

**NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
DECEMBER 18, 2019**

Regular Meeting (X)
Special Meeting ()
Emergency Meeting ()

Rescheduled Regular Meeting ()
Continued or Reconvened Mtg. ()

DATE	TIME	PLACE OF MEETING
DECEMBER 18, 2019	5:30 P.M.	TERMINAL LOBBY SHAWNEE REGIONAL AIRPORT 2202 AIRPORT DRIVE SHAWNEE, OK 74804

To be completed by person filing notice:

Name: BONNIE A. WILSON, CM
Title: AIRPORT MANAGER

Address: 2202 AIRPORT DRIVE
SHAWNEE, OK 74804

Phone: 405-878-1532

Filed in the office of the municipal clerk at 8:31 a.m./p.m. on the 16th day of December 2018-2019

Signed: Marie Eck
Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media:

Person filing Notice:

Notice Verified by:

12/16/19
Bonnie Wilson
Marie Eck

AIRPORT ADVISORY BOARD MEETING

REGULARLY SCHEDULED MEETING

DECEMBER 18, 2019 5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

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**AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
DECEMBER 18, 2019 5:30 P.M.
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DRIVE SHAWNEE, OK**

CALL TO ORDER

ITEM ONE: Declaration of A Quorum

ITEM TWO: Consideration and Approval of Minutes from the November 20, 2019 Meeting

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

ITEM FOUR: Discussion and Consideration of Requests to Lease Unimproved Storage Areas
Civil Air Patrol
R. Rogers

ITEM FIVE: Discussion and Consideration of Proposals for Hangar Lease
Hangar/Office Lease for Commercial Service or Other Aeronautical Use

ITEM SIX: Staff Report

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

ITEM SEVEN: New Business

ITEM EIGHT: Board Comments

ITEM NINE: Adjournment

MINUTES
AIRPORT ADVISORY BOARD
NOVEMBER 20, 2019
REGULARLY SCHEDULED MEETING
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK

PRESENT Mr. Klaser, Vice Chairman, Mr. Fogerty, Mr. Rogers, Mr. Smith

OTHERS PRESENT Ms. Bonnie Wilson, Shawnee Regional Airport

I. DECLARATION OF A QUORUM

Four members of the Advisory Committee were noted as Present, the Vice Chairman Declared a Quorum.

II. CONSIDERATION AND APPROVAL OF MINUTES FROM OCTOBER 16, 2019 MEETING

A copy of the Minutes was included in the meeting agenda package.

The Vice Chairman called for a Motion to Approve the Minutes.

Mr. Smith offered the Motion; Mr. Fogerty provided a Second.

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

III. CITIZEN COMMENTS

No requests for comments were made.

IV. DISCUSSION AND CONSIDERATION OF REQUEST TO LEASE UNIMPROVED STORAGE AREA

Staff presented a memorandum and two requests to lease certain unimproved storage spaces within the t-hangar facilities. Mr. Rogers recused himself from the discussion and noted that he would abstain from voting on the matter as he has a direct interest in the determination.

The Vice Chairman made a Motion to table the item until the next meeting of the Airport Advisory Board due to a lack of quorum present to provide for a vote.

Mr. Smith provided a Second.

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

V. ITEM FIVE: Staff Report

The monthly Staff Report was presented with no additional discussion.

VI. ITEM SIX: New Business

No new business was introduced

VII. ITEM SEVEN: Adjournment

The Vice Chairman called for a Motion to Adjourn the meeting.

Mr. Rogers made a Motion to Adjourn; Mr. Fogerty provided a Second to the Motion.

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

The meeting was adjourned.

MR. JOHN KLASER
VICE CHAIRMAN

DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

DATE

BONNIE A. WILSON, SECRETARY

DATE



To: Shawnee Regional Airport Advisory Board

**Will Smallwood, Chairman
John Klaser, Vice Chairman
Barry Fogerty
Bert Humphreys
Randall Rogers
James Smith**

**From: Bonnie A. Wilson, CM
Airport Manager**

Date: December 9, 2019

Subject: Proposal to Lease Unimproved Storage Units

Summary

The Civil Air Patrol (CAP) provided a written request to lease the two unimproved storage areas associated with the T-Hangars at Shawnee Regional Airport. Mr. Randy Rogers has also submitted a written request to lease one of the unimproved storage areas attached to the North T-Hangars, adjacent to T-Hangar No. 106, leased to Mr. Rogers. These units are not currently leased and serve as storage areas for surplus airport materials and equipment.

