

AGENDA
AIRPORT ADVISORY BOARD
MARCH 20, 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 February 21, 2024, regular meeting.
2. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
3. Discussion and Consideration of Request to Terminate Non-Aeronautical Use Land Lease Agreement
4. Discussion and Consideration of Request to Assume Non-Aeronautical Use Land Lease Agreement
5. Discussion and Consideration of Solicitation for Engineering Services, Request for Qualification Statements and Appointment of Review Committee
6. Project Status Update
7. Fuel Price Comparison Report
8. Fuel Sales Report
9. Budget Report
10. Board Comments
11. Adjournment

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "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

FEBRUARY 21, 2024 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, February 21, 2024, Wednesday, at 5:35 PM, pursuant to notice duly posted as prescribed by law at 1:00 PM, February 16, 2024. 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

Blake White
Board Member

ABSENT: Colton Crowder

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the December 20, 2023, regular meeting.

The Chairman introduced the item, and requested any comments or questions from the Board. Hearing none, the Chairman called for a motion and a second to accept the minutes as presented.

A motion was made by Mr. White, seconded by Mr. Rogers, to accept the Minutes as presented Motion carried 6-0-0.

AYE: DERSAHAKIAN, BRIGGS, LAYNE, LEE, ROGERS, WHITE

NAY: NONE

ABSTAIN: NONE

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

The Chairman recognized Mr. Matthew Lovelace, Shawnee Regional Airport, to introduce the item. Mr. Lovelace summarized the item and noted for the Board that the staff had researched similar leases issued by airports in the region for recommended terms and conditions to better define performance requirements of leaseholders. The proposed lease presented as part of the Board package included these revised terms.

A motion was made by Mr. Briggs, seconded by Mr. Rogers to accept the recommendation of staff to publish a request for proposals to lease land for harvesting of forage and hay. Motion carried 6-0-0.

AYE: DERSAHAKIAN, BRIGGS, LAYNE, LEE, ROGERS, WHITE

NAY: NONE

ABSTAIN: NONE

4. Discussion and Consideration of Amendments to Proposed Project Budget

The Chairman called on Ms. Bonnie Wilson, Shawnee Regional Airport to present a recommendation to amend the airport's project budget plan. Ms. Wilson provided a memo and budget materials detailing the proposed changes. The recommendation included removing certain projects from the plan due to damage to the facilities during the April 2023 storm event, and the addition of a request for funds in support of procuring engineering services, upgrading airfield signage systems, and procurement of a new aircraft tug.

A motion was made by Mr. Rogers, seconded by Mr. White, to accept staff recommendations. Motion carried 6-0-0.

AYE: DERSAHAKIAN, BRIGGS, LAYNE, LEE, ROGERS, WHITE

NAY: NONE

ABSTAIN: NONE

5. Project Status Update

The Chairman recognized Mr. Lovelace for a Project Status Update report. Mr. Lovelace provided information on current capital and maintenance projects underway or planned for the airport.

6. Fuel Price Comparison Report

Staff provided a written report on fuel prices in the market area.

7. Fuel Sales Report

Staff provided a written report on fuel sales for the current fiscal year to date.

8. Budget Report

Staff provided a written report on budget performance for the current fiscal year to date.

9. Board Comments

Mr. Rogers noted the upcoming FAAS Team Meeting inviting members to attend and requesting any ideas for future discussions or presentations at these meetings.

10. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:50 p.m.)

HARMIK DERSAHAKIAN
CHAIRMAN

ATTEST:

BONNIE A. WILSON
SECRETARY



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

Date: March 20, 2024
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Discussion and Consideration of Request to Terminate Non-Aeronautical Use Land Lease Agreement

Background: The Shawnee Alano Club, Inc., (Alano Club) currently leases fifteen thousand (15,000) square feet of land, located at 1827 North Airport Drive, Shawnee, OK 74804. The current lease agreement will expire June 30, 2027. The Alano Club is requesting authorization to terminate their lease agreement prior to the expiration date. A copy of the letter requesting early termination is provided as an attachment.

Financial Impact:

Attachments: Request for Transfer of Lease - Termination

Staff Recommendation: Authorize staff to present a recommendation to the Shawnee Airport Authority, to approve the requested termination of the lease agreement.

March 7, 2024

Via Electronic and Regular Mail
Shawnee Airport Advisory Board
Attn: Bonnie A. Wilson, CM, Airport Manager
2202 Airport Drive
Shawnee, OK 74804
Bonnie.Wilson@shawneeok.org

Re. Request for Transfer of Lease

To the Board:

Shawnee Alano Club, Inc., an Oklahoma not for profit corporation, (Alano) hereby requests transfer of its lease over the property located at 1827 Airport Road, Shawnee, OK 74804 to Gateway to Prevention and Recovery, Inc., an Oklahoma not for profit corporation, 36609 W. 45h St., Shawnee, OK 74804 (Gateway).

