

**MINUTES
AIRPORT ADVISORY BOARD
DECEMBER 15, 2021
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. John Klaser, Chairman Mr. Barry Fogerty, Vice Chairman, Mr. Harmik DerSahakian, Mr. Scott Lee, Mr. James Smith, Mr. Blake White

OTHERS PRESENT

Mr. Matthew Lovelace, Shawnee Regional Airport Staff
Mr. Rob Morris, Citizen of Shawnee
Ms. Bonnie Wilson, Shawnee Regional Airport Staff

I. DECLARATION OF A QUORUM

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

II. CONSIDERATION AND APPROVAL OF MINUTES FROM NOVEMBER 17, 2021, REGULAR MEETING

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

The Chairman called for a Motion to Approve the Minutes as presented.

Mr. DerSahakian made the Motion, Mr. Lee provided as Second.

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

III. CITIZEN COMMENTS

Mr. Morris offered information related to a loan agreement between the Oklahoma Baptist University Authority and the City of Shawnee. Mr. Morris suggested the Airport Advisory Board follow this topic when the City of Shawnee City Commission includes the agreement on their agenda to determine if additional funds might be available to support airport expenses.

IV. DISCUSSION AND CONSIDERATION OF FAIR MARKET VALUE STUDY COMMITTEE RECOMMENDATIONS

Staff introduced a memo and a recommended list of comparable airports for the Committee managed Fair Market Value Study. In general discussion several questions were posed and answered regarding the purpose of the list, the criteria used to establish the group of airports selected, and the means by which the list could be amended. This matter was addressed in three parts.

Inclusion of Repair Station Services

Mr. Lee recommended that the presence of aircraft repair stations add significant value to an airport's amenities.

Mr. DerSahakian made a motion that information regarding availability of these services at each airport should be included on the comparison airport chart.

Mr. Lee provided a Second.

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

Addition of Airports to Draft List

Further discussion was held related to the inclusion and or removal of certain proposed comparable airports. Mr. Rogers was absent from the meeting but submitted comments for consideration related to airports he felt should be added to or removed from the draft list. Mr. White spoke to the matter of including larger, busier airports on the list not for direct comparison but for information regarding the higher end of the market. Mr. DerSahakian suggested that data should be plotted on a bell curve to give an idea of where Shawnee's proposed rental rates fall within the overall market. Mr. Smith suggested that airports in a wider geographic range may provide comparative data if they are situated in similar metropolitan areas. Further discussions related to the scope of the study and the availability of staff time to address the research requirements.

Mr. White made a motion to add Pauls Valley Airport and Muskogee-Davis to the list.

Mr. Fogerty provided a Second.

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

Removal of Airports from the Draft List

Further discussion focused on the inclusion of Richard Lloyd Jones, Jr. - Riverside Airport on the list. It was noted that this airport's proximity to the city of Tulsa, and the large commercial

flight school based at the airport increases the annual operations count well above the rest of the proposed airports.

Mr. White made a motion to exclude Riverside Airport from the list to avoid skewing the results of the study.

Mr. Lee provided a Second.

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

V. DISCUSSION AND CONSIDERATION OF PROCEDURES FOR ELECTION OF OFFICERS AND TERMS OF OFFICE

Staff introduced a memo providing recommendations for creation of the office of Vice Chairman, qualifications for serving as Chairman and or Vice Chairman, terms of office, scheduling of elections, nomination procedures, and voting. Two amendments to the proposed language were offered, noted in *italics* below.

Officers of the Airport Advisory Board

Create the office of Vice Chairman, associated qualifications for service, and term(s) of office. Authorize the Vice Chairman to act as Chairman in the absence of the Chairman at Regular and Special meetings, and to execute Board documents as may be necessary or prudent.

Qualifications for Office

Chairman – Nominees for Chairman must have not less than two years of service, *past or present*, as a member of the AAB at the time of a Scheduled or Special Election.

Vice Chairman – No prior service on the AAB is required for nomination to the position of Vice Chairman. The serving Vice Chairman may only be elected Chairman if: all qualifications to serve as Chairman are met; they are properly nominated for election, and are duly elected by a simple majority of the serving members of the AAB.

Term(s) of Office

The term of office for Chairman and Vice Chairman will be two consecutive years. Chairmen and/or Vice Chairmen may be re-elected for additional terms, either consecutively or at a later date during their tenure on the Board.

Elections

Elections. All Elections will be included as an action item on the published AAB Agenda.

Scheduled Elections. AAB terms commence each calendar year in July. In order to include any new or reappointed members, Scheduled Elections will be slated for a Regular or Special AAB meeting in the month of July to fill any officer vacancies.

Special Elections. If vacancies occur due to an elected officer leaving service on the AAB, or seeking to resign their position as an officer, a Special Election will be called to fill the vacant office.

Nominations

Call for Nominations. The Airport Manager will distribute a written call for nominations as far in advance of any Regular or Special election as practicable, in no case will a call for nominations be provided within one business week of a Regular or Scheduled election. The slate of Nominees will be provided to the AAB, prior to any meeting with a Regular or Special Election on the agenda, via the standard agenda publication and distribution process.

Opportunity to Nominate. Any serving AAB member may nominate themselves, or any other qualified member for election to office by providing a written statement of nomination to the Airport Manager by the deadline established for submission in the notice calling for nominations.

On receipt of nomination statements, the Airport Manager will notify members of their nomination and confirm their willingness to serve if elected to office prior to publicizing the list of nominees.

Voting

Officer Elections. Each election for office will be a distinct action item on the published AAB Agenda. The published slate of nominees will be the only candidates eligible for election to serve as either Chairman or Vice Chairman.

Simple Majority. The nominee with the simple majority of votes will be elected to the office for which they were nominated. If no single nominee garners a simple majority of the votes on the first round of voting, a second round of voting for the two nominees with the highest number of votes garnered in the first round will be conducted. The nominee with the highest number of votes garnered in the second round of voting will be voted into office.

The Chairman called for a Motion to accept the recommendations as amended.

Mr. DerSahakian offered a Motion; Mr. White provided a Second to the Motion.

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

VI. STAFF REPORT

Staff provided information on - current wholesale and retail fuel prices, fuel sales, current budget summary report, and Shawnee Airport Authority actions.

VII. NEW BUSINESS

No New Business was presented.

VIII. BOARD COMMENTS

Mr. DerSahakian noted the irregularity of mobile fueling service at the Shawnee Regional Airport has a detrimental impact on fuel sales. He requested staff include a recommendation to declare the inoperable fuel trucks, currently owned by the Shawnee Airport Authority, surplus and move forward with a recommendation to replace them on the next Airport Advisory Board agenda.

IX. ADJOURNMENT

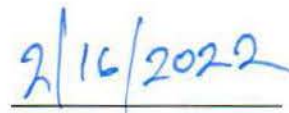
The Chairman called for a Motion to Adjourn the meeting.

Mr. DerSahakian made a Motion to Adjourn; Mr. White 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.



JOHN KLASER, CHAIRMAN



DATE

ATTEST :


BONNIE A. WILSON



DATE