

AIRPORT ADVISORY BOARD MEETING

December 19, 2018

5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

AGENDA
AIRPORT ADVISORY BOARD
DECEMBER 19, 2018 5:30 PM
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DR.
SHAWNEE, OK

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and Approval of Minutes from the October 17, 2018 Meeting

ITEM TWO: Discussion and Consideration of Publication of Request for Qualifications for Engineering Services

ITEM THREE: Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)

ITEM FOUR: Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Sales Trends
4. Other Matters

ITEM EIGHT: New Business

ITEM NINE: Board Comments

ITEM TEN: Adjournment



Date: December 14, 2018

To: Shawnee Regional Airport Advisory Board

Kevin Huddleston, Chairman
Will Smallwood, Vice Chairman
Barry Fogerty
Donald "Andy" Freeman
Bert Humphreys
John Klaser
James Smith

A handwritten signature in blue ink, appearing to read "Bonnie A. Wilson", is written over a rectangular stamp.

From: Bonnie A. Wilson, CM
Airport Manager

Date: December 14, 2018

Subject: Request for Qualifications for Engineering Services

Summary:

The Federal Aviation Administration (FAA) provides Airport Improvement Grant funds to support certain capital development projects at airports. These funds may be expended on professional services such as consulting engineers if the airport sponsor uses a qualifications-based process to select and contract for these services. In order to preserve competition within the industry and provide opportunity to all interested parties, FAA requires airport sponsors to publicize a Request for Qualifications and review submissions against a standard set of criteria. Following the qualification assessment, airport sponsors may negotiate a rate schedule with the entity presenting the apparent best qualifications and enter into an agreement for no more than five years.

Recommendation:

The current Capital Improvement Plan for Shawnee Regional Airport includes three major projects: rehabilitation of Runway 17-35; rehabilitation of the parallel taxiway Alpha; and improvements to the airfield/infield storm drainage system for a total estimated cost of \$1,763,477 over five years. Of that total, engineering fees are estimated at \$267,625, reimbursable at the rate of 90% of available grant funds.

