AIRPORT ADVISORY BOARD PROCEEDINGS

MARCH 20, 2024 AT 5:30 PM

The Airport Advisory Board of the Shawnee Airport Authority, 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, March 20, 2024 at 5:30 PM, pursuant to notice duly posted as prescribed by law at 4:40 p.m. on the 14th day of March. Vice Chairman Lee presided and called the meeting to order. Upon roll call, the following members were in attendance.

Harmik DerSahakian
Chairman

Larry Briggs Board Member	Colton Crowder Board Member
Scott Lee Board Member	Randall Rogers Board Member
Keith Layne Board Member	Blake White Board Member

ABSENT: None

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the February 21, 2024, regular meeting.

A motion was made by Mr. Briggs, seconded by Mr. Rogers, to accept the Minutes of the February 21, 2024 Regular Meeting of the Airport Advisory Board. Motion carried 6-0-0.

AYE: BRIGGS,CROWDER, LEE, ROGERS
NAY: NONE
ABSTAIN: LAYNE

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

No members of the public joined the meeting or requested the opportunity to speak during Citizens Participation.

3. Discussion and Consideration of Request to Terminate Non-Aeronautical Use

Land Lease Agreement

Staff presented a letter from the Shawnee Alano Club, Inc., requesting an early termination of their non-aeronautical use lease agreement with the Shawneee Airport Authority.

A motion was made by Mr. Briggs, seconded by Mr. Rogers, to recommend the Shawnee Airport Authority accept the request received from Shawnee Alano Club, Inc. to terminate the non-aeronautical use lease with the Shawnee Airport Authority. Motion carried 6-0-0.

AYE: BRIGGS, CROWDER, LEE, ROGERS
NAY: NONE
ABSTAIN: LAYNE

4. Discussion and Consideration of Request to Assume Non-Aeronautical Use Land Lease Agreement

Staff presented a letter from the Gateway to Prevention and Recovery, Inc. "Gateway", requesting the opportunity to enter into a non-aeronautical use lease agreement with the Shawneee Airport Authority for the property at 1827 North Airport Drive, for the purposes of offering services to the community. The proposed agreement will be for a five-year term with the option to renew for an additional five successive calendar years. The rental rate will be $642 per year with annual increases applied based on the rate of inflation for the prior calendar year, as established by the Consumer Price Index for all goods and services.

A motion was made by Mr. Rogers, seconded by Mr. Briggs, to recommend the Shawnee Airport Authority offer a non-aeronautical use lease to Gateway to Prevention and Recovery, Inc. Motion carried 6-0-0.

AYE: BRIGGS, CROWDER, LEE, ROGERS
NAY: NONE
ABSTAIN: LAYNE

5. Discussion and Consideration of Solicitation for Engineering Services, Request for Qualification Statements and Appointment of Review Committee

Staff presented a memo regarding the Federal Aviation Administration's guidance on selecting engineering service providers in compliance with the terms and conditions of the Airport Improvement Program grant assurances, recommending the publication of a Request for Qualifications (RFQ) seeking statements of interest from engineering firms desiring the opportunity to enter into a five-year agreement with the Shawnee Airport Authority for civil engineering services in support of the airport's capital maintenance and development programs.

A motion was made by Mr. Briggs, seconded by Mr. Crowder, to recommend the staff publish a Request for Qualifications for engineering services; that two members of the Airport Advisory Board, Mr. Lee and Dr. Layne serve on a committee to review and rank submissions and make a recommendation to the full Airport Advisory Board regarding the award of a professional service contract. Motion carried 6-0-0.

AYE: BRIGGS, CROWDER, LEE, ROGERS
NAY: NONE
ABSTAIN: LAYNE

6. Project Status Update

Staff presented a written update on projects underway at the airport as part of the agenda package. Mr. Scott Lee, Vice Chairman, then introduced Mr. Danny Vise, Jr. Assistant City Manager to the Board and asked Mr. Vise to share information and respond to questions from the Board on tornado recovery and redevelopment efforts.

Mr. Vise provided updates on:
The status of repairs to the airport fence line and vehicle access gates;
Plans to demolish the terminal building, 200 Series T-Hangars, Hangar #16, and the commercial building on Independence
Plans to support ground maintenance requirements with limited staff.

Mr. Vise also noted that the city management team continues to negotiate with the city's insurance providers, and the Federal Emergency Management Agency (FEMA) to finalize plans for financial compensation for damaged facilities and equipment. Final determinations will be a driving force behind determinations on restoration plans.

Members of the Board asked questions about the future development of the airport and asked Mr. Vise consider funding a Master Plan for development.

7. Fuel Price Comparison Report

A written report was included in the Agenda package for review.

8. Fuel Sales Report

A written report was included in the Agenda package for review.

9. Budget Report

A written report was included in the Agenda package for review.

10. Board Comments

The Board members had no further comments to add.

11. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Vice Chair. (7:31 p.m.)

HARMIK DERSAHAKIAN
CHAIRMAN

ATTEST:

BONNIE A. WILSON
SECRETARY