

AGENDA  
AIRPORT ADVISORY BOARD  
JULY 16, 2025 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

Welcome and Swearing In of New Members

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the June 10, 2025 Special meeting.
2. Citizens Participation (A three-minute limit per person)  
(A twelve-minute limit per topic)
3. Staff Reports
4. Board Comments
5. 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  
SPECIAL CALL MEETING  
JUNE 10, 2025 AT 5:30 PM**

The Airport Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Special Session at the Shawnee Regional Airport Terminal, 2202 North Airport Drive, Shawnee, Oklahoma on June 10, 2025, pursuant to notice duly posted as prescribed by law at 3:16 pm, June 5, 2025. Chairman Lee presided and called the meeting to order. Upon roll call, the following members were in attendance.

Scott Lee  
Chairman

Larry Briggs  
Board Member

Colton Crowder  
Board Member

(Arrived at 5.35- Did not vote on Item 1 - Minutes 11/20/24)

Keith Layne  
Board Member

Randall Rogers  
Board Member

Blake White  
Board Member

ABSENT: Harmik DerSahakian

**CALL TO ORDER DECLARATION OF QUORUM**

1. Consideration of approval of the Minutes from the November 20, 2024, Rescheduled Regular meeting.

The Chairman introduced the item and inquired if Board members had questions or comments. None were provided. A motion was made by Mr. White, seconded by Mr. Crowder, to accept the Minutes of the November 20, 2024 Rescheduled Meeting. Motion carried 5-0-0.

AYE: Lee, Crowder, Layne, Rogers, White NAY: None  
ABSTAIN: None

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

Mr. Donald "Andy" Freeman requested the opportunity to comment. Mr. Freeman expressed his concerns that commercial service providers operating at the airport are permitted to serve on the Advisory Board.

3. Discussion and Consideration of Request to Amend Commercial Aeronautical Services Lease Agreement - Red Cloud Aviation, LLC - Limited On-demand Passenger and/or Cargo Charter Services

The Vice Chairman, Dr. Keith Layne, assumed the Chair at 5:37 pm to lead the discussion regarding proposals received from Red Cloud Aviation, LLC (RCA), to amend their current commercial aeronautical use agreement to allow for limited on-demand passenger and/or cargo charter services at the Shawnee Regional Airport, and to provide Crop Dusting and Agricultural Spraying Service. Staff noted the written proposals received addressed each of the requirements for providing the services as established by the Minimum Standards.

The Vice Chairman opened the floor to questions related to the two proposals and requested Mr. Lee remain in the room to support the discussion. Mr. Lee generally described the two business operations RCA proposed to undertake if authorized and responded to questions from the floor. Mr. Rogers inquired about the necessity to amend RCA's current agreement. Mr. Lee responded that RCA's current commercial aeronautical use agreement does not specifically authorize the two operations contemplated by the proposals and therefore RCA is seeking to amend their agreement to have written authorization to support the two proposed services at the Shawnee Regional Airport as necessary or desired. Mr. Briggs inquired about the storage of chemicals on or about RCA's leasehold. Mr. Lee responded that no chemicals would be stored at RCA's leasehold. Mr. Rogers further inquired about the company holding the operating certificate for the charter operations. Mr. Lee responded that the original certificate holder, GB Aviation, is no longer in business and sold the operating certificate.

Mr. Lee absented himself from the room at 5:59 pm. The Vice Chairman allowed for any additional discussion of the matters prior to calling for votes on items 3 and 4.

Vice Chairman Layne requested a motion to recommend the proposal be presented to the Shawnee Airport Authority with a request to authorize the City Manager to execute an amendment to Red Cloud's current agreement to authorize limited on-demand passenger and/or cargo charter services.

Mr. Briggs made the motion; Mr. White provided a second. The Motion carried 5- 0-0.

AYE: Briggs, Crowder, Layne, Rogers, White NAY: None  
ABSTAIN: Lee

4. Discussion and Consideration of Request to Amend Commercial Aeronautical Services Lease Agreement – Red Cloud Aviation, LLC - Crop Dusting and Agricultural Spraying Service

The Board considered Red Cloud Aviation's request to amend its lease agreement to include Crop Dusting and Agricultural Spraying Services. Vice Chairman Layne

requested a motion to recommend the proposal be presented to the Shawnee Airport Authority with a request to authorize the City Manager to execute an amendment to Red Cloud's current agreement to authorize Crop Dusting and Agricultural Spraying Services.

The motion was made by Mr. White, seconded by Mr. Crowder. Motion carried 5- 0-0.

AYE: Briggs, Crowder, Layne, Rogers, White NAY: None  
ABSTAIN: Lee

At the conclusion of the vote, Vice Chairman Layne invited Mr. Lee to return to the meeting and assume the Chair.

5. Discussion and Consideration of a Request to Lease Non-Aeronautical Use Property for Development - Young Men's Christian Association of Shawnee Oklahoma, Inc.

Staff presented a memo and draft non-aeronautical use lease agreement to lease land to the Young Men's Christian Association (YMCA), for the purpose of constructing a facility to provide childcare and other YMCA-supported activities. Staff noted the actual square footage of the lease and final plans/specifications for the building remain pending. The term, price per square foot, and reversion of personal property included in the lease are fixed and not subject to further negotiation.

A motion was made by Mr. Rogers, seconded by Mr. Layne, to recommend the Shawnee Airport Authority enter into a non-aeronautical use lease agreement with the Young Men's Christian Association of Shawnee. The Motion carried 6-0-0.

AYE: Lee, Briggs, Crowder, Layne, Rogers, White NAY: None  
ABSTAIN: None

6. Presentation on Capital Improvement Plan Presentation - Construction Plans and Schedules (P. Barnas of H.W. Lochner)

Mr. Barnas presented a summary of three upcoming capital projects, discussed project timelines, and addressed anticipated closures and impacts to airfield operations.

7. Staff Reports

Staff presented fuel pricing and sales reports, along with current fiscal year 2025 budget figures, as part of the agenda package. An update was also provided on the status of ongoing construction projects and airport activities.

8. Board Comments

The Chairman opened the floor for board member comments.

Mr. Briggs expressed his appreciation to airport staff for their helpfulness and professionalism and noted his positive experience during his time on the board.

The Chairman extended thanks to Mr. Briggs and Mr. Rogers for their service, as this was their final meeting as members of the board.

9. Adjournment

The meeting was adjourned at 7:00 p.m.

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SCOTT LEE  
CHAIRMAN

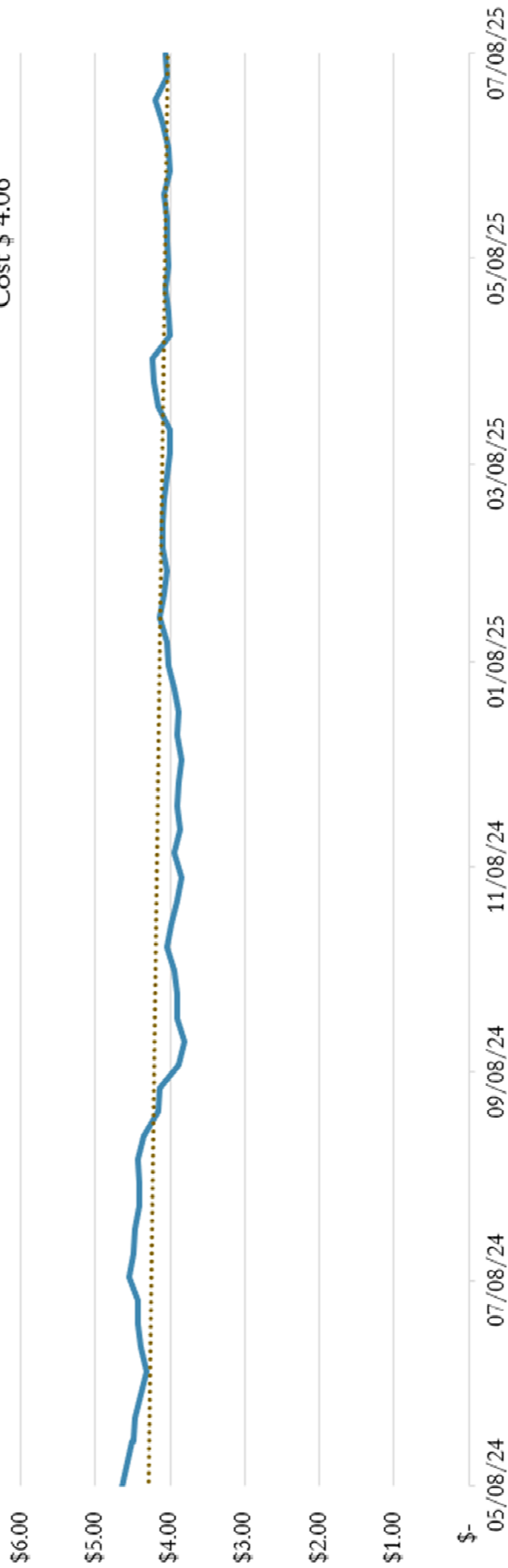
ATTEST:

