

**AMENDED
NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
NOVEMBER 20, 2019**

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

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

DATE TIME

NOVEMBER 20, 2019 5:30 P.M.

PLACE OF MEETING

AIRPORT TERMINAL
CONFERENCE ROOM
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 8:05 a.m./p.m. on the 18th day of
November 2019.

Signed: Kacie Eck
 Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media: 11/18/19
Person filing Notice: Bonnie Wilson Notice Verified
by: Kacie Eck

AIRPORT ADVISORY BOARD MEETING

REGULARLY SCHEDULED MEETING

NOVEMBER 20, 2019 5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

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**AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
NOVEMBER 20, 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 October 16, 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: Staff Report

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

ITEM SIX: New Business

ITEM SEVEN: Board Comments

ITEM EIGHT: Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
OCTOBER 16, 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

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

II. CONSIDERATION AND APPROVAL OF MINUTES FROM SEPTEMBER 18, 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. DerSahakian 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 ENGAGING THE SERVICES OF TERRACON CONSULTANTS, INC. TO UPDATE AND REVISE THE SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN FOR THE SHAWNEE REGIONAL AIRPORT

Staff presented a memorandum regarding the airport's requirement to compile and file a Spill Prevention Control and Countermeasure Plan (SPCC) every five years. Staff noted that the current SPCC will expire in January 2020, and that a new SPCC must be prepared and sealed by a professional engineer.

Staff also noted that the airport's current engineering team H.W. Lochner, Inc. (Lochner) was capable of providing the services but instead recommended engaging the services of one of their

subconsultants, Terracon Consultants, Inc. (Terracon). Terracon's professional qualifications were included as part of Lochner's response to the Request of Qualifications and found to be acceptable to perform this type of work. A copy of the proposal provided by Terracon was included in the agenda package for review. The Members of the Advisory Board conducted a general discussion regarding the proposal and Terracon's qualifications.

The Vice Chairman called for a motion to recommend entering into an agreement with Terracon to provide an update to the current SPCC Plan per the terms of the proposal submitted.

Mr. Rogers 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.

V. DISCUSSION AND CONSIDERATION OF DRAFT REQUEST FOR PROPOSALS FOR COMMERCIAL AERONAUTICAL SERVICES / NON-COMMERCIAL AERONAUTICAL SERVICES LEASE AGREEMENT(S)

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. The Vice Chairman requested participation on the RFP review committee. Mr. Smith and Mr. Rogers volunteered to provide reviews. The Vice Chairman noted that he and Mr. Der Sahakian were considering providing a proposal to lease the property in question and would therefore abstain from participation in the review and discussion of the selection criteria. Staff requested and received comments on the criteria. Staff also presented a list of publication sites for the solicitation.

The Chairman called for a motion to recommend publishing the RFP, as amended, on the publication sites and in the Shawnee News Star, and to appoint Mr. Rogers and Mr. Smith to the review committee.

Mr. Smith offered the Motion; Mr. Rogers provided a Second to the Motion.

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

VI. DISCUSSION AND CONSIDERATION OF RENTAL RATE VARIABLE FOR HANGARS SUPPORTED BY ELECTRICITY AND OTHER ENHANCEMENTS

Staff presented a memorandum recommending an amendment to the current Airport Facilities Lease and Development Policy Statement (May 2018) to increase the rental rate for T-Hangars with electrical capacity and other enhancements by three 3% over the Standard T-Hangar rental rate. The increase will apply to new leases of existing hangars. A copy of the amended rental rate policy was included in the agenda materials.

The Vice Chairman called for a motion to recommend the amendment of the existing policy.

Mr. DerSahakian offered the motion; Mr. Rogers provided a second.

Members of the Advisory Board present unanimously approved the Motion.

VII. ITEM FIVE: Staff Report

The monthly Staff Report was presented with no additional discussion.