Description of Properties

Unit No. 219, measures approximately six hundred (600) square feet and is located at the South end of the South T-Hangar row. Unit No. 111, measures approximately four hundred (400) square feet and is located at the West end of the North T-Hangar row.

Proposed Rental Rates

A similar unit, Unit No. 200, is currently leased at the rate of \$64.00 per month or approximately \$0.106667 per square foot.

The CAP is proposing to rent the units at the rate of \$0.106667 per square foot. CAP is also requesting that the rental rate remain the same for a period of five years. In addition to the rental payments, CAP also proposes to undertake minor repairs to the doors, windows, and interiors. A copy of their request is included as Attachment 1 to this memorandum.

Mr. Rogers proposes to lease Unit No. 111 for the same rate, and provide for minor maintenance to the doors and windows as needed. Mr. Rogers has not requested any restrictions on future rental rates. A copy of Mr. Rogers request is included as Attachment 2 to this memorandum.



OKLAHOMA WING HEADQUARTERS

CIVIL AIR PATROL

UNITED STATES AIR FORCE AUXILIARY

3800 A Avenue, Room 303, Mail Stop L-39

Tinker AFB, Oklahoma 73145

1 November 2019

Ms. Bonnie Wilson
Airport Manager
Shawnee Regional Airport
2202 Airport Drive
Shawnee, OK 74804

RE: PROPOSED LEASE OF UNIMPROVED STORAGE AREAS

Dear Ms. Wilson

Civil Air Patrol (CAP) would like to lease storage areas #111 (west end of north T-hangars) and #219 (south end of south T-hangars) which are currently not leased.

Each of the areas would be used to store CAP equipment utilized by our members to support CAP aircraft during operations at KSNL, National Flight Academy equipment and records, and emergency services equipment (radios, antennas, tables, chairs, generator, aircraft repeaters, emergency locator beacons, etc.).

CAP understands the current rental rate for a comparable commercial aviation space at KSNL is \$0.106667 per square foot (\$64.00 per month for a 600 square foot area). Area #111 is approximately 400 square feet while area #219 is approximately 600 square feet. At the current rate of \$0.106667 per square foot, CAP would expect to pay \$106.67 per month for the two areas.

As an official auxiliary of the USAF, CAP is subject to "reduced rental rates" under FAA Order 5190.6B, Section 17.16(a). Based on current rates and FAA Order 5190.6B, CAP wishes to lease areas #111 and #219 for a period of five years at a set rate of \$120.00 per month.

In addition to the monthly lease fee, CAP will make minor repairs to the areas as needed. Repairs would include replacement of exterior door on area #219; repair and replace broken windows, thresholds, door knobs and latches; and clean and paint security bars and doors.

Should you require additional information, please contact me at (405) 274-3797 or at rrowden@cap.gov.

Sincerely


ROBIN ROWDEN, Lt Col., CAP
OK Wing Plans & Programs

December 4th, 2018

Bonnie Wilson
Airport Manager
Shawnee Regional Airport
2202 Airport Drive
Shawnee, OK 74804

Via email:

Bonnie,

I would like to amend my proposal dated October 28th, 2019 to lease the space adjacent to my existing hangar (Hangar 106) as follows:

1. I am good with the existing lease rate which I understand is approximately \$64 per month and understand periodic rate increases may be applied as per airport policy.
2. I will perform minor maintenance activities (such as doorknob replacement, window pane replacements, door threshold adjustments, as necessary during the term of the lease.
3. I will verify my current insurance policy that lists Shawnee Regional Airport as "additional insured" for activities associated with leasing Hangar 106 also covers activities associated with this storage space.

If any additional information is required, please let me know. Thank you for your consideration!

Randy Rogers
n910rj@yahoo.com
(405) 428-8582



To: Shawnee Regional Airport Advisory Board

**Will Smallwood, Chairman
John Klaser, Vice Chairman
Barry Fogerty
Bert Humphreys
Randall Rogers
James Smith**

**From: Bonnie A. Wilson, CM
Airport Manager**

Date: December 13, 2019

**Subject: Proposals for Hangar Lease Hangar/Office Lease for Commercial Service or
Other Aeronautical Use**

Summary

At the October 16, 2019, Regular Meeting of the Airport Advisory Board, staff presented a DRAFT Request for Proposals (RFP) for lease of Hangar No. 15, and/or the Office T-Hangar complex on the East end of the North T-Hangars. Following a discussion on the matter and approval of a revised draft, the Vice Chairman requested participation from the members for a review of any submissions. Mr. Smith and Mr. Rogers volunteered to provide reviews and a recommendation to the full AAB.

