

AIRPORT ADVISORY BOARD PROCEEDINGS

AUGUST 20, 2025 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, 2202 North Airport Drive, Shawnee, Oklahoma on August 20, 2025 at 5:30 PM, pursuant to notice duly posted as prescribed by law at 1:26 PM August 13, 2025. Vice Chairman Layne presided and called the meeting to order. Upon roll call, the following members were in attendance.

Bryan Cantrell
Board Member

Garrett Roberts
Board Member

Kevin Hanna
Board Member

Blake White
Board Member

Keith Layne
Vice Chairman

ABSENT: Colton Crowder, Scott Lee

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the July 16, 2025, regular meeting.

A motion was made by Mr. White, seconded by Mr. Hanna, to accept the Minutes of the July 16, 2025, Regular Meeting. Motion carried 5-0-0.

AYE: CANTRELL, HANNA, LAYNE, ROBERTS, WHITE

NAY: NONE

ABSTAIN: NONE

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

No Citizens or other members of the public requested the opportunity to make public comments.

3. Discussion and Consideration of Request for a Commercial Aeronautical Services Agreement with Crosswind Cleaning, LLC d.b.a. SparrowHawk Detailing - OKC

Staff presented a draft agreement for mobile aircraft detailing services with Crosswind Cleaning LLC, d/b/a Sparrowhawk Detailing, LLC. Questions related

to the "dry wash" technique were posed. Specifically, was the agreement drafted to prohibit wet washing on environmental grounds? Staff and the Vice Chairman advised that the construction/installation of an aircraft wet washing facility was explored. The cost of constructing a fixed washing facility with proper environmental controls was prohibitively expensive, and the project was not continued.

A motion was made by Mr. White, seconded by Mr. Cantrell Commissioner, to recommend the Shawnee Airport Authority authorize the City Manager to execute the proposed agreement. Motion carried 5-0-0.

AYE: CANTRELL, HANNA, LAYNE, ROBERTS, WHITE
NAY: NONE
ABSTAIN: NONE

4. Discussion and Consideration of Activation of Foreign Trade Zone at Shawnee Regional Airport - Chuck Mills, Chairman Oklahoma City Port Authority

The Vice Chairman introduced Mr. Chuck Mills, Chairman of the Oklahoma City Port Authority, to discuss the Shawnee Regional Airport's participation as an active member of Foreign Trade Zone (FTZ) 106. Mr. Mills stated the airport had taken initial steps to enroll as a participating entity/location several years ago but had not completed the process. Mr. Mills provided general information on the value of FTZs to industries and the subsequent development opportunities at the airport. Mr. Mills indicated the Oklahoma City Port Authority has a relationship with Ernst and Young, LLP to assist with their continuing management of FTZ 106, and could be available to assist the Shawnee Airport Authority (SAA) with an application and management program should the SAA determine to become an active participant. Members of the Board and public visitors posed questions about the general operating parameters of an FTZ and focused questions on the benefits an FTZ could bring to existing and proposed business based at the airport.

Mr. Mills noted that the SAA would need to provide a budget allocation for annual participation fees and consultant services, and that he would work to provide cost estimates to staff for presentation to the Airport Advisory Board (AAB) for their review and any recommendation to the SAA.

The Vice Chairman asked the AAB for their preferences. Support the proposed membership and provide further details to the SAA, or table the action until Mr. Mills provides staff with the details of estimated costs, and review that information

at a future meeting.

A motion was made by Mr. Roberts, seconded by Mr. Hanna to table the item until further financial information is provided for review. Motion carried 5-0-0.

AYE: CANTRELL, HANNA, LAYNE, ROBERTS, WHITE
NAY: NONE
ABSTAIN: NONE

5. Staff Reports

Staff provided standard monthly reports on fuel sales and projects in progress.

6. Board Comments

Members asked about grass management and information on the terms of the current hay lease.

7. Adjournment

The Vice Chairman adjourned the meeting.



KEITH LAYNE
VICE CHAIRMAN

ATTEST:



BONNIE A. WILSON
SECRETARY