VIII. ITEM SIX: New Business

No new business was introduced

IX. ITEM SEVEN: Adjournment

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

Mr. Rogers made a Motion to Adjourn. The Vice Chairman 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



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: November 11, 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 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

October 28, 2019

Bonnie Wilson
Airport Manager
Shawnee Regional Airport

Bonnie,

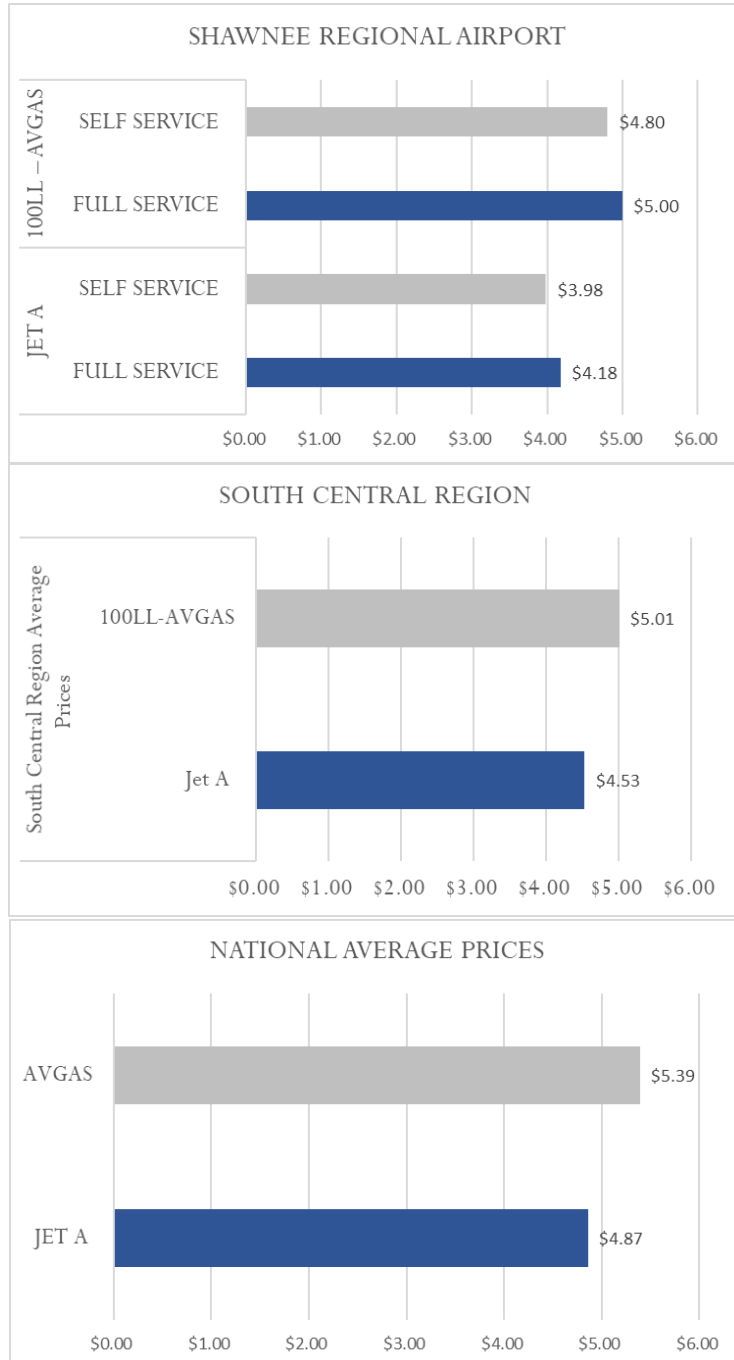
Confirming our recent discussion, I would like to lease the end storage area adjacent to my hangar (Hangar 106) for the current available lease rate as soon as it is available.

Let me know if any other information is required.