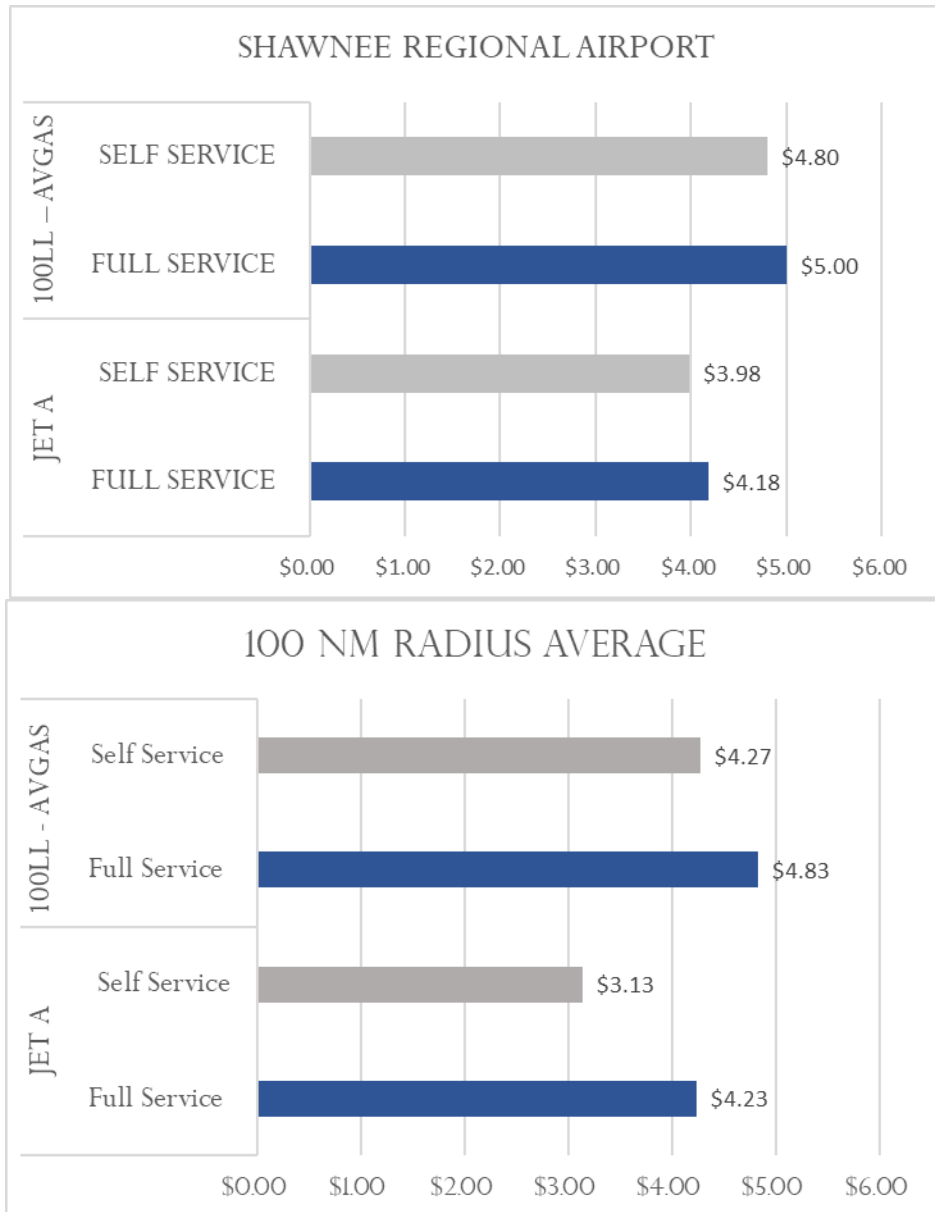
The general engineering services agreement with H.W. Lochner, Inc. established under the RFQ method will expire in July 2019. Staff is therefore recommending development