

AGENDA
AIRPORT ADVISORY BOARD
FEBRUARY 25, 2026 AT 5:30 PM
RESCHEDULED FROM FEBRUARY 18, 2026
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

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the November 19, 2025, regular meeting.
2. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
3. Discussion and Consideration of Hangar Lease Policy Statement
4. Capital Construction Schedule and Operational Impacts
5. Staff Reports
6. Board Comments
7. 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

NOVEMBER 19, 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 Airport Drive, Shawnee, Oklahoma on November 19, 2025 at 5:30 PM, pursuant to notice duly posted as prescribed by law at 3:27 PM November 13, 2025. Chairman Lee presided and called the meeting to order. Upon roll call, the following members were in attendance.

Scott Lee
Chairman

Bryan Cantrell
Board Member

Keith Layne
Board Member

Garrett Roberts
Board Member

ABSENT: Colton Crowder, Kevin Hanna, Blake White

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the August 20, 2025 regular meeting.

A motion was made by Mr. Layne, seconded by Mr. Cantrell, to accept the Minutes of the August 20, 2025, Regular Meeting. Motion carried 4-0-0.

AYE: LEE, CANTRELL, LAYNE, ROBERTS

NAY:

ABSTAIN:

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 Lease Agreement – Redeemed Flying Corps Association

Redeemed Flying Corps Association (RFCA) submitted a request to terminate their current lease agreement and enter into a Commercial Aeronautical Lease Agreement authorizing them to provide flight instruction to the public.

Mr. Matt Stewart, Executive Director of RFCA, addressed the Board, provided an overview of the organization, its mission, and its partnership with OBU offering students the opportunity to earn college credit through RFCA’s flight training program. He also discussed a potential future partnership with the Gordon Cooper Aviation Campus to allow mission students to pursue aircraft maintenance coursework.

A motion was made by Mr. Lee and seconded by Mr. Roberts, to recommend the Shawnee Airport Authority approve the request and authorize the City Manager to execute the proposed Commercial Aeronautical Lease Agreement. The motion carried 4-0-0.

4. Capital Improvement Program Annual Update

Staff provided an update on the annual Capital Improvement Plan (CIP) review and submission to the FAA and ODAA, noting that the CIP is required for federal and state funding eligibility. Staff summarized schedule adjustments between the 2025–2031 and 2026–2031 CIP’s, with no changes to project costs.

5. Overview and Discussion of Landscaping Maintenance Service Solicitation

Staff provided an overview of a proposed mowing and landscaping maintenance bid for airport properties, outlining the scope, procurement requirements, and contract terms.

6. Staff Reports

Staff provided standard monthly reports on fuel sales.

7. Board Comments

8. Adjournment

The Chairman adjourned the meeting.

SCOTT LEE
CHAIRMAN

ATTEST:

BONNIE A. WILSON, CM
SECRETARY



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

Date: February 25, 2026
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Discussion and Consideration of Hangar Lease Policy Statement

Background: Airport staff has drafted an updated Hangar Lease Policy Statement to ensure airport leasing practices are clearly defined, in compliance with established regulatory requirements, and aligned with industry standards. The updated policy provides a consistent and standardized framework for lease administration, rate setting, and hangar allocation for Shawnee Airport Authority owned and operated facilities and property.

Adoption of the updated policy would formally rescind and replace the existing 2019 Hangar Lease Policy Statement.

The proposed Lease Policy Statement, and associated Hangar Space Application are attached for reference.

Attachments: DRAFT Hangar Lease Policy Statement, DRAFT Hangar Waiting List Application

Staff Recommendation: Authorize staff to present a recommendation to the Shawnee Airport Authority for consideration of adoption and implementation of the updated Hangar Lease Policy Statement to replace the existing 2019 Hangar Lease Policy Statement.

Shawnee Airport Authority Lease Policy Statement **DATE TBD**

It is the policy of the Shawnee Airport Authority (SAA) to apply a standardized process, fee structure and lease language for all SAA owned and managed properties to support the operational costs and continued development of Shawnee Regional Airport.

The goal of this Policy is to provide consistency and transparency in the leasing practices, and rate setting for non-commercial aeronautical, commercial aeronautical, and commercial non-aeronautical properties.

Non-Commercial Lease Rate Determination

The SAA establishes lease rates through a standardized process to ensure compliance with Federal Aviation Administration (FAA) revenue generation and use standards. This includes conducting or participating in annual market surveys of comparable aviation facilities, considering factors such as fuel services, pilot amenities, location, and consideration of cost increases as reflected by the rise in Consumer Price Index for all goods and services nationally.

Recommendations on Non-Commercial rental rates are reviewed by the Shawnee Airport Advisory Board (AAB), and the SAA annually. Rates may be adjusted at the beginning of each City of Shawnee fiscal year as determined by the SAA.

Non-Commercial Aeronautical Use Facilities

1. Private Use Aircraft Storage Type and Size

The Shawnee Regional Airport classifies private use hangars by approximate usable space. Rental rates are applied per type of facility leased.