Gateway will continue to utilize the property as Alano has – to sublease to Group(s) of Alcoholics Anonymous to promote Group members' health, recovery, and wellness.

Please let us know if you have any questions or require any further information.

Thank you,



Mark Finley
Shawnee Alano Club, Inc.



Jon Greenwood, CEO
Gateway to Prevention and Recovery, Inc.



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

Date: March 20, 2024
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Discussion and Consideration of Request to Assume Non-Aeronautical Use Land Lease Agreement

Background: Gateway to Recovery, Inc. has expressed the desire to enter into a Non-Aeronautical User Lease agreement with the Shawnee Airport Authority for the property located at 1827 North Airport Drive. Gateway wishes to continue the same business operations currently undertaken by the Shawnee Alano Club. A copy of the letter requesting the opportunity to enter into a lease agreement is provided as an attachment.

The initial term of this agreement will be for a period of five (5) calendar years with the option to renew for an additional, successive five (5) calendar years beginning on the date of execution of the agreement, if authorized.

Financial Impact: Lessee will pay six hundred forty-two dollars (\$642) per year with annual adjustment of the lease rate, based on the rate of inflation for the prior calendar year, as established by the Consumer Price Index for all goods and services.

Attachments: Request for Transfer of Lease - Termination

Staff Recommendation: Authorize staff to present a recommendation to the Shawnee Airport Authority, to approve the requested termination of the lease agreement.

March 7, 2024

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Shawnee Airport Advisory Board
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Jon Greenwood, CEO
Gateway to Prevention and Recovery, Inc.



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

Date: March 20, 2024
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Discussion and Consideration of Solicitation for Engineering Services, Request for Qualification Statements and Appointment of Review Committee

Background: The Federal Aviation Administration (FAA) provides Airport Improvement Grant funds to support certain capital development projects at airports. These funds may be expended on professional services such as consulting engineers if the airport sponsor uses a qualifications-based process to select and contract for these services.

To ensure competition within the industry and provide opportunities to all interested parties, the FAA recommends airport sponsors publicize a Request for Qualifications (RFQ) and review submissions against a standard set of criteria. Following the qualification assessment, airport sponsors may negotiate a rate schedule with the entity presenting the apparent best qualifications and enter into an agreement for no more than five years. The current professional services agreement for engineering with H.W. Lochner will expire in July 2024.

A review committee consisting of two members of the Airport Advisory Board, assisted by airport staff should be identified and seated, prior to publication of the RFQ. The review committee will be asked to assess submissions against the following weighted criteria as they apply to planned capital improvement and general civil engineering projects over the next five years, and attend at least one in person session to discuss ranking of the submissions.

1. Experience: Key personnel's direct professional project experience with projects of the same type, similar scope and level of complexity. Value: 30 Points
2. Qualifications: Professional licensure as required by the scope of work of the Capital Improvement Plan. Points will be awarded for specific licensure required by the Capital Improvement Plan project elements and the services likely to be required to support the Capital Improvement Plan and other airport projects requiring professional engineering services. Value: 20 Points
3. The Respondent's proposed Disadvantage Business Enterprise Participation plan, as demonstrated by the professional nature, variety and scope of work proposed to be undertaken by these entities. Value: 20 Points
4. The Respondent's relevant customer references demonstrating the Respondent's ability to provide services with a focus on client goals and objectives, including but not limited to: timeliness of work, design within budget, project scheduling and management, accuracy and organization of records, and any other measures of professionalism the Respondent chooses to provide. Value: 20 Points

5. The quality and clarity of the Respondent's Statement of Qualifications including submission of all required elements. Value: 10 Points.

Financial Impact: Expenses for Legal Advertising (511-5-0120-53530) - \$500

Attachments:

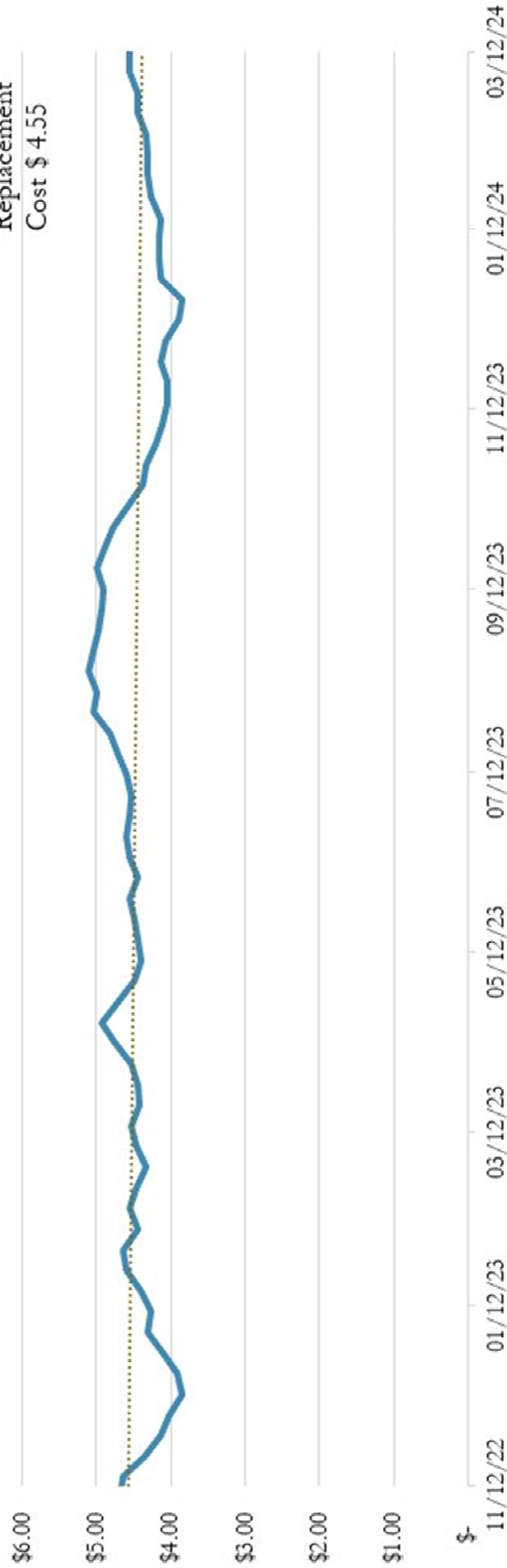
Staff Recommendation: The staff is recommending (1) publication of a Request for Qualifications and (2) concurrence on the appointment of members of the Airport Advisory Board to participate in the review of submissions against standardized criteria for selection for the purpose of making a recommendation to the full Airport Advisory Board.

Project Updates -

1. We have received a preliminary report on the “Pavement Condition Survey”. The engineering team advises no surprises, and no areas of concern other than the taxi lane leading to the 200 Series T-Hangars and box Hangars 15 and 100. This section of taxi lane is included in the Capital Improvement Plan submitted to the FAA for funding.
 2. Various options for the future development of the terminal area and south/east sector have been submitted to the Oklahoma Department of Aerospace and Aeronautics (ODAA) for comment. As of this writing they are still considering the several options.
 3. Rethford Electric will be awarded the work in support of the Airfield Signage LED retrofit project. We have received the isolation transformers and are awaiting the LED kits. The current estimated ship date is the first week of April. A Notice to Proceed will be issued to Rethford once the kits arrive.
 4. The airport fence and gate project remain a “work in progress” awaiting materials and approvals.
 5. Bids for demolition of the 200 Series T-Hangars, Airport Terminal Building, and the building at 702 West Independence were received and opened March 13, 2024. The apparent low bidder is M&M Wrecking of Blanchard, OK. M&M has experience with the type of work in general and at active airport facilities specifically. The current project scope:
 - a. Demolish and remove the 200 Series T-Hangars, leave the foundation in place until future use of that area is determined. (\$16,614)
 - b. Demolish and remove the Airport Terminal, including the foundation. Backfill and sod the area. The ODAA and FAA are supporting a project to expand the main parking apron and have requested that new construction be shifted to the East of the current location to allow for more aircraft ramp access. (\$37,201)
 - c. Demolish and remove the building and foundation at 702 West Independence. (\$28,530)
- The recommendation to award the bid in the amount of and execute a contract will be considered by the City of Shawnee City Council at their regular meeting March 18, 2024.
- The bid deadline for demolition of Hangar #16 was extended to allow additional time to confirm any materials of concern within the facility.
6. The Notice of the Request for Bids for harvesting forage and hay has been published in the Shawnee News Star, the Countywide and Sun, Shawneearport.com, Shawneecok.org, and the City of Shawnee’s Facebook page. Bids are due April 5, 2024.