of a standardize criteria for civil engineering services, the publication of a Request for Qualifications.

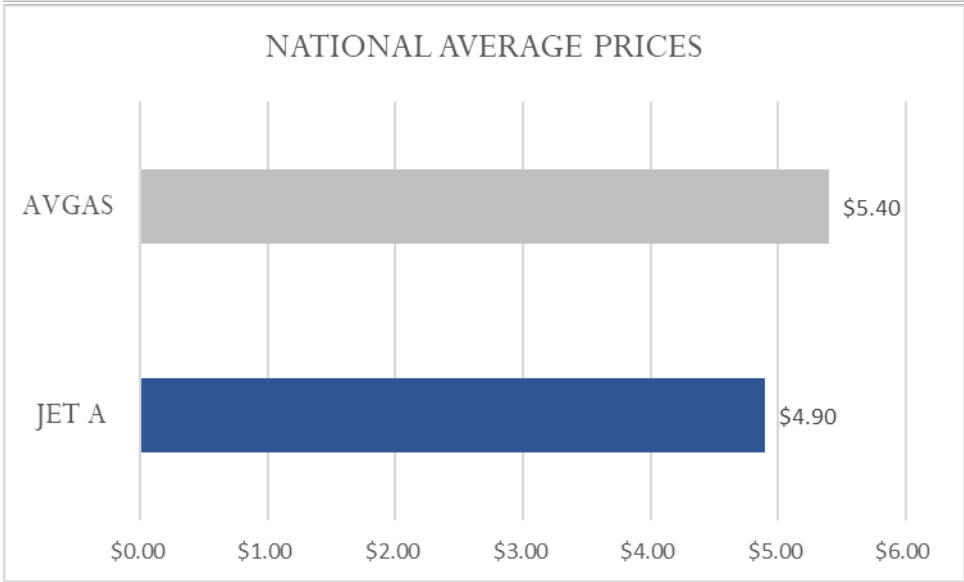
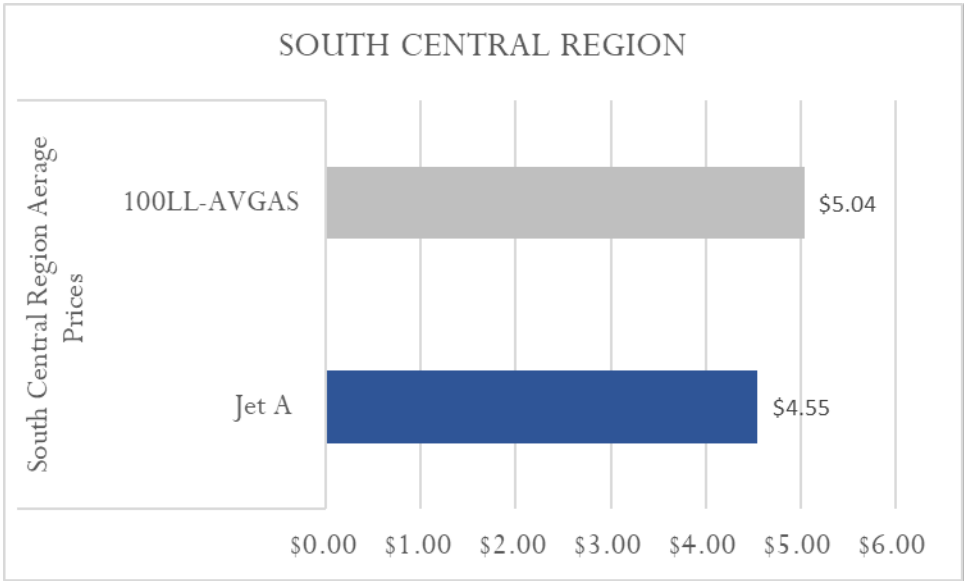
Action Requested:

Staff is seeking a recommendation to request authorization from Shawnee Airport Authority to publish a Request for Qualifications for Engineering Services to provide general civil engineering consulting in support of the Capital Improvement Plan for the Shawnee Regional Airport.

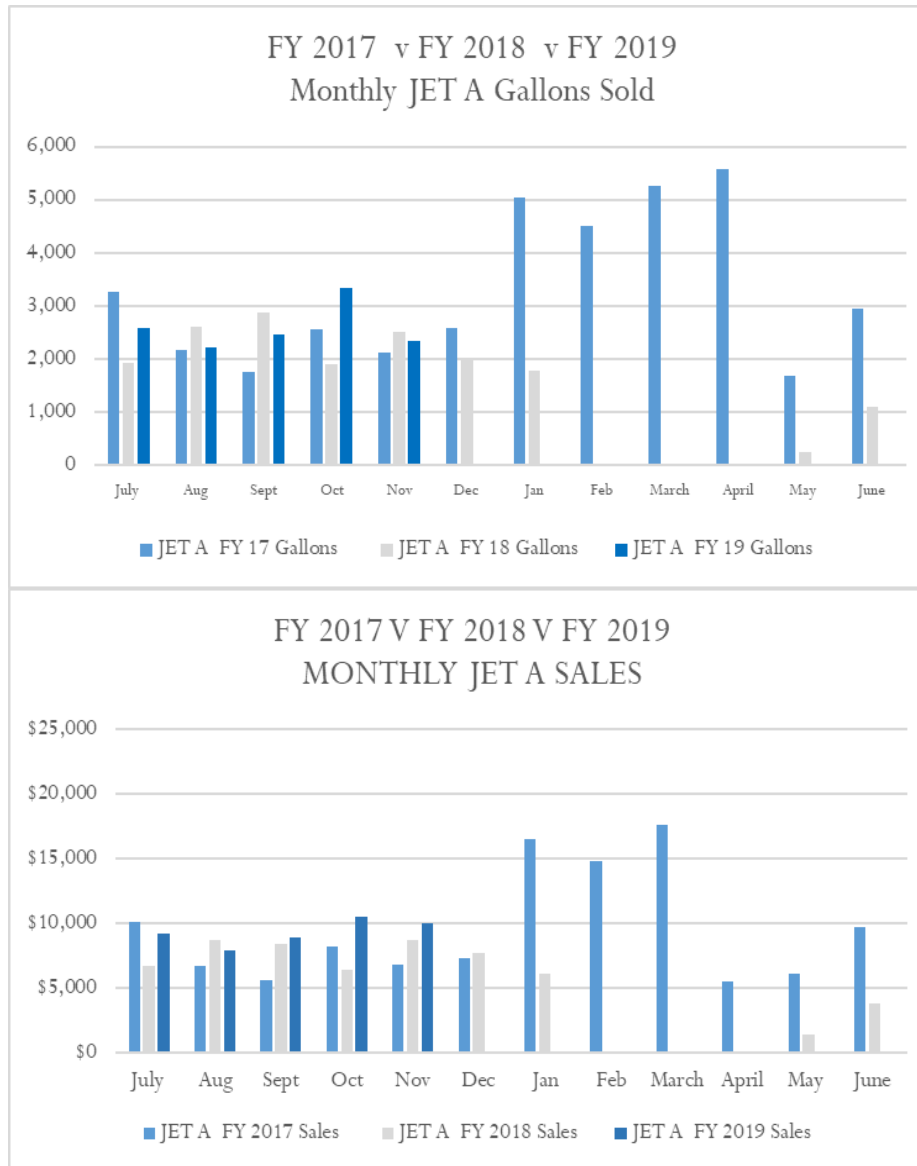
Staff Report
December 14, 2018

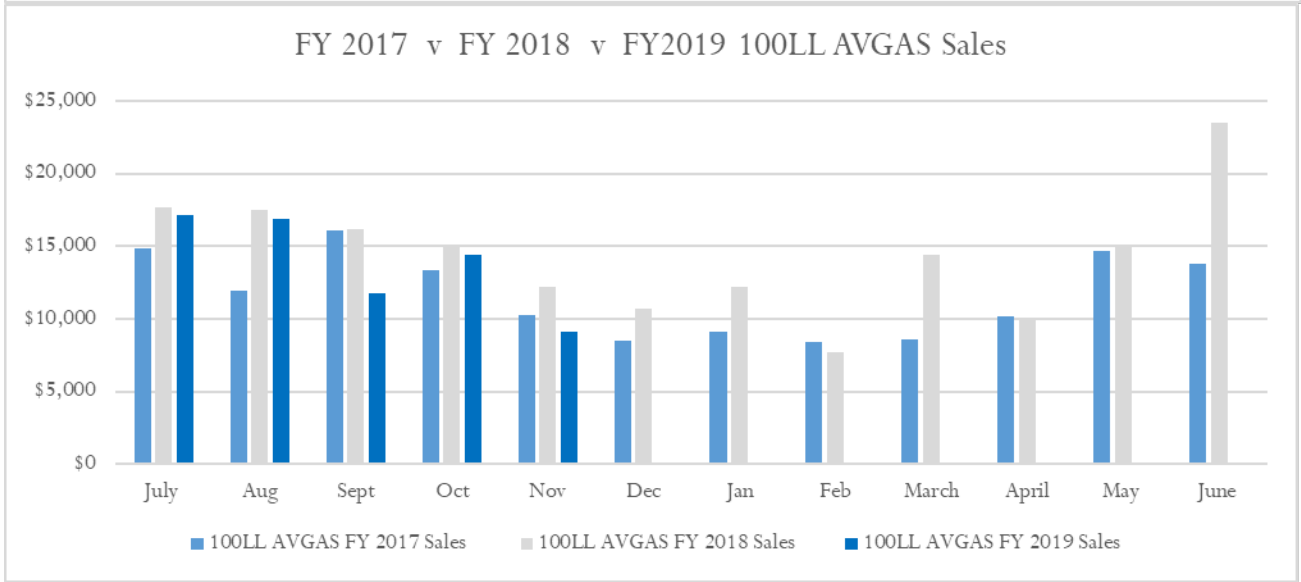
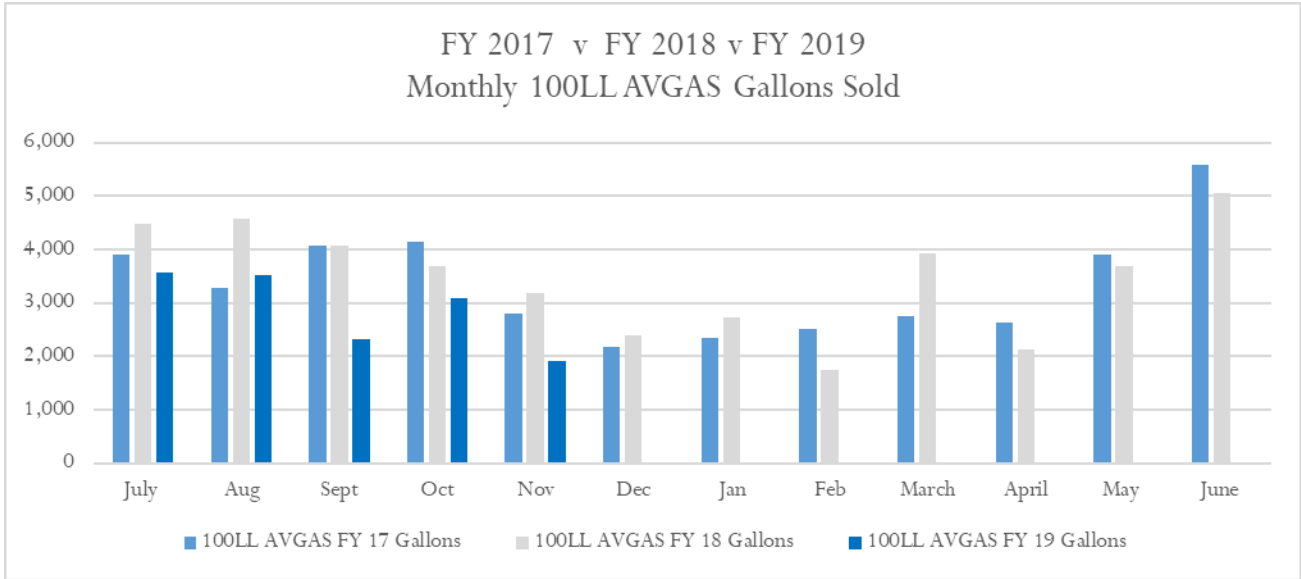
1. Current Fuel Price Comparisons (*Data Reported on 100LL.COM*)





2. Shawnee Regional Airport Fuel Sales





3. Sales Trends June 2018 – September 2018

JET A Per Month Averages		100LL Per Month Averages	
Monthly Transactions	11	Monthly Transactions	98
Self Service	8.65%	Self Service	78.20%
Full Service	91.35%	Full Service	21.80%
Destination Shawnee	52.38%	Destination Shawnee	22.33%
Tenants	15.92%	Tenants	60.69%
Thru Traffic	30.19%	Thru Traffic	15.06%
Average Net	2,903.63	Average Net	3,053.17
Destination Net	57.58%	Destination Net	20.48%
Tenant Net	19.37%	Tenant Net	54.63%
Thru Net	17.23%	Thru Net	16.70%
Average Gallons	2,269.23	Average Gallons	2,926.19
Destination Shawnee	51.25%	Destination Shawnee	23.42%
Tenants	22.06%	Tenants	56.68%
Thru Traffic	23.63%	Thru Traffic	16.34%