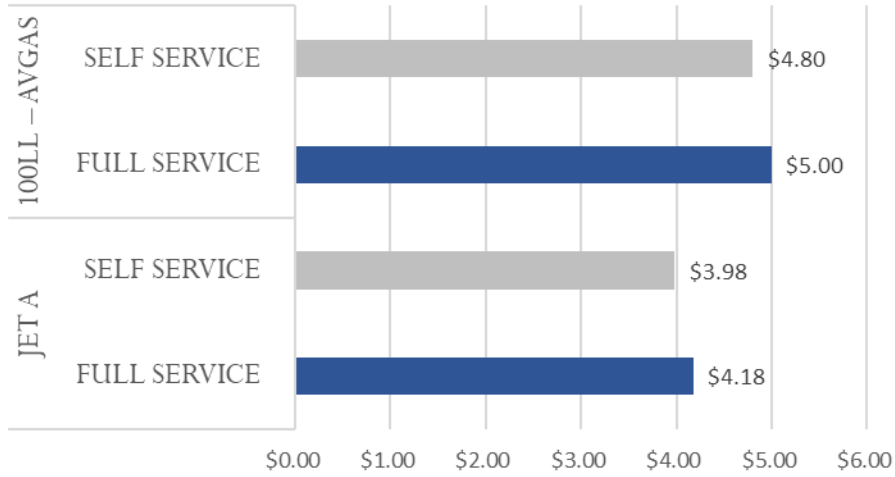
Randy Rogers

Staff Report

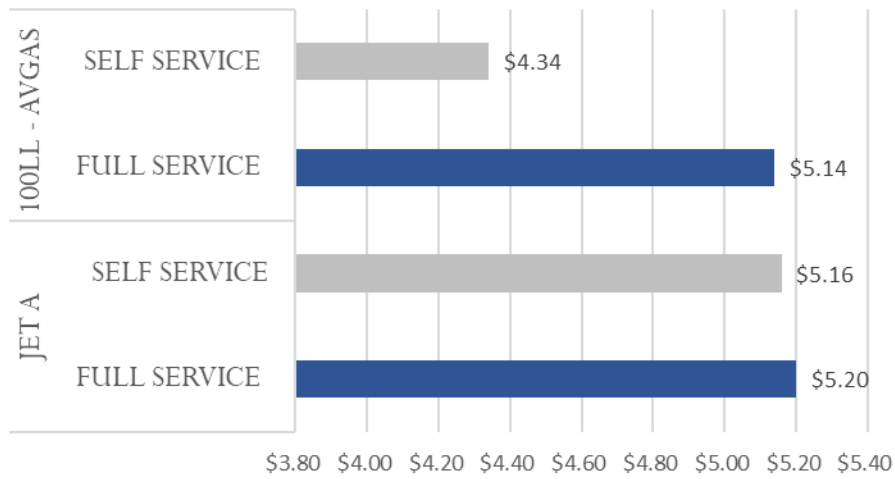
