

AGENDA
AIRPORT ADVISORY BOARD
MAY 20, 2026 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

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 Airport Advisory Board Election Procedures
4. Staff Reports
5. Board Comments
6. 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: 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 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: May 20, 2026
To: Airport Advisory Board
From: Bonnie Wilson
Subject: Discussion and Consideration of Airport Advisory Board Election Procedures

Background: The Code of Ordinances City of Shawnee, Oklahoma (Code) Chapter 6 – AVIATION, ARTICLE II. - AIRPORT ADVISORY BOARD establishes the composition of the Airport Advisory Board, terms of service, and states in Section 6-28:

“The airport advisory board shall elect one of its members as chairman.”

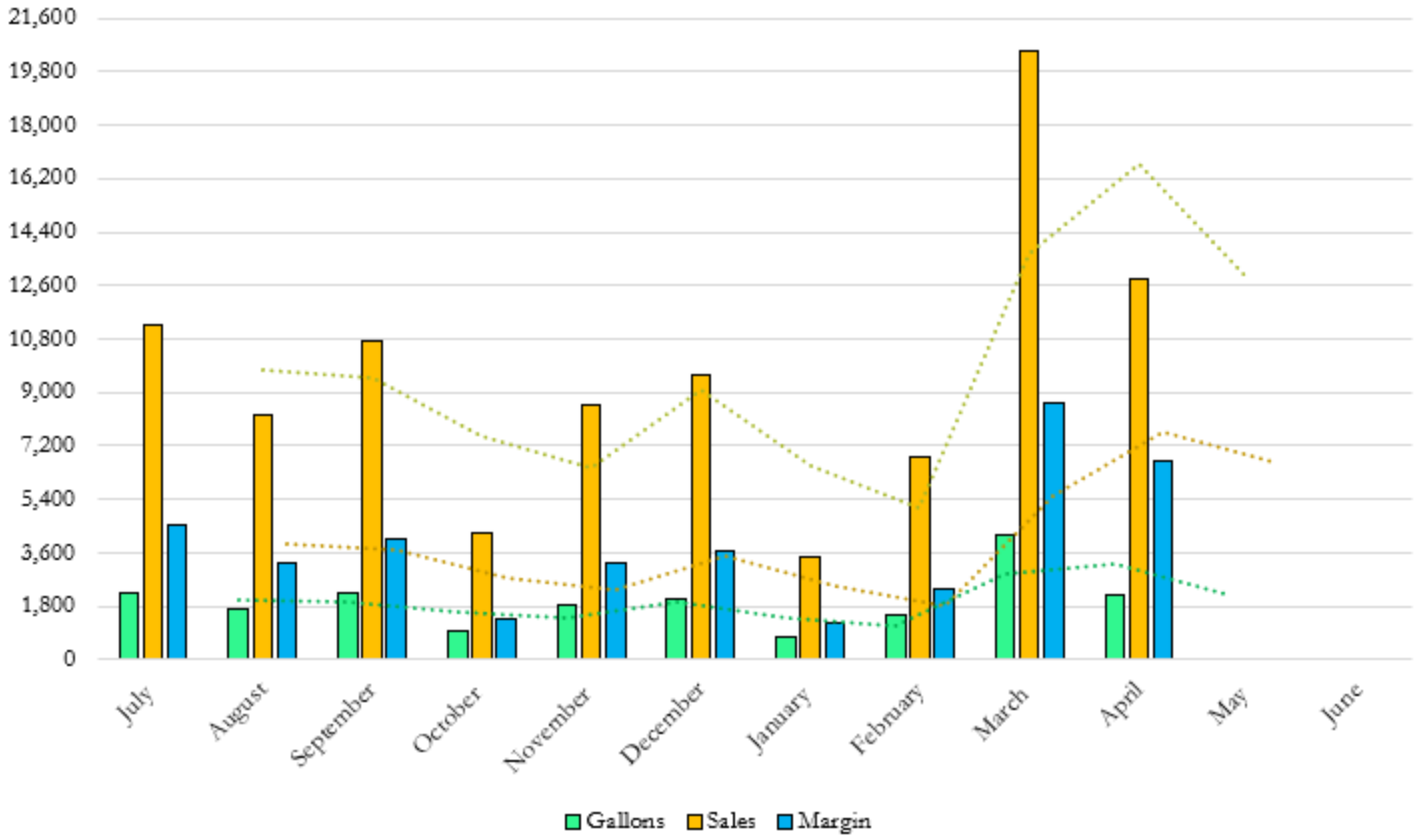
Members of a prior Airport Advisory Board created the position of Vice Chairman and developed a standard for eligibility for the position of Chairman, and Vice Chairman. Under that plan, two years of service on the Board were required for any member wishing to serve as Chairman. This practice was formalized by a vote of the then members but was not codified as an ordinance nor adopted as a policy by the Shawnee Airport Authority. The majority of the members of that prior Board are no longer serving, or will complete their service this year in June, and are ineligible for reappointment.