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BONNIE A. WILSON  
SECRETARY

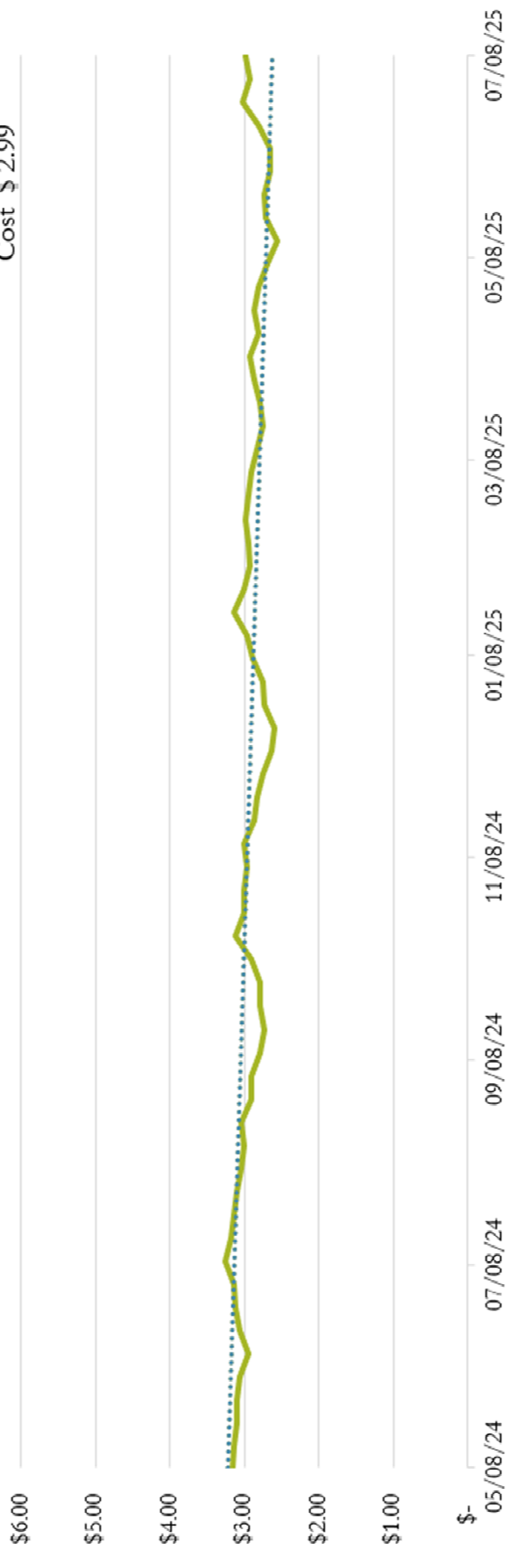
100LL Price Per Gallon Yearly Quote Trend

