

**NOTICE OF MEETING
AIRPORT ADVISORY BOARD
SHAWNEE REGIONAL AIRPORT
2202 AIRPORT DRIVE
SHAWNEE, OKLAHOMA
OCTOBER 16, 2019**

Regular Meeting ☒ (X)
Special Meeting ☐ ()
Emergency Meeting ☐ ()

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

DATE

TIME

PLACE OF MEETING

OCTOBER 16, 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 8:00 a.m. on the 11th day of
October 2019.

Signed: *Maie Eck*
 Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media: 10/11/19
Person filing Notice: Bonnie Wilson Notice Verified
by: Maie Eck

AIRPORT ADVISORY BOARD MEETING

REGULARLY SCHEDULED MEETING

OCTOBER 16, 2019 5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

**AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
OCTOBER 16, 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 September 18, 2019 Meeting

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

ITEM FOUR: 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

ITEM FIVE: Discussion and Consideration of DRAFT Request for Proposals for Commercial Aeronautical Services / Non-Commercial Aeronautical Services Lease Agreement(s)

ITEM SIX: Discussion and Consideration of rental rate variables for hangars supported by electricity and other enhancements.

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
SEPTEMBER 18, 2019
REGULARLY SCHEDULED MEETING
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK**

PRESENT Dr. Smallwood, Vice Chairman, Mr. DerSahakian, Mr. Fogerty,
Mr. Humphreys, Mr. Klaser, Mr. Rogers, Mr. Smith

OTHERS PRESENT Mr. Joe Vorndran, City Attorney (Stuart Clover)
Ms. Lisa Lasyone, CMC City Clerk, City of Shawnee
Ms. Bonnie Wilson, Shawnee Regional Airport

I. SWEARING INTO OFFICE

Ms. Lasyone administered the oath of office to each of the members of the Advisory Board. All members were present and sworn into office.

II. DECLARATION OF A QUORUM

All members of the Advisory Board being duly sworn to office were noted as present meeting the requirements for a quorum. The Vice Chairman Declared a Quorum.

III. CONSIDERATION AND APPROVAL OF MINUTES FROM JUNE 19, 2019 MEETING

Approval of Minutes from the June 19, 2019 Meeting. A copy was included in the meeting agenda package.

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

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

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

IV. CITIZEN COMMENTS

No requests for comments were made.

V. ELECTION OF THE CHAIRMAN

Mr. Humphreys made a motion nominating Dr. Will Smallwood to serve as Chairman of the Airport Advisory Board. Mr. Klaser provided a second.

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

Dr. Smallwood was duly elected as Chairman of the Airport Advisory Board for a term commensurate with his term of service.

VI. DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION TO ENTER INTO AN EXECUTIVE SESSION FOR DISCUSSION REGARDING A COMMERCIAL LEASE AGREEMENT AS AUTHORIZED BY 25 O. S. §307(B)(4) ON THE RECOMMENDATION OF COUNSEL THAT PUBLIC DISCUSSION WOULD IMPAIR THE ABILITY OF THE CITY ATTORNEY TO ADEQUATELY DEFEND THE CITY AGAINST POSSIBLE FUTURE CLAIMS.

The Chairman called for a motion on the matter.

Mr. DerSahakian offered a Motion to enter into Executive Session.

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.

The Airport Advisory Board entered an Executive Session.

VII. CONSIDERATION AND POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION IN ACCORDANCE WITH 25 O. S. §307(B)(4) REGARDING A COMMERCIAL LEASE AGREEMENT.

The Airport Advisory Board reconvened the public meeting.

The Chairman called for a motion to authorize the City Attorney to take all steps legally required to initiate the process of terminating the existing commercial lease agreement with FlyOkAir.

Mr. DerSahakian offered the Motion, 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.

VIII. DISCUSSION AND CONSIDERATION OF REQUEST FOR RENEWAL OF LEASE – HEARTLAND AERONAUTICAL EXPERIENCE

Staff presented a memorandum summarizing Heartland Aviation's request to renew their aviation display agreement with the Shawnee Airport Authority for one calendar year. Staff noted that Heartland Aviation had complied with the terms and conditions of the existing agreement to date.

A general discussion regarding the display resulted in a request to staff to strongly recommend that Heartland Aviation consider rotating the materials on display with the goal of introducing more technical aeronautical items and fewer of the marketing and information items.

The Chairman called for a motion to approve the renewal of the agreement with the understanding that the recommendation regarding contact be transmitted with the renewal document.

Dr. Smallwood made the motion, Mr. Humphreys provided a second.

Members of the Advisory Board present unanimously approved the Motion.

IX. ITEM FIVE: Staff Report

The following topics were presented as part of the monthly Staff Report:

Current Fuel Price Comparisons

Shawnee Regional Airport Fuel Sales

Other Matters

Fuel Sales - Self Service Fuel Pumps are operational! July 2019 estimated net revenue of \$6,553.92 exceeded July 2018 net revenue by \$699. August 2019 estimated net revenue of \$3,545.21 exceeded August 2018 net revenue by \$275.

Independent Operator Agreement – Crop Dusting. We are working with Agratech to execute an independent operators' agreement allowing Agratech to use SNL as a base of operations to provide crop dusting services to agricultural customers in the region.

Land. FAA provided the official Release of Deed for the Metro Mart property. The 2.48 acres of land will be offered for public bid with a bid reserve of \$220,000. Proceeds from the land sale will be used to support the design and construction of the new T-Hangars. Solicitations for professional appraisal services for "off airport properties" have been sent to four agencies recommended by the City of Shawnee and Shawnee Forward. An appraiser will be selected based on submissions.

Fly In. The Oklahoma Aeronautics Commission in coordination with the Experimental Aircraft Association will be sponsoring a Ground School Fly-In for members of the Oklahoma Senate's Aero Caucus. The event will begin at 8:00 AM, Tuesday, 24 September, at the Shawnee Regional Airport. Commercial aviation entities based at, working with, or generally supportive of SNL have been asked to participate iterating the value aviation facilities bring to communities.

X. ITEM SIX: New Business

The Chairman introduced the Nomination and Election of a Vice Chairman as New Business.

Mr. John Klaser volunteered to serve if nominated.

The Chairman made a Motion nominating Mr. Klaser to serve as Vice Chairman, Mr. Smith provided a second to the Motion.

Members of the Advisory Board present unanimously approved the Motion.

Mr. Klaser will serve a Vice Chairman, and Chairman in the absence of the Chairman.

XI. ITEM SEVEN: Adjournment

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

The meeting was adjourned.

DR. WILL SMALLWOOD
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: **September 16, 2019**

Subject: **Proposed Contract for Engineering Services to Update
KSNL Spill Prevention Control and Countermeasure Plan**

Summary

The Shawnee Regional Airport is required to prepare and maintain a Spill Prevention Control and Countermeasure (SPCC) plan per the regulatory requirements established by the United States Environmental Protection Agency (40 CFR Part 112). The SPCC must be reviewed, updated and sealed by a registered professional engineer at least once every five years. The current SPCC plan was approved January 5, 2015.

Recommendation

Staff inquired with the Airport's consulting engineering H.W. Lochner (Lochner) regarding the project. Lochner is capable of undertaking the work, though they advised their approved subconsultant, Terracon Consultants, Inc., (Terracon) could perform the work at a lower cost. At the direction of staff Lochner approached Terracon to discuss the scope of work and arranged for a proposal for services to be provided. (See Attachment).

Staff reviewed the scope of work, proposed fee of \$2,500.00, and is recommending execution of an agreement with Terracon.