The current chairman will complete his service in June 2026. At the discretion of the Mayor, new members may be appointed and begin serving their terms in July 2026.

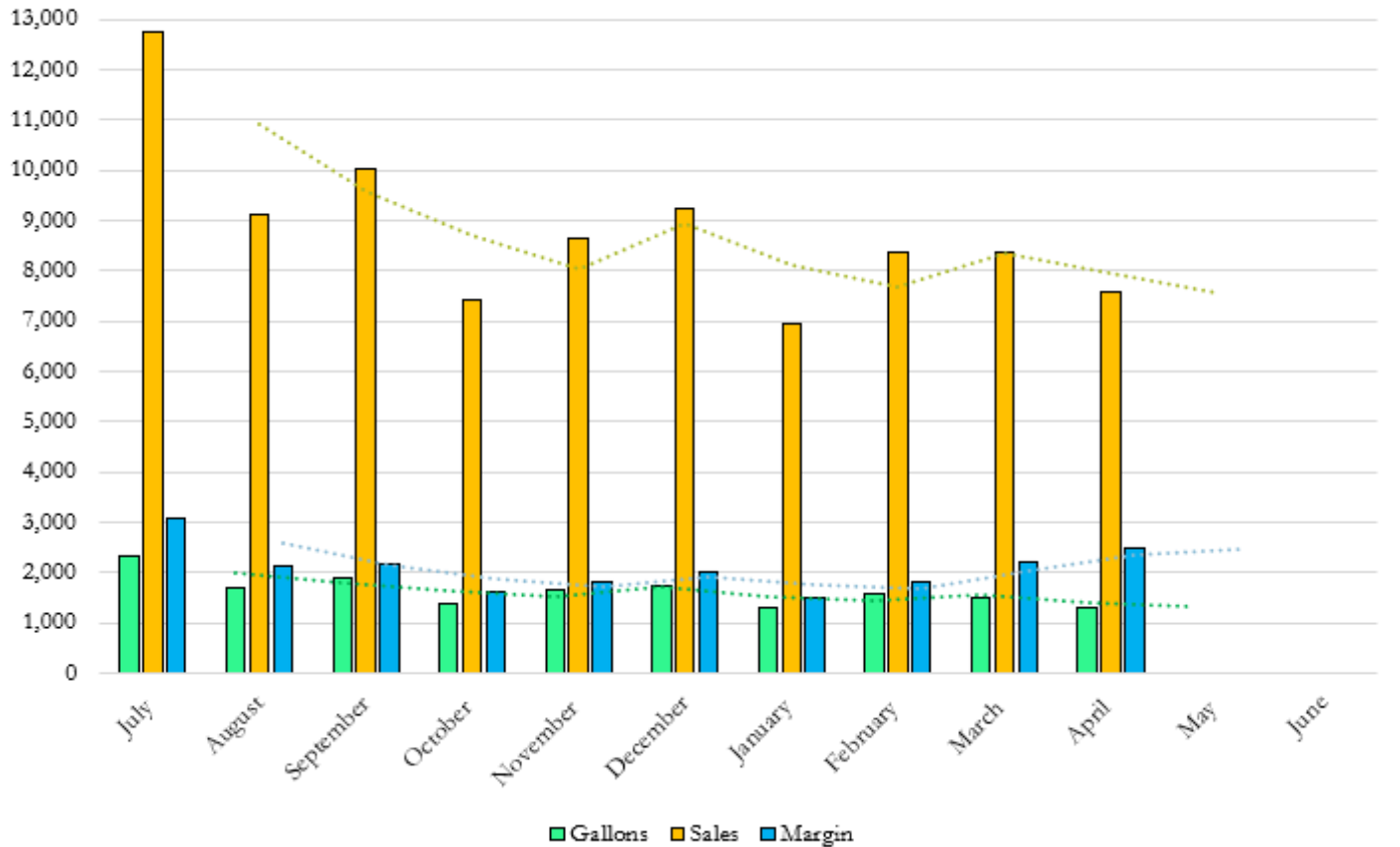
The eligibility requirements established by the past AAB members may be maintained, or a new method of nominating and electing a chairman may be adopted by the current board. The only criteria that may not be changed is that prescribed in the Ordinance.