Current Replacement  
Cost \$ 4.06

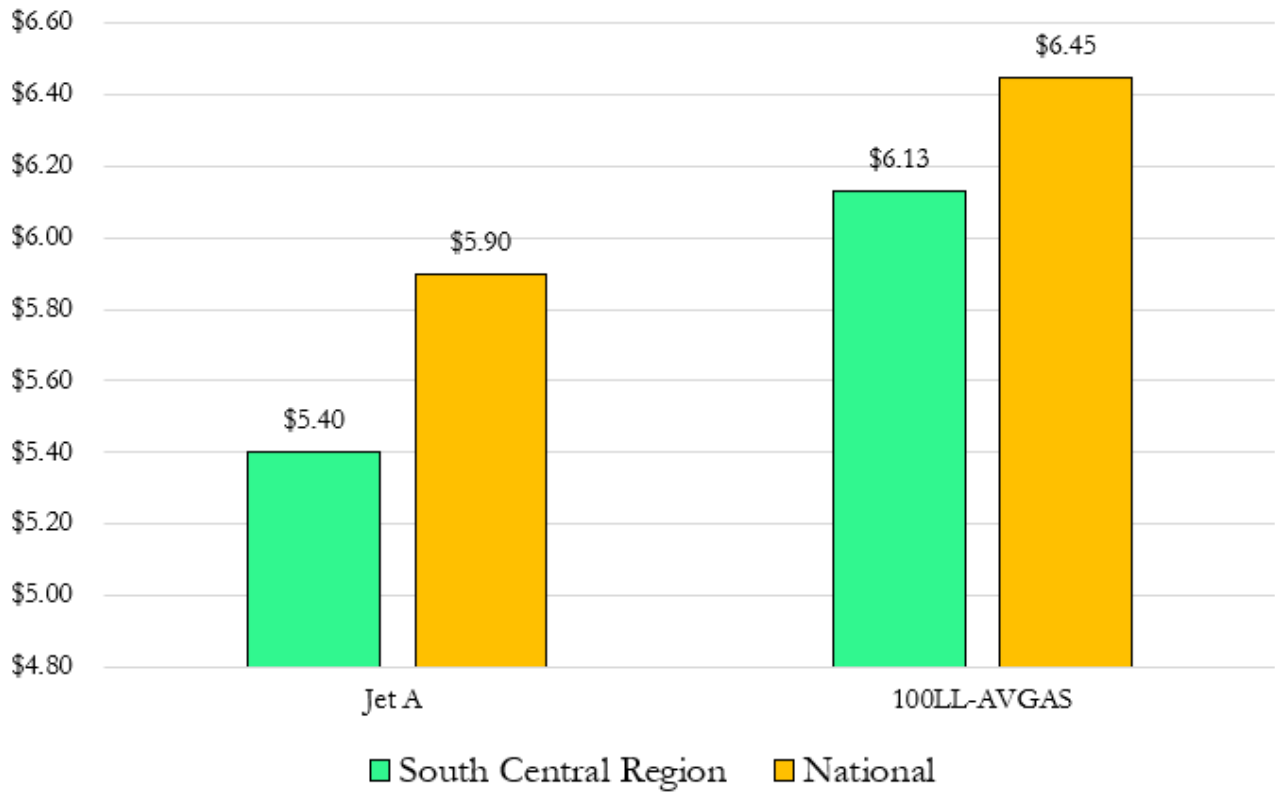


JET A Price Per Gallon Yearly Quote Trend

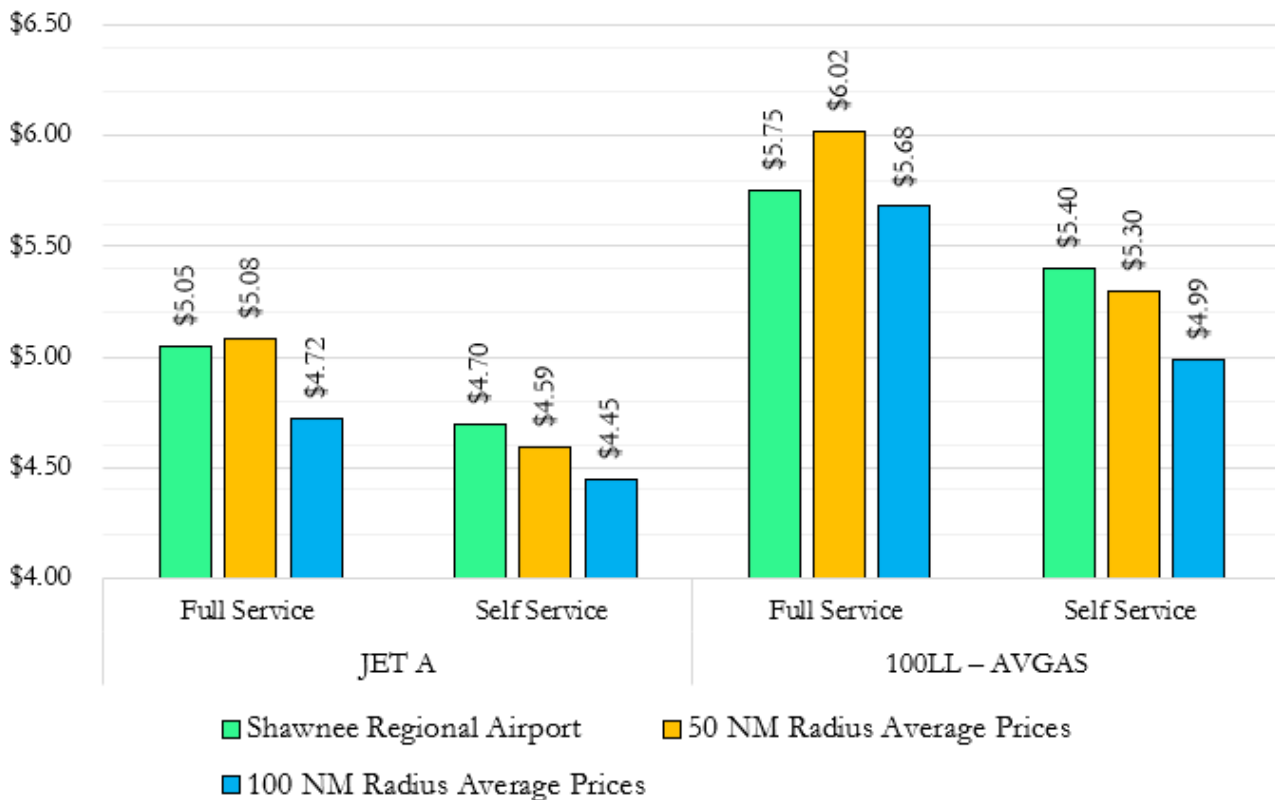
Current Replacement  
Cost \$ 2.99



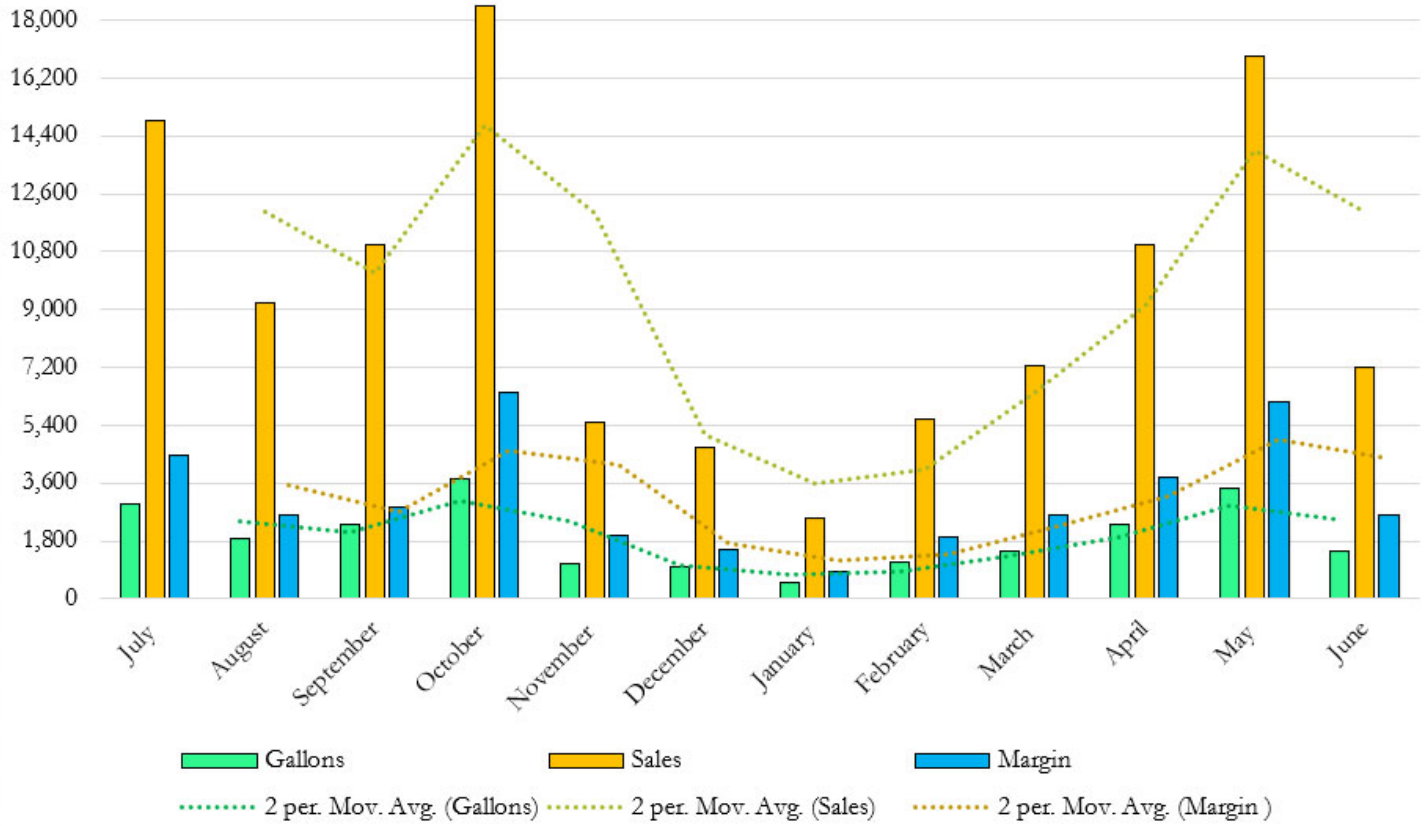
## AVERAGE FUEL PRICES AS OF JULY 9, 2025