1. Fuel Price Comparisons



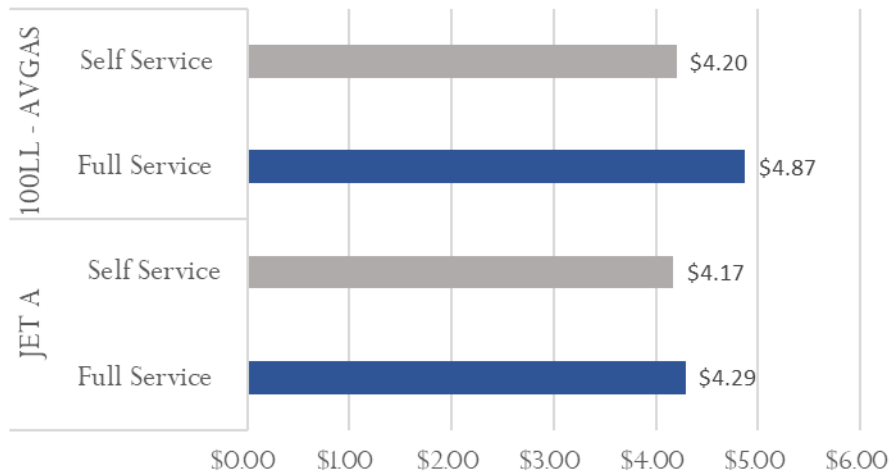
SHAWNEE REGIONAL AIRPORT



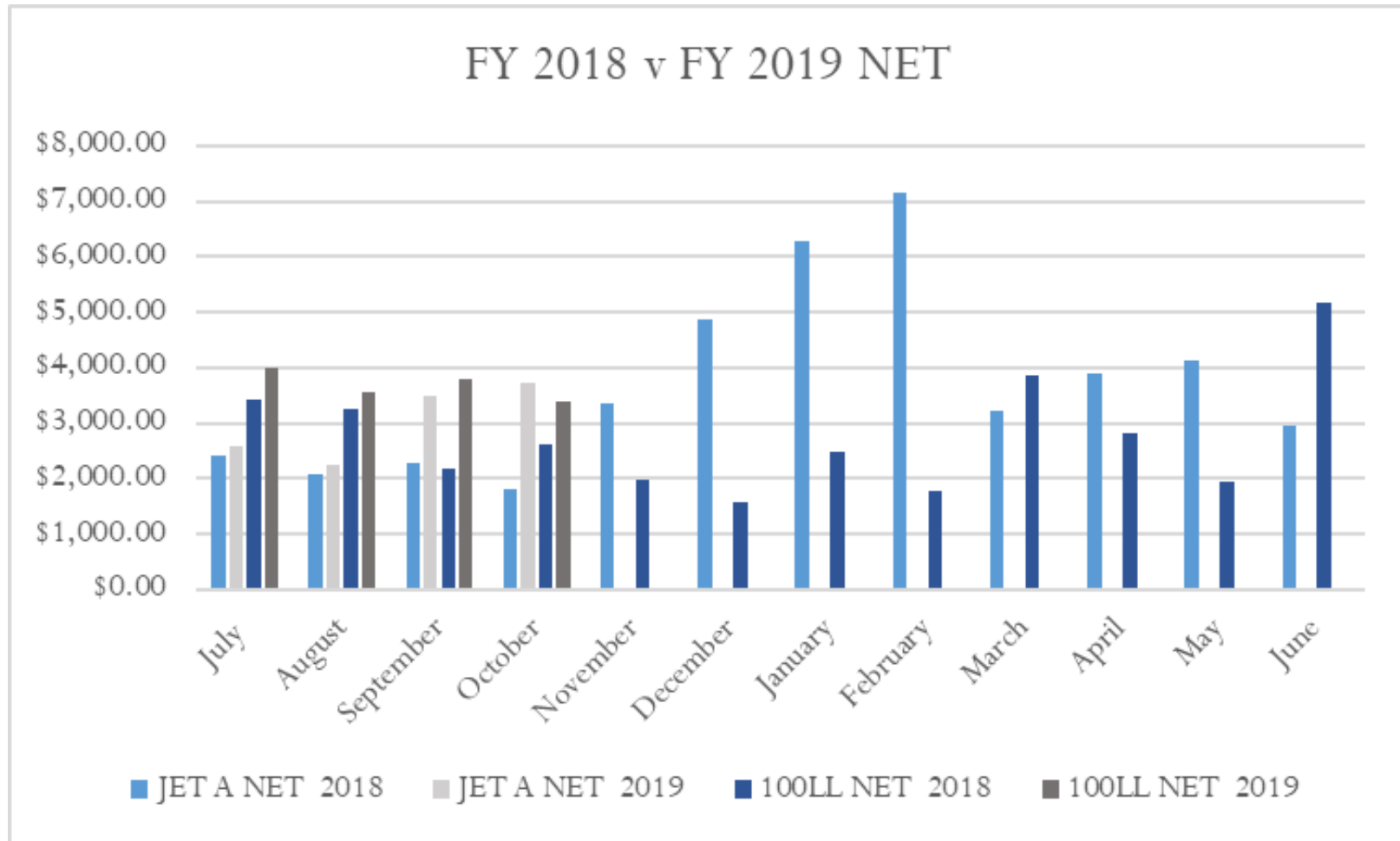