Staff Recommendation: Staff is seeking a recommendation on eligibility standards, and election procedures for Chairman, and or Vice Chairman.

Fiscal Year 2026 Jet A Activity

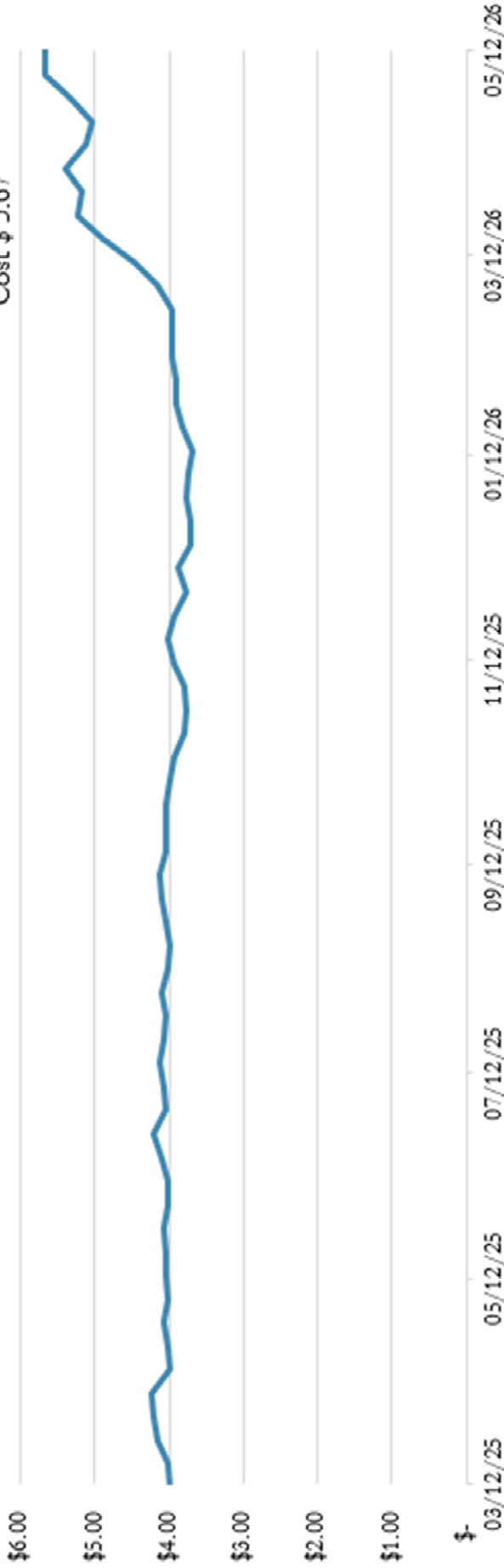


Fiscal Year 2026 100 Low Lead Activity



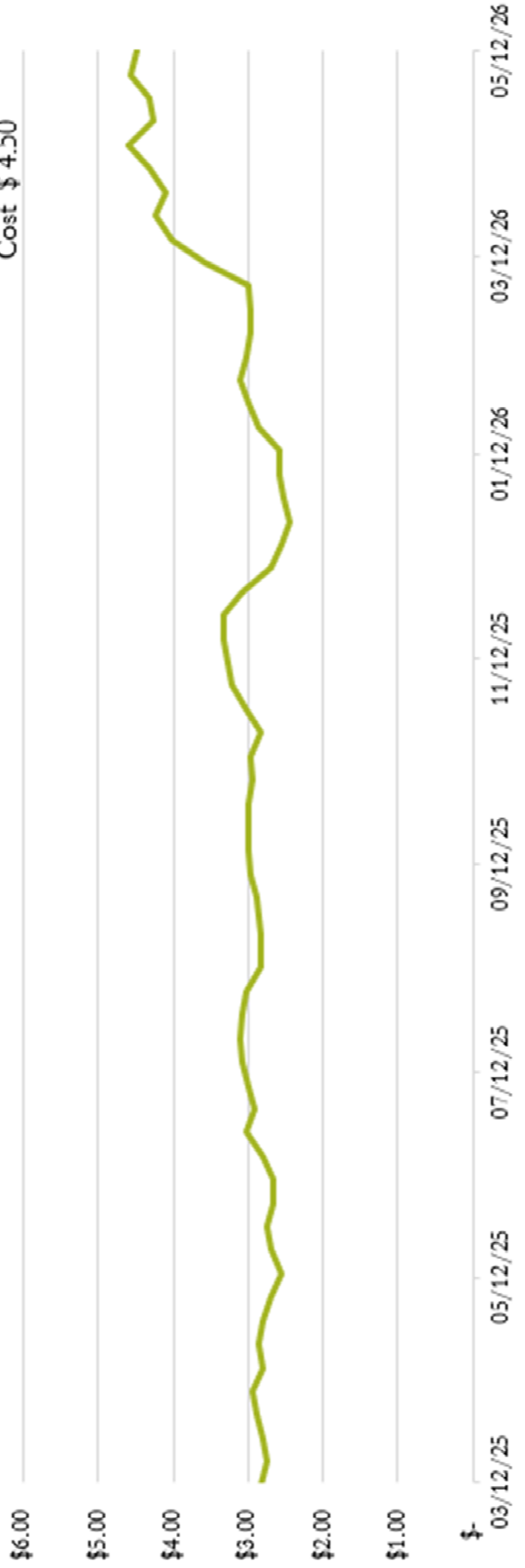
100LL Price Per Gallon Yearly Quote Trend

