

**MINUTES
AIRPORT ADVISORY BOARD
DECEMBER 18, 2019
REGULARLY SCHEDULED MEETING
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK**

PRESENT Mr. Klaser, Vice Chairman, Mr. DerSahakian 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 NOVEMBER 20, 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. Fogerty offered the Motion; Mr. Rogers provided a Second.

The Vice Chairman called the Question. Mr. DerSahakian abstained; the remaining 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 written requests received from the Civil Air Patrol and Mr. Randall Rogers 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.*)

There was a general discussion of the proposals. The final recommendation made was to: (i) offer the lease for Unit 219, the larger of the two available, to the Civil Air Patrol at the standard rental rate including annual increases per the current rental rate policy; and (ii) offer the lease

for Unit 111 to Mr. Rogers, also at the standard rental rate including annual increases per the current rental rate policy.

Mr. DerSahakian made a Motion; Mr. Fogerty provided a Second to the Motion.

The Vice Chairman called the Question, Mr. Rogers abstained. The remaining Members of the Advisory Board present unanimously approved the Motion.

V. DISCUSSION AND CONSIDERATION OF PROPOSALS FOR HANGAR LEASE, HANGAR/OFFICE LEASE FOR COMMERCIAL SERVICE OR OTHER AERONAUTICAL USE

Staff presented a memorandum summarizing the responses received to the Request for Proposals to lease Hangar No. 15 and or the T-Hangar 110/Office complex.

Four proposals were received by the deadline for submission. The review committee made up of Mr. Smith, Mr. Rogers and Mrs. Wilson recommended award of the commercial aeronautical service lease to Buco Aviation, LLC.

A general discussion of the RFP, the proposals and the recommendation of the review committee resulted in a recommendation to award the lease agreement to Buco Aviation, LLC at the rental rates proposed including the rebate for capital improvements, but to deny the request to cap annual increases.

Mr. DerSahakian made a Motion; Mr. Smith provided a Second to the Motion.

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

VI. STAFF REPORT

The monthly Staff Report was presented. Notice was provided to the Board that several tenants remain out of compliance with the terms and conditions of their lease agreements. Letters of notice were provided to these tenants.

VII. NEW BUSINESS

Mr. DerSahakian was recognized by the Vice Chairman to introduce a new business item related to congestion in the public parking lot. A general discussion of the matter resulted in a recommendation to staff to install signage on the South curb, indicating that overnight parking in this location must be approved by the airport manager.

Mr. DerSahakian made a Motion; Mr. Smith provided a Second to the Motion.

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

VIII. ADJOURNMENT

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

Mr. Smith made a Motion to Adjourn; Mr. DerSahakian provided a Second to the Motion.

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

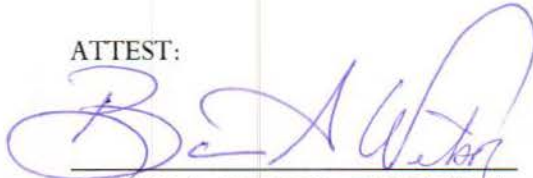
The meeting was adjourned.



MR. JOHN KLASER
VICE CHAIRMAN

1/15/2020
DATE

ATTEST:



BONNIE A. WILSON, SECRETARY

1/15/2020
DATE