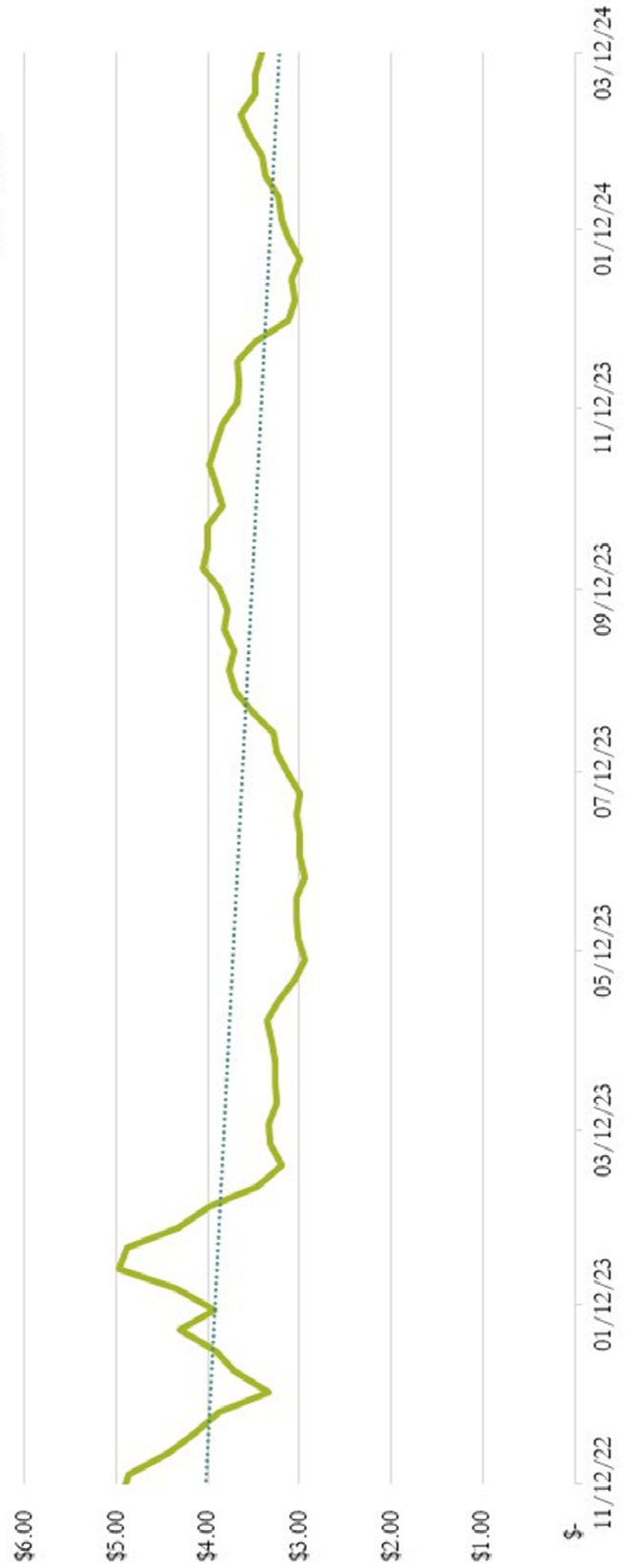
100LL Price Per Gallon Yearly Quote Trend