Current Replacement
Cost \$ 5.67



JET A Price Per Gallon Yearly Quote Trend

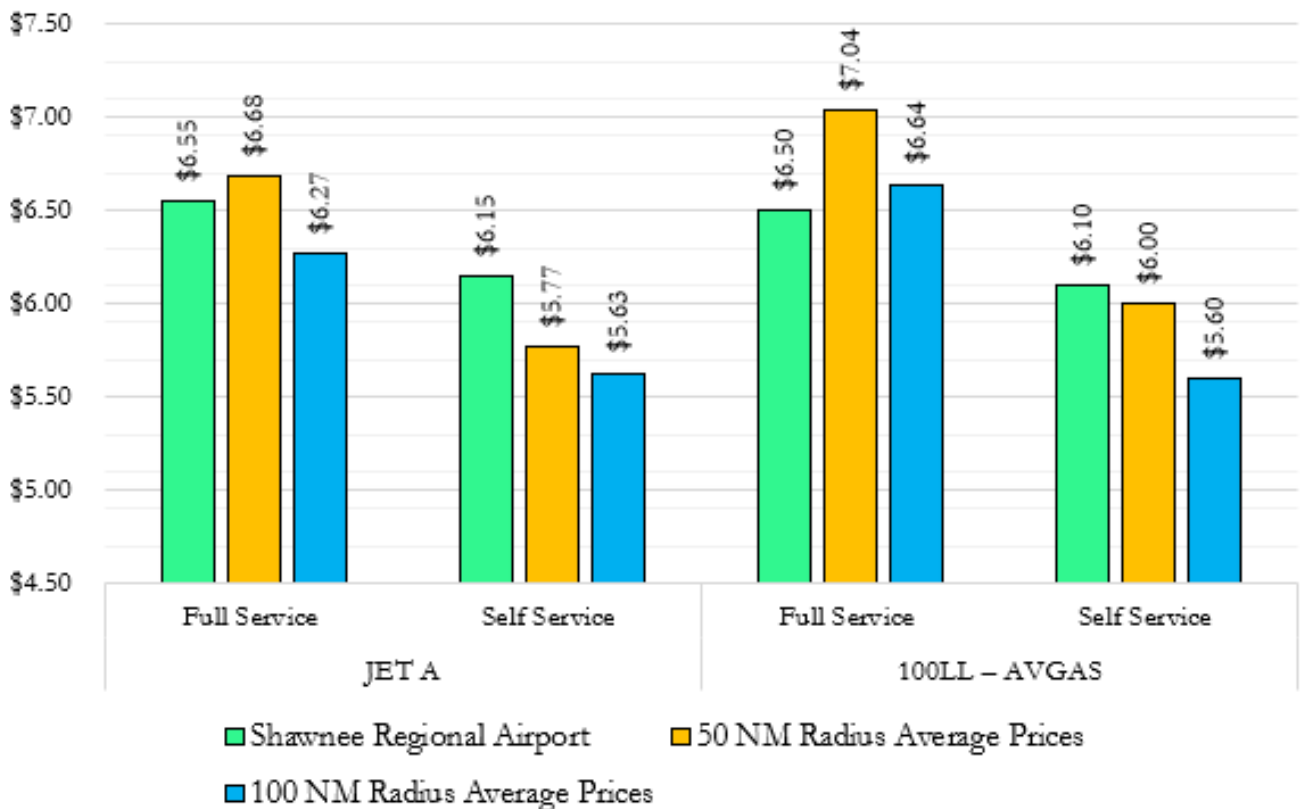
Current Replacement
Cost \$ 4.50



AVERAGE FUEL PRICES AS OF MAY 12, 2026



SNL AND SURROUNDING AREA AVERAGES AS OF MAY 12, 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	\$6.10	\$6.50	\$6.15	\$6.55
Cruise Aviation/ Westheimer (OUN)	30		\$7.50		\$6.87
AAR Aircraft Services (OKC)	37		\$7.00		\$6.80
Atlantic Aviation (OKC)	37		\$7.30		\$8.78
Atlantic Aviation (PWA)	41		\$7.84		\$7.96
METREA (formerly META Aerospace) (PWA)	41		\$6.03		\$5.18
Stillwater Flt Ctr (SWO)	56		\$6.49		\$6.59
Christiansen Aviation / Riverside (RVS)	71		\$6.90		\$5.27
Riverside Jet Center (RVS)	71		\$6.35		\$4.98
SBA - The Line Shack/Ardmore (ADM)	72	\$6.58	\$6.88		\$6.17
Atlantic Aviation (TUL)	82		\$7.59		\$8.62
Sparks Aviation Center (TUL)	82		\$7.10		\$6.00
United States Aviation (TUL)	82				\$6.01
Enid-Woodring Regional Airport (WDG)	84	\$5.59	\$6.09		\$5.57
Lawton Aviation Services / Lawton-Fort Sill (LAW)	99		\$7.19		\$6.89
Average Prices at 50 NM					
		\$6.10	\$7.03	\$6.15	\$7.02
Average Prices at 100 NM					
		\$6.09	\$6.91	\$6.15	\$6.55

