics for City of Shawnee Elected and Appointed Municipal Leaders that was adopted at the City of Shawnee City Commission Regular Meeting, November 20, 2023. A copy of the Code of Ethics was provided in the package for all Board members to sign and return.

6. Construction Project Update

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. Oklahoma Army National Guard Readiness Center
6. Temporary Airport Terminal

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

7. Fuel Price Comparisons

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 made inquiries regarding plans for reconstruction of the primary terminal and other damaged facilities and equipment. Staff provided currently available information on insurance negotiations and preliminary plans for a temporary terminal building.

11. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:38 p.m.)

HARMIK DERSAHAKIAN
CHAIRMAN

ATTEST:

BONNIE A. WILSON
SECRETARY



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

Date: February 21, 2024
To: Airport Advisory Board
From: Kathryn Parker
Subject: Discussion and Consideration of Publication of Competitive Bids to Lease Property for the Purpose of Harvesting Forage and Hay at the Shawnee Regional Airport

Background: The Shawnee Airport Authority offers approximately two hundred (200) acres of land at SNL for the harvesting of forage and hay at a fixed price rental rate, regardless of yield. The current lease agreement is set to expire March 31, 2024. Staff reviewed the current lease agreement with comparable agreements issued by other airports and have added certain operations and compliance conditions to a proposed new agreement to improve the service levels provided by the leaseholder.

Examples of these enhancements include:

Provision of proposed harvest schedules, and confirmation of harvest activities.

Identification of areas of the leasehold that must be harvested at specific heights to balance airfield safety with yield.

Limits on the time allowed and locations used to store equipment and baled materials during active harvesting.

Provisions to ensure the leaseholder controls cut materials to prevent FOD.

Solicitations for bids from qualified parties interested in entering into an agreement with the Shawnee Airport Authority for the opportunity to harvest forage and hay, will be published in the Shawnee News Star, the County Wide and Sun, the City of Shawnee's website and the airport's website.

Financial Impact: Estimated revenue of \$2,500 annually.

Staff Recommendation: Staff is recommending: (i) publication of a solicitation for bids from qualified individuals for the leasing of the property for the purpose of harvesting forage and or hay; (ii) offer the lease for a period of five years at a fixed rental rate regardless of yield.



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

Date: February 21, 2024
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Discussion and Consideration of Amendments to Proposed Project Budget

Background: Over the past three years, members of the Airport Advisory Board Budget Committee have presented multi-year plans for various projects to the full Advisory Board seeking concurrence with plans for prioritizing maintenance and improvement projects. Damage from the April 2023 tornado required reconsideration of the projects and their priority assignments established by that process. The staff reviewed the list of projects identified in the Fiscal Year 2024 budget and is recommending suspension or cancelation of certain projects due to storm damage. A detailed list of those projects and estimated costs is provided in the attachment.

Unspent funds allocated in the Fiscal Year 2024 budget do not remain available for expenditure in Fiscal Year 2025. New requests for funding must be presented annually, though prior year expenditures are used as a guide for projections. The staff is recommending three projects be included in the proposed capital expense budget for Fiscal 2025: engineering design fees for taxiway improvements; replacement/upgrade of the Precision Approach Path Indicator lights; and procurement of a new aircraft tug/golf cart. Estimated costs for these projects are also addressed in the attachment.

Financial Impact: Reduction in Fiscal Year 2024 capital expenses \$185,300; request for a Fiscal Year 2025 capital expense allocation of \$350,000.

Attachments: Budget Amendments and Projections

Staff Recommendation: Accept staff recommendations regarding amendments to the Fiscal Year 2024 capital projects list and request for Fiscal Year 2025 budget allocations.

FISCAL YEAR 2024 CANCELLED/SUSPENDED PROJECTS		ESTIMATED COSTS
Terminal Building		Work suspended/cancelled until insurance settlement is concluded.
Lift Station Power Supply	\$ 10,000	
New Water Heater	\$ 1,000	
Electrical Repairs (exterior lighting and outlets)	\$ 2,500	
T-Hangars		
Repairs to 200 Series T-Hangars	\$ 10,000	
Hangar #14 - SAA Owned Common Use Hangar		
Replace Metal Halide with LED	\$ 1,000	
East Overhead Doors (Replace)	\$ 50,000	
Remove Abandoned Exhaust Fans/ Repair Walls	\$ 4,800	
West Overhead Doors (Replace)	\$ 50,000	
Insulation (Replace existing)	\$ 25,500	
Grounds/Roadways/Parking Lots		New installation in progress.
Seal and Stripe Parking Lot	\$ 7,500	
Fence - Maintenance and Repair	\$ 1,500	
Vehicle Access Gates - Maintenance and Repair	\$ 1,500	New installation in progress.
Airfield Infrastructure and Equipment		Move to FY26/27 based on possible renumbering of runway due to magnetic North drift.
Runway / Taxiway Signage Panels Replacement	\$ 10,000	
PAPI Lens Replacement	\$ 10,000	Adjust to reflect complete replacement.
	\$ 185,300	