Standard Long-Term Tie-Down Spaces (approx. 1,000 SQFT)

Large Long-Term Tie-Down Spaces (approx. 1,500 SQFT)

Standard Bulk Hangar Space (approx. 1,000 SQFT)

Large Bulk Hangar Spaces (approx. 1,500 SQFT)

Extended Bulk Hangar Spaces (approx. 2,000 SQFT)

Standard T-Hangar (approx. 1,000 SQFT)

Standard T-Hangar with electric outlets available (approx. 1,000 SQFT)

Large T-Hangar with electric service and motorized doors provided (approx. 1,400 SQFT)

2. Hangar Waiting List Applications and Allocation of Available Hangar Space

2.1. Waiting List

- The Shawnee Regional Airport Hangar Space Waiting List (Waiting List) is designed to support a standardized process for aircraft owners seeking hangar space. Applications will

be categorized based on the date their application is received and the type/size of hangar space requested. Spaces will be offered as they become available.

2.2. Applicants seeking a place on the Hangar Waiting List:

- Applicants must submit a Waiting List Application, available on the airport's website at ShawneeAirport.com, or by requesting an application via email to COS.Airport@Shawneeok.org.
- Upon receipt, airport staff will review each application for completeness and accuracy.
- Applicants will be notified once their application has been reviewed and accepted, and the applicant has been added to the Waiting List.
- As hangars or hangar spaces become available, efforts will be made to contact the first appropriate applicant on the Waiting list via email. It is the applicant's responsibility to keep their contact details supporting their application current.

2.3. Notice of Availability

A notice of an available hangar space serves as a first refusal opportunity only and does not guarantee a lease agreement. To accept a hangar or hangar space offered the applicant must respond by email within five (5) business days, excluding federal holidays, following notification of availability. Failure to confirm intent within that timeframe will result in the available hangar or hangar space being offered to the next applicant on the waiting list.

- A "not interested" response, non-contact, or failure to respond within five (5) business days will be considered a decline and the applicant will be removed from the Waiting List.
- Once an applicant confirms their intent to lease, they will receive an electronic copy of the SAA's standard lease agreement for their execution.
- Applicants that have been removed from the Waiting List may reapply by submitting a new application.

2.4. Hangar Space/Hangar Lease Agreements

Applicants must complete the leasing process within thirty (30) calendar days of delivery of an electronic copy of a standard lease agreement by providing the following:

- An executed copy of the Shawnee Airport Authority's Standard Lease Agreement
- An electronic copy of documentation of an airworthy, actively operating aircraft registered to the entity entering into the Lease Agreement.
- An electronic copy of a certificate of insurance, listing the Shawnee Airport Authority as an additional insured party, as specified in the Lease Agreement.

2.5. Hangar “Upgrades”

Tenants in good standing may request the opportunity to upgrade their hangar/hangar accommodations under the following procedures:

- Tenants leasing Long-Term Tie Down space(s) or Bulk Hangar space(s) may request an upgrade to an appropriately sized T-Hangar or Bulk Hangar space by submitting a Waiting List Application via on-line link or email.
- Available hangar space will be offered to eligible tenants in the order applications are received.
- Tenants requesting an upgrade will be placed ahead of any non-tenant applicants on the Waiting List but will be ranked in order of application date among other upgrading tenants.

2.6. Requests for Alternate or Additional Hangar or Hangar Space

- Tenants leasing a hangar or hangar space may request an additional hangar, an alternate hangar, or additional hangar space by submitting a Waiting List Application via on-line link or email.
- Available hangars and/or hangar spaces will be offered to these applicants in the order applications are received.
- Requesting additional or alternate space does not grant priority over individuals already on the Waiting List.

2.7. Lease Transfers

- Non-commercial use hangars, owned and/or managed by the SAA, shall not be transferred, or sublet by tenants, to third parties.
- If a tenant in good standing sells or otherwise disposes of aircraft being stored at the Shawnee Regional Airport, and they wish to retain their aircraft storage lease, the tenant will have a period of ninety (90) calendar days to:
 - Acquire another aircraft; and
 - Provide electronic copies of documentation of an airworthy, actively operating aircraft registered to the tenant; and
 - A certificate of insurance, listing the Shawnee Airport Authority as an additional insured party, as specified in the lease agreement.
 - Upon receipt of the required documentation, the lease agreement will be amended to reflect the storage of a new/alternate aircraft.

Commercial Aeronautical and Non-Aeronautical Use Facilities and Property

1. Facilities and property owned and managed by the Shawnee Airport Authority (SAA) are offered for lease on a competitive solicitation basis through the publication of a Request for Proposals (RFP). Published RFPs include specifications on the available facility or property, designated uses (aeronautical vs. non-aeronautical), submission deadlines, and weighted selection criteria.
 - Proposals are reviewed by the Airport Advisory Board (AAB) for completeness and accuracy of the submission, the highest and best use of the facility or property, and the proposer's ability to meet the Minimum Standards for the proposed use.
 - Following their review, the AAB makes a recommendation to the SAA regarding the proposal and execution of an agreement. The SAA retains the authority to approve the execution of a final agreement.
2. Unsolicited aeronautical and non-aeronautical use proposals for development of airport properties are accepted at any time. Interested parties may request information on airport properties designated for development by emailing COS.Airport@shawneeok.org.
3. Proposals for Capital Development.
 - All proposals for capital construction must comply with the approved Airport Layout Plan, Federal Aviation Administration regulations, City of Shawnee regulations and ordinances.
 - Land leases for capital development purposes may not exceed fifty (50) calendar years.