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	\$6.10	\$6.50	\$6.15	\$6.55
Prague Municipal Airport (O47)	15	\$5.75			
Seminole Municipal (SRE)	16	\$6.15			\$5.50
Chandler Regional Airport (CQB)	26	\$5.91		\$4.80	
Goldsby (K1K4)	32	\$5.25			
City of Stroud (SUD)	33				
Heartland Aviation/ADA (ADH)	41	\$5.75	\$5.99		\$5.90
City of Cushing (CUH)	42	\$5.69	\$5.99	\$4.99	
Apex Executive/Guthrie Edmond (GOK)	43	\$6.83	\$7.13		\$6.71
Sundance Airport (HSD)	46	\$6.55	\$6.85		\$5.60
Pauls Valley Airport (PVJ)	47				
Legacy Aviation - Page Municipal (RCE)	50		\$6.55		\$5.35
Okmulgee Regional (OKM)	59	\$5.40		\$4.80	
Chickasha Municipal Airport (CHK)	60	\$5.01		\$4.50	
El Reno Regional Airport (RQO)	60	\$6.35	\$6.65	\$5.25	\$5.25
City of Kingfisher (KF92)	67	\$4.50			
City of Sand Springs (OWP)	71	\$5.20			
Brenair Aviation/McAlester (MLC)	73		\$5.75		\$6.50
Perry Municipal (F22)	73		\$4.91	\$4.70	
Haskell Airport Inc. (2K9)	78	\$6.15			
Guest Air Inc/Hinton Municipal (K2O8)	79	\$4.51			
Atoka Municipal Airport (AQR)	80	\$5.55			
City of Hominy (H92)	81	\$5.30			
KMA Aviation LLC/Ardmore Downtown (K1F0)	84	\$5.90	\$6.15	\$5.60	\$5.95
5B Aviation/ Duncan (DUC)	84		\$5.96		\$5.15
Skiatook Municipal Airport (K2F6)	86	\$6.25			
Watonga Regional Airport (JWG)	90	\$4.99		\$4.75	
Davis Field Aviation/Muskogee (MKO)	91	\$5.50	\$6.00		\$5.50
Fuel PNC Ponca City (PNC)	95	\$5.50	\$5.80		\$4.90
Blackwell Airport Trust / Blackwell Tonkawa (BKN)	98	\$4.91			
Average Prices at 50 NM					
		\$6.00	\$6.50	\$5.31	\$5.94
Average Prices at 100 NM					
		\$5.63	\$6.17	\$5.06	\$5.74

Estimated Fiscal Year 2027 Revenues

Name	25-26 Budget	26-27 Budget	Year Over Year Change
FEDERAL GRANT REVENUE	\$ 884,952	\$ 885,000	\$ 48
STATE GRANT REVENUE	\$ -	\$ 880,000	\$ 880,000
NON-AERONAUTICAL REVENUE	\$ 263,300	\$ 271,199	\$ 7,899
AERONAUTICAL REVENUE	\$ 57,810	\$ 59,544	\$ 1,734
OIL & LUB SALES	\$ 1,000	\$ 1,000	\$ -
OTHER MISC. REVENUE	\$ 100	\$ 100	\$ -
REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ -
FUEL SALES	\$ 225,000	\$ 225,000	\$ -
TRANSFER FROM GENERAL FUND	\$ 410,230	\$ 180,000	\$ (230,230)
	\$1,521,282	\$ 2,501,843	\$ 980,561