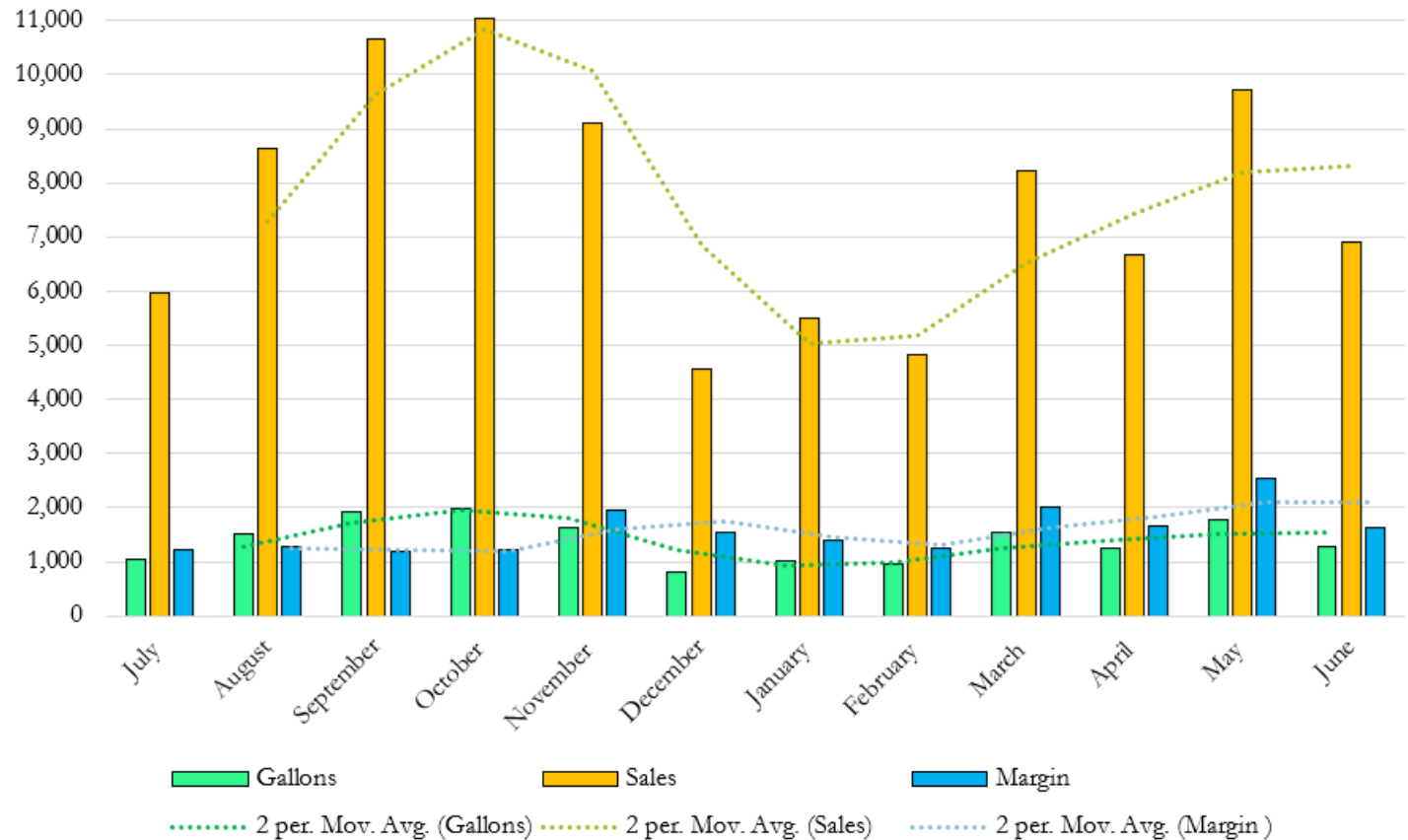
## SNL AND SURROUNDING AREA AVERAGES AS OF JULY 9, 2025



### Fiscal Year 2025 Jet A Activity

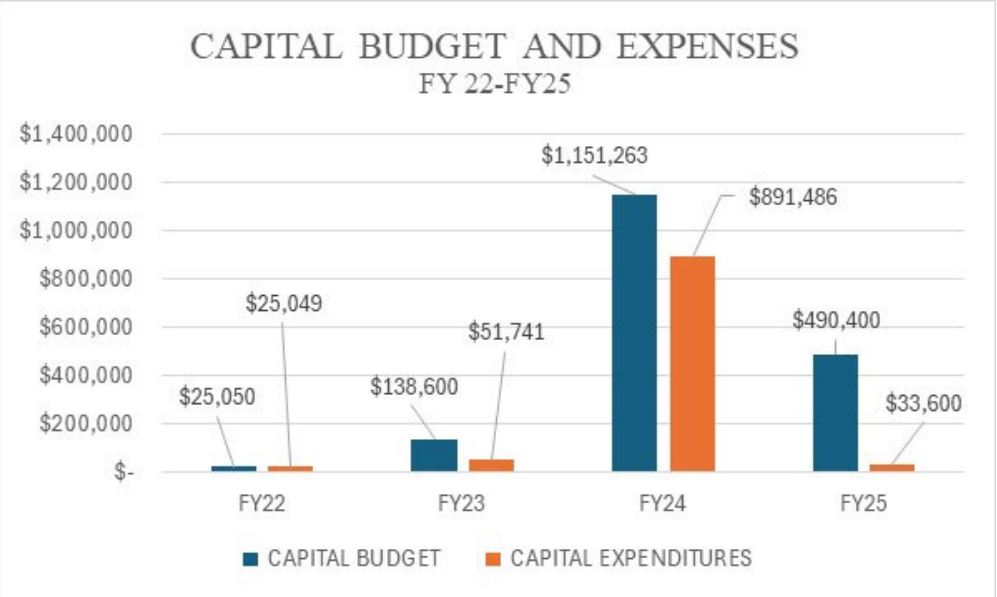
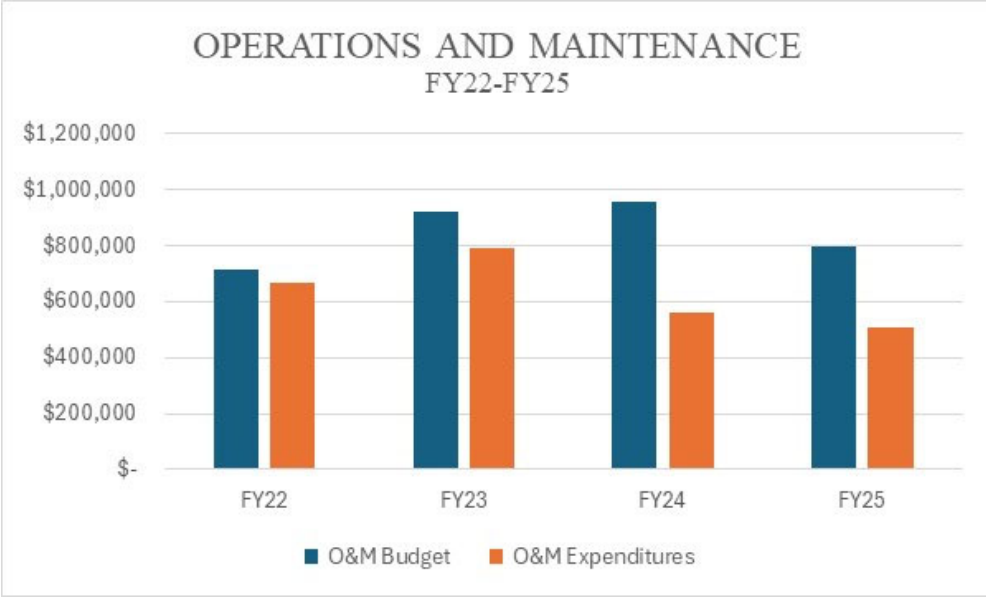
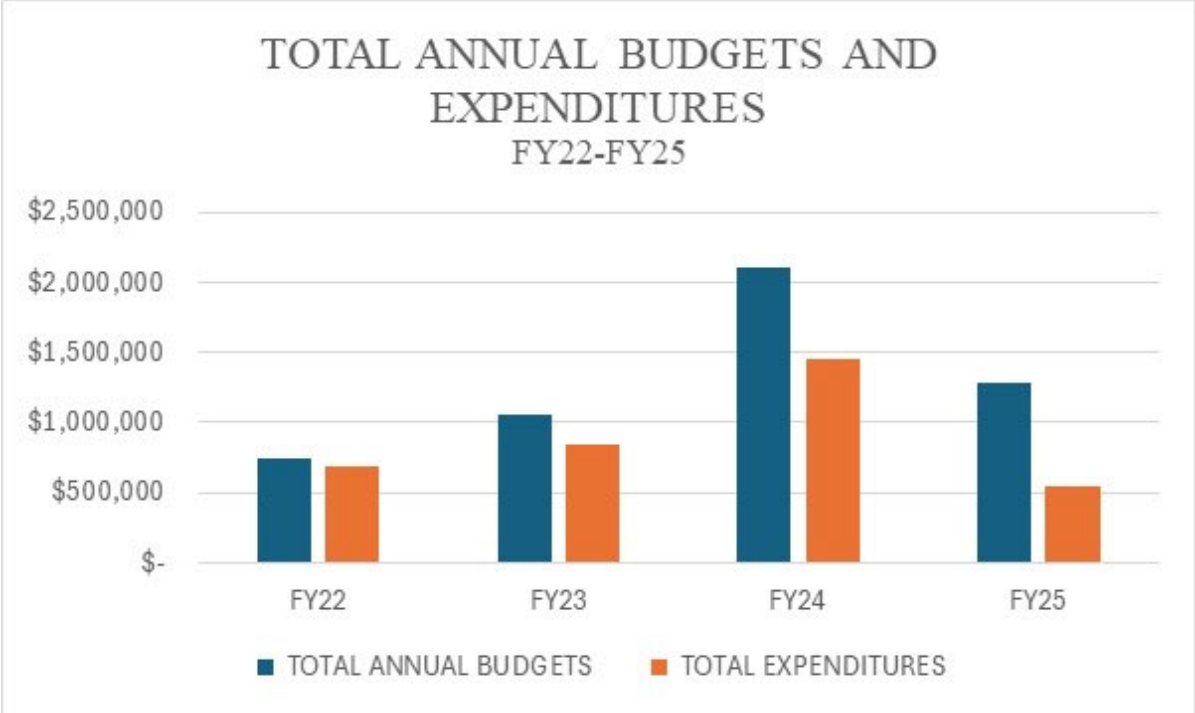