50 NM RADIUS AVERAGE



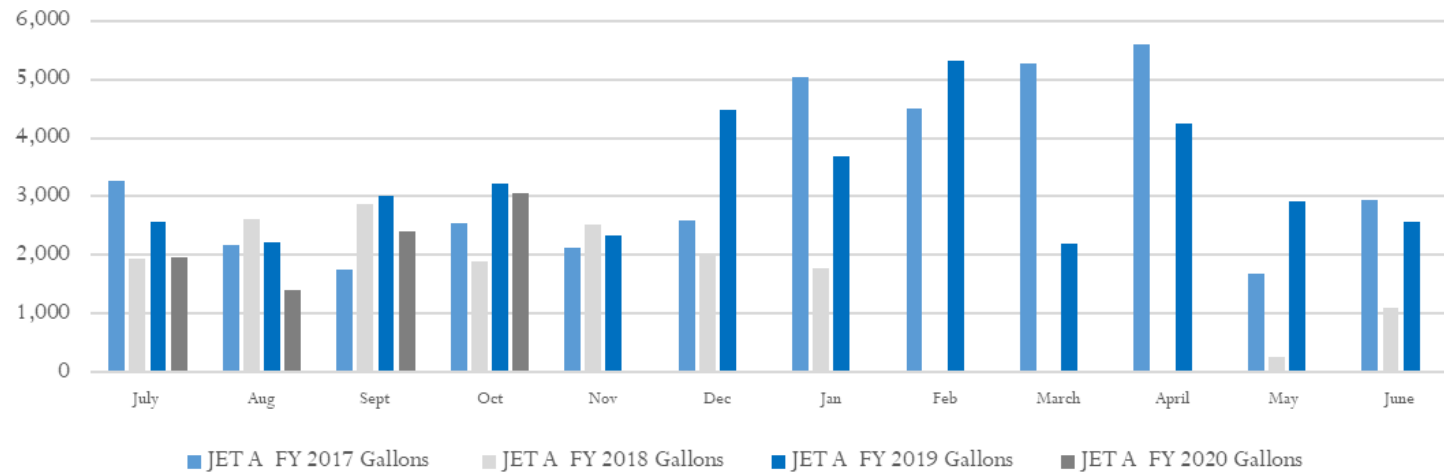
100 NM RADIUS AVERAGE



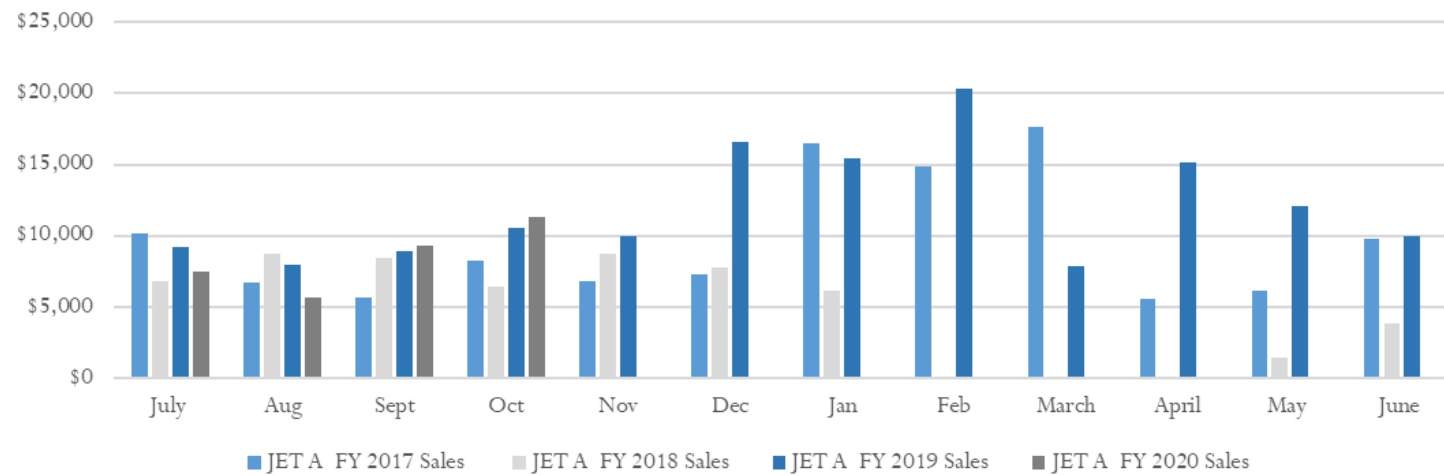