The Request for Proposals was published in the Shawnee News Star, on several aviation websites, and provided directly to parties expressing an interest in submitting a proposal. Four proposals were received by the published deadline. The Review Committee made up of Mr. Jim Smith, Mr. Randy Rogers and Ms. Bonnie Wilson considered the proposals and scored the submissions according to the published criteria.

Recommendation

The Review Committee's recommendation based on the numeric score awarded each proposal is as follows:

Buco Aviation – 86/100
A&M Aerospace – 76/100
Civil Air Patrol – 67/100
Shawnee Aviation Services – 48/100

Proposers' Described Use of Facilities:

Buco Aviation – Lease of all available property for the purpose of storage and operation of demonstration aircraft used for advertisement; storage and operation of aircraft managed by Buco for third party customers; sale, installation, and repair of avionics; exterior and interior restoration and repair for vintage, antique, war-birds and other specialty aircraft; customer service/business office;

hangar space for brokered aircraft, demonstration aircraft, repaired/restored aircraft, aircraft operated by Buco for business purposes.

A&M Aerospace – Lease of all available property for the purpose of providing certain airframe and powerplant (A&P) and component repair services. Proposers wishes to relocate A&P activities from existing facility at Stroud Municipal Airport to Shawnee Regional Airport, and providing overflow space for their component repair division currently in operation at Harrah.

Civil Air Patrol – Lease of Box Hangar No. 15 only for the storage of aircraft; potentially three in total and ancillary equipment.

Shawnee Aviation Services – Lease of Office / T-Hangar complex only for supporting flight instruction and aircraft storage - Piper Warrior (1974)

Action Requested

Affirm the Review Committee's recommendation to award the opportunity to enter into a Commercial Aeronautical Use Agreement with Buco Aviation, LLC., and recommend the Shawnee Airport Authority authorize execution of the agreement with the following term and conditions:

Term of Leases: Ten (10) years with an option for an additional five (5) years, and the Right of First Refusal on an additional term.

Rental Rate: Hangar No. 15 - \$1.0944 per square foot/year or \$4,104 per year.
T-Hangar Office Complex - \$1.76 per square foot/year or \$2,640 per year.

Rental rates subject to annual increase at the commencement of the City of Shawnee Fiscal Year up to 2% per year.

Capital Improvement Rebate:

Hangar No. 15 - Fifty percent (50%) rental rebate for capital improvements of \$15,000 in the first ten years and \$15,000 in the following five years.

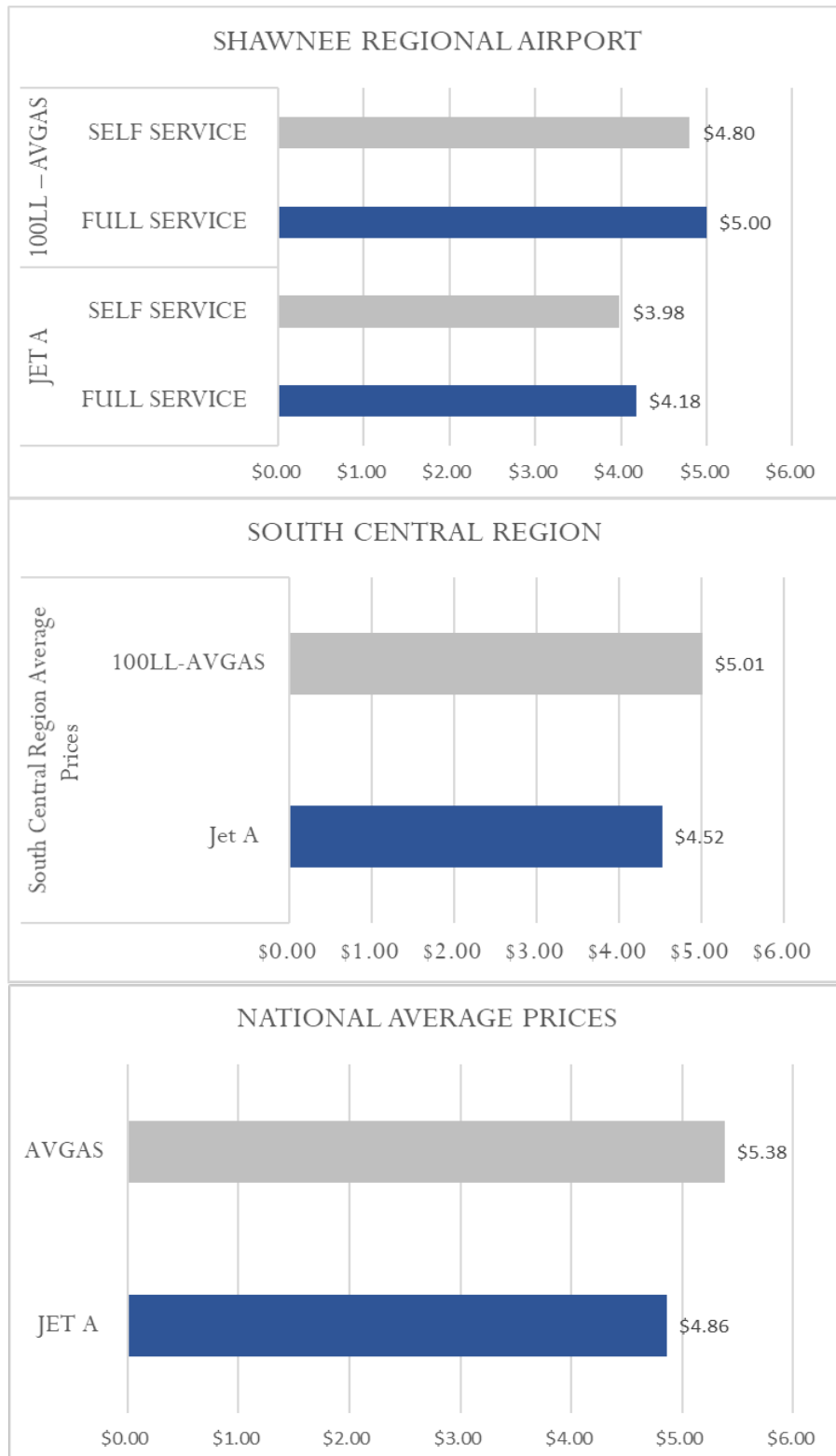
Fifty percent (50%) rental rebate for capital improvements of \$15,000 in the first ten years.