HANGAR WAITING LIST APPLICATION

DATE: _____

APPLICANT NAME

ADDRESS

CITY

ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

AIRCRAFT INFORMATION

APPLICANT OWNS THE FOLLOWING AIRCRAFT:

AIRCRAFT YEAR AND MAKE

MODEL

TAIL NUMBER

INSURANCE CARRIER

PRIVATE AIRCRAFT STORAGE TYPE AND SIZE

PLEASE CHECK BOX(ES) TO INDICATE PREFERENCE

Long-Term Tie-Down

Bulk Hangar Space

T-Hangar Space

Standard (1,000 sqft)

Standard (1,000 sqft)

Standard (1,000 sqft)

Large (1,500 sqft)

Large (1,500 sqft)

Large (1,400 sqft)

Extended (2,000 sqft)

Applicant, by signature hereon, acknowledges receipt of the Shawnee Airport Authority Lease Policy Statement attached and agrees to its terms. The applicant agrees and understands that the airport will not grant a lease to any applicant who does not own an airworthy, actively operating aircraft at the time the lease is offered.

SIGNATURE



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

Date: February 25, 2026
To: Airport Advisory Board
From: Kathryn Parker
Subject: Capital Construction Schedule and Operational Impacts

Background: The Airport’s capital improvement projects are progressing. Construction on Task Order #1 is scheduled to begin March 2, 2026. The work of Task Order #1 includes construction of a new taxilane to support future T-hangars, rehabilitation of the existing main T-hangar taxilane and aircraft parking ramp. To minimize operational disruptions and maintain airport access where possible, the work will be completed in five sequential phases totaling 103 calendar days.

Each phase has a distinct schedule and varying impacts to airfield operations. Staff will notify tenants and frequent users in advance of each phase by email with descriptions of haul routes, impacted area maps, and any applicable NOTAMs. This information will also be posted on the Airport’s website.

All timelines are weather dependent.

Phase 1 – Construct New T-Hangar Taxilane
Anticipated Start: March 2, 2026
Estimated Duration: Up to 65 calendar days

This phase includes construction of a new taxilane for planned T-hangar construction later this year. Impacts to tenants are expected to be minimal. The anticipated movement area closure is the taxilane south of the existing T-hangars, which has remained closed since the 2023 tornado.

Phase 2 – Rehabilitate Main Taxilane (South of Existing T-Hangars)
Estimated Duration: Approximately 10 calendar days

Impacts will be similar to Phase 1, with the taxilane south of the T-hangars remaining closed. No additional movement areas are expected to be impacted.

Phase 3 – Rehabilitate Main Taxilane (North of Existing T-Hangars)
Estimated Duration: Approximately 10 calendar days

This phase will require a full closure of the main T-hangar taxilane for the duration of construction. During this time, aircraft will not be able to utilize the T-hangar taxilane, directly impacting tenants hangered in the 100 series T-hangars and the box hangars south of the main ramp. Tenants will be notified well in advance to allow sufficient time to relocate aircraft as desired.

Phase 4 – Rehabilitate South Half of Main Aircraft Parking Ramp

Estimated Duration: Approximately 8 calendar days

The south portion of the main aircraft parking ramp and a short segment of the adjacent parallel Taxiway Alpha will be closed during this phase. Access to the runway, ramp area, and terminal will remain available, though “back taxiing” may be required during active construction.

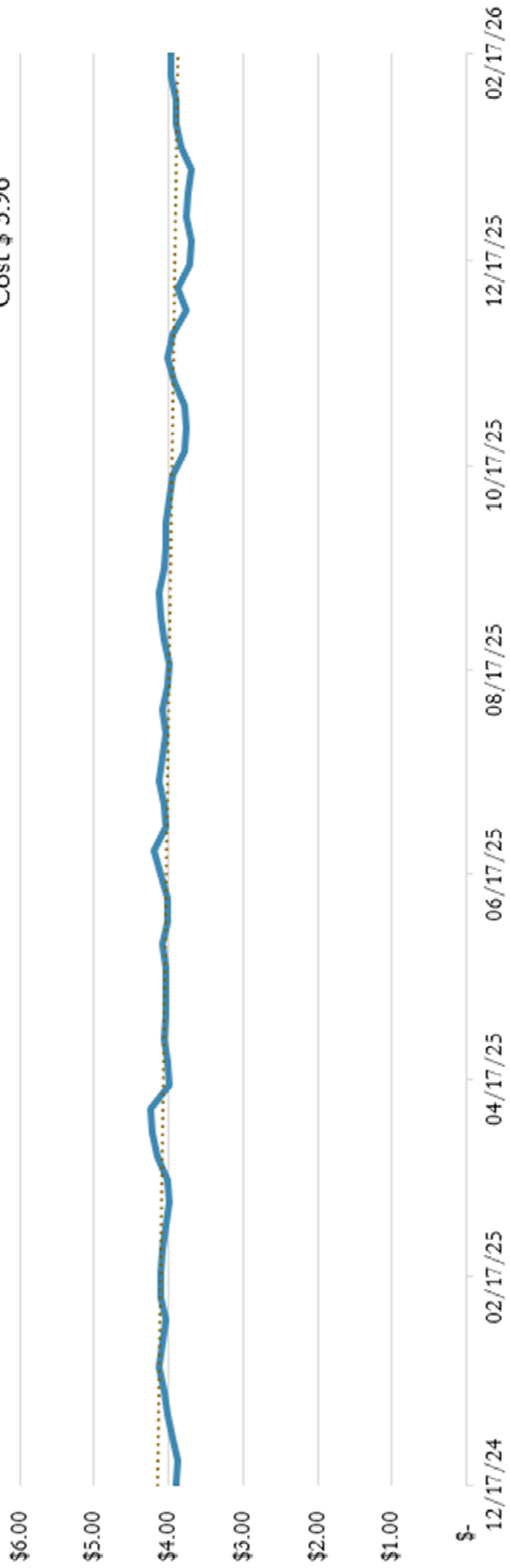
Phase 5 – Rehabilitate North Half of Main Aircraft Parking Ramp