2. Fuel Sales



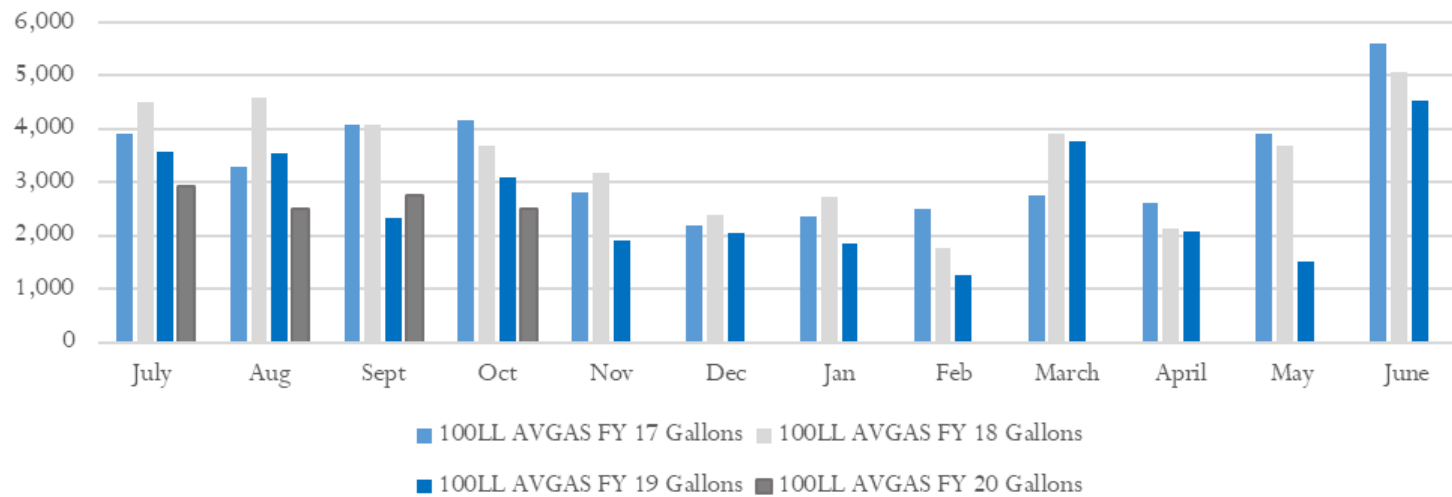
FY 2017 v FY 2018 v FY 2019
Monthly JET A Gallons Sold