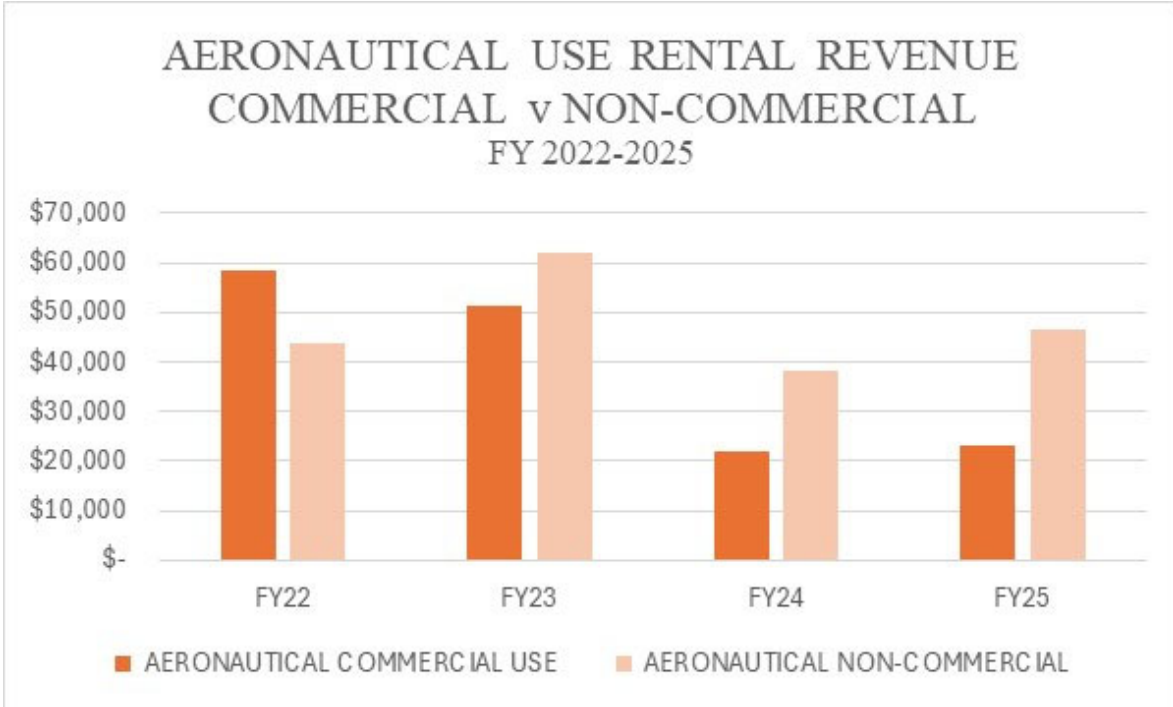
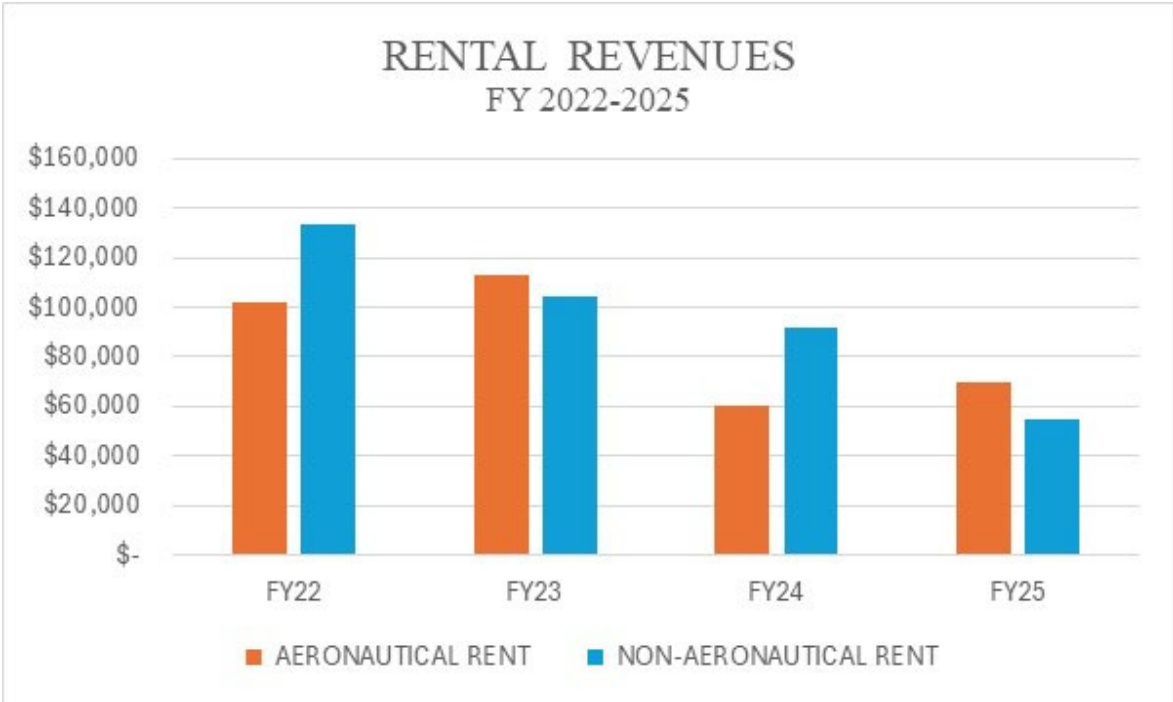
### Fiscal Year 2025 100 Low Lead Activity



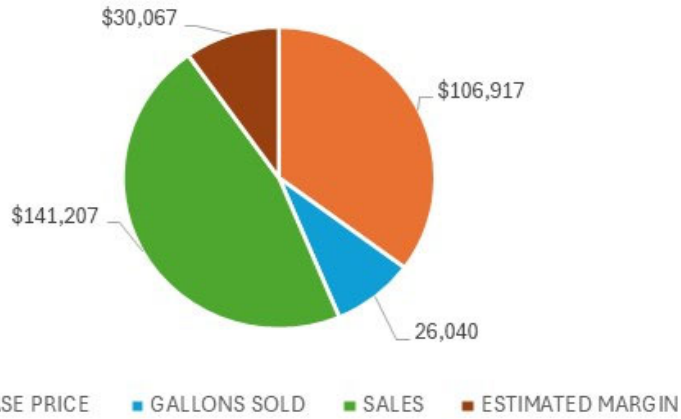
Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport					
Facility	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
<b>Shawnee Regional Airport (SNL)</b>	<b>0</b>	<b>\$5.40</b>	<b>\$5.75</b>	<b>\$4.70</b>	<b>\$5.05</b>
Cruise Aviation/ Westheimer (OUN)	30		\$6.23		\$5.34
AAR Aircraft Services (OKC)	37		\$6.70		\$5.44
Atlantic Aviation (OKC)	37		\$7.30		\$6.57
Atlantic Aviation (PWA)	41		\$7.84		\$5.98
METREA (formerly META Aerospace) (PWA)	41		\$6.03		\$5.18
Stillwater Flt Ctr (SWO)	56		\$5.47		\$5.00
Christiansen Aviation / Riverside (RVS)	71		\$5.13		\$3.50
Riverside Jet Center (RVS)	71		\$5.13		\$3.50
SBA - The Line Shack/Ardmore (ADM)	72	\$4.73	\$5.03		\$4.11
Atlantic Aviation (TUL)	82		\$7.59		\$6.54
Sparks Aviation Center (TUL)	82		\$5.65		\$4.60
United States Aviation (TUL)	82				\$5.38
Enid-Woodring Regional Airport (WDG)	84	\$4.58	\$5.08		\$4.18
Lawton Aviation Services / Lawton-Fort Sill (LAW)	99		\$5.99		\$4.99
Average Prices at 50 NM					
		\$5.40	\$6.64	\$4.70	\$5.59
Average Prices at 100 NM					
		\$4.90	\$6.07	\$4.70	\$5.02