JET A Transactions											
June 2018			9 July 2018			14 August 2018			15 September 2018		
Self Service	0	0.00%	Self Service	4	28.57%	Self Service	1	6.67%	Self Service	0	0.00%
Full Service	9	100.00%	Full Service	10	71.43%	Full Service	14	93.33%	Full Service	11	100.00%
Destination Shawnee	3	33.33%	Destination Shawnee	8	57.14%	Destination Shawnee	8	53.33%	Destination Shawnee	5	45.45%
Tenants	3	33.33%	Tenants	3	21.43%	Tenants	1	6.67%	Tenants	1	9.09%
Thru Traffic	3	33.33%	Thru Traffic	3	21.43%	Thru Traffic	6	40.00%	Thru Traffic	4	36.36%
Total Net		\$964.42	Total Net		\$2,297.61	Total Net		\$3,007.28	Total Net		\$3,007.28
Destination Net	\$236.50	24.52%	Destination Net	\$1,532.23	66.69%	Destination Net	\$1,931.00	64.21%	Destination Net	\$943.02	31.36%
Tenant Net	\$463.54	48.06%	Tenant Net	\$608.91	26.50%	Tenant Net	\$208.98	6.95%	Tenant Net	\$473.00	15.73%
Thru Net	\$264.38	27.41%	Thru Net	\$156.46	6.81%	Thru Net	\$867.30	28.84%	Thru Net	\$541.62	18.01%
Total Gallons		1,107.00	Total Gallons		2,482.57	Total Gallons		3,303.00	Total Gallons		2,472.00
Destination Shawnee	275.00	24.84%	Destination Shawnee	1,602.13	64.54%	Destination Shawnee	2,062.00	62.43%	Destination Shawnee	979	39.60%
Tenants	539.00	48.69%	Tenants	708.04	28.52%	Tenants	243.00	7.36%	Tenants	550	22.25%
Thru Traffic	293.00	26.47%	Thru Traffic	172.40	6.94%	Thru Traffic	998.00	30.21%	Thru Traffic	630	25.49%
October 2018			12			November 2018			6		
Self Service	2	16.67%	Self Service	0	0.00%	Self Service	0	0.00%	Self Service	0	0.00%
Full Service	10	83.33%	Full Service	6	100.00%	Full Service	6	100.00%	Full Service	6	100.00%
Destination Shawnee	5	41.67%	Destination Shawnee	5	83.33%	Destination Shawnee	5	83.33%	Destination Shawnee	5	83.33%
Tenants	1	8.33%	Tenants	1	16.67%	Tenants	1	16.67%	Tenants	1	16.67%
Thru Traffic	6	50.00%	Thru Traffic	0	0.00%	Thru Traffic	0	0.00%	Thru Traffic	0	0.00%
Total Net		\$4,794.42	Total Net		\$3,350.75	Total Net		\$3,350.75	Total Net		\$3,350.75
Destination Net	\$3,610.92	75.32%	Destination Net	\$2,793.66	83.37%	Destination Net	\$2,793.66	83.37%	Destination Net	\$2,793.66	83.37%
Tenant Net	\$113.00	2.36%	Tenant Net	\$557.09	16.63%	Tenant Net	\$557.09	16.63%	Tenant Net	\$557.09	16.63%
Thru Net	\$1,070.50	22.33%	Thru Net	\$0.00	0.00%	Thru Net	\$0.00	0.00%	Thru Net	\$0.00	0.00%
Total Gallons		1,779	Total Gallons		2,472.00	Total Gallons		2,472.00	Total Gallons		2,472.00
Destination Shawnee	742	41.71%	Destination Shawnee	1,839	74.39%	Destination Shawnee	1,839	74.39%	Destination Shawnee	1,839	74.39%
Tenants	100	5.62%	Tenants	493	19.94%	Tenants	493	19.94%	Tenants	493	19.94%
Thru Traffic	937	52.66%	Thru Traffic	0	0.00%	Thru Traffic	0	0.00%	Thru Traffic	0	0.00%