Action Requested

Authorize staff to make a recommendation to Shawnee Airport Authority to authorize execution of an agreement with Terracon to update the current SPCC plan for SNL.

October 1, 2019



Shawnee Regional Airport
2202 Airport Drive
Shawnee, OK 74804

Attn: Ms. Bonnie Wilson
P: (405) 878-1532
E: Bonnie.Wilson@shawneeok.org

Re: Spill Prevention Control and Countermeasure Plan Services
Shawnee Regional Airport
2202 Airport Drive
Shawnee, OK 74804
Terracon Proposal No. P03197219

Dear Ms. Wilson:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to Shawnee Regional Airport to provide an update to the existing Spill Prevention, Control, and Countermeasure (SPCC) Plan for the above-referenced facility. Terracon's scope of services, including schedule and compensation, are provided in the following sections.

1.0 PROJECT INFORMATION

The property is a regional airport which stores Jet A and 100LL fuel required to support airport operations. This facility has an existing SPCC plan, which Shawnee Regional Airport desires to have updated. Shawnee Regional Airport is located at 2202 Airport Drive in Shawnee, Oklahoma.

An SPCC Plan is required by Title 40 of the Code of Federal Regulations, Part 112 (40 CFR 112) for a facility with combined aboveground oil storage equal to or greater than 1,320 gallons. An SPCC Plan is also required under 40 CFR 112 when combined underground oil storage is equal to or greater than 42,000 gallons and only where such tanks are not already regulated by a United States Environmental Protection Agency (EPA) approved state underground storage tank program.

Terracon Consultants, Inc. 4701 N. Stiles Avenue Oklahoma City, Oklahoma 73105
P [405] 525 0453 F [405] 557 0549 terracon.com

SPCC Plan Services

Shawnee Regional Airport ■ Shawnee, Oklahoma
October 1, 2019 ■ Terracon Proposal No. P03197219



2.0 COMMITMENT TO SAFETY

Terracon is committed to the safety of all its employees. As such, and in accordance with our *Incident and Injury Free®* safety culture, Terracon will develop a safety plan to be used by our personnel during field services. Prior to commencement of on-site activities, Terracon will hold a meeting to review health and safety issues related to this specific project. At this time, we anticipate performing fieldwork in a United States Environmental Protection Agency (USEPA) Level D work uniform consisting of hard hats, safety glasses, protective gloves, and steel-toed boots.

3.0 SCOPE OF SERVICES

Terracon will update the existing SPCC plan for the Shawnee Regional Airport. The updated SPCC plan will describe the facility's conformance with 40 CFR 112, including the following.

- Regulated oil storage and handling activities at the site, including tanks, loading/unloading, drum storage, oil-filled transformers, etc;
- Reportable quantity spills during the previous 5-year period, corrective action taken, and measures for preventing recurrence;
- Direction, rate of flow, and total quantity of oil which could be discharged from the facility as a result of each major type of release or failure (such as tank overflow, rupture, or leakage);
- Containment and/or diversionary structures or equipment to prevent discharged oil from reaching a navigable water course (such as dikes, berms or retaining walls sufficiently impervious to contain spilled oil);
- Schedule for installation or implementation of additional controls or best management practices to meet requirements of 40 CFR 112, if needed;
- Spill response and/or spill contingency measures which meet provisions of 40 CFR 109, including management's written commitment of manpower, equipment and materials required to expeditiously control and remove any harmful quantity of oil discharged;
- Evaluation and completion of the Certification of the Applicability of Substantial Harm criteria checklist;
- Personnel training, inspection, security, and records maintenance provisions, and blank inspection form templates;
- Development of a site drainage map, plus a site vicinity topographic map showing the facility in relation to surrounding area, nearby sensitive receptors, and the nearest receiving water.

As required by 40 CFR 112, the SPCC Plan will also be reviewed and stamped by a Professional Engineer (P.E.).

SPCC Plan Services

Shawnee Regional Airport ■ Shawnee, Oklahoma
October 1, 2019 ■ Terracon Proposal No. P03197219



Schedule

Services will be initiated upon receipt of a signed Agreement for Services (attached). A facility visit will be scheduled in coordination with Shawnee Regional Airport. A draft of the updated SPCC plan will be submitted within approximately four weeks of the facility site visit, assuming timely submittal of requested documentation by Shawnee Regional Airport. The final updated SPCC plan for the facility will be submitted within one week of receipt of Shawnee Regional Airport comments on the draft SPCC plan. In order to comply with the proposed schedule, Shawnee Regional Airport will provide Terracon with the following information prior to or during Terracon's site visit, as applicable and available.

- A facility map or site diagram (to scale) including but not limited to locations of facility equipment, tanks, aboveground and underground piping, unloading and loading areas;
- Capacities, dimensions, and construction material of on-site oil storage containers;
- Capacities, dimensions, and construction material of on-site containment and/or wash pits;
- Size and construction material for aboveground and underground piping;
- Date of installation for underground piping;
- Dimensions of secondary containment areas;
- Capacities of transport vehicles and descriptions of unloading/loading operations;
- Detailed description of on-site operations;
- Process flow diagram for facility operations;
- Documentation of employee training, site inspections, and tank integrity;
- Information pertaining to any previous spill events;
- Names, titles, and telephone numbers of personnel who will be responsible for spill response and periodic inspections of tanks and other oil storage areas;
- Copies of manufacturer specification drawings, data sheets and other related documents for overfill alarms, control systems or other control devices on tanks;
- A list of spill response equipment kept at the site and locations.

This list is not all-inclusive. Terracon may request additional information based on facility conditions in order to complete this scope of services.

Services Not Included

Completion of this project under our furnished cost estimates and work scopes for each task does not include the following services, which Terracon can advise on, or which can be provided at additional cost.

- Analytical sampling or testing;
- Engineering design, specifications, or construction services for physical controls or containment structures;

SPCC Plan Services

Shawnee Regional Airport ■ Shawnee, Oklahoma
October 1, 2019 ■ Terracon Proposal No. P03197219



- Regulatory review and research, consultation site visits, or inspections for environmental compliance issues other than oil pollution prevention;
- Preparation of additional reports or plans except those specified by this work scope;
- Revisions after final documents are submitted to Shawnee Regional Airport;
- Conducting required inspections or tank integrity testing;
- Conducting required personnel training sessions or developing training packages;
- Implementation or maintenance of controls or best management practices;
- Consultation for other issues besides oil pollution prevention.

This list is not all-inclusive. Terracon can provide these and other related services, if desired, under separate proposal and cost.

Scope and Report Limitations

Terracon's services will be performed in a manner consistent with generally accepted practices of the profession undertaken in similar studies in the same geographic area during the same period. Terracon makes no warranties, express or implied, regarding its services, findings, conclusions, or recommendations. The findings and conclusions presented in the final reports will be based on the site's current utilization and the information collected as discussed in this proposal. An evaluation of information received after the report issuance date may result in an alteration of our opinions and conclusions. Requested regulatory agency correspondence or other information may not be provided to Terracon by the issuance date of the reports. Consideration of information not received by the issuance date of the reports is beyond the scope of this proposal. We do not warrant third party information or regulatory agency information used in the compilation of reports.