General Aviation Airports within 100 NM of Shawnee Regional Airport					
Facility	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
<b>Shawnee Regional Airport (SNL)</b>	<b>0</b>	<b>\$5.40</b>	<b>\$5.75</b>	<b>\$4.70</b>	<b>\$5.05</b>
Prague Municipal Airport (O47)	15	\$5.50			
Seminole Municipal (SRE)	16	\$5.30			\$4.60
Chandler Regional Airport (CQB)	26	\$5.90		\$4.79	
Goldsby (K1K4)	32	\$5.00			
City of Stroud (SUD)	33	\$5.60		\$4.75	
Heartland Aviation/ADA (ADH)	41		\$5.55		\$4.65
City of Cushing (CUH)	42	\$4.50	\$4.85	\$4.20	\$4.20
Apex Executive/Guthrie Edmond (GOK)	43	\$5.12	\$5.42		\$4.85
Sundance Airport (HSD)	46	\$5.10	\$5.40		\$4.10
Pauls Valley Airport (PVJ)	47	\$4.49		\$3.95	\$4.95
Legacy Aviation - Page Municipal (RCE)	50		\$5.35		\$4.05
Okmulgee Regional (OKM)	59	\$4.95		\$3.80	
Chickasha Municipal Airport (CHK)	60	\$5.00		\$3.70	
El Reno Regional Airport (RQO)	60	\$4.90	\$5.15	\$4.10	\$4.10
City of Kingfisher (KF92)	67	\$4.50			
City of Sand Springs (OWP)	71	\$4.50			
Brenair Aviation/McAlester (MLC)	73		\$5.00		\$4.52
Perry Municipal (F22)	73		\$4.90		\$3.70
Haskell Airport Inc. (2K9)	78	\$5.40			
Guest Air Inc/Hinton Municipal (K2O8)	79	\$4.50			
Atoka Municipal Airport (AQR)	80	\$5.89			
Harvey Young Airport/Tulsa (1H6)	82	\$6.00			
KMA Aviation LLC/Ardmore Downtown (K1F0)	84	\$4.65	\$4.90	\$3.90	\$4.00
5B Aviation/ Duncan (DUC)	84		\$5.43		\$4.89
Skiatook Municipal Airport (K2F6)	86	\$5.20			
Watonga Regional Airport (JWG)	90	\$4.70		\$3.99	
Davis Field Aviation/Muskogee (MKO)	91	\$4.85	\$5.40		\$4.40
Fuel PNC Ponca City (PNC)	95	\$5.20	\$5.50		\$4.30
Blackwell Airport Trust / Blackwell Tonkawa (BKN)	98	\$4.90			
Average Prices at 50 NM					
		\$5.19	\$5.39	\$4.48	\$4.56
Average Prices at 100 NM					
		\$5.08	\$5.28	\$4.19	\$4.42

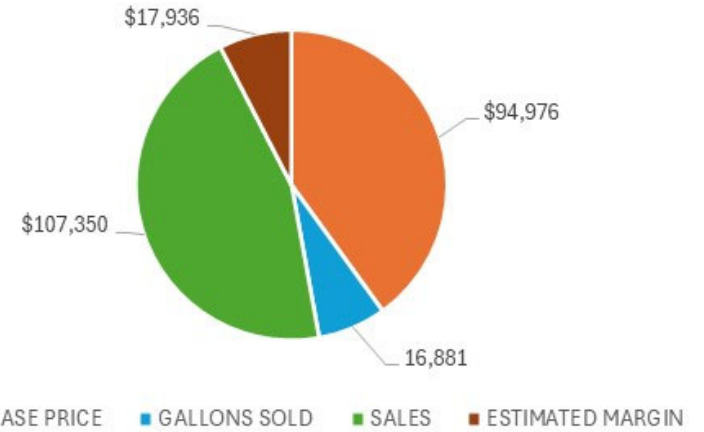




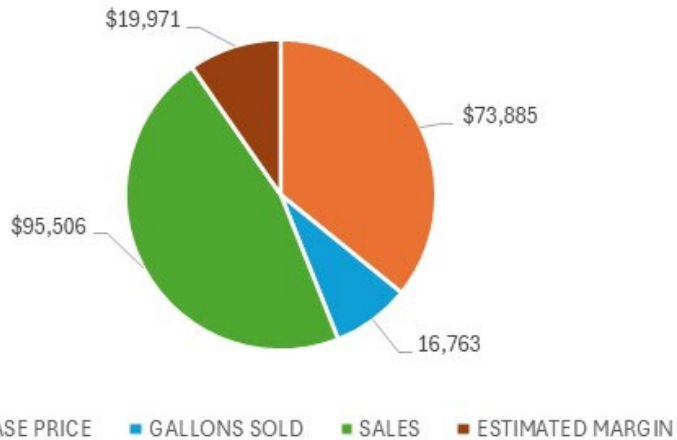
**AVGAS FY22**  
Average Margin / Gallon Sold \$1.19



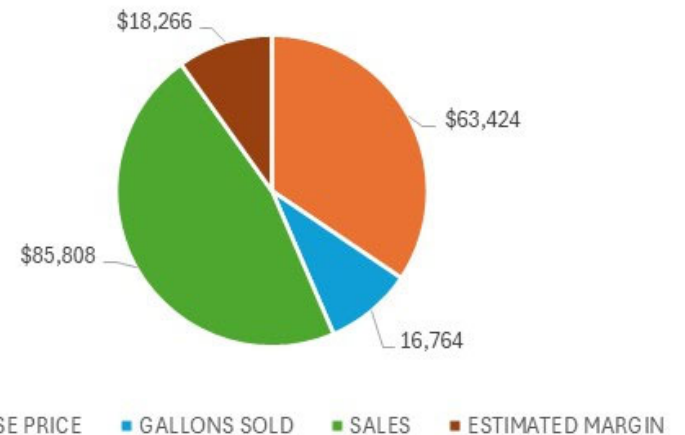
**AVGAS FY23**  
Average Margin/Gallon Sold \$1.08