FISCAL YEAR 2025 PROPOSED CAPITAL PROJECTS		ESTIMATED COSTS
Design Engineering Costs Resurface Taxiways	\$ 200,000	Estimated total - FAA AIP Grant 90%
PAPI System Replacement/Upgrade	\$ 140,000	Replacement/Upgrade to LED System
New Aircraft Tug/Golf Cart	\$ 10,000	
	\$ 350,000	
PROJECTED/ ESTIMATED REVENUES BY SOURCE FY 2025		FY 2023 ACTUAL REVENUES
Rental Revenue City of Shawnee Lease	\$ 179,990	\$ 174,240
Rental Revenue Non-Aeronautical Leases	\$ 85,004	\$ 105,040
Rental Revenue Aeronautical Leases	\$ 65,535	\$ 93,300
Water Tower Rental Revenue	\$ 125,000	\$ 124,203
Projected Fuel Sale Net Revenue	\$ 65,000	\$ 64,446.00
	\$ 520,528	\$ 561,229.00
ANNUAL AVERAGES 2021-2024 YTD		
Non-Grant Revenues	\$ 719,856	
Annual Average Federal and State Grant Revenue	\$ 184,090	
	\$ 903,946	
Non-Capital Expenses	\$ 602,731	
Capital Expenses	\$ 264,694	
	\$ 867,425	

Project Updates -

1. The work of the Improve Drainage Project is completed we are just waiting for final submissions and invoices before the project is completely closed.
2. We are still waiting for the core samples from the geotechnical laboratory for the Pavement Condition Report to be completed. Still don't have a deadline on when it will be in.
3. The Terminal Area Plan is still being worked on as well. We are working with the State to review all options.
4. The Airfield Signage Retrofit Project is underway. We will be supplying the new hardware and LED bulbs. We ordered the parts and expect them to be delivered sometime in April. We are currently seeking quotes from three electricity service companies. We are expecting to receive the quotes by the 23rd of February.
5. We are going to request capital funds from the City of Shawnee to completely replace the PAPI lights and switch to LED.
6. The project to reconstruct the Taxilanes is still scheduled to begin FY 25. Lochner will begin the task order for this project as soon as we receive the grant funds which should be somewhere in the June/July timeframe.
7. Lochner has also started on the task order to design the site for the Temporary Terminal Project. We hope to get that started before the summer starts.
8. The airport fence replacement will be finished around May. We are waiting for the approval of funds to pay for the main and north gates. Once approved there will be a six-week lead time before delivery.

9. Enterprise has inquired about the possibility of constructing their own building and parking lot just on the north side of the main entrance. They are also working with the City of Shawnee Engineering team to develop construction plans.

10. Suspended Projects –

We had several upgrades/projects that were either completely cancelled or suspended until a later date. Such as:

Hangar 14 was going to get complete replacement of the east and west side door, new insulation, upgrading the lights from metal halide to LED, and removing the exhaust fans and repairing the wall on the north side. – Suspended until final report from insurance.

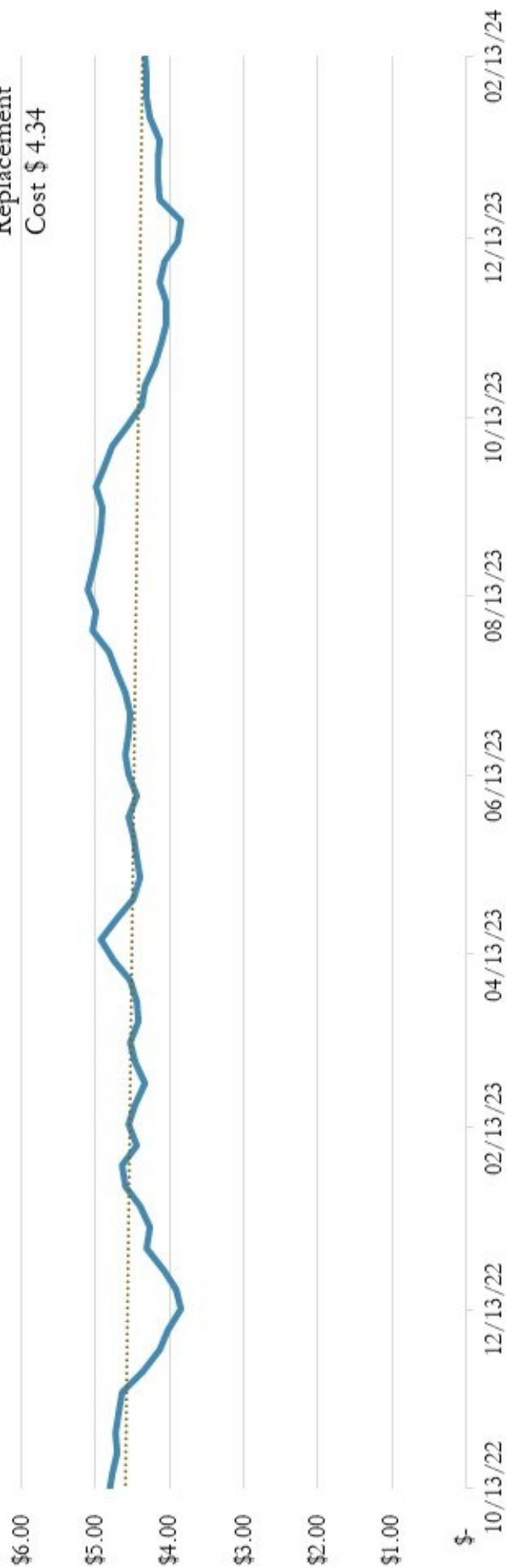
The terminal upgrades for the lift station, new water heater, and electrical repairs to get the exterior light and electric outlets. – Suspended until final report from insurance.