Although Terracon can provide general recommendations for available options with regard to best management practices, physical control measures, and spill response measures, the facility operator must also make its own internal evaluation of such options with regard to operational and economic feasibility. The operator retains the final decision-making authority and responsibility for determining proper management practices, control measures, monitoring and inspection methods, taking appropriate action to institute procedures or install controls, and for securing additional engineering or construction design assistance to ensure that physical controls meet the intent of regulatory requirements. Such measures must meet provisions of 40 CFR 112 to the satisfaction of the certifying P.E. Shawnee Regional Airport will be responsible for continuing to update the SPCC Plan and associated drawings, and for conducting inspections and annual testing in accordance with regulatory requirements after Terracon has submitted the SPCC Plan documents to Shawnee Regional Airport. If additional assistance is desired, or a situation is encountered that is not covered in this proposal, the project budget and scope can be extended upon Shawnee Regional Airport approval.

SPCC Plan Services

Shawnee Regional Airport ■ Shawnee, Oklahoma
October 1, 2019 ■ Terracon Proposal No. P03197219



4.0 COMPENSATION

The scope of services outlined in this proposal will be performed for a fee of **\$2,500**. If, as a result of these services, additional work is required outside the scope of this proposal, Shawnee Regional Airport will be contacted and proposed costs for additional work will be provided. Shawnee Regional Airport authorization will be obtained prior to commencement of any additional work outside the scope of this proposal.

5.0 AUTHORIZATION

This proposal is valid for 60 days from the date of this proposal. If this proposal meets with your approval, work may be initiated by signing the attached Agreement for Services and returning it to our Oklahoma City, Oklahoma office. Project initiation may be expedited by providing the signed Agreement for Services via e-mail to cynthia.garcia@terracon.com.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please contact Cynthia Garcia at the above-referenced email address or (405) 694-4853.

Sincerely,
Terracon Consultants, Inc.

A handwritten signature in black ink, appearing to read "Cynthia M. Garcia".

Cynthia M. Garcia
Environmental Engineer

A handwritten signature in black ink, appearing to read "Philip D. Wood".

Philip D. Wood, P.E.
Senior Principal

A handwritten signature in black ink, appearing to read "Lori A. Ungetheim".

Lori A. Ungetheim
Environmental Department Manager

Attachments: Agreement for Services



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: **September 16, 2019**

Subject: **DRAFT Request for Proposals for Commercial Aeronautical Services /
Non-Commercial Aeronautical Services Lease Agreement(s)**

Summary

Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant Assurance Number 22. Economic Nondiscrimination, states grant recipients will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport. Similar language is provided in the FAA Airport Compliance Manual FAA Order 5190.6B.

Publication of a Request for Proposals (RFP) to lease property provides opportunity for all interested parties to submit responses satisfying the intent of Grant Assurance 22 and Order 5190.6B.

Order 5190.6B, also states "Aeronautical fees for landside or non-movement area airfield facilities (e.g., hangars and aviation offices) may be at a fair market rate, but are not required to be higher than a level that reflects the cost of services and facilities." Setting a minimum rental rate and comparing the value offered to the airport and airport users based on the weighted criteria establishes a Fair Market Value for the properties.

Recommendation

Staff recommends publishing a Request for Proposals in the local newspaper, on the City of Shawnee Website, and on aviation websites offering hangar space for lease.

Action Requested

Authorize staff to make a recommendation to the Shawnee Airport Authority to publish a Request for Proposals generally in the form of the DRAFT RFP presented. (See Attachment)

**REQUEST FOR PROPOSALS
FOR HANGAR LEASE
HANGAR/OFFICE LEASE
FOR
COMMERCIAL SERVICE
OR OTHER AERONAUTICAL USE**

**SHAWNEE REGIONAL AIRPORT
SHAWNEE AIRPORT AUTHORITY SHAWNEE, OKLAHOMA**

The Shawnee Airport Authority, of Shawnee Oklahoma ("Authority"), on behalf of the Shawnee Regional Airport ("Airport") requests proposals to lease property ("Proposals") suitable for commercial aeronautical or other aeronautical use. The Authority will receive the Proposals at the Office of the City Clerk, City of Shawnee, City Hall until 4:00 p.m. on _____ (the "Deadline").

Each Proposal must be placed inside a sealed envelope or package marked with the wording: "Proposal to Lease Property – Hangar/Office Complex". The outside of the envelope or package must also state the name(s) of the primary Respondent(s). Proposals received by Shawnee Airport Authority after the Deadline will not be considered for any reason whatsoever.

Information for Respondents relating to this Request for Proposals ("RFP") is on file and open for public inspection at the offices of the City Clerk, and the Shawnee Regional Airport. The Information for Respondents includes a copy of the RFP, General Information for Respondents, General Requirements for Proposals, Information Required from Respondents and Criteria for Selection.

A copy of the Information for Respondents may be obtained from Shawnee Regional Airport as follows:

Attention: Bonnie A. Wilson
Airport Manager Shawnee Regional Airport
2202 North Airport Drive Shawnee, Oklahoma 74804
Telephone: (405) 878-1532
Email: bonnie.wilson@shawneeok.org

Persons seeking a copy of the Information for Respondents must provide contact information to include an email address at the time of the request for the purposes of creating a record of interested parties, distribution of any Addendum or other information related to this Request for Proposals.

The opportunity to enter into an aeronautical use lease agreement will be awarded to the Respondent (s) determined by the Authority to be best qualified to provide services and benefits to the Shawnee Regional Airport. Prior to making the award(s), the Authority may request certain Respondents to make presentations. The Authority reserves the right to reject any and all Proposals for any reason at any time prior to execution of a lease agreement(s) with the Respondent(s) selected by the Authority and to waive any and all informalities and irregularities in the selection process.

REQUEST FOR PROPOSALS FOR HANGAR LEASE
HANGAR/OFFICE LEASE
FOR
COMMERCIAL SERVICE
OR OTHER AERONAUTICAL USE

SHAWNEE REGIONAL AIRPORT
SHAWNEE AIRPORT AUTHORITY SHAWNEE, OKLAHOMA

1. GENERAL INFORMATION FOR RESPONDENTS

- 1.1. This Request for Proposals ("RFP") is issued by the Shawnee Airport Authority ("Authority"), an airport authority organized and existing under Oklahoma Statute Title 3. Aircraft and Airports, §3-65.7.
- 1.2. The Authority's Project Manager, Bonnie Wilson, Airport Manager, is the Project Manager for Shawnee Regional Airport in connection with this RFP. All questions regarding this RFP must be directed to the Project Manager. The Project Manager may be contacted as follows:

Bonnie A. Wilson Airport Manager
Shawnee Regional Airport
2202 North Airport Drive
Shawnee, Oklahoma 74804

Telephone: (405) 878-1532
Email: bonnie.wilson@shawneeok.org

All contact by Respondents with the Airport must be through the Project Manager. Any unsolicited contact by a Respondent regarding this RFP or the project to which this RFP relates with any other staff or with any member of the Authority shall be grounds for disqualification.

- 1.3. Purpose of RFP. The Authority desires to lease certain real property to parties seeking to provide commercial or non-commercial aeronautical services at the Airport under the terms and conditions of a Lease Agreement ("Agreement") with the Authority.
- 1.3.1. The real property consists of a 3,750 square foot box hangar, generally referred to as Hangar No. 15, and an approximately 1,500 square foot commercial office and adjacent T-Hangar complex.
- 1.3.2. The current rental rate for Hangar No. 15 is \$342.00, per month.
- 1.3.3. The current rental rate for the Office/T-Hangar Complex \$222.00.
- 1.3.4. Proposals may be submitted to lease either or both facilities.