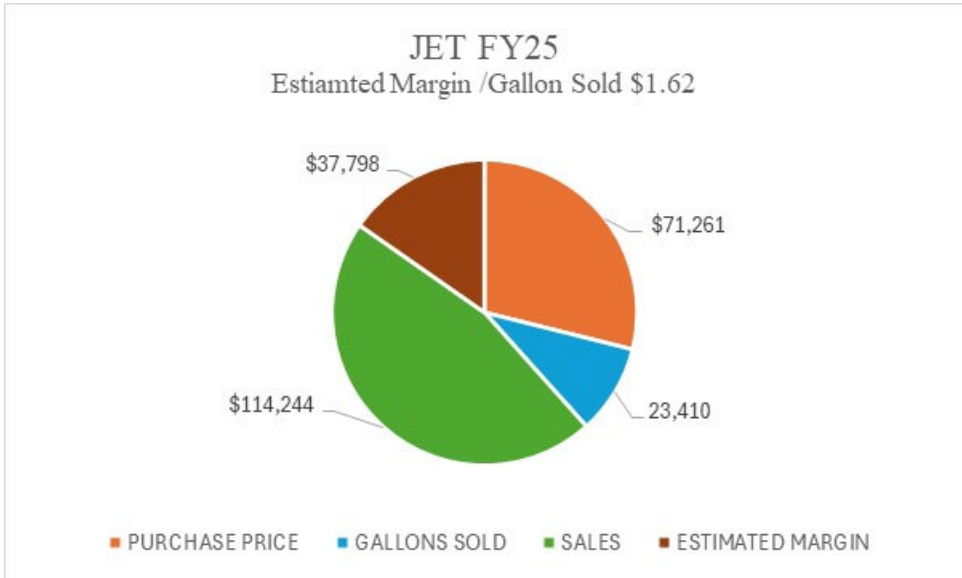
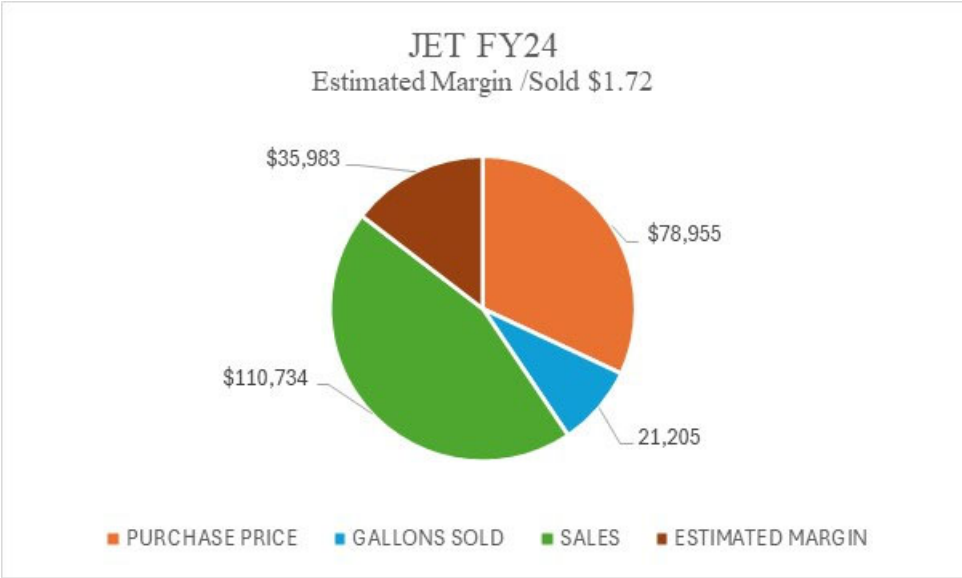
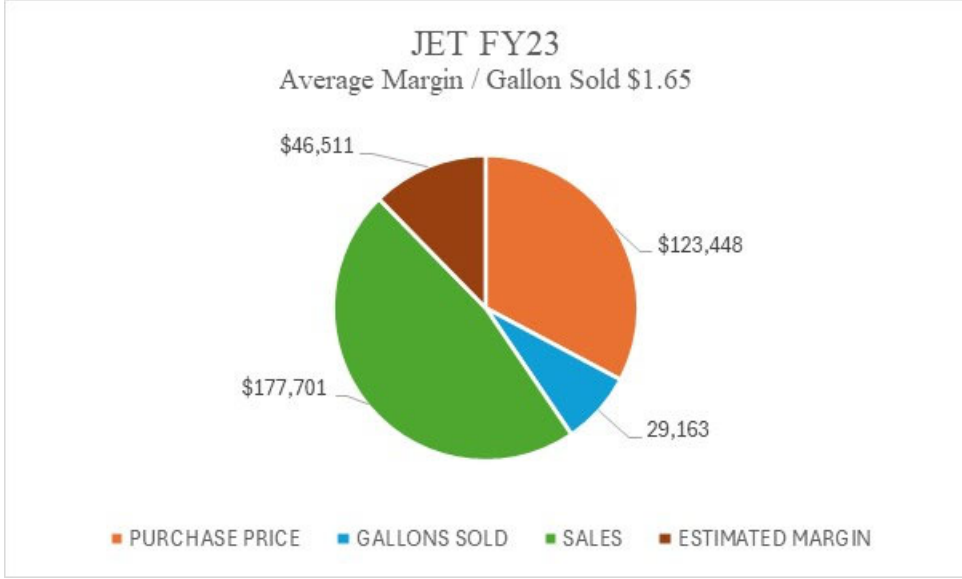
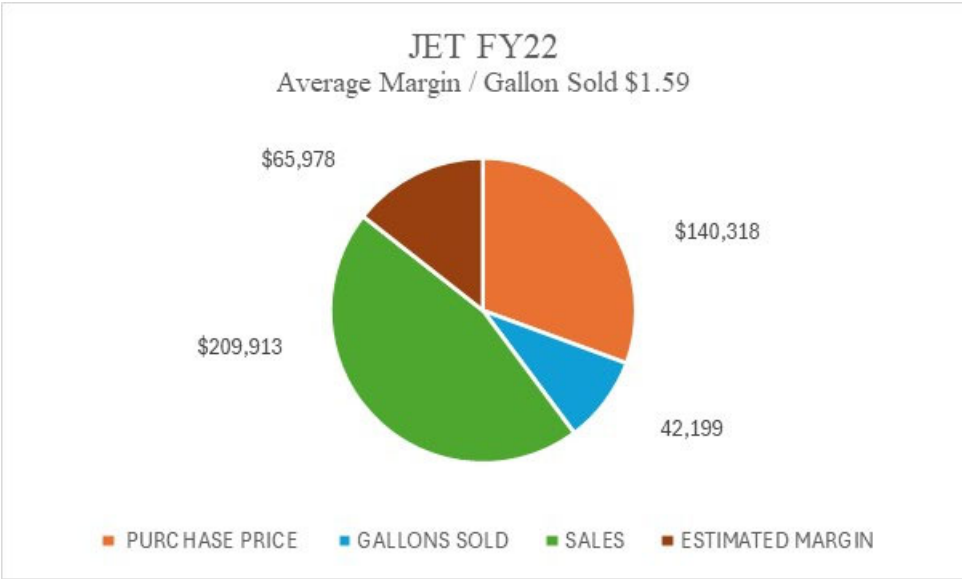


**AVGAS FY24**  
Estimated Margin / Gallon Sold \$1.19



**AVGAS FY25**  
Estimated Margin / Gallon Sold \$1.15





## **Highlights of Airport Activities**

**July 2024-June 2025**

### **July 2024**

The Shawnee Airport Authority accepted the recommendations of the Airport Advisory Board to:

Approve a new lease for private hangar development (NV Corporation)

Amend an existing commercial aeronautical use agreement to extend the term and authorize construction of a new hangar on the leasehold (Air Flite, Inc.),

Approve a five-year professional services agreement with H.W. Lochner Engineering based on the responses received to a published Request for Qualifications

Temporary Terminal construction began adjacent to the main aircraft parking ramp, immediately West of the original terminal location.

A new concrete taxilane supporting the south entrances to the 100 Series T-Hangars was constructed by City of Shawnee Streets Department.

Working with the City of Shawnee Engineering, Code Enforcement and Fire Marshal's Department developed and initiated a new "Pre-Construction Coordination and Construction Progress" package for private construction projects on the airport.

### **August 2024**

Finalized the replacement of damaged perimeter fence and installed the two new automated vehicle gates damaged by the 2023 storm.

NV Corporation began the site survey work for the proposed location for their new hangar.

The "Temporary Terminal" building site construction and building installation was completed and opened for business August 19<sup>th</sup>.

### **September 2024**

The Shawnee Airport Authority accepted the finalized Shawnee Regional Airport Development plan addressing capital development for the airport to include new t-hangars, large scale commercial hangars, rehabilitation of existing pavements, construction of new pavements, reconstruction of the airport terminal, and fuel farm improvements/relocation.

The airfield sign LED-Upgrade project was completed with the help of local electrical contractors Rethford Electric. All of the runway and taxiway lights and signs are fully LED increasing reliability and reducing electricity usage and maintenance costs.

Staff was invited to present information on careers in aviation to the students at Horace Mann Elementary School whose mascot is the Mustang. Slides featuring the P-51 Mustang and its use by the RAF and the famous US Army Air Corps Tuskegee Airmen during WWII were the highlight of the day.

## **October 2024**

The Airport Advisory Board hosted the Executive Director of the Oklahoma Department of Aerospace and Aeronautics (ODAA) for a discussion on proposed capital development projects for the next seven years.