Maintenance: Lessee will assume all costs for maintenance and repair both capital and ordinary.

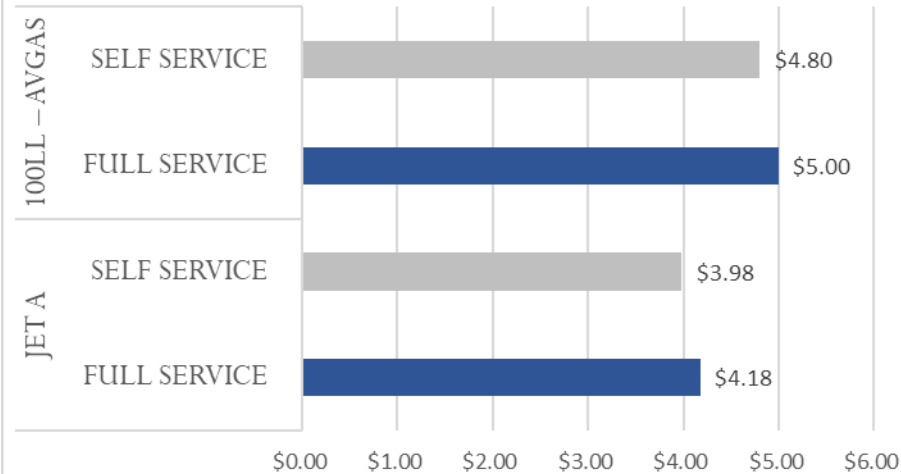
Turf Landing Surface: Lessee will create and maintain a landing surface suitable for aircraft use beginning at Taxiway Delta extending South approximately 2000 feet with a width of approximately 75 feet – 100 feet.