The vehicle parking lot that is in front of the Terminal. – Suspended until final report from insurance.

We are also recommending waiting on replacing the panels for the airfield signs until FY 26/27. Because we believe FAA will soon require a change to runway designation information based on the magnetic north shift.

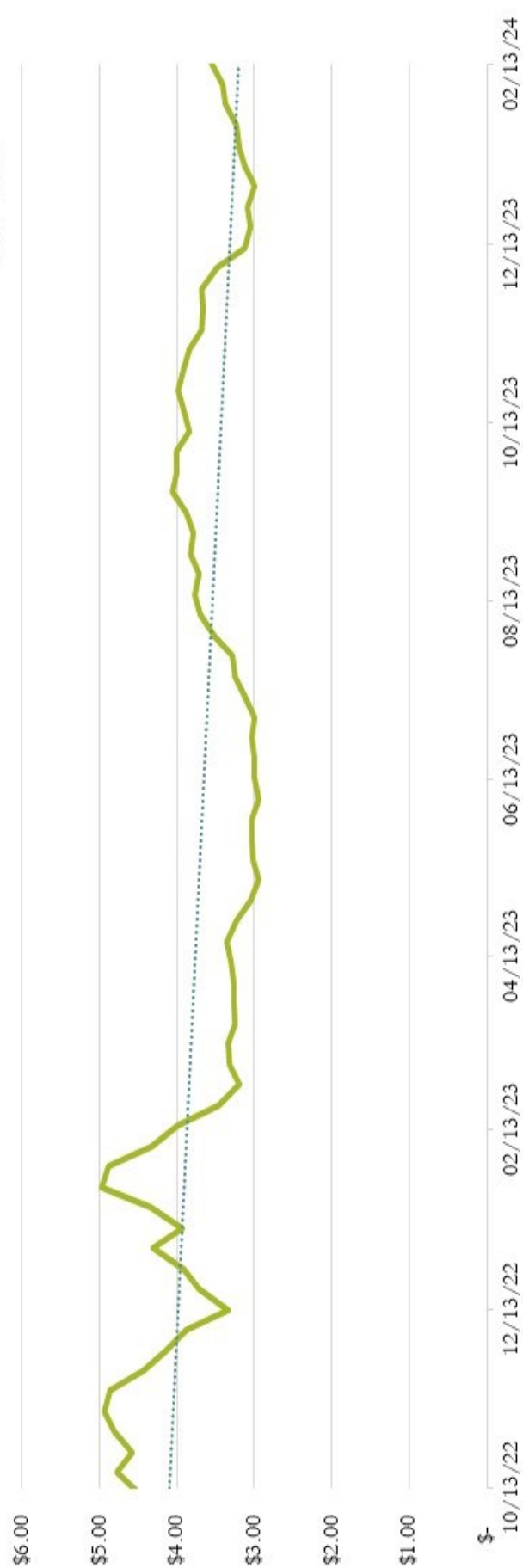
100LL Price Per Gallon Yearly Quote Trend