- 1.3.5. The selected Respondent(s) will be responsible for providing any and all proposed aeronautical services in compliance with the Shawnee Airport Authority Minimum Standards and Requirements for Capital Development on Airport Property Commercial Aeronautical Services Commercial Non-Aeronautical Services and Non-Commercial Aeronautical Activities at the Shawnee Regional Airport ("Minimum Standards").
- 1.4. Joint Submissions. Proposals submitted in response to this RFP may be submitted by (i) a single entity, (ii) a joint venture, in which case all joint venture members shall be responsible to the Authority for compliance with the terms and conditions of the Agreement.

2. GENERAL REQUIREMENTS FOR PROPOSALS

- 2.1. Deadline. Proposals must be received at the Office of the City Clerk, City of Shawnee, City Hall until 4:00 p.m. on _____ (the "Deadline"). The Shawnee Airport Authority will deem Proposals received after the Deadline non-responsive and will reject all late-received Proposals without review. The mere opening of any Proposal does not constitute acceptance of such Respondent as a responsive and qualified Respondent.
- 2.2. Copies to be Provided. Each Respondent must submit one (1) copy of its entire Proposal in digital format. The digital copy of the Proposal shall be submitted in Adobe *.pdf searchable format. All Respondents must submit two (2) paper copies of the Proposal.
- 2.2.1. The digital and paper copies of the Proposal must be enclosed in a sealed envelope or package, the outside of which must be marked with the name of the Respondent and the wording: "Proposal to Lease Property – Hangar/Office Complex".
- 2.3. Formatting and Page Limits. No Proposal may exceed ten (10) pages, exclusive of any appendices. The Respondent's letter of transmittal, table of contents, summaries and introductions shall be included in the 10-page limit.
- 2.3.1. Pages must be 8.5" x 11" with all four margins being at least one inch.
- 2.3.2. All text information in the main part of the Proposal must be in an easily-read font (preferably size 12 point or larger).
- 2.3.3. Business references, financial statements, and other supporting documents may be included as appendices, without counting against the ten (10) page limitation.
- 2.3.4. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the Minimum Standards in the performance of the proposed Services.
- 2.4. Proposals Must Be Signed. Each Respondent must sign its Proposal. If the Proposal is submitted by an individual, the Proposal must indicate the name and post office address of the individual. If the Proposal is submitted by a partnership, limited liability company or other

business entity (excluding a corporation), the Proposal must indicate the name and post office address of each member of the partnership, limited liability company or business entity. If the Proposal is submitted by a corporation, the Proposal must indicate the name and business address of the principal officer of the corporation and the corporation's state of incorporation.

- 2.5. Interpretation of Information for Respondents. Each Respondent should examine the Information for Respondents carefully. All requests to Authority for interpretation, clarification or correction of any ambiguity, inconsistency or error must be in writing delivered to the Project Manager, and only interpretations, clarifications or corrections by Addendum issued by the Project Manager shall be binding on Authority. The Respondents. Requests may be submitted in hard copy or via email.
- 2.6. Addenda. If it becomes necessary to revise any aspect of the RFP or to provide additional information to Respondents, the Project Manager will issue one or more Addenda by delivery via email to all persons on record with the Authority as having received a copy of the RFP. Receipt of the Addenda via email must be acknowledged by return email to the sender. No Addendum will be issued later than two (2) calendar days prior to the Deadline, except an Addendum withdrawing this RFP or an Addendum postponing the Deadline (which Addendum may be issued at any time up to the Deadline). Each Respondent is solely responsible for ensuring that it has received and understands all Addenda issued by the Authority related to this RFP.
- 2.7. Questions and Requests for Additional Information. Any questions regarding this RFP or the proposed Services or uses of the facilities, must be submitted in writing to the Airport's Project Manager. Submissions by email are acceptable. The Authority will not provide individual responses to any Respondent. The Authority will respond to all questions by Addendum. The last time and date for submission of any questions to the Authority will be 2:00 p.m. on _____ 2019. Each question must specifically reference this RFP.
- 2.8. Representations of Respondent. Each Respondent, by submitting a Proposal, represents that it (i) has read and understands the Information for Respondents, (ii) is familiar with the terms and conditions governing commercial and non-commercial aeronautical lease agreements for real property utilized for the provision of commercial and non-commercial aeronautical services at the Airport, (iii) has all professional qualifications, licenses, certifications and registrations necessary to perform proposed services, and (iv) is knowledgeable of and, if selected by the Authority, will fully comply with all federal, state and local laws, ordinances, rules and regulations, and Minimum Standards that in any manner affect the services or Respondent's performance of the services.
- 2.9. Investigations. The Authority reserves the right to make any and all investigations it deems necessary to establish the competency of any Respondent to perform proposed services. If, upon investigation the Authority determines in its sole discretion that a Respondent lacks satisfactory evidence of competency, the Authority reserves the right to reject the Proposal of such Respondent.
- 2.10. Rejection of Proposals. The Authority reserves the right, in its sole discretion, to reject any

and all Proposals and to waive any technicality, informality or irregularity in any Proposals for any reason at any time prior to entering into an Agreement. Without limiting the foregoing, the Authority specifically reserves the right to reject a Proposal if the Respondent fails to furnish the data required under Information Required from Respondents, Part 3 of the RFP, or if the Proposal is in any way incomplete or irregular.

- 2.11. Agreement. The selected Respondent will be required to enter into Authority's form of agreement. The Agreement will contain, among other things, an agreement to provide the proposed services in accordance with the Airport's Minimum Standards, provisions required by applicable law and such other terms and conditions as Authority deems appropriate.
- 2.12. Rental Rates. Selection of the Respondent will be based on qualifications, experience and benefit to the Authority and airport users. Respondents should submit a rental rate schedule for each of the real properties using an annual per square foot calculation.
 - 2.12.1. The rental rate proposed may be either (i) a firm fixed price, (ii) a fixed price and a proposal for a percentage of the rental fee to be addressed by negotiated capital improvements.
 - 2.12.2. After the Respondent has been selected, the Authority will provide the Respondent with an Agreement establishing the terms and conditions.
- 2.13. Costs Incurred by the Respondent Prior to Execution of an Agreement. The Authority shall not be liable for any costs incurred by any Respondent in preparation of its Proposal.
- 2.14. Disclosure of Response Contents. All materials submitted in response to this RFP will be the property of the Authority and may be held by the Authority or returned to each respective Respondent at the Authority's sole discretion. In preparing its Proposal, each Respondent should be aware that some or all of its Proposal may be subject to public inspection and/or reproduction under the Oklahoma Open Records Act.
- 2.15. Nondiscrimination. By submitting a Proposal in response to this RFP, each Respondent agrees that it understands that Authority is an equal opportunity employer. It is the policy of the Authority to comply with all applicable portions of 49 CFR Part 21 (Title VI of the Civil Rights Act of 1964) which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The Agreement will require that the Respondent represent and warrant to the Authority that it will comply with all applicable provisions of 49 CFR Part 21 and all other laws, rules and regulations prohibiting discrimination.
- 2.16. Conflicts of Interest and Gratuities. Each Respondent must complete, execute and submit a Certification Regarding Gratuities with its Proposal provided as an Attachment to this RFP. Failure to execute and submit the Certification will be grounds for rejection of the Respondent's Proposal without review or consideration by the Authority.