Staff Report

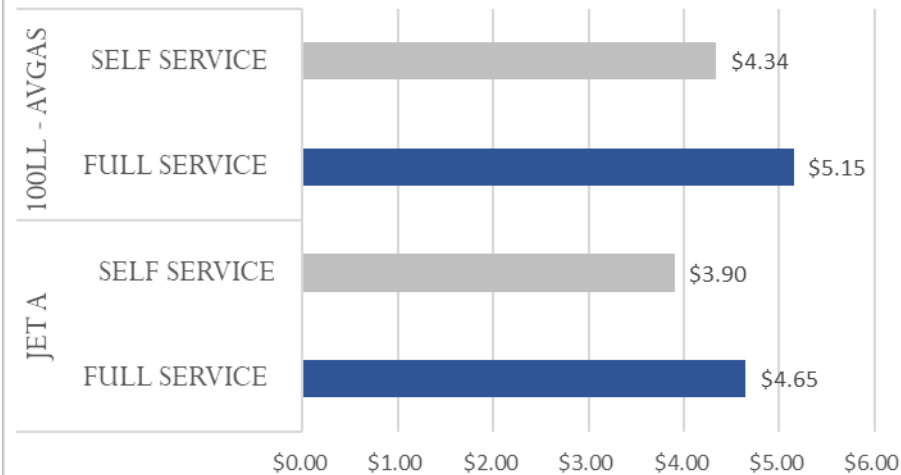
1. Fuel Price Comparisons



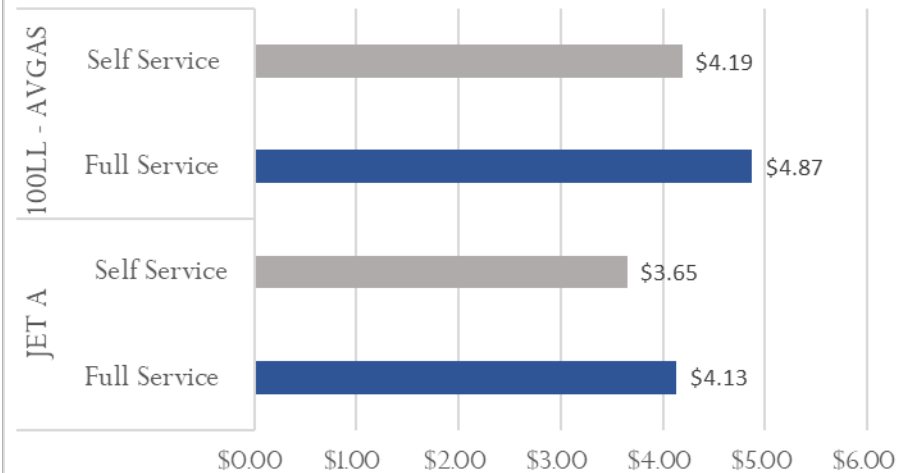
SHAWNEE REGIONAL AIRPORT