Current
Replacement
Cost \$ 4.34

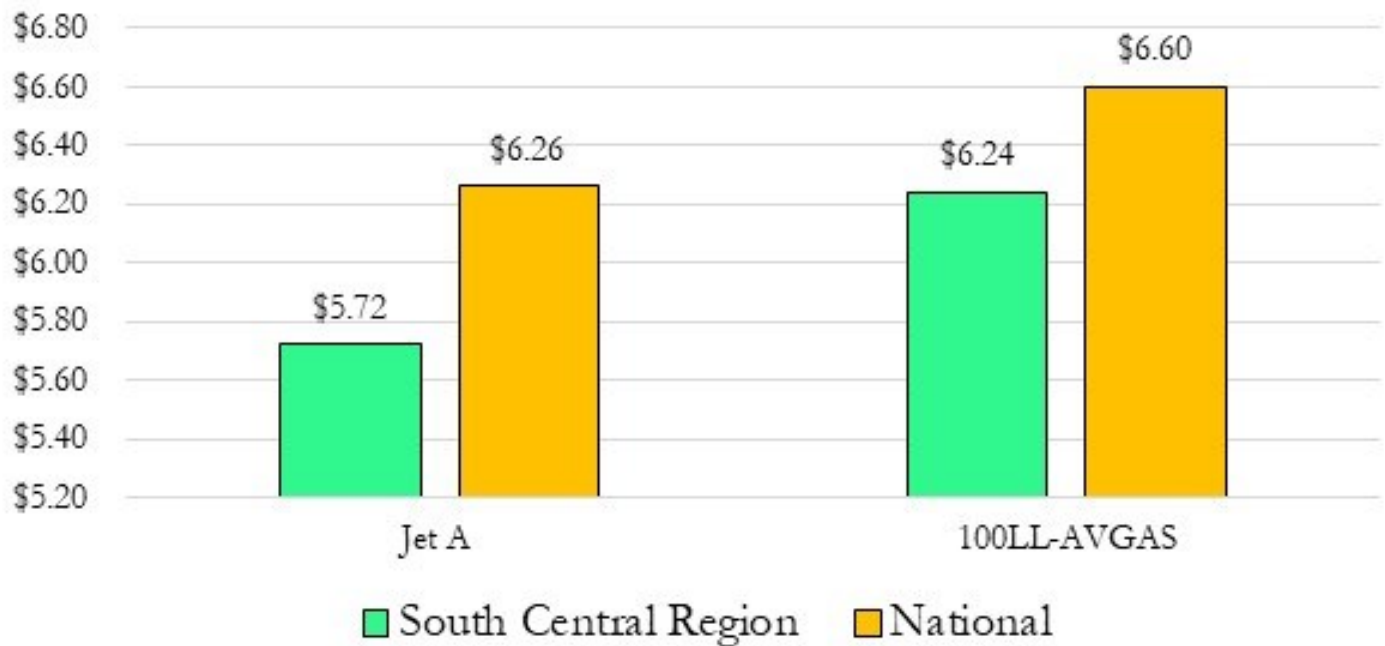


JET A Price Per Gallon Yearly Quote Trend

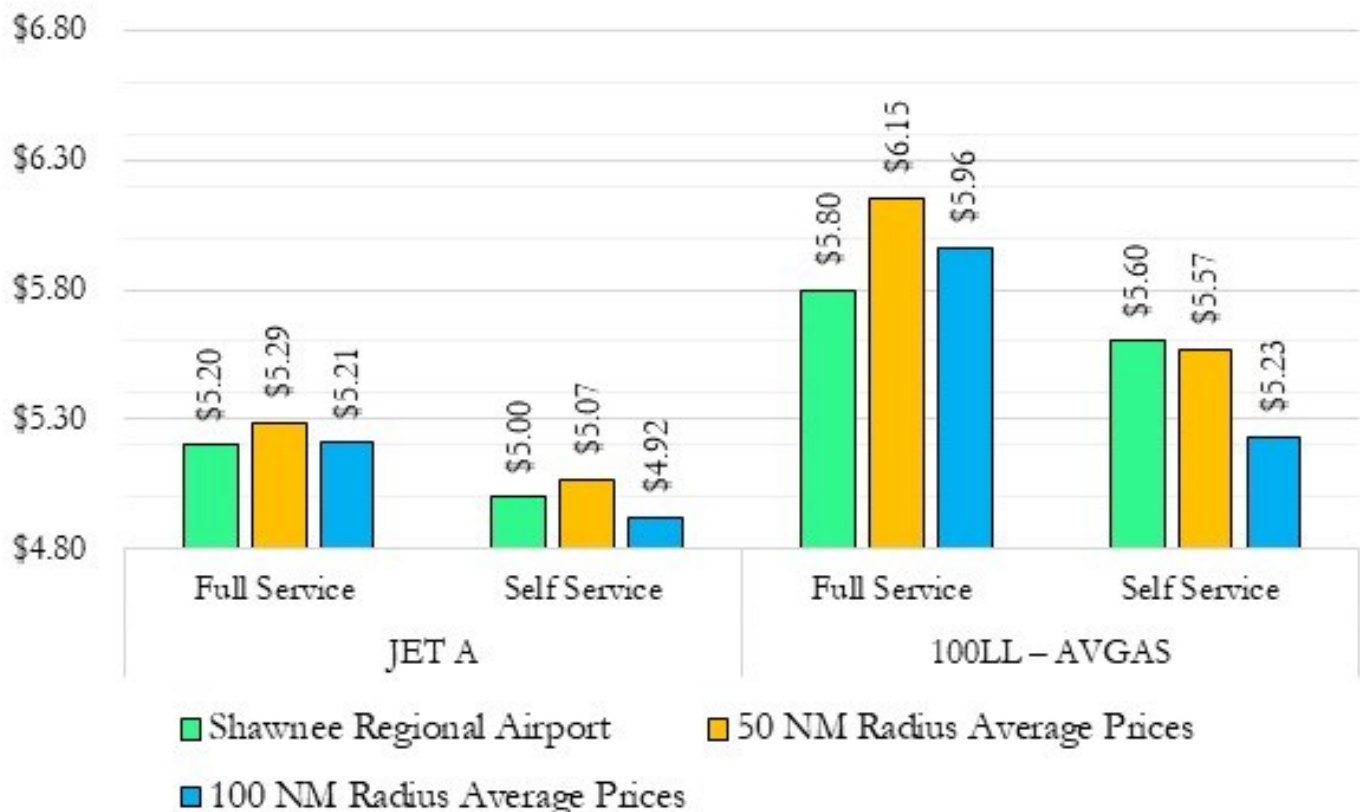
Current Replacement
Cost \$ 3.56



AVERAGE FUEL PRICES AS OF FEBRUARY 13, 2024



SNL AND SURROUNDING AREA AVERAGES AS OF FEBRUARY 13, 2024



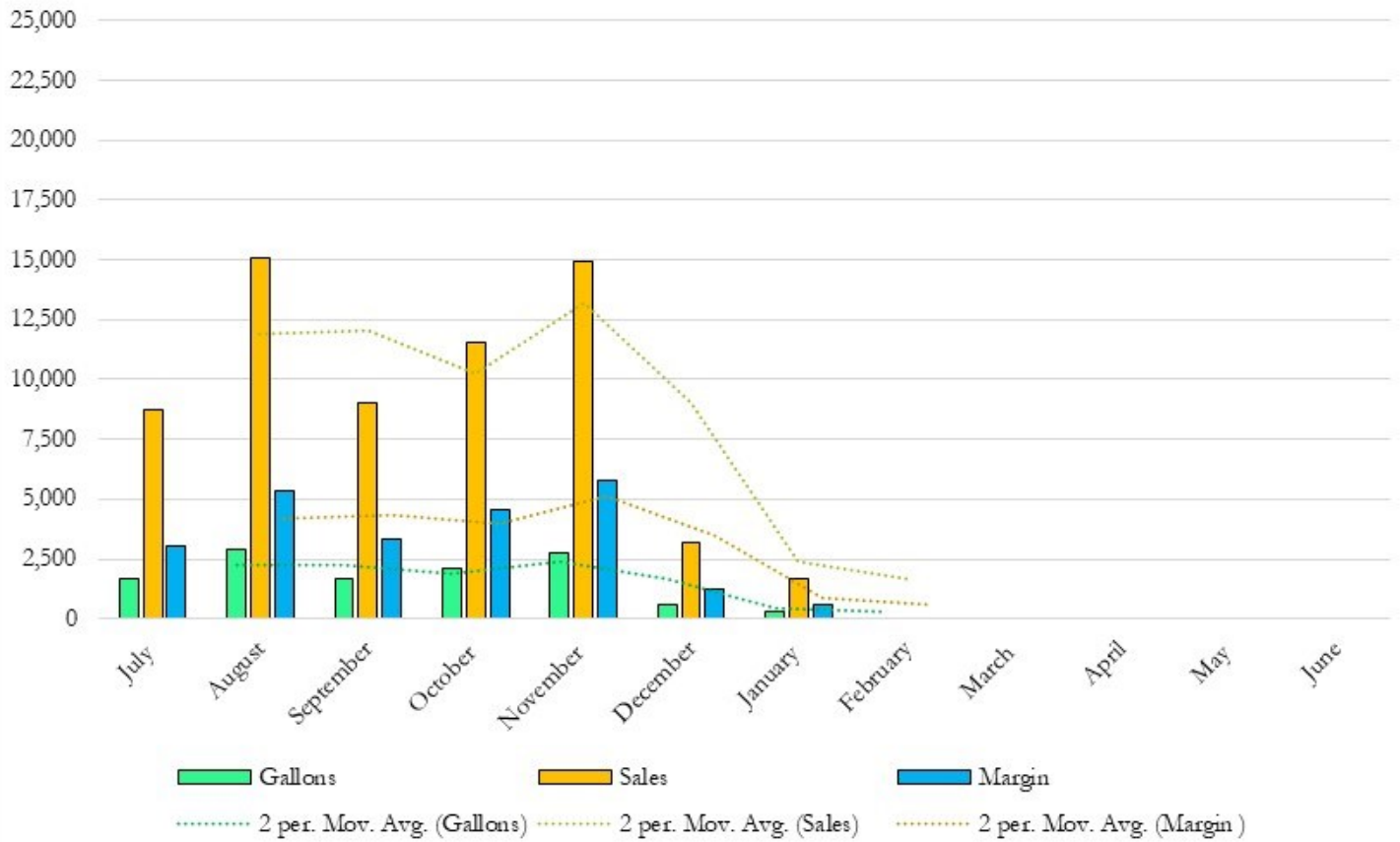
Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport

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	\$5.60	\$5.80	\$5.00	\$5.20
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30		\$6.08		\$5.79
AAR Aircraft Services (OKC)		158,764	12,740	37		\$7.03		\$5.48
Atlantic Aviation (OKC)	64	158,764	12,740	37		\$7.44		\$6.95
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$7.84		\$6.17
METREA (formerly META Aerospace) (PWA)		73,285	16,016	41		\$5.48		\$4.30
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56		\$5.35		\$5.38
Christiansen Aviation / Riverside (RVS)		266,463		71		\$6.64		\$5.26
Riverside Jet Center (RVS)		266,463		71				\$6.15
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72	\$5.00	\$5.30		\$4.75
Atlantic Aviation (TUL)	429	127,390	18,200	82		\$7.59		\$6.99
Sparks Aviation Center (TUL)		127,390	18,200	82		\$7.00		\$5.15
United States Aviation (TUL)		127,390	18,200	82				\$5.84
Enid-Woodring Regional Airport (WDG)	91	67,265	3,120	84	\$4.74	\$5.24		\$4.60
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99		\$6.15		\$4.99
Average Prices at 50 NM					\$5.60	\$6.61	\$5.00	\$5.65
Average Prices at 100 NM					\$5.11	\$6.38	\$5.00	\$5.53