3. INFORMATION REQUIRED FROM RESPONDENTS

- 3.1. Required Information. To be selected, a Proposal must demonstrate that the Respondent is financially responsible and able to provide the proposed services, and qualified by expertise and experience to perform the Services. A Proposal should emphasize the Respondent's qualifications and experience regarding all aspects of the Services. At a minimum, all of the following information MUST be furnished by each Respondent as part of its Proposal. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the Proposal.
- 3.2. Identification of Respondent. Full, correct, legal name and type of business entity of Respondent, and, if applicable, the Respondent's state of incorporation or formation. (Note: The Respondent awarded the Agreement, if a corporation, limited partnership or limited liability company, will be required to be licensed by the Oklahoma Secretary of State to do business in the State of Oklahoma and be in good standing with that office all times while performing the Services).
- 3.2.1. Street and mailing addresses of Respondent; name of Respondent's representative for purposes of notice or other communications regarding the Proposal. If the address of Respondent or name of Respondent's representative for purposes of notice or other communications regarding any agreement which may be consummated with Authority will be different from the above, such other address or name must also be provided.
- 3.2.2. Telephone and email addresses for Respondent and, if different, for Respondent's representative regarding the Proposal and any potential agreement with the Authority, such other telephone and email addresses must be provided.
- 3.2.3. Name, titles and business address of each director, senior officer and any shareholder, partner or member having, owning or controlling ten percent (10%) or more equity interest in Respondent.
- 3.3. Organizational Summary. An organizational summary of the Respondent to include the following:
- 3.3.1. A description of the Respondent's organization, including addresses of all central and branch or satellite offices; the number of employees; and all major divisions and areas of expertise; a description of the key personnel the Respondent would use to perform the Services, including education, professional qualifications, length of service, special expertise, and experience.
- 3.4. Experience. Each Respondent must notate related business management experience and the operational experience and licensure of key individuals intended to perform and provide the services.
- 3.5. Equipment and Facilities. Each respondent must provide a description of the equipment proposed to provide the Services and the proposed use of any and all facilities proposed for

lease.

- 3.6. Terminated Agreements, Contracts or Leases. A statement, if applicable, setting forth the following information during the past ten (10) years:
 - 3.6.1. For all agreements, contracts or leases to which the Respondent or any subsidiary, parent or affiliate of Respondent is/was a party, for services and/or facilities similar to the Services and/or facilities that have been terminated either voluntarily or involuntarily prior to the expiration of their respective terms, the name, location and address of the other party(ies) to said contracts and the date(s) of termination.
 - 3.6.2. A detailed description of any judgments and any pending or threatened lawsuits related in any way to Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent for work or services similar to the Services.
 - 3.6.3. A description, date of filing and address for any court or petition filing in bankruptcy by or against Respondent or any wholly-owned subsidiary, parent or affiliate of Respondent.
- 3.7. Staffing. A statement and exhibited evidence that the Respondent's organization is sufficiently staffed to accomplish the proposed Services.
- 3.8. Expertise and Special Knowledge. In the event certain features of the Services are of such complexity and nature as to require specialized or expert assistance, a statement as to whether the Respondent's organization or team is sufficiently staffed with such specialists to provide such features, or if it will be necessary to associate with others, and if an association should be necessary, the nature of such association.
- 3.9. Acknowledgement of Addendum. If it becomes necessary to revise any aspect of the RFP or to provide additional information to Respondents via an Addendum, each Respondent must complete and submit an Acknowledgment of Receipt of the Addendum in the form provided as part of the Addendum.
- 3.10. Other Information. Any other information the Respondent wishes to submit to the Authority for consideration in evaluating the Respondent's Proposal.

4. CRITERIA FOR SELECTION.

- 4.1. Criteria. The Authority will evaluate and rank Proposals using the criteria listed below for the purpose of selecting the Respondent or Respondents submissions determined to offer the most value to the Airport, and the airport users.
 - 4.1.1. Proposed rental rate per square foot, the value of any proposed capital improvements to the properties, and estimated revenue generation opportunities the proposed Services will provide to the Airport. Value: 30 Points
 - 4.1.2. Experience: Respondent's experience with providing services of the same type, and similar scope. Value: 20 Points
 - 4.1.3. Qualifications: Licensure and or certifications as required by the Minimum Standards to provide the Services. Value: 20 Points
 - 4.1.4. The Respondent's relevant financial and customer references demonstrating the Respondent's ability to provide Services. Value: 20 Points
 - 4.1.5. The quality and clarity of the Respondent's Proposal including submission of all required elements. Value: 10 Points.

ATTACHMENT 1 CODE OF ORDINANCES CITY OF SHAWNEE, OKLAHOMA

Published in 2017 by Order of the Board of Commissioners

ARTICLE XVI

CONFLICT OF INTEREST AND OTHER PROHIBITED ACTS OF PUBLIC OFFICERS AND EMPLOYEES

Section 1. - Commissioners not to hold public employment; city officer and employees not to be interested in city contracts.

No member of the board of commissioners shall hold any other office or employment within the municipal government of Shawnee, compensation for which is paid out of public moneys, nor be elected or appointed to any office, the compensation of which was increased or fixed by the board of commissioners, while he was a member thereof, until after the expiration of at least one (1) year after he has ceased to be a member of said board of commissioners. No member of the board of commissioners or any officer of said city shall be pecuniarily interested directly or indirectly in any contract, purchase, or sale made by or with said city, or by any contractor or subcontractor of said city, nor in any manner wherein the rights of [or] liabilities of said city are, or may be involved, and such party, firm, or corporation shall be prohibited from recovering any compensation therefor, nor shall any member of the board of commissioners, or any officer or employee of said city be interested directly or indirectly in any public work or contract or contract made, supervised, or controlled, or which shall be paid for wholly or in part by said city or by any contractor or subcontractor thereof. Any member of the board of commissioners or any officer or employee of said city becoming interested directly or indirectly as aforesaid, or by commission, retainer, fee, gift, or a loan given or received at the time of the transaction, or before or after the same in any contract, franchise, work, purchase, or at sale by or with any of the agencies aforesaid, or who shall hold stock in any corporation contracting with said city or any contractor or subcontractor of said city shall forfeit all right or claim of title to his office and to any emoluments in any office which he shall happen to hold in said city, and shall be expelled therefrom by the board of commissioners; or if they shall fail to remove said officer, member, or commissioners, or any other city officer guilty, as aforesaid, he shall nevertheless be subject to removal upon the action of any five (5) citizens taken in the district court of Pottawatomie County, in such proceedings as are appropriate and proper.

Section 2. - Graft prohibited.

The receiving directly or indirectly by any officer of said city for his own use and benefit or any other use or purpose other than is authorized and provided in this Charter and the laws of the state, of any interest, profits, or perquisites arising from the use or loan of public funds in his hands, or to be raised through his agency for city purposes, shall be deemed sufficient cause to forfeit his office, and the person so receiving shall then and there forfeit his office and be disqualified to hold office.

Section 3. - Offering compensation for election or appointment to office prohibited.

No officer or employee of said city shall give or promise to give to any other person any portion of his compensation or any money or valuable thing, or promise employment to any person in consideration of having been, or of being nominated, appointed, voted for, or elected to any office or employment; and if any such promise or gift be made, the person making or accepting such gift or promise shall forfeit his office or

employment and be debarred and disqualified from being elected, appointed, or employed in the services of said city.

Section 4. - City officers not to receive gratuity from subordinate officer or candidate.

Any officer of said city who shall, while in office, accept any donation or gratuity in money or other valuable thing, either directly or indirectly, from any subordinate or employee, or from any candidate or applicant for any position as employee or subordinate under him, shall forfeit his office and be forever disqualified from holding any position in the services of said city.

Section 5. - Officers and bond liable for approving and paying unauthorized claims.