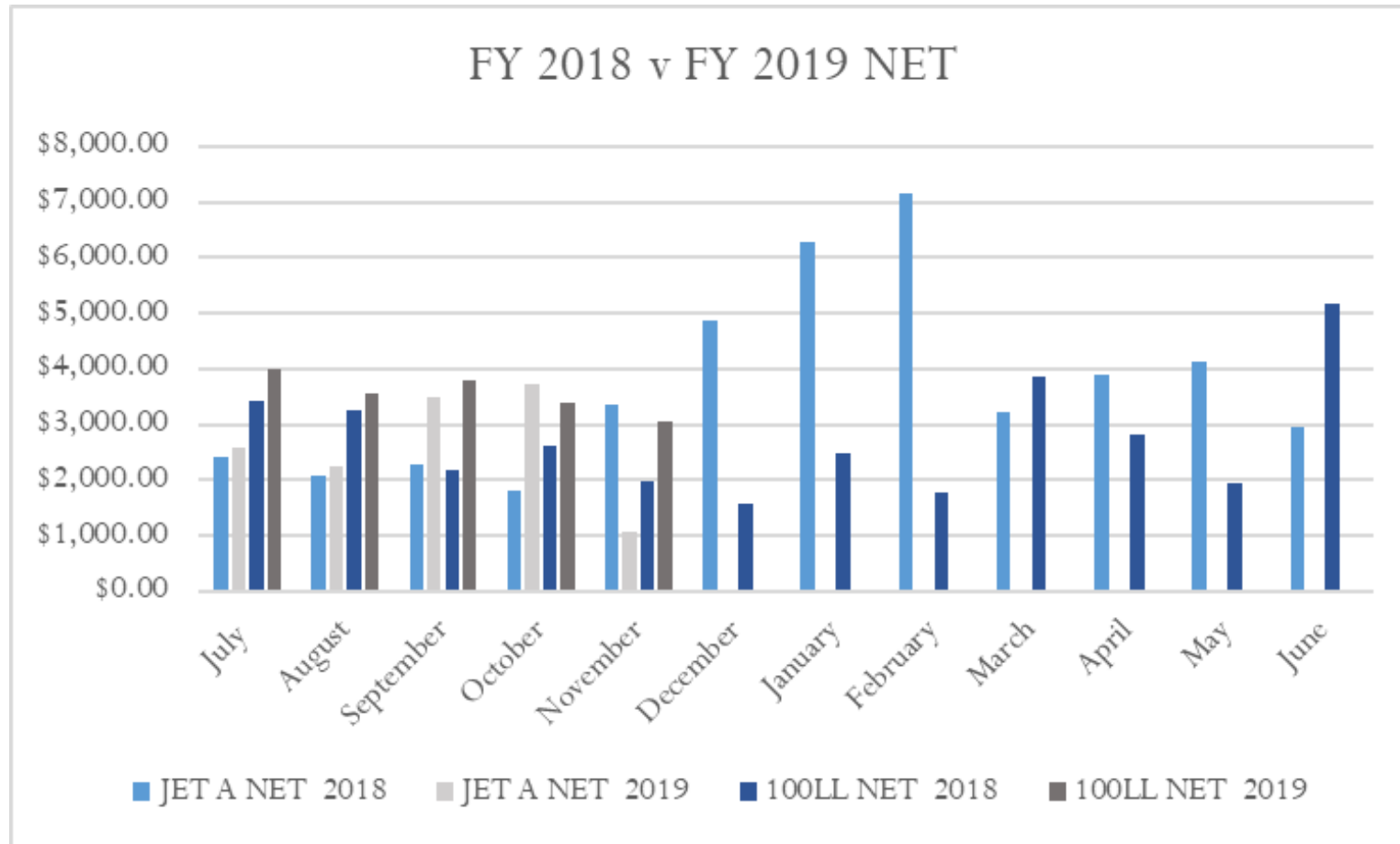
50 NM RADIUS AVERAGE



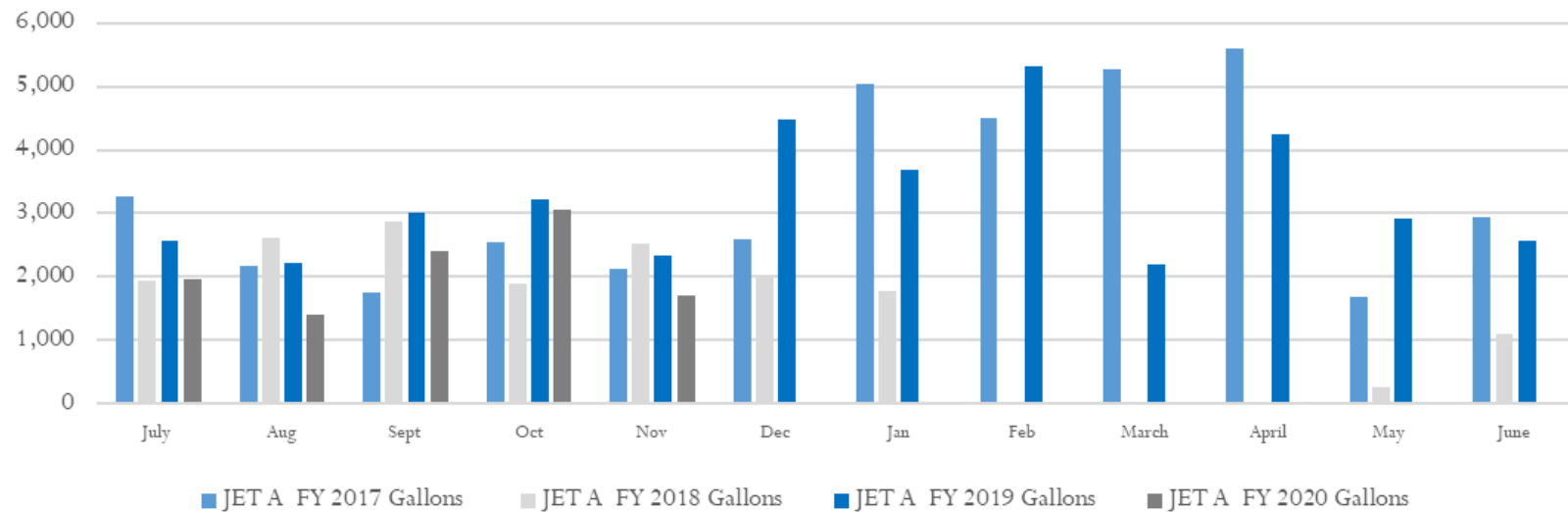
100 NM RADIUS AVERAGE



