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

I. CALL TO ORDER

PRESENT	Mr. Huddleston, Chairman, Mr. Smallwood, Vice Chairman, Mr. Fogerty, Mr. Freeman, Mr. Humphreys, and Mr. Smith
ABSENT	Mr. Klaser
OTHERS PRESENT	Mr. Chance Allison, Treasurer/Finance Director/Assistant City Manager, City of Shawnee Ms. Bonnie Wilson, Shawnee Regional Airport Mr. Wes Elliott, FlyOkAir Mr. Ruben Abilez, Shawnee Regional Airport Tenant Mr. Justin Benard, Martin Aircraft Mr. Pacer Hill, Martin Aircraft, Scissortail Skydiving, Flycatcher Aviation Mr. Scott Lee, Red Cloud Aviation Mr. James K. Martin, Martin Aircraft Mr. Brandon Miller, Martin Aircraft Mr. Randy Rogers, Shawnee Regional Airport Tenant

II. DECLARATION OF A QUORUM

Six members of the Advisory Board were present meeting the requirements for a quorum. The Chairman Declared a Quorum.

III. ITEM ONE - CONSIDERATION AND APPROVAL OF MINUTES FROM OCTOBER 17, 2018 MEETING

Approval of Minutes from the October 17, 2018 Meeting.

The Chairman called for a Motion to Approve the Minutes,

Mr. Smallwood made a Motion, Mr. Fogerty provided a Second.

The Chairman called the Question, five Members of the Advisory Board present approved the Motion, Mr. Freeman abstained from voting.

A copy of the Minutes of the October 17, 2018 Meeting is provided as Attachment 1 to these Minutes.

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

Staff presented a memorandum for consideration regarding the publication of a Request for Qualifications for professional engineering services for the purposes of soliciting and engaging a civil engineering firm to support the Airports Capital Improvement Program.

Per the Federal Aviation Administration regulations, airports may use Airport Improvement Program (AIP) grant funds to address professional service fees, if such services are solicited using an RFQ process.

Shawnee Regional Airport selected a firm via this process in 2014. These service agreements may not exceed five years in duration. Staff recommended soliciting and selecting a qualified firm for a five-year period commencing at the end of the term of the current agreement.

The Chairman called for a motion on the matter.

Mr. Freeman offered a Motion to recommend the Shawnee Airport Authority approve the publication

Mr. Smith provided a Second to the Motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the Motion to recommend the Shawnee Airport Authority approve the publication of a Request for Qualifications for professional engineering services.

A copy of the memorandum is provided as

V. CITIZEN COMMENTS

A. Mr. Pacer Hill was recognized and offered the opportunity to comment. Mr. Hill had extensive comments on a variety of topics, and agreed to provide information in written form to supplement his statements.

B. Mr. Wes Elliott also offered comments.

Mr. Humphreys suggested the Board of Advisory set a date for a Special Meeting to allow tenants to provide comments on all topics of interest. No formal vote was taken, the Members of the Advisory Board agreed that the date of January 8, 2019 was an acceptable date for the session and requested staff to proceed with publication of the date and time of the Special Meeting.

VI. ITEM FIVE – NEW BUSINESS

No new business was introduced.

VII. ITEM SIX – STAFF REPORT

The following topics were presented as part of the monthly Staff Report:

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

No actions requiring a vote of the Airport Advisory Board were taken. A copy of the Staff Report and supporting documents is included as Attachment 1 to these minutes

VIII. ITEM SEVEN – ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Humphreys made a Motion to Adjourn.

Mr. Smith provided a Second to the Motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the Motion.

The meeting was adjourned.

KEVIN HUDDLESTON
CHAIRMAN

1/16/19
DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

1/16/19
DATE