

**MINUTES
AIRPORT ADVISORY BOARD
OCTOBER 17, 2018 5:30 PM
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK**

I. CALL TO ORDER

PRESENT	Mr. Huddleston, Chairman, Mr. Fogerty, Mr. Humphreys, Mr. Klaser, and Mr. Smith
ABSENT	Mr. Smallwood, Vice Chairman, Mr. Freeman
OTHERS PRESENT	Mr. Wesley Elliott, FlyOkAir Mr. Larry Heath, SNL Tenant Mr. Scott Lee, Red Cloud Aviation, LLC Mr. Christopher Robertson, Enterprise Rental Car Mr. Fred Treiber, Shawnee Regional Airport Ms. Bonnie Wilson, Shawnee Regional Airport

II. DECLARATION OF A QUORUM

Five 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
AUGUST 15, 2018 MEETING**

Approval of Minutes from the September 19, 2018 Meeting.

The Chairman called for a Motion to Approve the Minutes,

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

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

A copy of the Minutes of the September 19, 2018 Meeting is provided as Attachment 1 to these Minutes.

IV. ITEM TWO: Discussion and Consideration of Amendment to Current Land Lease - Delta Wing Equipment, LLC a Subsidiary of Pacific Air Holdings, LLC

Staff presented a memorandum for consideration regarding a request from Delta Wing Equipment, LLC (Delta Wing) a subsidiary of Pacific Air Holdings, LLC; for an Amendment to their current land lease to increase the total square footage of the land lease to a new total of 57,006 square feet.

Delta Wing proposes to construct a public parking facility adjacent to the East side of the hangar; two sloped ramps adjacent to the North and South hangar entrances respectively; and relocate an existing manual vehicle gate and associated fence materials generally along the North West corner and West perimeter of the hangar.

The proposed rental rate for the additional square footage of \$0.15 per square foot per year will be commensurate with the rate per square foot for aeronautical use land leases at Shawnee Regional Airport.

A copy of the memorandum and an amended Exhibit A depicting the proposed expanded lease line are provided as Attachment 2 to these Minutes.

The Chairman called for a motion on the matter.

Mr. Humphreys offered a Motion to recommend the Shawnee Airport Authority approve an amended lease for the purpose, and at the rate and on the terms stated in the memorandum.

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 an amended lease with Delta Wings.

(A copy of the Notice of Discussion and Consideration of Amendment to Commercial Aeronautical Use Agreements is provided as Attachment 3 to these minutes.)

V. ITEM THREE – DISCUSSION AND CONSIDERATION OF AMENDMENT TO CURRENT FBO LEASE – RED CLOUD AVIATION

Staff presented a memorandum for consideration regarding a request from Red Cloud Aviation, LLC to lease an additional 1,740 square feet of recently vacated space Hangar # 13 to allow for repair of aircraft components and associated parts and equipment.

RCA's proposal included an invest of up to \$57,000.00 in capital improvements to the leased area to include: structural repairs, insulation, HVAC, and plumbing to be completed within one-hundred eighty (180) business days of receiving approval for plans and specifications from the City of Shawnee and authorization to commence construction.

RCA's requested the costs of the repairs and renovations be applied as a tenant credit against a twenty cent per square foot (\$0.20/ sq. ft.), per month rental rate over a lease term of no less than ten (10) calendar years commencing on the date of beneficial occupancy of the space.

At the end of the initial term the rate per square foot for any renewal terms will be adjusted to the then current rental rate for conditioned space offered for commercial aeronautical use and the improvements will revert to the Shawnee Regional Airport.

RCA is also requested two five-year extensions, contingent on both parties agreeing to any rate adjustments, and the right of first refusal to lease any additional space within Hangar #13 that may become available during the course of the lease term, on the condition that RCA will surrender commensurate aircraft storage space at the Shawnee Regional Airport on the date of beneficial occupancy of Hangar #13 and the associated office space in its entirety.

A copy of the memorandum and an amended Exhibit A depicting the proposed expanded lease line are provided as Attachment 4 to these Minutes.

Mr. Scott Lee, of RCA was offered and accepted the opportunity to provide comments related to the proposal and respond to questions posed by the members of the Airport Advisory Board.

The Chairman called for a motion on the matter.

Mr. Smith offered a Motion to recommend the Shawnee Airport Authority approve an amended lease for the purpose, at the rates and on the terms stated in the memorandum.

Mr. Humphreys 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 an amended lease with Red Cloud Aviation.

(A copy of the Notice of Discussion and Consideration of Amendment to Commercial Aeronautical Use Agreements is provided as Attachment 3 to these minutes.)

VI. ITEM FOUR – DISCUSSION AND CONSIDERATION OF AMENDMENT TO CURRENT COMMERCIAL NON-AERONAUTICAL LEASE – ENTERPRISE HOLDINGS, INC.