Current
Replacement
Cost \$ 4.55

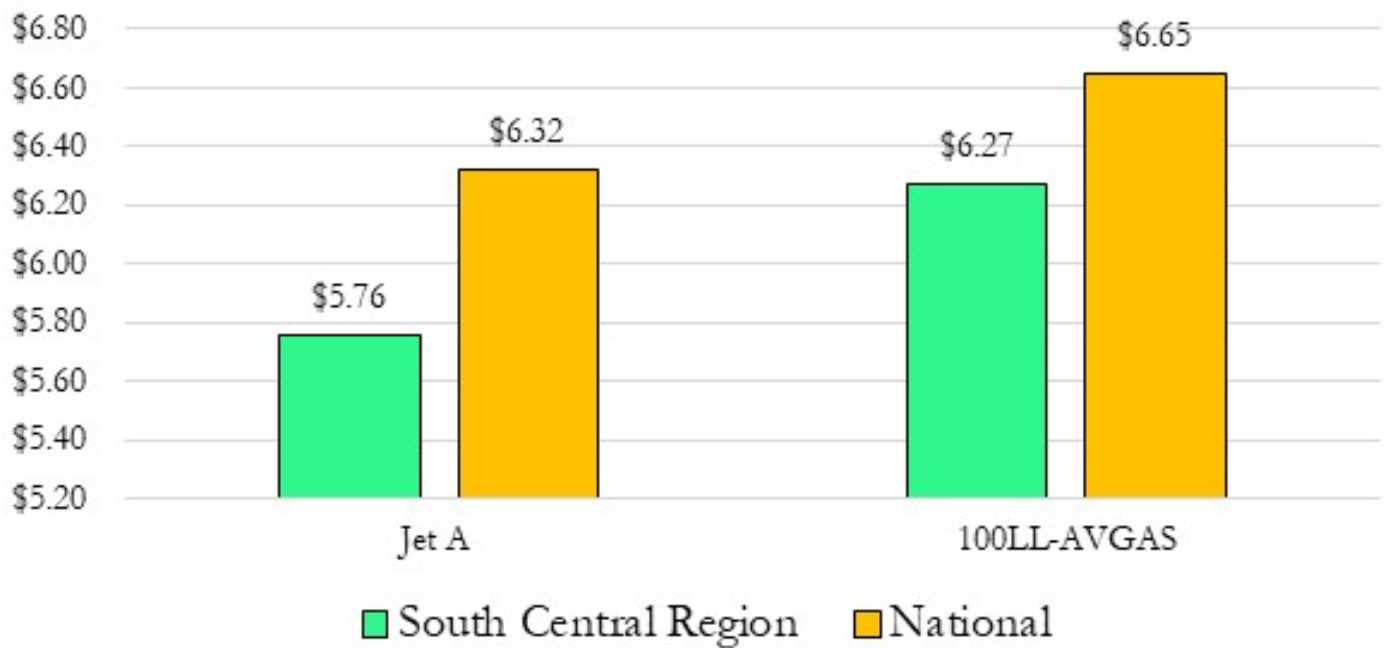


JET A Price Per Gallon Yearly Quote Trend

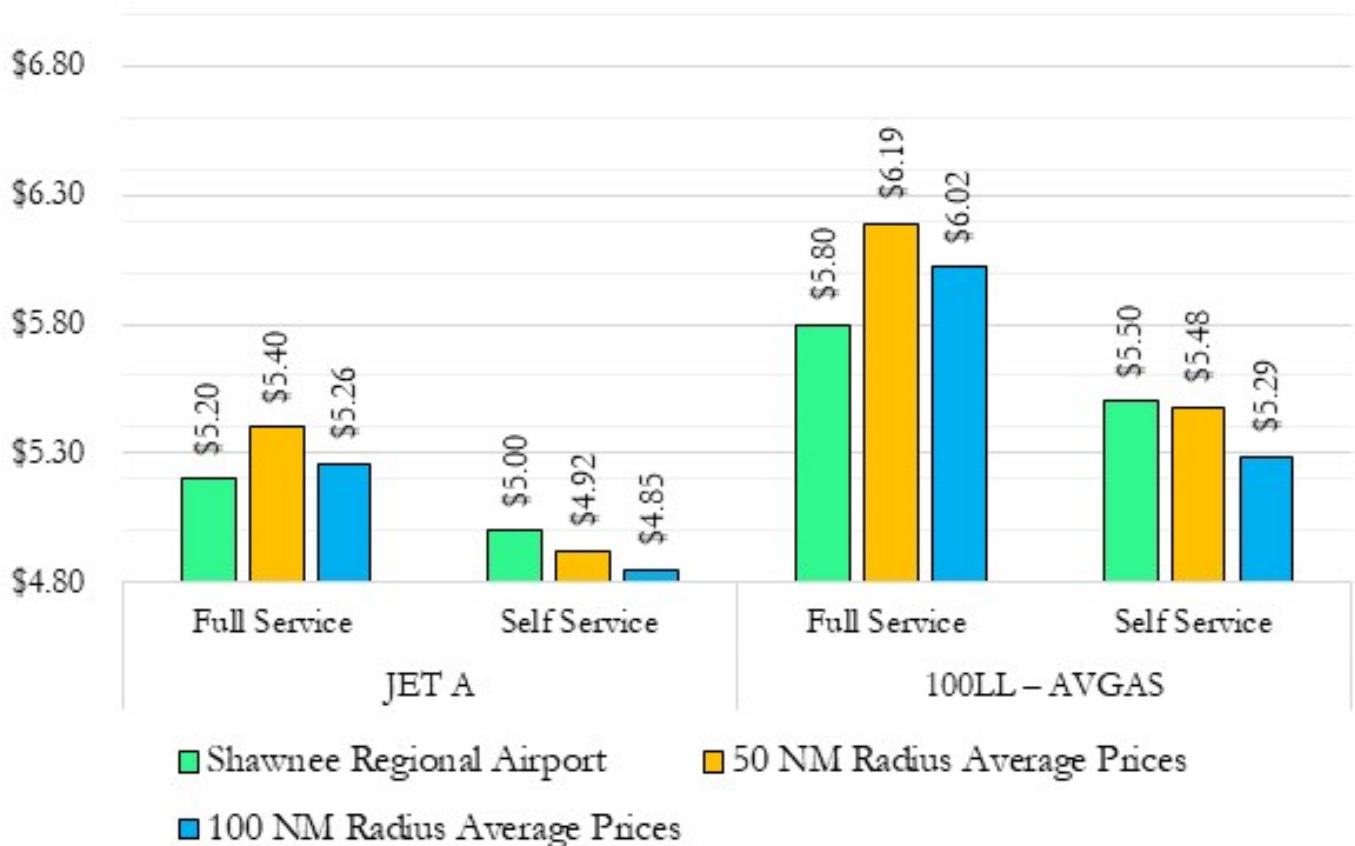