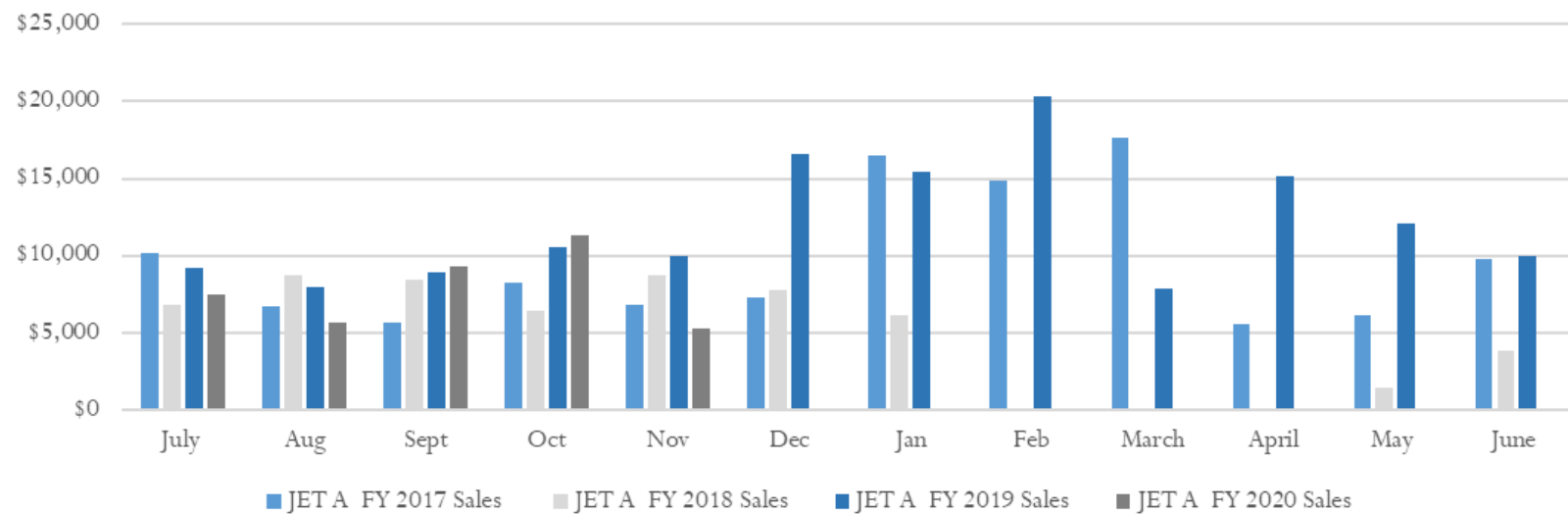
2. Fuel Sales



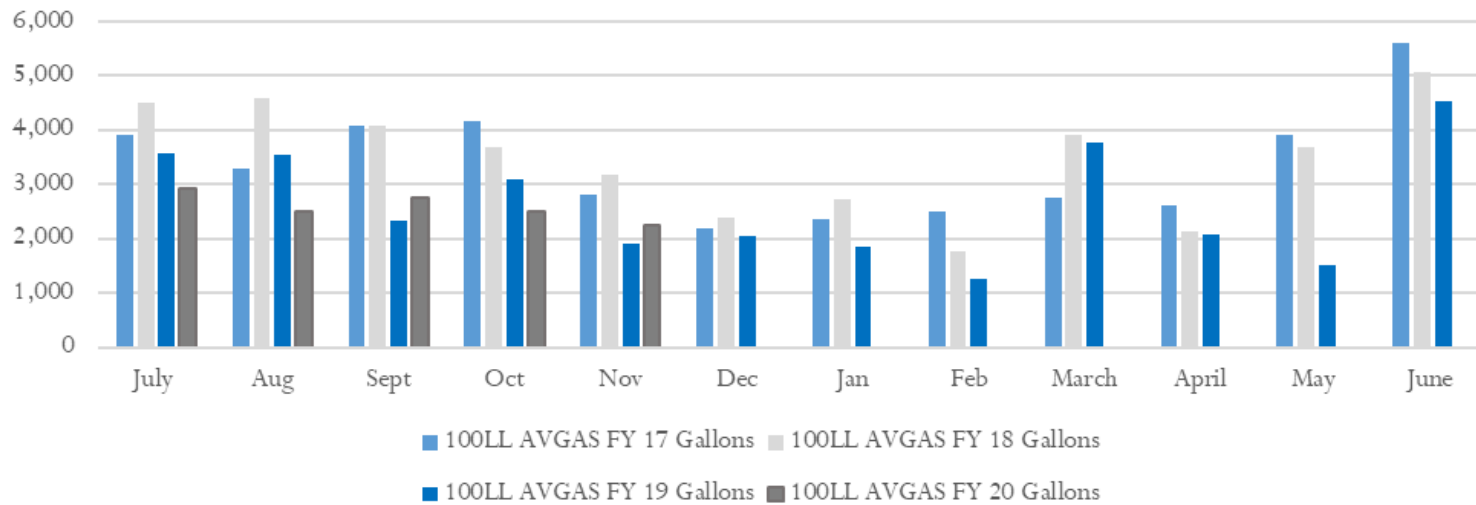
FY 2017 v FY 2018 v FY 2019
Monthly JET A Gallons Sold