Every officer who shall approve, allow, or pay any demand on the treasury not authorized by law, ordinance, or this Charter shall be liable to said city individually and on his official bond for the payment of the demand so illegally approved, allowed, or paid.

Section 6. - Duty of officers to report violations concerning city contracts.

It shall be the official duty of every officer or person in the employment or service of said city, when it shall come to his knowledge that any contract or agreement with said city or with any officer has been or is about to be violated by the other contracting party forthwith to report to the mayor and board of commissioners all facts and information within his possession concerning such matter, and upon a willful failure to do so the board of commissioners shall remove the officer and/or employee.

Certification Regarding Gratuities

The undersigned hereby acknowledges having received a copy of the Code of Ordinances City of Shawnee, Oklahoma, published in 2017 by Order of the Board of Commissioners, Article XVI Conflict of Interest and Other Prohibited Acts of Public Officers and Employees. As contemplated by the Ordinance, the undersigned hereby certifies as follows:

1. The undersigned has reviewed and understands the Ordinance.
2. The undersigned certifies that it has received and
3. The undersigned certifies that it has not provided any gift, gratuity or favor, including travel to any Commissioner, employee or representative of the Authority or the City of Shawnee.
4. The undersigned acknowledges that if it does provide any gift, gratuity or favor, including travel to any Commissioner, employee or representative of the Authority in violation of Article XVI. - Conflict of Interest and Other Prohibited Acts of Public Officers and Employees, that such violation will be cause for immediate disqualification of the undersigned from any then current or future selection process involving the undersigned, and termination of any agreement already executed with the undersigned.

In Witness Whereof, the undersigned has executed his Certificate on the ____day of_____,2019.

Signature

Printed Name and Title

State of _____ County of _____

The Signature above was acknowledged by me on the____day of__, 2019



Notary Seal

Signature of Notarial Officer

My Commission Expires



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: September 16, 2019

Subject: Variable Rental Rates for T-Hangars with Electricity and other Enhancements

Summary

Rental rates for T-Hangars are standard regardless of amenities. Over time eleven of the twenty-eight hangars have been wired for electrical service. For the majority of these hangars, no records were retained to indicate when the improvements were made or by whom. Based on lease language, it is likely that most if not all improvements were provided by former or current tenants. These "electric-ready" T-Hangars have a slightly greater lease value than those without.

Recommendation

Consider amending the current Airport Facilities Lease and Development Policy Statement (May 2018) to include an additional category of T-Hangars reflecting enhancements.

Offer the electricity enhanced T-Hangars at an increased rental rate of approximately 3%, rounded to the nearest dollar, over the Standard T-Hangar rate per month. Apply the increased amount at the commencement of new leases for those hangars.

Action Requested

Authorize staff to amend the existing Policy Statement and publish new rental rates. (See Attachment)

Airport Facilities Lease and Development Policy Statement

May 2018

It is the policy of the Shawnee Regional Airport Advisory Board to establish rental rates for aeronautical and non-aeronautical use facilities in compliance with Federal Aviation Administration policies and regulations governing airport rates and charges.

Objective

Development and application of a standardized fee structure and lease language for Shawnee Regional Airport owned facilities to support the costs of operation and development of the Shawnee Regional Airport.

Methodology for Leasing SNL Facilities

1. Utilize standard terms and conditions for lease agreements for facilities within identified property categories.
2. Participate in and/or conduct a survey of the aviation facilities market annually to ensure competitive pricing.
3. Engage a third-party assessor to conduct property value assessments every five calendar years and/or in response to any significant changes to the regional market.
4. Apply a standard rate of increase to annual lease rates based on the national rate of inflation as established by the Consumer Price Index change from the prior calendar year, in each intervening year, with current pricing retained as minimums regardless of inflation activity.
5. Adjust rental rates annually at the commencement of the Fiscal Year.

Methodology for Establishing Rates for Hangaring and Aircraft Storage Agreements

1. The current rate for Standard 1,000 square foot T-hangars serves as the basis for establishing rates on a per square foot for hangaring and other aircraft storage agreements.
2. Standard Long-Term Tie-Down Spaces (1,000 SQFT) will be leased at the rate of 50% of the current per square foot rate for a Standard T- Hangar.
3. Large Long-Term Tie-Down Spaces (1,500 SQFT), will be leased at the rate of 75% of the current per square foot rate for a Standard T- Hangar.
4. Standard Bulk Hangar Space (1,000 SQFT) will be leased at 85% of the current per square foot rate for Standard T- Hangars.
5. *Standard T-Hangars with electrical terminals provided will be leased at the rate of 3% greater than the then current rate for Standard T-Hangars.*
6. Large Bulk Hangar Spaces, (1,500 SQFT), will be leased at the rate of 115% of the current rate for Standard T-Hangars.
7. Extended Bulk Hangar Spaces, (2,000 SQFT) square feet will be leased at the rate of 120% of the current rate for Standard T- Hangars.
8. Annual Rate increases will be applied in accordance with the established percentage differentials for each type of rental space.

Rate Chart by Example Only:

Location	Approximate Square Footage	Rate Variant	Per SQFT Per Year	Rate Per Year
Standard T- Hangar	1,000	100%	\$1.80	\$1,800
Standard Tie Down	1,000	50%	\$0.90	\$900
Large Tie Down	1,500	75%	\$1.35	\$2,025
Standard Bulk	1,000	85%	\$1.53	\$1,530
Large Bulk	1,500	115%	\$2.07	\$3,105
Extended Bulk	2,000	120%	\$2.16	\$4,320

Methodology for Allocation of Available Hangar Space

1. Current aircraft tenants in good standing, including subtenants of aircraft storage providers at Shawnee Regional Airport, will be given priority opportunity to apply for available aircraft storage space owned and/or managed by SNL, and/or new hangars constructed by SNL at the completion of construction in the following manner:
 - a. Tenants leasing Bulk Hangar spaces will be provided the opportunity to be placed on a Tenant Only Waiting List for a Standard T-Hangar space.
 - i. Requests will be recorded in date order by date of receipt.
 - ii. Notifications of availability will be provided in the order requests are received.
 - iii. The opportunity to lease a Standard T-Hangar is a first refusal opportunity only, not a guarantee of an agreement.
 - b. Tenants utilizing either type of Long Term Tie Down spaces will be provided the opportunity to be placed on a Tenant Only Waiting List for an appropriately sized Bulk Hangar space or Standard T-Hangar.
 - i. Requests will be recorded in date order by date of receipt.
 - ii. Notifications of availability will be provided in the order requests are received.
 - iii. The opportunity to lease a Bulk Hangar space or Standard T-Hangar is a first refusal opportunity only, not a guarantee of an agreement.
 - c. All Tenants in good standing seeking to lease new hangars at the completion of construction will be given the opportunity to be placed on a New Construction Waiting List.
 - i. The New Construction application will be made available following completion of design, a final schedule for construction and establishment of rates for new construction.
 - ii. Agreements for new construction will be offered on a lottery basis.
 - d. Standard lease rates in place, and any scheduled rate adjustments will apply to new agreements.
 - e. Applicants must accept the opportunity to enter into a new agreement, including all terms and conditions, within one business week following notification of availability.