Current Replacement
Cost \$ 3.42



AVERAGE FUEL PRICES AS OF MARCH 12, 2024



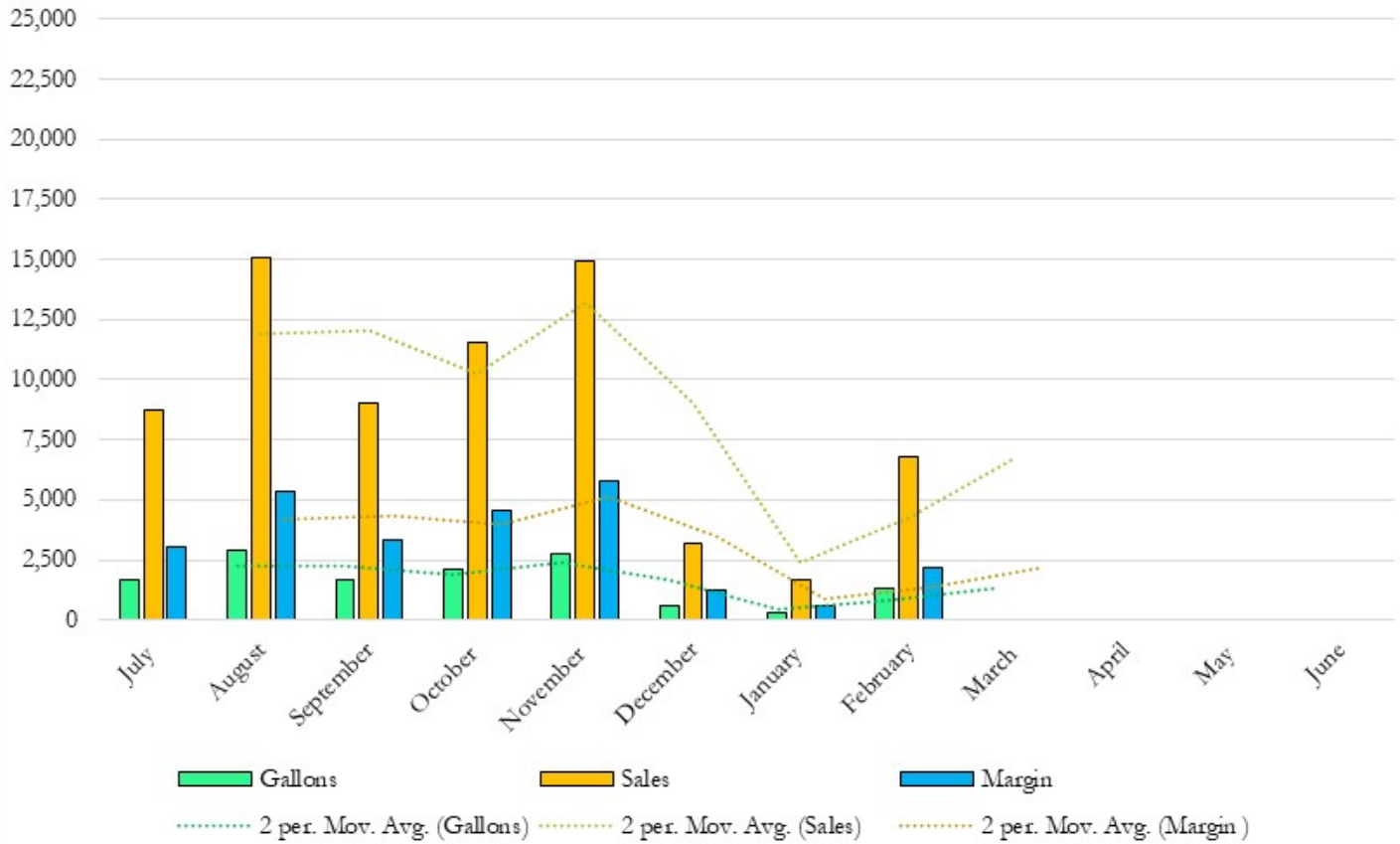
SNL AND SURROUNDING AREA AVERAGES AS OF MARCH 12, 2024