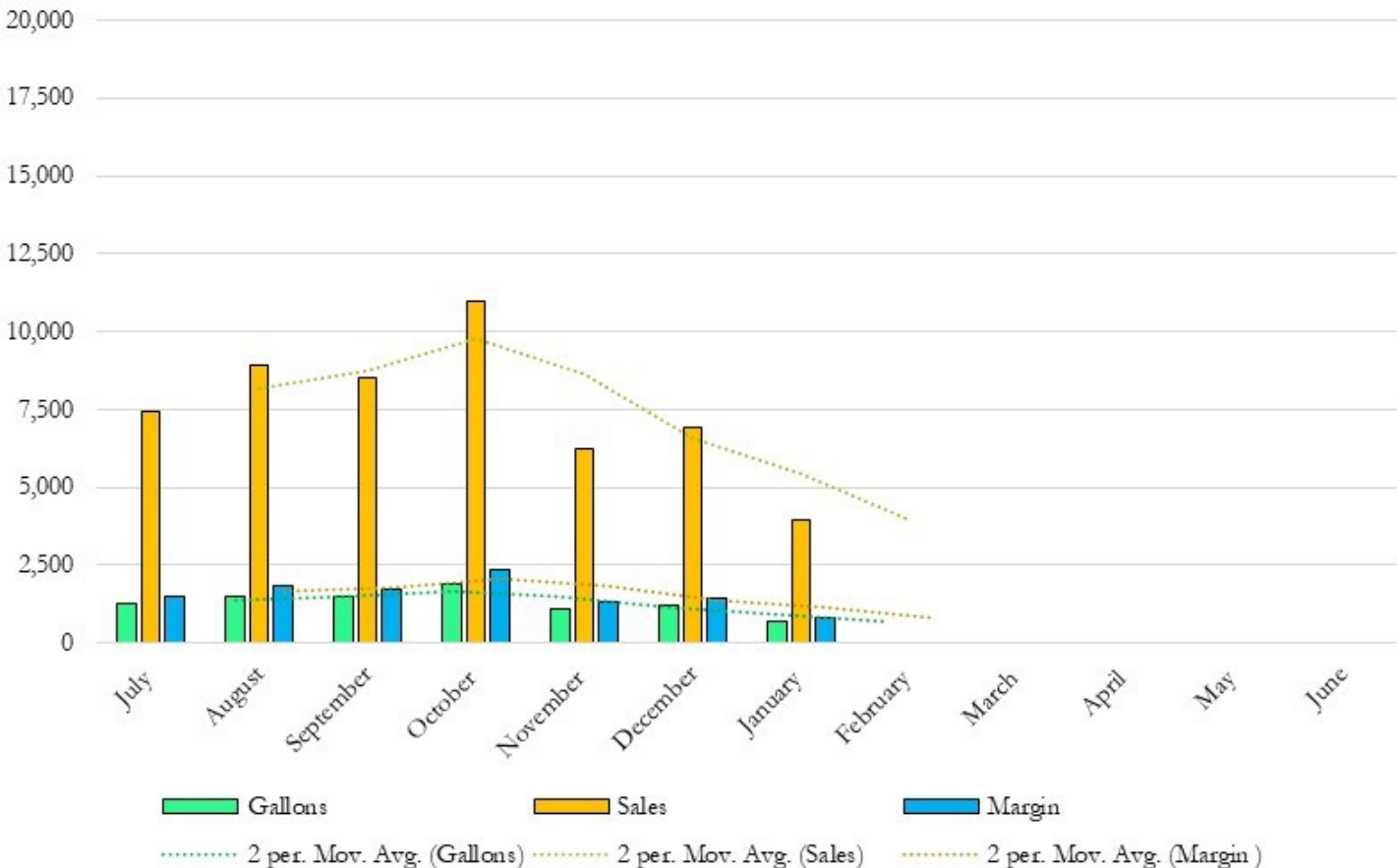
General Aviation Airports within 100 NM of Shawnee Regional Airport

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	\$5.60	\$5.80	\$5.00	\$5.20
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	\$5.00			
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	\$4.59	\$4.89	\$4.49	\$4.49
Crabtree Aircraft Co./Guthrie Edmond (GOK)	80	6,240	3,120	43	\$5.22	\$5.52		\$5.17
Sundance Airport (HSD)				46	\$5.15	\$5.45		\$4.35
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$5.29		\$4.09	\$4.59
Legacy Aviation - Page Municipal (RCE)	56			50		\$6.20		\$5.30
Okmulgee Regional (OKM)	28	3,640	1,820	59	\$4.75		\$4.50	
Chickasha Municipal Airport (CHK)	42	2,184	1,092	60	\$5.00		\$4.00	
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		\$5.38		\$4.86
Perry Municipal (F22)	25	1,456	728	73		\$5.05		\$4.50
Haskell Airport Inc. (2K9)				78	\$5.89			
Guest Air Inc/Hinton Municipal (K2O8)	10	416	208	79	\$4.75			
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	\$4.90	\$5.15	\$4.20	\$4.40
5B Aviation/ Duncan (DUC)	43	2,912	1,456	84		\$6.07		\$5.65
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	\$4.95	\$5.95		\$4.99
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					\$5.54	\$5.68	\$5.14	\$4.92
Average Prices at 100 NM					\$5.34	\$5.54	\$4.84	\$4.89