Estimated Fiscal Year 2027 Expenses

Name	25-26 Budget	26-27 Budget	Year Over Year Change
PERSONNEL EXPENSES	\$ 250,283	\$ 256,774	\$ 6,491
OFFICE & COMPUTER SUPPLIES	\$ 600	\$ 600	\$ -
FOOD & KITCHEN SUPPLIES	\$ 1,200	\$ 1,188	\$ (12)
UNIFORMS AND CLOTHING	\$ 580	\$ 520	\$ (60)
FUEL, OIL & LUBRICANTS	\$ 3,000	\$ 2,970	\$ (30)
FUEL AND OIL FOR RESALE	\$ 800	\$ 600	\$ (200)
CHEMICALS	\$ 2,000	\$ 2,000	\$ -
MEDICAL SUPPLIES	\$ 120	\$ 115	\$ (5)
LOW LEAD 100 OCTANE FUEL	\$ 100,000	\$ 99,000	\$ (1,000)
JET A FUEL	\$ 100,000	\$ 99,000	\$ (1,000)
TOOLS & MINOR EQUIPMENT	\$ 2,000	\$ 2,500	\$ 500
EQUIPMENT PARTS & SUPPLIES	\$ 4,000	\$ 2,000	\$ (2,000)
STREET MAINT. MATERIALS	\$ -	\$ -	\$ -
OTHER MATERIALS & SUPPLIES	\$ 2,500	\$ 2,200	\$ (300)
EQUIP. MAINT. CONTRACTS	\$ 11,300	\$ 12,000	\$ 700
REPAIR & MAINT. - BLDGS.	\$ 30,000	\$ 20,000	\$ (10,000)
REPAIR & MAINT. - EQUIP.	\$ 35,000	\$ 34,650	\$ (350)
REPAIR & MAINT.-VEHICLES	\$ 10,000	\$ 6,930	\$ (3,070)
REPAIR & MAINT. - OTHER	\$ 5,000	\$ 4,000	\$ (1,000)
LEGAL SERVICES	\$ 75,000	\$ 65,000	\$ (10,000)
OTHER PROFESSIONAL SERVICES	\$ 50,000	\$ 50,000	\$ -
NATURAL GAS	\$ 2,400	\$ -	\$ (2,400)
ELECTRICITY	\$ 20,350	\$ 29,700	\$ 9,350
TELEPHONE	\$ 6,800	\$ 5,000	\$ (1,800)
COPY USAGE EXPENSE	\$ 200	\$ 50	\$ (150)
POSTAGE & SHIPPING	\$ 300	\$ 100	\$ (200)
OTHER CONTRACTUAL SERVICES	\$ 31,000	\$ 27,200	\$ (3,800)
OTHER TRAINING	\$ 1,250	\$ 297	\$ (953)
MEMBERSHIPS & DUES	\$ 1,500	\$ 1,200	\$ (300)
FILING FEES & PERMITS	\$ 100	\$ 99	\$ (1)
BOOKS & SUBSCRIPTIONS	\$ 300	\$ 198	\$ (102)
LEGAL ADVERTISING	\$ 3,000	\$ 1,980	\$ (1,020)
PRINTING	\$ 300	\$ 200	\$ (100)
INSURANCE	\$ 47,000	\$ 46,530	\$ (470)
EQUIPMENT RENTAL	\$ -	\$ -	\$ -
MISC. OTHER SERV. & CHGS.	\$ 500	\$ 450	\$ (50)
ADVERTISING & PROMOTIONS	\$ 1,500	\$ 500	\$ (1,000)
CONTINGENCY	\$ 15,000	\$ 25,000	\$ 10,000
LEASE PAYMENTS-EQUIPMENT	\$ 33,377	\$ 33,043	\$ (334)
	\$848,260	\$833,594	(\$14,666)

Staff Report

Recent Shawnee Airport Authority (SAA) Actions

Commercial Aeronautical Service Agreement Approved - Staff received a proposal from Flyasdetailing, LLC d.b.a. RealClean Aircraft Detailing - OKC, an Oklahoma limited liability company, requesting the opportunity to provide “mobile” aircraft detailing services, generally classified as Specialized Aviation Service Operations at the Shawnee Regional Airport (SNL). Neither the airport nor the vendor is contemplating any capital improvements to support the proposed services. All economic risk associated with the agreement is with the vendor. The SAA accepted the proposal and authorized staff to execute an agreement with RealClean. This is the second SASO providing these types of services authorized to operate at the airport.

Hangar Lease Policy Adopted - The new policy ensures 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 SAA owned and operated facilities and property.

Rental Rate Recommendation Approved - The SAA approved staff’s recommendation to increase hangar rental rates to reflect fair market value, existing demand for hangars, Federal Aviation Administration (FAA) expectations for airports to be financially self-sufficient and to provide equitable access to hangars. The following rates were approved:

- Ramp Tie-Down: \$95
- Basic T-Hangar: \$205
- Standard Bulk Space (1,000 sq. ft.): \$175
- Large Bulk Space (1,500 sq. ft.): \$240
- Extended Bulk Space (2,000 sq. ft.): \$255

Shawnee Airport Authority May 2026 Agenda Items

Items introduced for consideration at the SAA’s May 18, 2026 meeting include:

Authorization for the City Manager to extend lease renewal option offers to all tenants in good standing occupying both aeronautical use and non-aeronautical use properties.