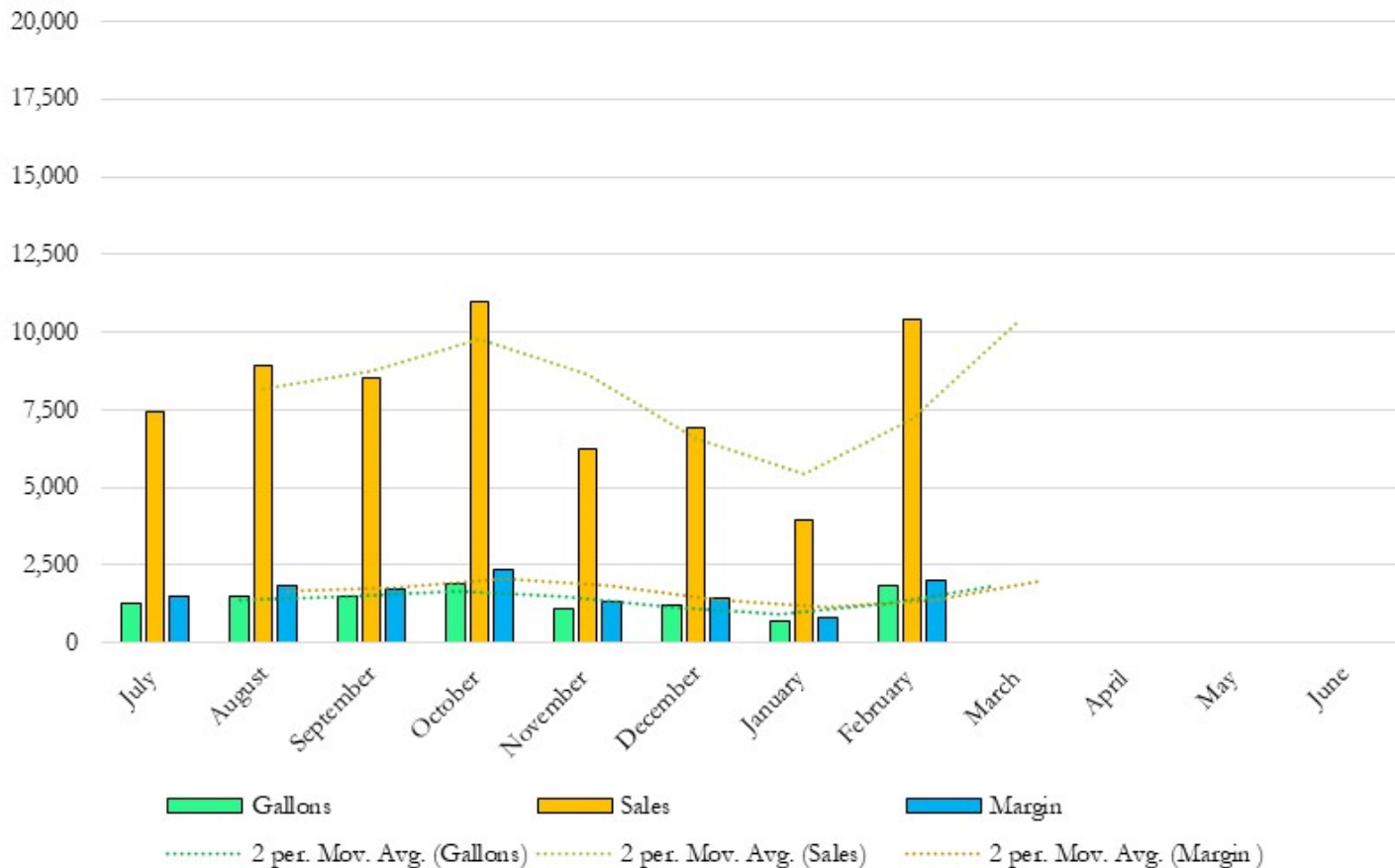
Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations	Annual GA Transient Arrivals	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$5.50	\$5.80	\$5.00	\$5.20
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30		\$6.10		\$5.98
AAR Aircraft Services (OKC)		158,764	12,740	37		\$7.03		\$5.75
Atlantic Aviation (OKC)	64	158,764	12,740	37		\$7.44		\$7.19
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$7.84		\$6.10
METREA (formerly META Aerospace) (PWA)		73,285	16,016	41		\$5.70		\$4.32
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56		\$5.46		\$5.44
Christiansen Aviation / Riverside (RVS)		266,463		71		\$6.91		\$5.34
Riverside Jet Center (RVS)		266,463		71				\$5.25
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72	\$5.21	\$5.51		\$4.70
Atlantic Aviation (TUL)	429	127,390	18,200	82		\$7.59		\$7.11
Sparks Aviation Center (TUL)		127,390	18,200	82		\$7.10		\$5.55
United States Aviation (TUL)		127,390	18,200	82				\$5.71
Enid-Woodring Regional Airport (WDG)	91	67,265	3,120	84	\$5.12	\$5.62		\$4.76
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99		\$6.15		\$4.99
Average Prices at 50 NM					\$5.50	\$6.65	\$5.00	\$5.76
Average Prices at 100 NM					\$5.28	\$6.48	\$5.00	\$5.56