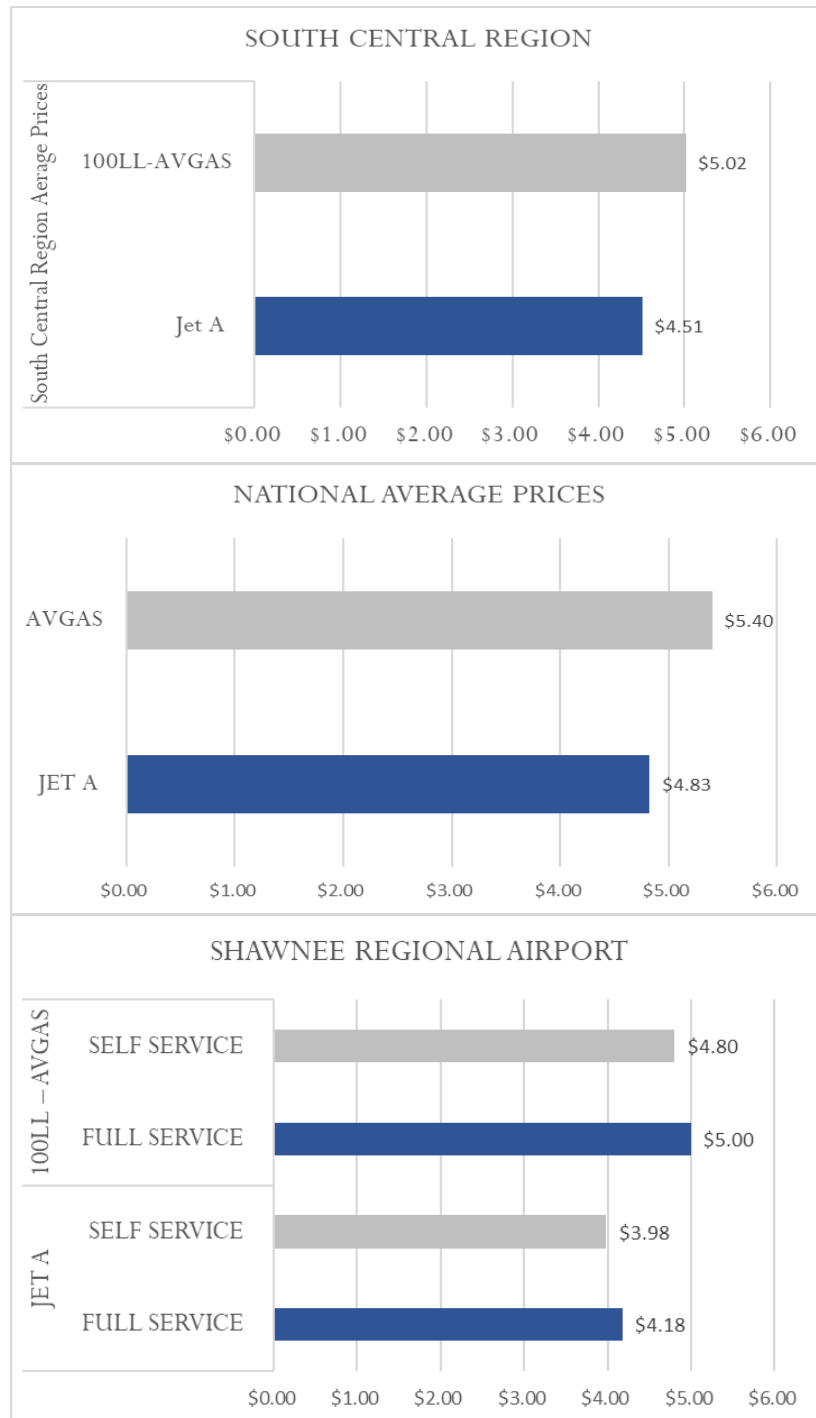
- i. Failure to confirm intent within that timeframe will result in available space being offered to the next applicant on the waiting list.
2. Non-tenant applicants will be given the opportunity to apply for a place on a Hangar Space Waiting List which will be categorized by the type/size of space requested, and date of receipt of request.
 - a. Notifications of availability will be made to Non-tenant applicants only after current tenants in good standing have had the opportunity to refuse available space.

Methodology for Land Leases Supporting Third Party Capital Development

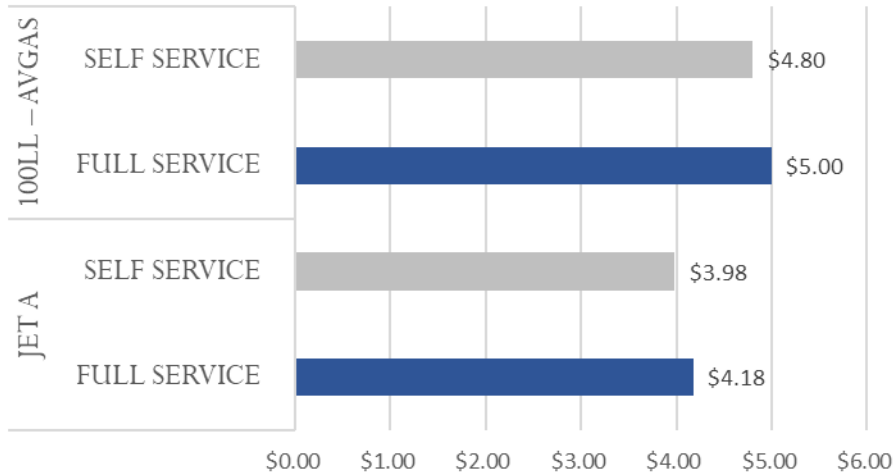
1. All capital construction must be compatible with the current approved Airport Layout Plan.
2. All capital construction plans and specifications must meet the standards of the City of Shawnee Planning Office, and the Federal Aviation Administration as issued from time to time.
3. Land leases for the purpose of capital development may not exceed forty calendar years.
4. Proposals for capital development leases must include:
 - a. A comprehensive business plan describing the proposed use of the facility, estimated costs of operation, estimated revenue, market analysis, and source of labor and direct employment impacts; and
 - b. A financial statement describing the source of funds for construction, and continued operations and maintenance.
5. Leases must include a reversion clause whereby facilities constructed by third parties become the property of SNL on a specified future date to be determined based on the level of initial investment.
6. Leases must include minimum capital improvement clauses to ensure facilities retain their value throughout the lease term.