Estimated Duration: Approximately 10 calendar days

The north portion of the main aircraft parking ramp and the adjacent section of parallel Taxiway Alpha will be closed for this phase. As with phase 4, “back taxiing” may be required to access the south ramp area. The self-service fueling station will be unavailable for the duration. Full-Service fuel will be available during business hours.

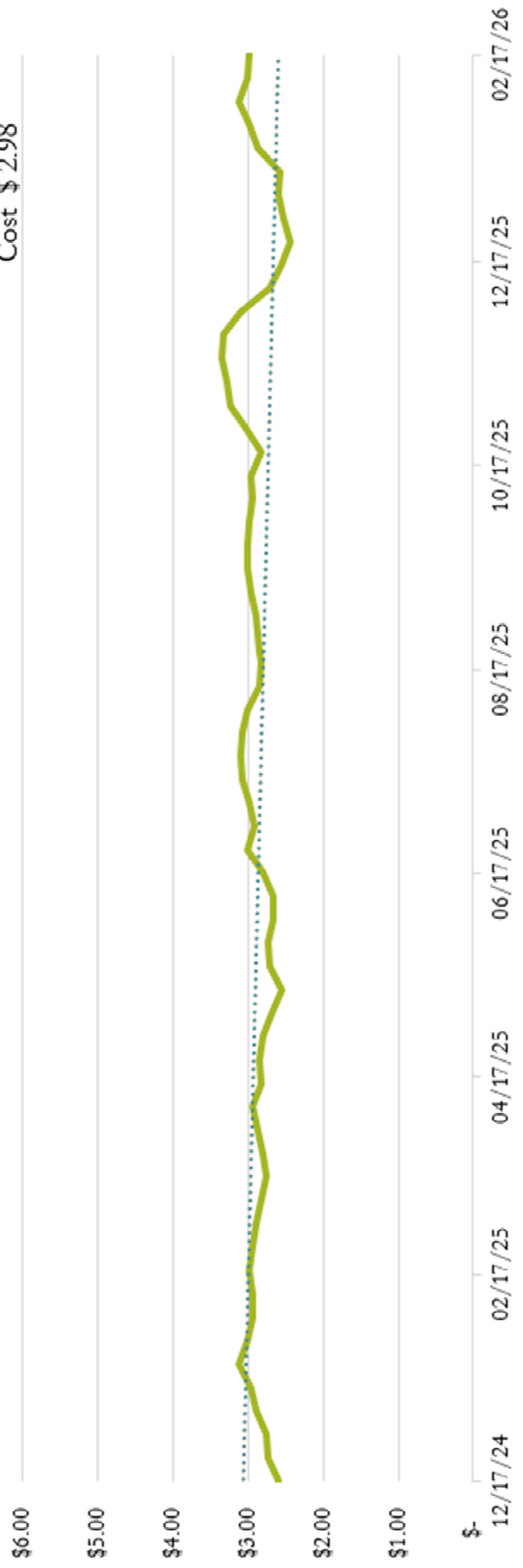
100LL Price Per Gallon Yearly Quote Trend