The airport Pavement Condition Report providing detailed information on the current condition of critical pavements and recommendations for rehabilitation and improvements was finalized and submitted to the Federal Aviation Administration (FAA) for their records and to support future requests for funding to improve critical surfaces.

## **November 2024**

The Shawnee Airport Authority hosted the Executive Director of the ODAA review and approve the proposed capital construction /development plan shared previously with the Airport Advisory Board.

The Oklahoma Corporation Commission conducted an annual inspection of our fuel system to ensure compliance with their safety, quality control, and metering standards. We received another clean report.

## **December 2024**

The Shawnee Airport Authority adopted a capital improvement plan for the years 2025 through 2031 and authorized the ODAA to act as the Airport Authority's Agent to carry out the proposed development projects. In their role as "agent" the department will provide management of the engineering services component of the projects, administer the construction solicitation process, and provide funding to initiate the projects. As the Airport Authority receives grants and insurance funds, a portion of the funding provided by the ODAA will be reimbursed to that department.

Airport staff worked with the City of Shawnee's public information officer Jamie Sacco, to make sure Shawnee families could track Santa's progress across the globe on Christmas Eve. We prepared public media announcements and website links to the North American Aerospace Defense Command (NORAD) Santa's Journey tracking system which follows Santa and his Reindeer-Powered aircraft around the globe!

Christmas Drones was another public outreach initiative. With so many people receiving drones as gifts we prepared some basic information on drone operation safety around airports, and links to FAA guidance on drone "Do's and Don'ts" to help local families enjoy their new gifts safely.

## **January 2025**

FAA Flight Safety and Tech Ops requested the opportunity to use an unmanned aerial vehicle (drone) to test the instrument-landing system (ILS) equipment. FAA normally uses manned aircraft to test the equipment. They are considering using drones to conduct these tests based on the likely reduction in costs associated with manned aircraft (manpower, time on aircraft, and fuel costs.) (Note: the FAA is currently working to upgrade the communications to these systems to fiber optics. FAA will issue NOTAMS on the impacts to the navigational aids as the project progresses.)

Staff met with and provided detailed reports on airport operations, land and facility agreements, direct and indirect employment in support of the ODAA sponsored - 2025 Oklahoma Statewide Economic Impact of Aviation Study. The final report is due for publication Summer 2025.

Airport staff conducted a market are study to determine the current rental rates for t-hangars charged by airports within Oklahoma, and a more focused subset of airports within fifty land miles of the Shawnee Regional Airport (SNL). The results of the study were used to provide the Shawnee Airport Authority with a recommendation for rental rates at the Shawnee Regional Airport for Fiscal Year 2025/2026.

As part of our agreement with Phillips Aviation Fuel we are required to participate in an Aviation Fuel Quality Assurance Annual Audit. Phillips reviews and assesses our procedures, records management, and quality assurance standards for compliance with the “branding” agreement. We passed with no discrepancies and continue to benefit from the branding agreement.

Our neighbors at the Oklahoma Baptist University sent marketing students our way for help with their project on airport marketing, commercial service agreements, and airport financial planning.

## **February 2025**

We hosted a team of ornithologist and their helicopter pilot for a week while they conducted a regional raptor nesting survey. The National Fish and Wildlife Service also used the Shawnee Airport to conduct their annual migratory bird survey. While these surveys are intended to collect information across the region, it is helpful to us to have it for our wildlife habitat management efforts as well.

## **March 2025**

Staff prepared and submitted requests for special congressional funding to support of a recommended three-inch (3”) asphalt overlay on Runway 17/35, and the connecting taxiways. The total estimated cost of the project including engineering and construction costs is \$15,000,000. Engineering costs are estimated at \$3,000,000, and construction costs at \$12,000,000. If funded, these improvements are estimated to extend the useful life of the pavements by approximately ten years.

Topographical surveys and core borings for construction of a new t-hangar taxilane, improvements to the existing taxilane, aircraft parking apron and runway began mid-month. The runway was closed for one day to allow the teams to collect samples of the subsurface conditions.

The Oklahoma University Flying Sooners brought their National Intercollegiate Flying Association - SAFECON competition team to the airport for team trials to determine just which Sooners will be representing the school at the 2025 SAFECON competition at Oshkosh this May.

### **April 2025**

The Shawnee Airport Authority authorized staff to apply for an accept federal and state grants in support of the airport's capital improvement projects scheduled for Federal Fiscal Year 2025 (City of Shawnee Fiscal Year 2026).

Service agreements for structural assessments of three hangars damaged during the tornado were executed with Lochner Engineering. Lochner's team will conduct structural assessment of Hangars 14, 15 and 16 to develop cost comparison of repair versus new installations/construction. Assessments will be provided to the Oklahoma Municipal Assurance Group and the Federal Emergency Management Agency for their review and concurrence on next steps.

City's offices of Community Development and Engineering have been receiving requests for information regarding the construction of solar panel systems. Airport staff is working with these two departments to develop information packages on both Oklahoma Department of Aerospace and Aeronautics, and FAA rules and regulations regarding construction plans that may have an impact on aviation operations.

Staff gathered data and prepared submissions to the ODAA for their Statewide Airport Rates and Charges Survey. Data compiled by the department is used to help airport staff make recommendations on rental rates for land and facilities at and around the airport.

Students and staff from the Maud Oklahoma High School visited the airport for a presentation on airport and aircraft operations, airfield geometry, navigational systems, airport equipment, air to ground and air traffic communications, and the role the Shawnee Airport in particular plays in the region. Following the presentation and a question-and-answer session, the students were taken out to the airfield areas for a walking field trip.

### **May 2025**

Following the approval granted by the Shawnee Airport Authority staff prepared and provided notice to tenants of Fiscal Year 2026 lease renewal options, and rental rate increases. As a part of this process, requests were made to all aircraft storage tenants to provide documentation on the condition of their aircraft, current registration, and required insurance documentation.

The Shawnee Airport Authority also approved amendments to the commercial aeronautical use agreement with Red Cloud Aviation to authorize limited passenger and cargo charter services and agricultural spraying services.

Per the requirements of the FAA grant program staff worked with our Disadvantaged Business Enterprise consultant to develop program goals for all federally funded projects planned for Fiscal Years 2025 through 2027. The materials were submitted to the FAA. Following their review, we received an approval for a 6.5% participation goal based on the availability of Disadvantaged Business Enterprise participants in our area and the nature of the planned activities.

## **June 2025**

The Shawnee Airport Authority accepted the Airport Advisory Board's recommendation and approved:

An amendment to the commercial aeronautical use agreement with Red Cloud Aviation to authorize limited passenger and cargo charter services and agricultural spraying services,

A new non-aeronautical use land lease agreement with the Young Man's Christian Association of Shawnee.

Four bids for Capital Improvement Plan Task Order # 1 New T-hangar Taxilane, Primary Taxilane and Aircraft Parking Apron Rehabilitation were received by the Oklahoma Department of Transportation. The apparent low bidder, J. Lee Enterprises, provided a bid in the amount of \$1,271,005. The bid amount is \$65,005 less than the estimated cost of the project. The project engineers are reviewing the bid for sufficiency and accuracy prior to making a recommendation to award the contract. Following a recommendation to award staff will file a request for grant funding with the FAA and ODAA to support the costs of the project.

NV Corporation began the work of constructing their planned box hangar South of the main ramp, West of the T-Hangar Taxilane.

Staff made plans with the Pioneer Library System to host their keynote speaker for the 2025 Spark a Change annual event, Leland Melvin, former NASA Astronaut, engineer and NFL football star. The library system plans to make a video interview of Mr. Melvin and would like to featuring the airport's airfield and facilities. The Spark a Change event will be held at the Gordon Cooper Technical Center main campus and are considering including their aviation campus as part of the video production based on the school's connection to Mercury Seven Astronaut Gordon "Gordo" Cooper.

Shawnee Public Schools offer a summer program designed to provide educational experiences to children enrolled in the Wolfpack Extreme program. Airport staff hosted the Wolfpack for a field trip to the airport to teach them about aviation in general, airport operations, and an up close and personal tour of aircraft of variable sizes and shapes.