Authorization for the City Manager to apply for an accept a grant from the Federal Aviation Administration FAA Grant for engineering design services in support of the strengthening of Runway 17/35 and Taxiway Systems project. This grant will allow staff to engage the services of the airport’s engineering firm, Lochner, to begin the process of assessing the

runway, proposing design options, preparing cost benefit analyses on various options, and coordinate those findings with both the Oklahoma Department of Aerospace and Aeronautics (ODAA) and the FAA. FAA grant funds will be used to address 95% of the project costs. Once the design plan has been approved by ODAA and FAA, staff will apply for a second grant to address the cost of construction.

Authorization for the City Manager to execute an Intergovernmental Agreement with ODAA to act as the SAA's agent and provide funding for the engineering design services for the runway and taxiway system project. Through this agreement process, ODAA will contract with Lochner for engineering design services on behalf of the SAA. Once we receive grant funds from the FAA the SAA will reimburse the ODAA for 95% of the engineering and design costs. ODAA will provide 2.5%, and SAA will address the remaining 2.5% of the project cost with capital funds.

Consideration of executing addendums to the Master on Call Agreement with Lochner Engineering for engineering design services in support of:

A new airport terminal and associated parking lot.

Repairs to Bulk Hangar #14 to include replacement of the overhead doors, patching of the exterior walls, and repairs to the interior electrical utility lines damaged by the storm in 2023.

Repairs to Hangar #15 to include replacement of the doors on both the North and South entrances with new overhead clam shell type doors and the electrical infrastructure required to operate the new equipment.

Retrofit/Repairs to the high mast lights on the aircraft parking ramp and fuel services area to move the fuse systems to the base of the poles and provide for surge protection.

Authorization to declare personal property abandoned at the airport surplus, and authorization to offer the property for sale via internet auction.

Capital Project Update

T-Hangar Taxilane/Ramp - The construction contractors have completed the concrete work to create a second taxilane supporting the planned t-hangar units. Work is continuing on the crack repair and surface sealing of the existing taxilane leading south, and the main aircraft parking ramp. The current plan is to close a small section the north portion of the parking ramp for as limited a duration as possible as this work will interfere with the self-serve fuel station and access to Hangar #14. As soon as the contractor can complete the work in this area, we will close the larger south portion. This area requires significantly more work to correct the drainage along the southwest corner. Aircraft wishing to tie down will be given alternative accommodation along the maintenance hangar ramp.

T-Hangar Construction - Lochner has completed the plans for the construction of the hangars. Staff is working with their design team to file all the necessary notices with the FAA and the City of Shawnee Code Enforcement office at this time. The goal is to advertise for bids in May and award the bid for construction in July. Following execution of the contract and pre-construction permitting and approvals, the active construction time frame is estimated to last 180 calendar days. New t-hangars will be offered to tenants that lost their lease due to the 2023 tornado before offers are made to interested parties on the hangar waiting list.

SE Development/Taxilane/Hangar/Roadway - Lochner has been conducting field assessments, surveys, soil test, and other pre-design work on the designated development site on the southeast of the airport. Design options are being submitted to ODAA for their review and approval. Following ODAA's sign off, and FAA's concurrence, the project will begin with the construction of a new taxiway providing access to Taxiway Alpha and the runway. This work is currently slated for this year.

Army National Guard Readiness Center - This is an Oklahoma Military Department/United States Army joint project on land leased from the SAA. The contractors have surveyed the site, conducted soil borings, and provided preliminary construction plans for the new facility. We do not have a schedule for construction but have been advised that it is a "Fast Track" project.

Automated Weather Observation System (AWOS) Upgrade - The AWOS system in place was procured and installed in 1999. System components are outdated and unreliable. Staff is working with our FAA AWOS technician to prepare bid documents to replace the system with a new certified system. Following award of the contract, the FAA must test and certify the new system. This will temporarily interrupt our ability to broadcast certified weather information. The new system will be connected to the internet. The goal is to allow users to contact the AWOS on the radio, via telephone, and on some web-based application.

LED PAPIs - We have a project on the capital improvement plan to upgrade our incandescent PAPIs to new LED systems. Our engineer is recommending addressing that project while the runway is close for the strengthening project. We expect the work on those two projects to begin in late calendar year 2027.