Current Replacement
Cost \$ 3.96

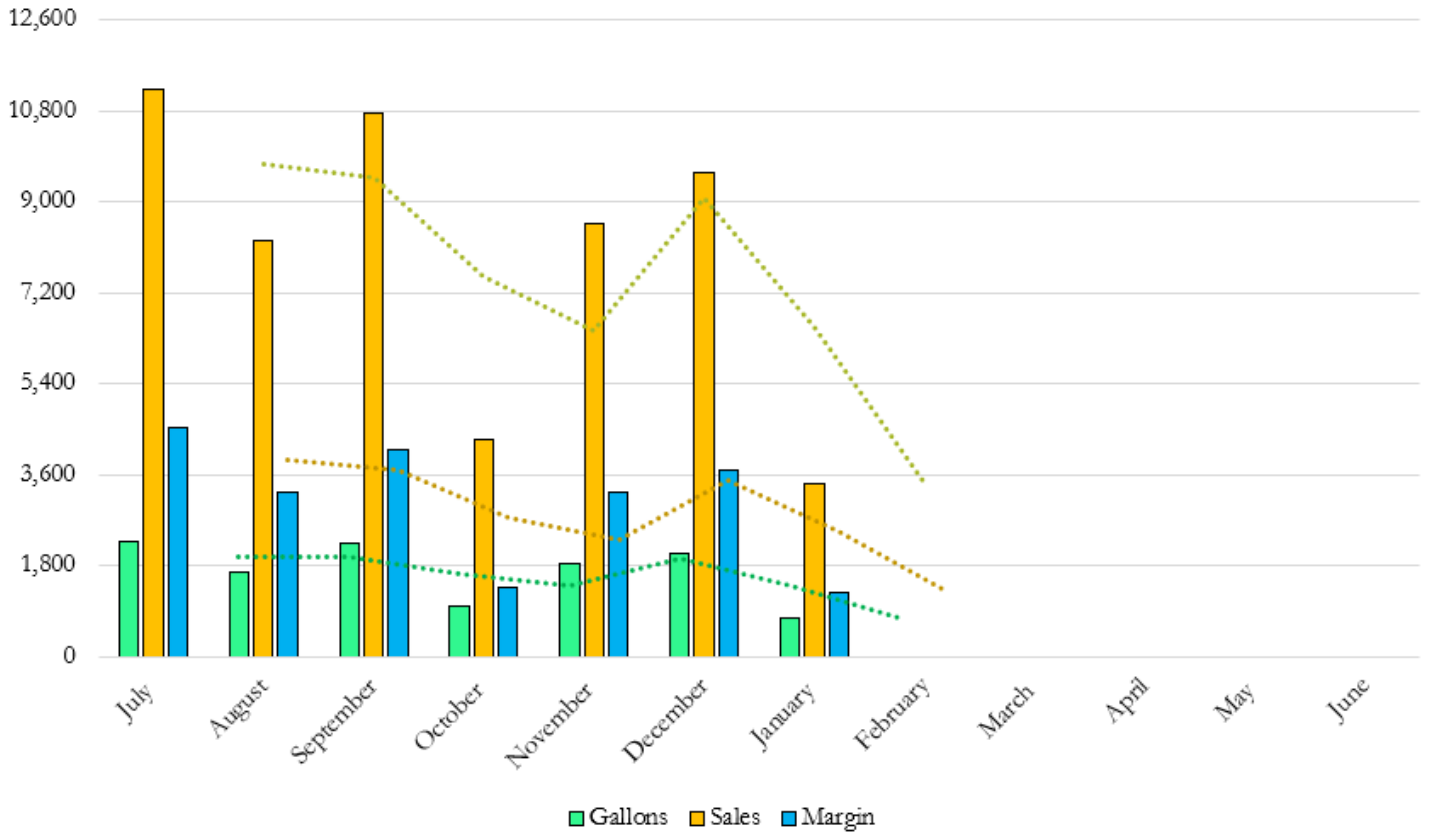


JET A Price Per Gallon Yearly Quote Trend

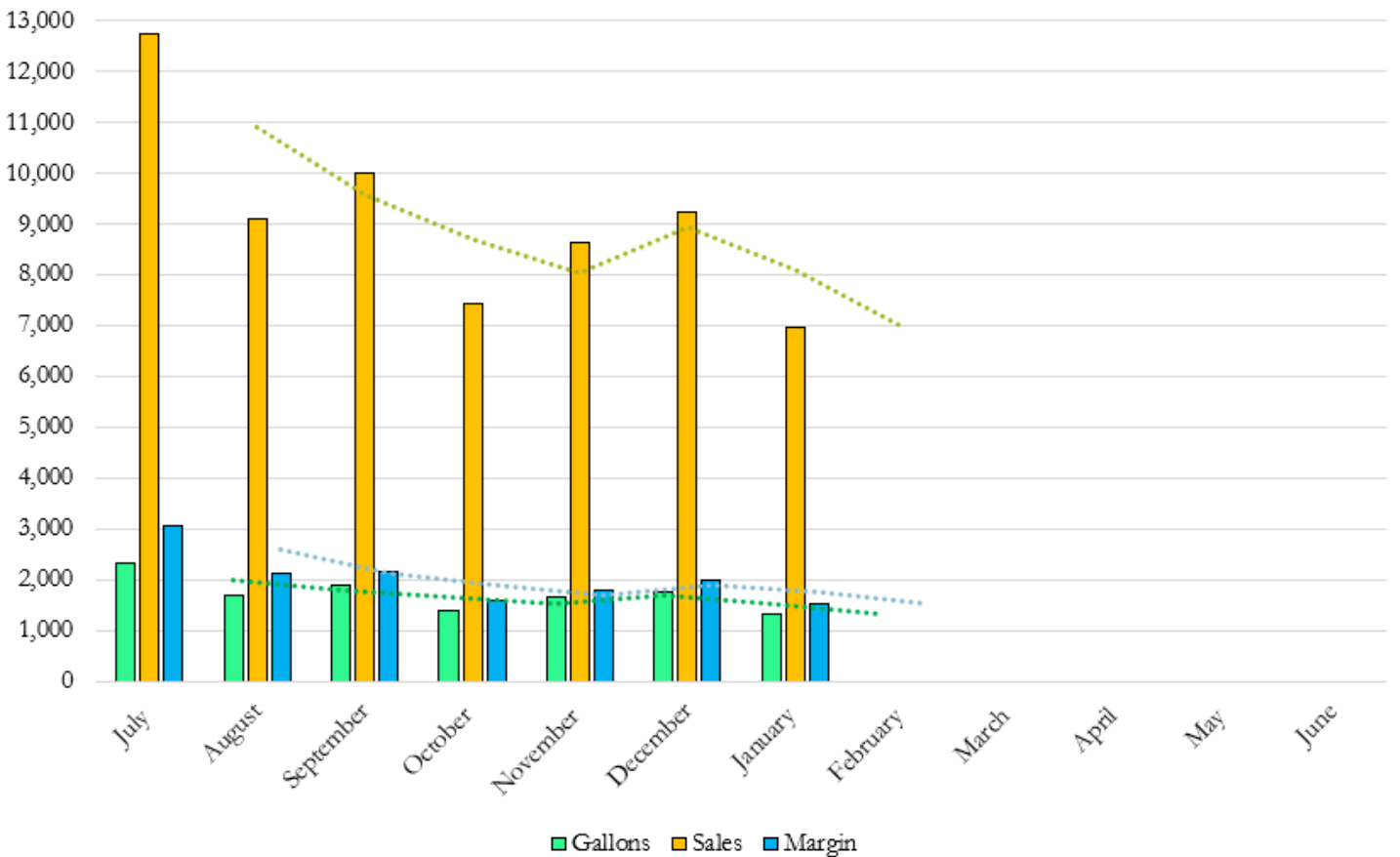
Current Replacement
Cost \$ 2.98



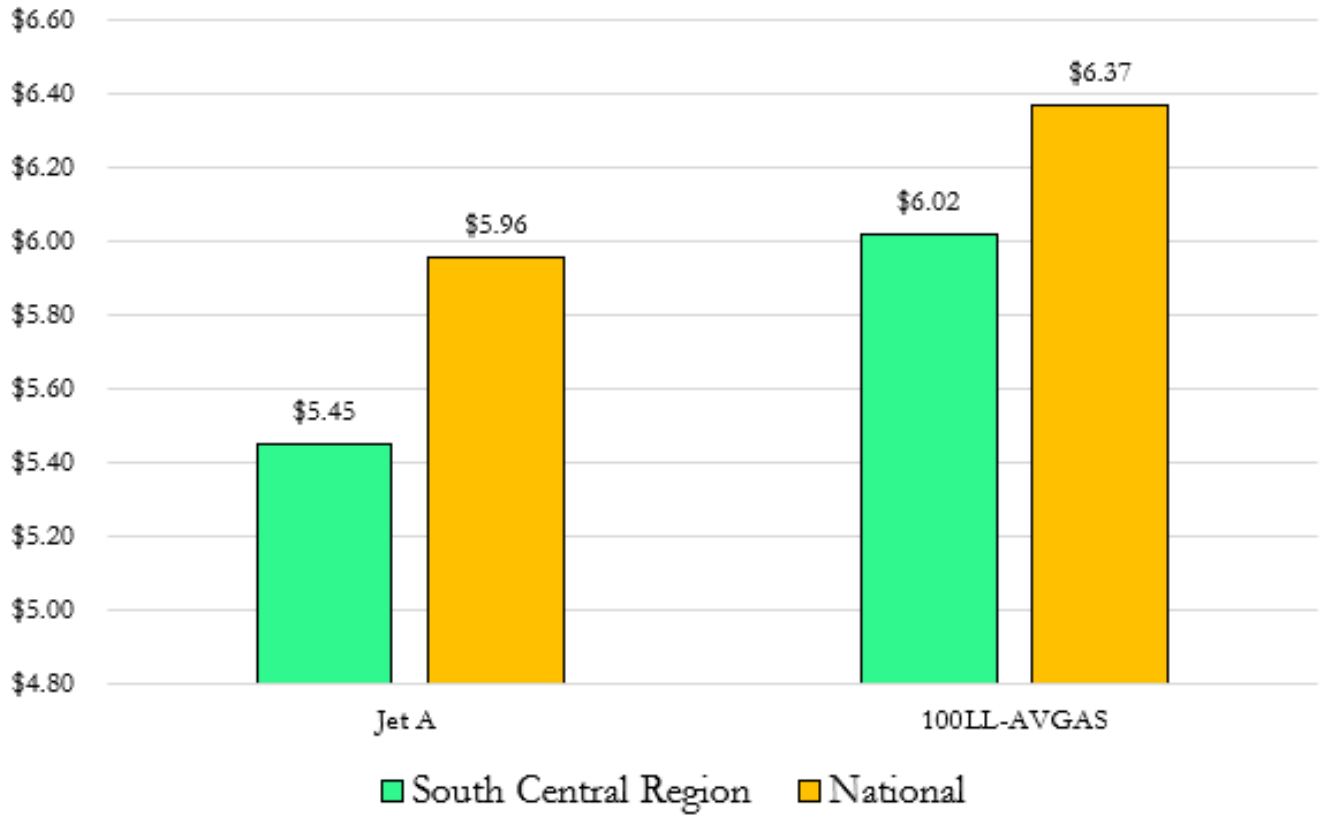
Fiscal Year 2026 Jet A Activity



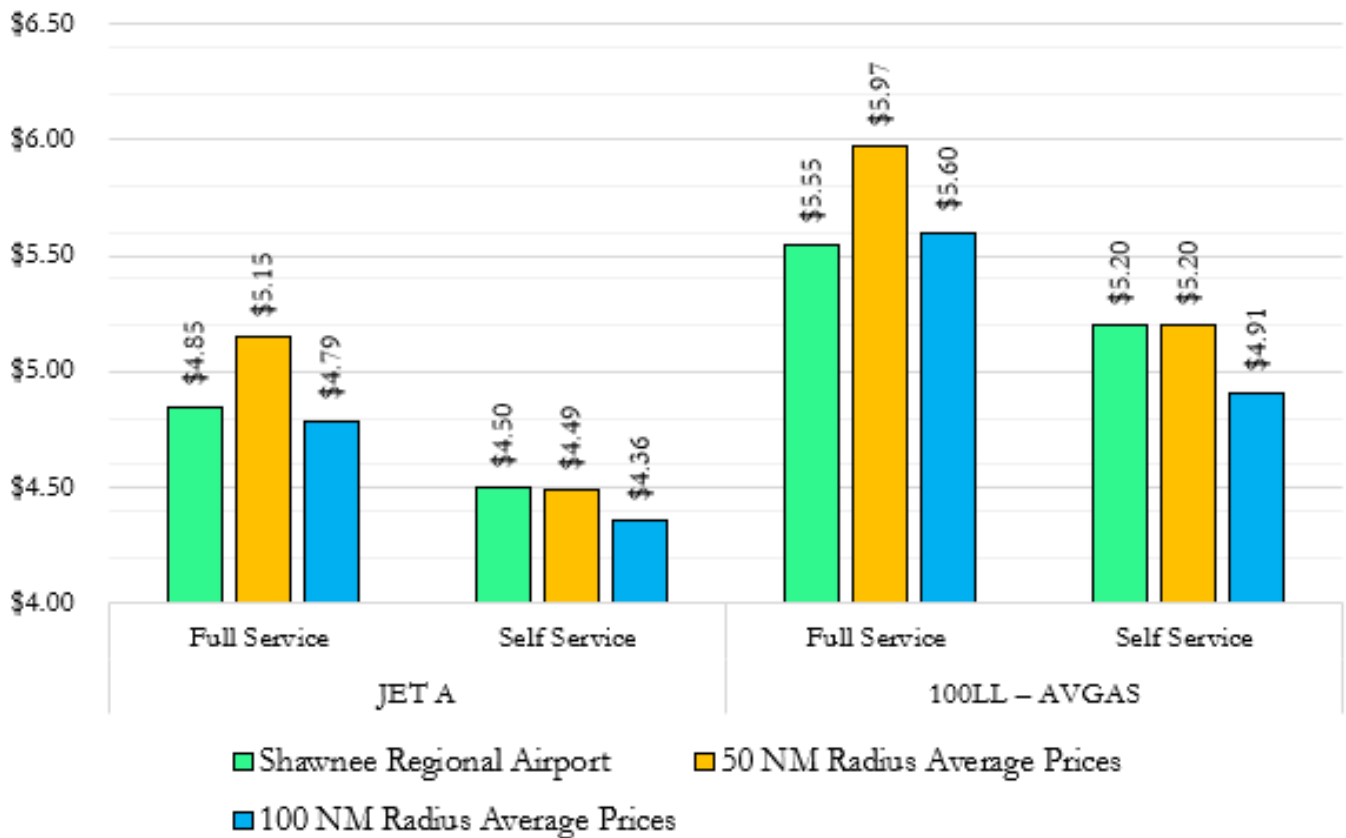
Fiscal Year 2026 100 Low Lead Activity



AVERAGE FUEL PRICES AS OF FEBRUARY 17, 2026



SNL AND SURROUNDING AREA AVERAGES AS OF FEBRUARY 17, 2026



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
Shawnee Regional Airport (SNL)	0	\$5.20	\$5.55	\$4.50	\$4.85
Cruise Aviation/ Westheimer (OUN)	30		\$6.04		\$5.51
AAR Aircraft Services (OKC)	37		\$6.68		\$5.57
Atlantic Aviation (OKC)	37		\$7.30		\$6.97
Atlantic Aviation (PWA)	41		\$7.84		\$6.21
METREA (formerly META Aerospace) (PWA)	41		\$6.03		\$5.18
Stillwater Flt Ctr (SWO)	56		\$4.90		\$5.07
Christiansen Aviation / Riverside (RVS)	71		\$5.23		\$4.20
Riverside Jet Center (RVS)	71		\$5.28		\$4.25
SBA - The Line Shack/Ardmore (ADM)	72	\$4.60	\$4.90		\$4.14
Atlantic Aviation (TUL)	82		\$7.59		\$6.77
Sparks Aviation Center (TUL)	82		\$5.45		\$4.45
United States Aviation (TUL)	82				\$4.41
Enid-Woodring Regional Airport (WDG)	84	\$4.59	\$5.01		\$4.35
Lawton Aviation Services / Lawton-Fort Sill (LAW)	99		\$5.99		\$4.99
Average Prices at 50 NM					
		\$5.20	\$6.57	\$4.50	\$5.72
Average Prices at 100 NM					
		\$4.80	\$5.99	\$4.50	\$5.13