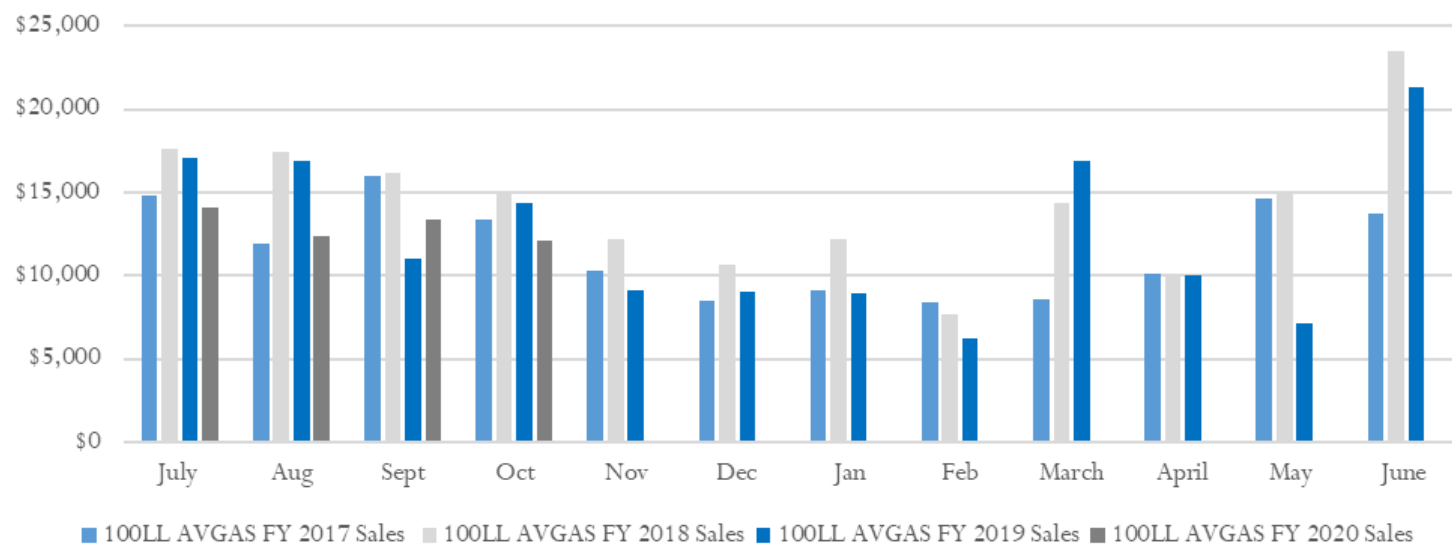
FY 2017 V FY 2018 V FY 2019
MONTHLY JET A SALES



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



FY 2017 v FY 2018 v FY2019 100LL AVGAS Sales



3. Summary Budget Report

11-12-2019 07:44 AM

CITY OF SHAWNEE
FINANCIAL STATEMENT - UNAUDITED
AS OF: NOVEMBER 12TH, 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	15,990.01	0.00	89,376.73	0.00	177,623.27	33.47
INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	282,300.00	4,560.44	0.00	79,641.08	0.00	202,658.92	28.21
TRANSFERS IN	292,085.45	0.00	0.00	0.00	0.00	292,085.45	0.00
*** TOTAL REVENUES ***	841,385.45	20,550.45	0.00	227,605.80	0.00	613,779.65	27.05
EXPENDITURE SUMMARY							
AIRPORT	841,385.45	5,229.03	80,220.44	168,532.96	199,650.84	553,422.09	34.22
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	5,229.03	80,220.44	168,532.96	199,650.84	553,422.09	34.22
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	15,321.42	80,220.44	59,072.84	(199,650.84)	60,357.56	0.00

4. Other Matters

- 4.1. PAPI and REIL Repairs. The Federal Aviation Administration inadvertently severed the circuit supporting the PAPI and REIL lights supporting Runway 35. As this occurred just prior to the end of the Federal Fiscal Year there will be a slight delay in completing the repair while the FAA team applies for funding/authorization to expend funds.
- 4.2. Approach Lighting System. During the first weekend of November one of our operators developed a problem with their aircraft mid-flight. The pilot in command landed the aircraft safely but did not have sufficient runway to support the continued forward motion. The ALS was slightly damaged during the landing process. The repairs to the system will be conducted by the FAA with financial participation by the pilot operating the aircraft.