100LL AVGAS Transactions											
June 2018		111	July 2018		117	August 2018		103	September 2018		91
Self Service	103	92.79%	Self Service	99	84.62%	Self Service	87	84.47%	Self Service	77	84.62%
Full Service	8	7.21%	Full Service	18	15.38%	Full Service	16	15.53%	Full Service	14	15.38%
Destination Shawnee	18	16.22%	Destination Shawnee	19	16.24%	Destination Shawnee	16	15.53%	Destination Shawnee	18	19.78%
Tenants	65	58.56%	Tenants	80	68.38%	Tenants	69	66.99%	Tenants	57	62.64%
Thru Traffic	19	17.12%	Thru Traffic	14	11.97%	Thru Traffic	18	17.48%	Thru Traffic	16	17.58%
Total Net		\$2,962.17	Total Net		\$3,480.82	Total Net		\$3,226.49	Total Net		\$2,146.06
Destination Net	\$374.52	12.64%	Destination Net	\$733.46	21.07%	Destination Net	\$471.58	14.62%	Destination Net	\$523.51	24.39%
Tenant Net	\$1,805.76	60.96%	Tenant Net	\$2,293.07	65.88%	Tenant Net	\$1,988.27	61.62%	Tenant Net	\$1,264.40	58.92%
Thru Net	\$781.89	26.40%	Thru Net	\$456.98	13.13%	Thru Net	\$766.64	23.76%	Thru Net	\$358.15	16.69%
Total Gallons		3,185.13	Total Gallons		3,574.38	Total Gallons		3,445.79	Total Gallons		2,331.00
Destination Shawnee	402.71	12.64%	Destination Shawnee	733.46	20.52%	Destination Shawnee	508.85	14.77%	Destination Shawnee	538.55	23.10%
Tenants	1,941.68	60.96%	Tenants	2,293.07	64.15%	Tenants	2,161.16	62.72%	Tenants	1,350.35	57.93%
Thru Traffic	840.74	26.40%	Thru Traffic	456.98	12.78%	Thru Traffic	775.78	22.51%	Thru Traffic	378.60	16.24%

October 2018		93	November 2018		73
Self Service	81	87.10%	Self Service	26	35.62%
Full Service	12	12.90%	Full Service	47	64.38%
Destination Shawnee	17	18.28%	Destination Shawnee	35	47.95%
Tenants	58	62.37%	Tenants	33	45.21%
Thru Traffic	18	19.35%	Thru Traffic	5	6.85%
Total Net		\$2,603.54	Total Net		\$3,899.91
Destination Net	\$628.23	24.13%	Destination Net	\$1,015.22	26.03%
Tenant Net	\$1,525.21	58.58%	Tenant Net	\$850.30	21.80%
Thru Net	\$450.10	17.29%	Thru Net	\$115.19	2.95%
Total Gallons		3,101.64	Total Gallons		1,919.20
Destination Shawnee	609.69	19.66%	Destination Shawnee	956.38	49.83%
Tenants	1,537.30	49.56%	Tenants	858.89	44.75%
Thru Traffic	454.65	14.66%	Thru Traffic	103.93	5.42%

4. Other Matters

4.1. Financial Report – Update

4.2. Discussion - Facilities and Equipment Inspection, Maintenance and Planning

4.3. Community

- 4.3.1. Marine Forces Visit Shawnee - The Shawnee Regional Airport hosted three MV-22B Osprey tiltrotor aircraft part of the United States Marine Corps – Marine Medium Tiltrotor Squadron 263, known as the “Thunder Chickens. They took 1,805 gallons of Jet A estimated net is \$3,012.26.
- 4.3.2. The Shawnee Thunderbirds Radio Controlled Club is Back at the Shawnee Airport using the Airport conference room for their monthly membership meetings.
- 4.3.3. Heartland Aeronautical Experience Museum at Shawnee Regional Airport was officially opened by Mayor Finley on November 8, 2018.

4.4. Construction

- 4.4.1. The Taxi Lane and T-Hangar foundation project is underway and on schedule, most of the “dirt-work” complete, frames are built and concrete is being poured.
- 4.4.2. The rental car wash rack project is at the same stage, excavation efforts and new pipe are near completion, foundation and relocation of the current shelter follows.
- 4.4.3. Hangar # 13 interior renovation has begun with demolition efforts.
- 4.4.4. Pacific Air Holdings Hangar “ramps” and parking to commence the week of December 17, 2018.