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
Shawnee Regional Airport (SNL)	0	\$5.20	\$5.55	\$4.50	\$4.85
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	\$5.50	\$6.00	\$4.65	\$5.00
City of Cushing (CUH)	42	\$4.50	\$4.85	\$4.20	\$4.20
Apex Executive/Guthrie Edmond (GOK)	43	\$5.10	\$5.40		\$5.15
Sundance Airport (HSD)	46	\$4.95	\$5.25		\$4.25
Pauls Valley Airport (PVJ)	47	\$4.69		\$3.99	\$4.49
Legacy Aviation - Page Municipal (RCE)	50		\$5.10		\$4.10
Okmulgee Regional (OKM)	59	\$4.35		\$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	\$4.35			
Brenair Aviation/McAlester (MLC)	73		\$4.90		\$4.40
Perry Municipal (F22)	73		\$4.90		\$4.50
Haskell Airport Inc. (2K9)	78	\$5.40			
Guest Air Inc/Hinton Municipal (K2O8)	79	\$4.50			
Atoka Municipal Airport (AQR)	80	\$5.55			
City of Hominy (H92)	81	\$4.95			
Harvey Young Airport/Tulsa (1H6)	82	\$6.00			
KMA Aviation LLC/Ardmore Downtown (K1F0)	84	\$4.50	\$4.85	\$3.99	\$4.20
5B Aviation/ Duncan (DUC)	84		\$5.43		\$4.99
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	\$4.50	\$4.80		\$3.50
Blackwell Airport Trust / Blackwell Tonkawa (BKN)	98	\$4.90			
Average Prices at 50 NM					
		\$5.20	\$5.36	\$4.48	\$4.58
Average Prices at 100 NM					
		\$5.01	\$5.20	\$4.22	\$4.45

Staff Report
February 15, 2026

1. Property Matters

New “short term” Land Lease Agreements