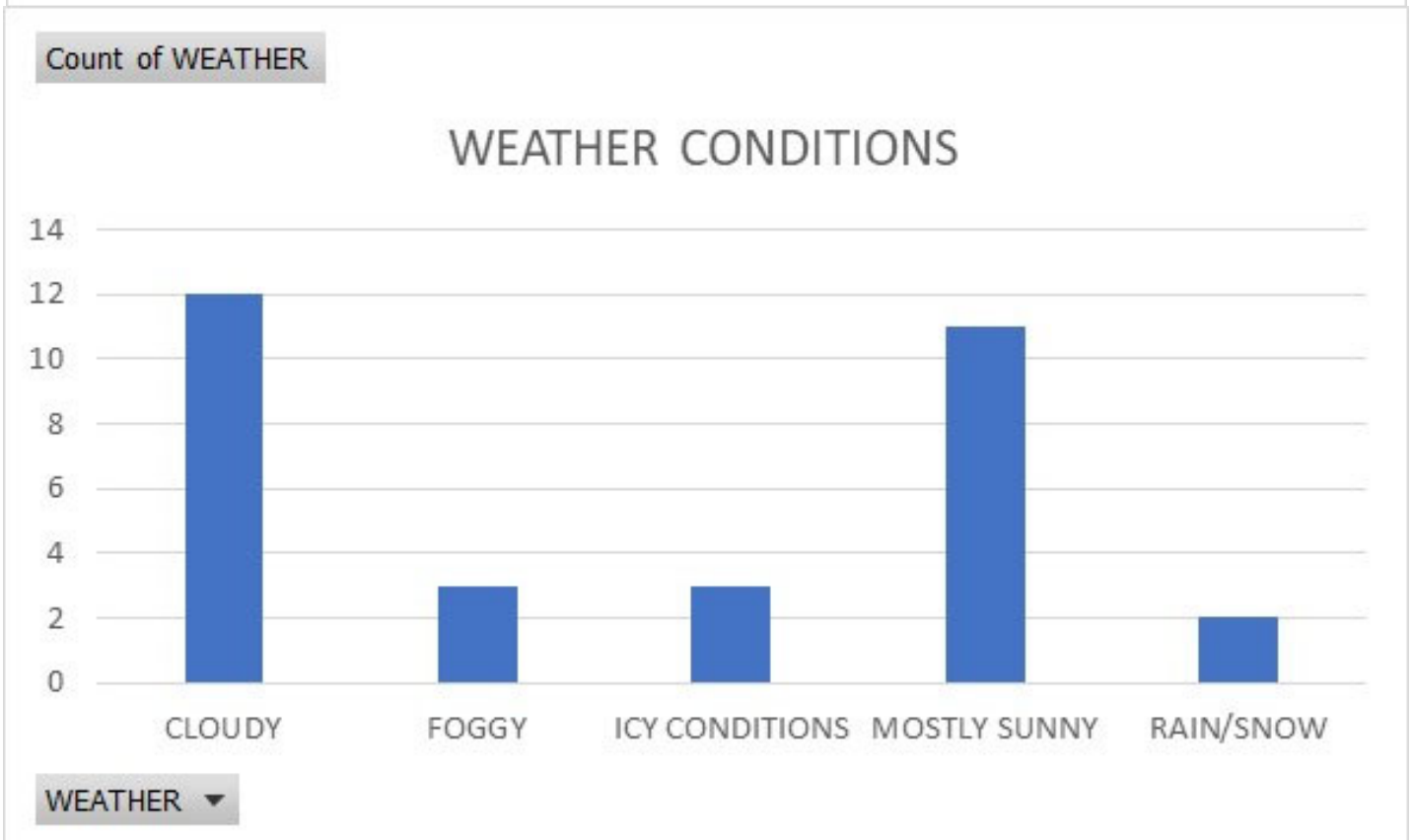
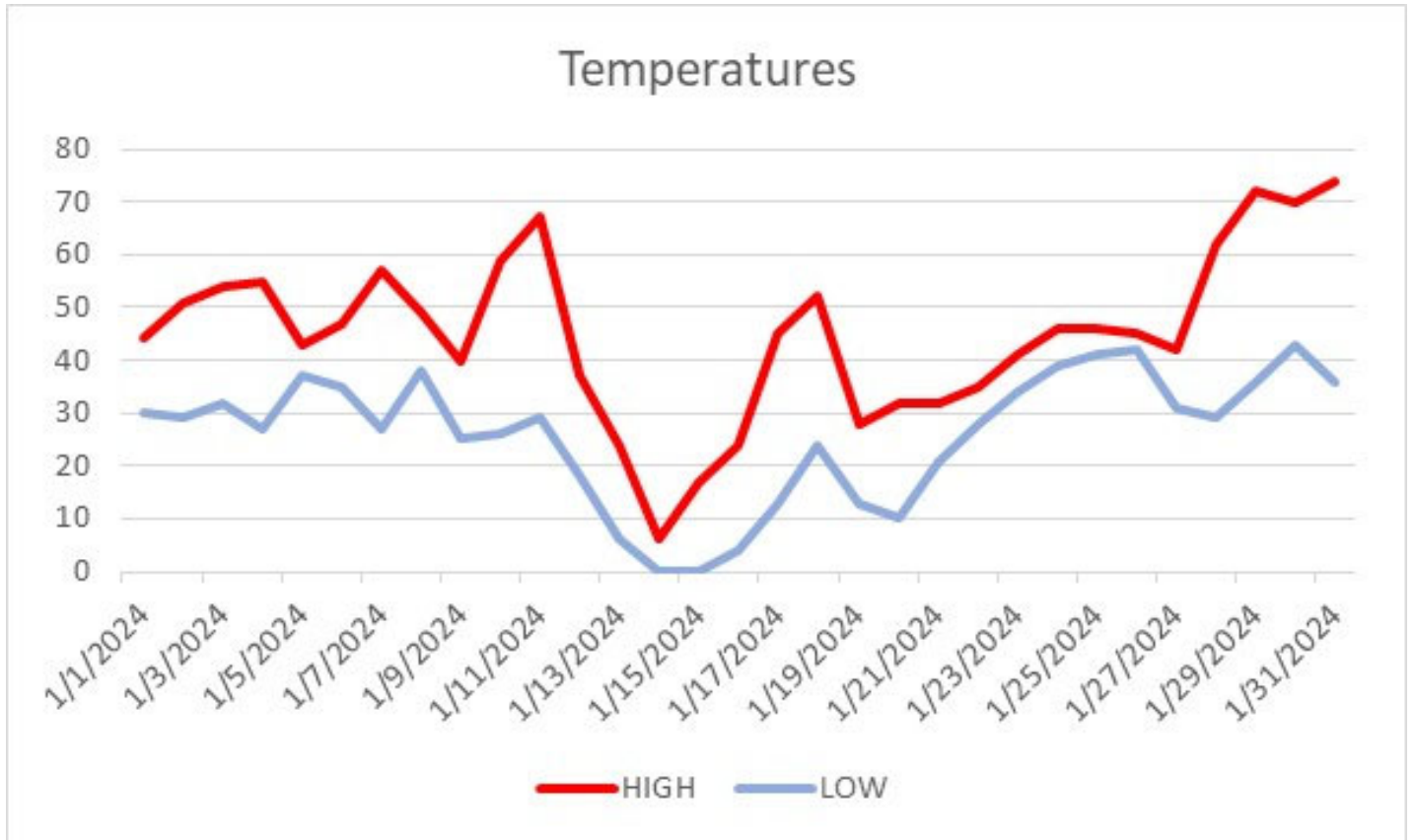
Fiscal Year 2024 Jet A Activity