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	\$5.50	\$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	\$5.90		\$4.79	
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	\$5.29	\$5.59		\$5.27
Sundance Airport (HSD)				46	\$5.45	\$5.75		\$4.75
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$5.29		\$4.49	\$4.99
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		\$5.43		\$5.35
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		\$5.89		\$5.15
Skiatook Municipal Airport (K2F6)	20	1,500	750	86	\$5.20			
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					\$5.46	\$5.73	\$4.84	\$5.03
Average Prices at 100 NM					\$5.29	\$5.56	\$4.70	\$4.95

Fiscal Year 2024 Jet A Activity



Fiscal Year 2024 100 Low Lead Activity



Revenue	Current Total Budget	Fiscal Activity
FEDERAL GRANT REVENUE	\$ 876,317	\$ 462,220
STATE GRANT REVENUE	\$ 48,684	\$ 131,902
NON-AERONAUTICAL REVENUE	\$ 289,000	\$ 68,008
AERONAUTICAL REVENUE	\$ 109,961	\$ 46,124
WATER TOWER RENTAL	\$ 125,000	\$ 83,359
OIL & LUB SALES	\$ 1,000	\$ 257
OTHER MISC. REVENUE	\$ 100	\$ 16
REFUNDS & REIMBURSEMENTS	\$ -	\$ 209
FUEL FLOWAGE FEE	\$ 150	\$ -
FUEL SALES	\$ 345,000	\$ 134,962
TRANSFER FROM GENERAL FUND	\$ 230,230	\$ 112,500
Revenue Total:	\$ 2,025,442	\$ 1,039,557

Expense	Current Total Budget	Fiscal Activity
PERSONNEL EXPENSES	\$ 283,805	\$ 177,561
WORKER'S COMPENSATION	\$ 1,985	\$ 2,089
OFFICE & COMPUTER SUPPLIES	\$ 500	\$ 114
FOOD & KITCHEN SUPPLIES	\$ 1,200	\$ 581
UNIFORMS AND CLOTHING	\$ 580	\$ 148
FUEL, OIL & LUBRICANTS	\$ 2,500	\$ 2,293
FUEL AND OIL FOR RESALE	\$ 800	\$ 424
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	\$ 819
OTHER MATERIALS & SUPPLIES	\$ 2,500	\$ 653
EQUIP. MAINT. CONTRACTS	\$ 9,000	\$ 3,450
REPAIR & MAINT. - BLDGS.	\$ 47,000	\$ 7,206
REPAIR & MAINT. - EQUIP.	\$ 30,300	\$ 18,312
REPAIR & MAINT.-VEHICLES	\$ 7,000	\$ 2,042
REPAIR & MAINT. - OTHER	\$ 5,000	\$ 248
OTHER PROFESSIONAL SERVICES	\$ 35,000	\$ 4,458
NATURAL GAS	\$ 5,500	\$ 4,901
ELECTRICITY	\$ 50,000	\$ 18,325
TELEPHONE	\$ 2,760	\$ 3,039
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	\$ 148
PRINTING	\$ 100	\$ -
INSURANCE	\$ 39,400	\$ 17,430
EQUIPMENT RENTAL	\$ 6,000	\$ 6,000
MISC. OTHER SERV. & CHGS.	\$ 500	\$ 4
ADVERTISING & PROMOTIONS	\$ 1,500	\$ 275
CONTINGENCY	\$ 36,000	\$ -
CAPITAL OUTLAY-BLDGS & IMPRV	\$ 1,151,263	\$ 739,850
LEASE PAYMENTS-EQUIPMENT	\$ 33,376	\$ 19,332
Expense Total:	\$ 2,107,189	\$ 1,118,282