Staff presented a memorandum for consideration regarding a request from Enterprise Holdings, Inc., (EHI) to expand and improve the current leasehold at the Shawnee Regional Airport (SNL) to accommodate EHI customer parking and improve their service facility and equipment.

EHI proposed to include four (4) current parking stalls in their current lease, and construct an additional eight (8) patron parking stalls to the East of the existing leased area at an estimated

cost of \$20,000.00. EHI is proposed to reconstruct and enhance the current vehicle washing and service bay facility on the North Ramp of SNL by constructing a fixed facility, catchment basin, a plumbed connection to the City of Shawnee waste water system, including the installation of an approved oil water separator, and improvements to the base and surrounding ramp area. These improvements will allow EHI to utilize Airport Drive to access this location ceasing their current practice of transiting the aircraft parking ramp. The estimated cost of the proposed construction is \$30,000.00.

EHI proposed to make the investment and undertake the construction described in return for (i) a ten (10) year extension of their current lease; (ii) an amendment to the leased area to include the four (4) stalls currently adjacent to the leasehold, west of the proposed new construction; and (iii) a one-time increase in the rental rate of 10% (\$76.50/month) at the commencement of the sixth (6th) year of the extended term.

A copy of the memorandum and exhibits depicting the proposed expanded lease lines and improvements are provided as Attachment 4 to these Minutes.

Mr. Christopher Robinson of EHI was offered and accepted the opportunity to provide comments related to the proposal and respond to questions posed by the members of the Airport Advisory Board.

The Chairman called for a motion on the matter.

Mr. Humphreys offered a Motion to recommend the Shawnee Airport Authority approve an amended lease for the purpose at the rates and on the terms stated in the memorandum.

Mr. Fogerty 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 an amended lease with EHI.

VII. Discussion and Consideration of Publication and Establishment of a Public Comment Period Regarding Proposed Amendments to Minimum Standards and Requirements for Commercial Aeronautical Services and Non-Commercial Aeronautical Tenant Activities and Rules and Regulations for the Operation of Shawnee Regional Airport

Staff presented a memorandum for consideration regarding the proposed publication of revised Minimum Standards and Requirements for Commercial Aeronautical Services and Activities Shawnee Oklahoma and Rules and Regulations for the Operation of Shawnee Regional Airport in the form of a new comprehensive document entitled "Minimum Standards and Requirements for Capital Development on Shawnee Regional Airport Property, Commercial Aeronautical Services Commercial Non-Aeronautical Services and Non-Commercial Aeronautical Activities at the Shawnee Regional Airport ("Minimum Standards")."

Following a discussion on the matter staff was advised to publish the draft document for public comment setting a submission deadline of December 31, 2018, and provide a report to the Airport Advisory Board with a report on comments received.

The Chairman called for a motion on the matter.

Mr. Fogerty offered a Motion to direct staff to publish the draft Minimum Standards for public comment, and provide a report to the Airport Advisory Board at the next meeting following the closure of the comment period.

Mr. Klaser provided a Second to the Motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the Motion to direct staff to publish the document and provide a report on comments received.

VIII. CITIZEN COMMENTS

- A. Mr. Wes Elliott was recognized and offered the opportunity to comment. Mr. Elliott inquired if the Airport Advisory Board was still considering the possibility of providing a formal discount program for tenant fuel purchases. Mr. Elliott was advised that the staff was tracking fuel sales trends to provide data to the Airport Advisory Board for that purpose.

- B. Mr. Larry Heath was recognized and offered the opportunity to comment.

Mr. Heath asked if all tenants at SNL would be provided with a copy of the draft Minimum Standards, and the final document once adopted as Ordinance by the Shawnee Airport Authority. Mr. Heath was advised that the draft document would be made available to the public for comment on the airport website and emailed directly to current tenants. The final document in the form of the amended ordinance will be provided in like manner.

Mr. Heath provided additional comments related to the expansion of the Enterprise Rental Car leasehold area, recommending that the development of the rental car facilities be assessed in relation to the aviation operations requirements of SNL.

The Chairman thanked Mr. Heath for his contributions and participation in the meeting.

IX. ITEM FIVE – NEW BUSINESS

No new business was introduced.

X. 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

Under Other Matters staff provided a Construction Progress Report and notice of the planned Grand Opening and Ribbon Cutting of the Heartland Aeronautical Experience Aerospace Career Museum at KSNL.

No actions requiring a vote of the Airport Advisory Board were taken. A copy of the Staff Report and supporting documents is included part of Attachment 5 to these minutes

XI. 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.

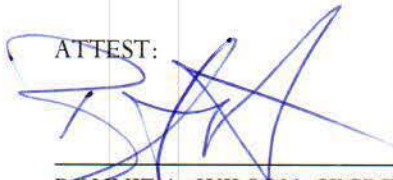
The meeting was adjourned.



KEVIN HUDDLESTON
CHAIRMAN

12/19/18

DATE

ATTEST:


BONNIE A. WILSON, SECRETARY

12/12/18

DATE