

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