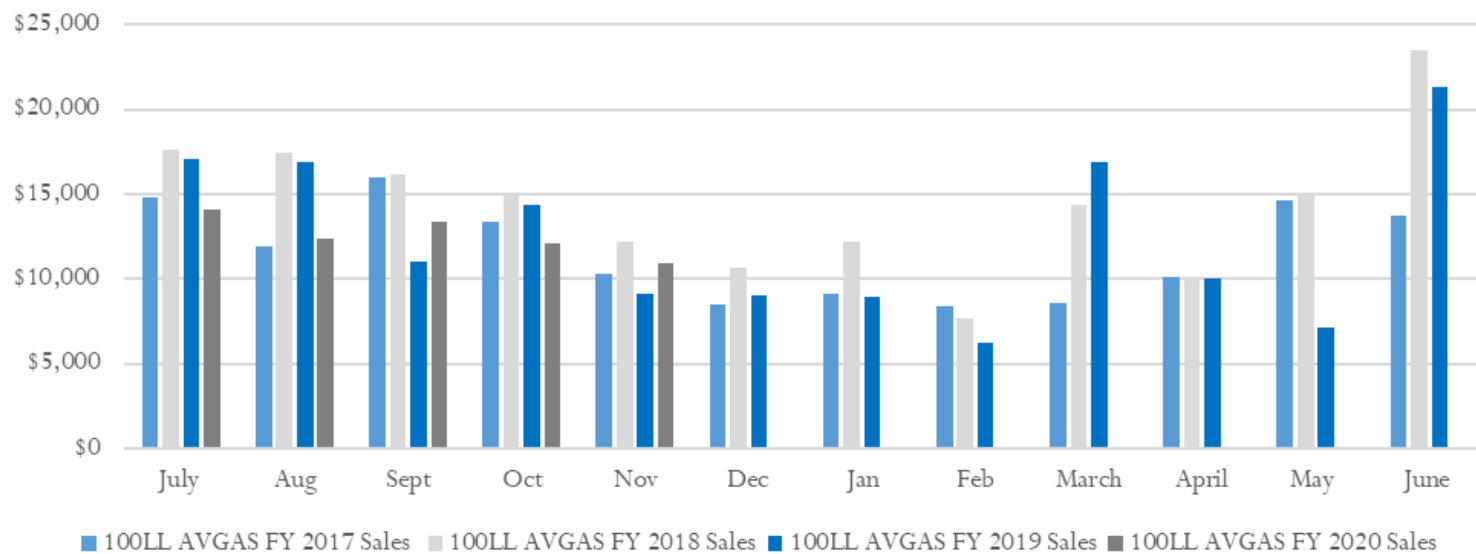
FY 2017 V FY 2018 V FY 2019
MONTHLY JET A SALES



FY 2017 v FY 2018 v FY 2019 Monthly 100LL AVGAS Gallons Sold



FY 2017 v FY 2018 v FY2019 100LL AVGAS Sales



12-09-2019 02:17 PM

CITY OF SHAWNEE
FINANCIAL STATEMENT - UNAUDITED
AS OF: DECEMBER 9TH, 2019

PAGE: 1

511-SHAWNEE AIRPORT AUTHORITY
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	BUDGET
REVENUE SUMMARY							
INTERGOVERNMENTAL REV.	0.00	0.00	0.00	58,587.99	0.00	58,587.99	0.00
LICENSES & PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RENTAL REVENUES	267,000.00	16,264.01	0.00	105,914.74	0.00	161,085.26	39.67
INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	282,300.00	7,958.10	0.00	96,289.19	0.00	186,010.81	34.11
TRANSFERS IN	292,085.45	0.00	0.00	0.00	0.00	292,085.45	0.00
*** TOTAL REVENUES ***	841,385.45	24,222.11	0.00	260,791.92	0.00	580,593.53	31.00
EXPENDITURE SUMMARY							
AIRPORT	841,385.45	300.00	80,220.44	214,904.31	171,774.74	534,926.84	36.42
ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SHARED COSTS (ALLOCATED)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*** TOTAL EXPENDITURES ***	841,385.45	300.00	80,220.44	214,904.31	171,774.74	534,926.84	36.42
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	23,922.11	80,220.44	45,887.61	(171,774.74)	45,666.69	0.00

4. Other Matters

4.1. Runway/Taxiway Proposed Construction Schedule

4.2. T-Hangar Project – Update

4.3. Lease Compliance Update

4.4. SPCC Revision Update