Jordan Contractors is under contract to the City of Shawnee’s Public Works division to install sewer lines across the city. The airport is centrally located to their various work sites. In support of the contractor and the Public Works division, staff executed a short term land lease to allow Jordan to utilize space on the closed North Ramp as an equipment and materials laydown area. Henderson Jet Services, LLC, requested permission to lease land, also on the closed North Ramp to decommission and salvage parts from a Falcon jet. Staff executed a short term lease to allow Henderson to utilize space on the closed North Ramp to undertake their work on the aircraft. This type of work is part of Henderson’s standard business profile so if this project goes well, we hope to work with them on future similar opportunities.

Termination of Lease Agreement with Enterprise Rental Car

Enterprise Rental Car has closed their airport operations and relocated to a facility on North Kickapoo. The new facility was a car washing service with a small office making it much more suitable for their operations. Enterprise does have an “FBO” booking desk which allows airport customers to make reservations for vehicles and have them delivered to the airport. Their FBO booking information as well as FBO reservation information for Avis and Hertz is listed on the airport website.

2. Capital Projects in Planning

Southeast Taxiway and Hangar Development

The project engineering team at Lochner has been working with the Oklahoma Department of Aerospace and Aeronautics (ODAA) to expand the current Scope of Work to include an assessment of what appears to be an abandoned pipe running through the proposed construction area. As ODAA is the contracting party for the design of the project, Lochner has been coordinating this change directly with that office. Staff has been advised that the current plan is to conduct a limited excavation of the pipe to determine its prior use, and establish options for removal, and any recommended remediation prior to active construction in this area.

Environmental Assessments for T-Hangar Construction and New Terminal Construction

As part of the planning process for any construction on the airport a review of any potential environmental impacts must be conducted, documented and submitted to the Federal Aviation Administration (FAA) for their review and concurrence. The team at Lochner engineering prepared the initial review documents for the construction of the new t-hangars, and the new terminal building. This review indicates a high likelihood that the FAA will issue determinations of Categorical Exclusion or CAT-X from the requirements of the National Environmental Policy Act (NEPA) for these two projects. These determinations will allow the design team to proceed to final plans and specifications for construction and will provide documentation necessary to support our application to the Federal Emergency Management Agency for funding.