Fiscal Year 2024 100 Low Lead Activity



January 2024



Revenue	Current	Fiscal
	Total Budget	Activity
FEDERAL GRANT REVENUE	\$ 876,317	\$ 462,220
STATE GRANT REVENUE	\$ 48,684	\$ 131,902
NON-AERONAUTICAL REVENUE	\$ 289,000	\$ 61,078
AERONAUTICAL REVENUE	\$ 109,961	\$ 41,440
WATER TOWER RENTAL	\$ 125,000	\$ -
OIL & LUB SALES	\$ 1,000	\$ 189
OTHER MISC. REVENUE	\$ 100	\$ 14
REFUNDS & REIMBURSEMENTS	\$ -	\$ 209
FUEL FLOWAGE FEE	\$ 150	\$ -
FUEL SALES	\$ 345,000	\$ 118,784
TRANSFER FROM GENERAL FUND	\$ 230,230	\$ 112,500
Revenue Total:	\$ 2,025,442	\$ 928,336

Expense	Current	Fiscal
	Total Budget	Activity
PERSONNEL EXPENSES	\$ 283,805	\$ 158,724
WORKER'S COMPENSATION	\$ 1,985	\$ 2,089
OFFICE & COMPUTER SUPPLIES	\$ 500	\$ 114
FOOD & KITCHEN SUPPLIES	\$ 1,200	\$ 475
UNIFORMS AND CLOTHING	\$ 580	\$ 148
FUEL, OIL & LUBRICANTS	\$ 2,500	\$ 1,851
FUEL AND OIL FOR RESALE	\$ 800	\$ -
CHEMICALS	\$ 200	\$ -
MEDICAL SUPPLIES	\$ 120	\$ -
LOW LEAD 100 OCTANE FUEL	\$ 200,000	\$ 35,424
JET A FUEL	\$ 145,000	\$ 52,069
TOOLS & MINOR EQUIPMENT	\$ 2,000	\$ 687
EQUIPMENT PARTS & SUPPLIES	\$ 4,000	\$ 809
OTHER MATERIALS & SUPPLIES	\$ 2,500	\$ 653
EQUIP. MAINT. CONTRACTS	\$ 9,000	\$ 3,150
REPAIR & MAINT. - BLDGS.	\$ 47,000	\$ 6,064
REPAIR & MAINT. - EQUIP.	\$ 30,300	\$ 17,821
REPAIR & MAINT.-VEHICLES	\$ 7,000	\$ 540
REPAIR & MAINT. - OTHER	\$ 5,000	\$ 248
OTHER PROFESSIONAL SERVICES	\$ 35,000	\$ 4,458
NATURAL GAS	\$ 5,500	\$ 3,352
ELECTRICITY	\$ 50,000	\$ 16,534
TELEPHONE	\$ 2,760	\$ 2,683
COPY USAGE EXPENSE	\$ 200	\$ -
POSTAGE & SHIPPING	\$ 300	\$ 11
OTHER CONTRACTUAL SERVICES	\$ 500	\$ -
MEMBERSHIPS & DUES	\$ 400	\$ 350
FILING FEES & PERMITS	\$ 100	\$ -
BOOKS & SUBSCRIPTIONS	\$ 300	\$ 39
LEGAL ADVERTISING	\$ 500	\$ -
PRINTING	\$ 100	\$ -
INSURANCE	\$ 39,400	\$ 17,403
EQUIPMENT RENTAL	\$ 6,000	\$ 6,000
MISC. OTHER SERV. & CHGS.	\$ 500	\$ 4
ADVERTISING & PROMOTIONS	\$ 1,500	\$ 224
CONTINGENCY	\$ 36,000	\$ -
CAPITAL OUTLAY-BLDGS & IMPRV	\$ 1,151,263	\$ 715,291
LEASE PAYMENTS-EQUIPMENT	\$ 33,376	\$ 17,184
Expense Total:	\$ 2,107,189	\$ 1,064,398