. Staff Report

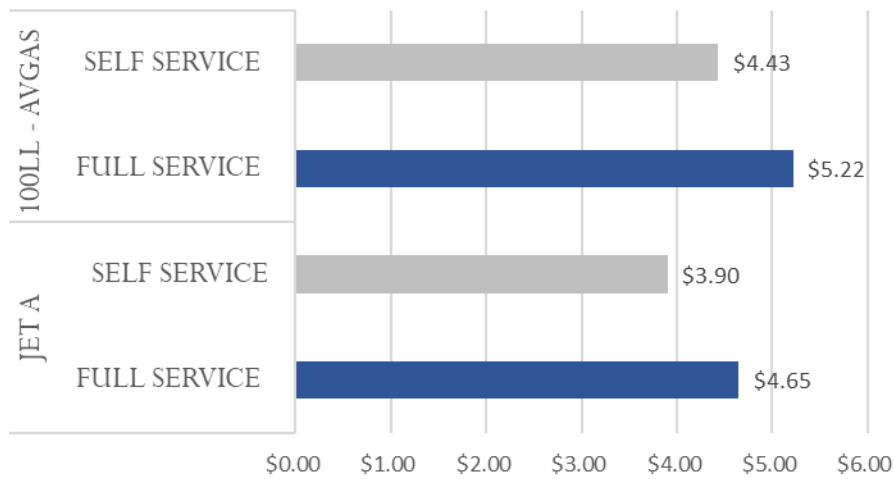
1. Fuel Price Comparisons



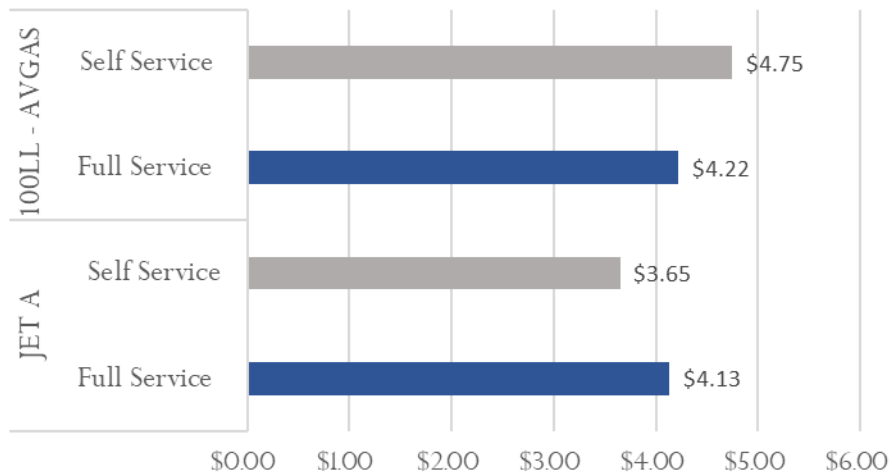
SHAWNEE REGIONAL AIRPORT



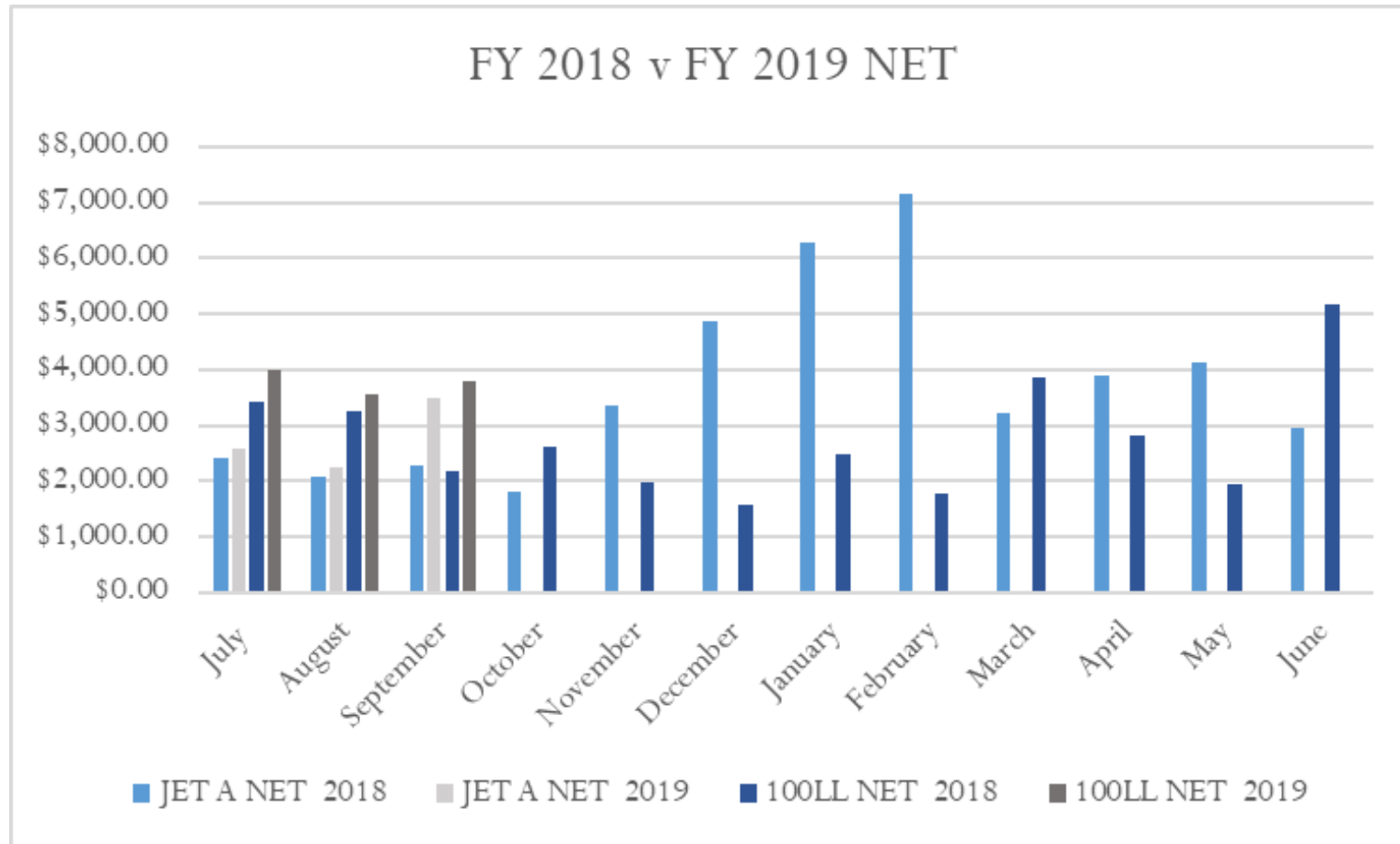
50 NM RADIUS AVERAGE



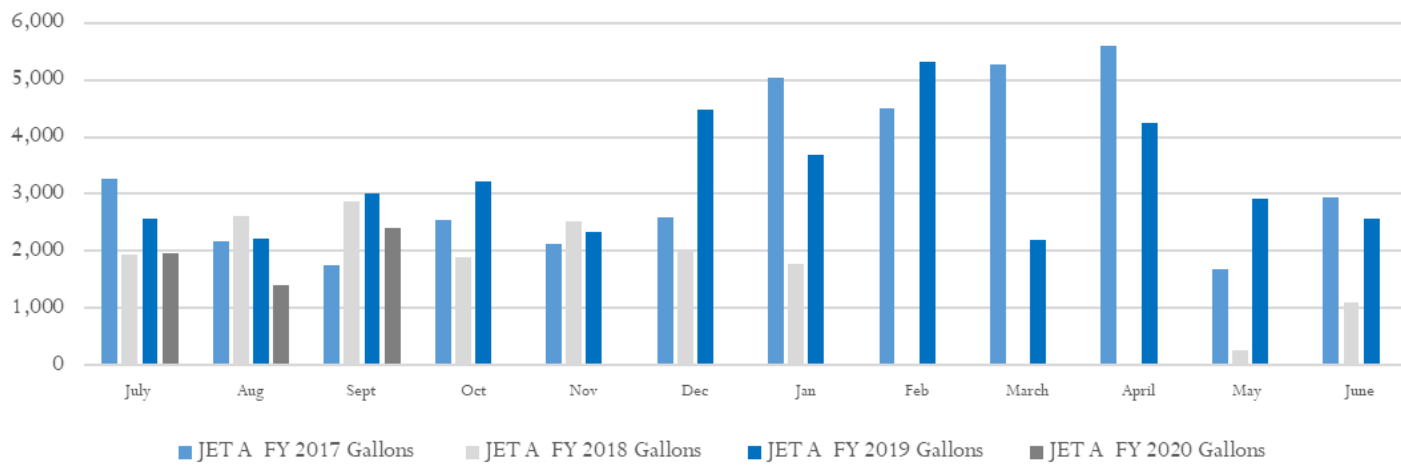
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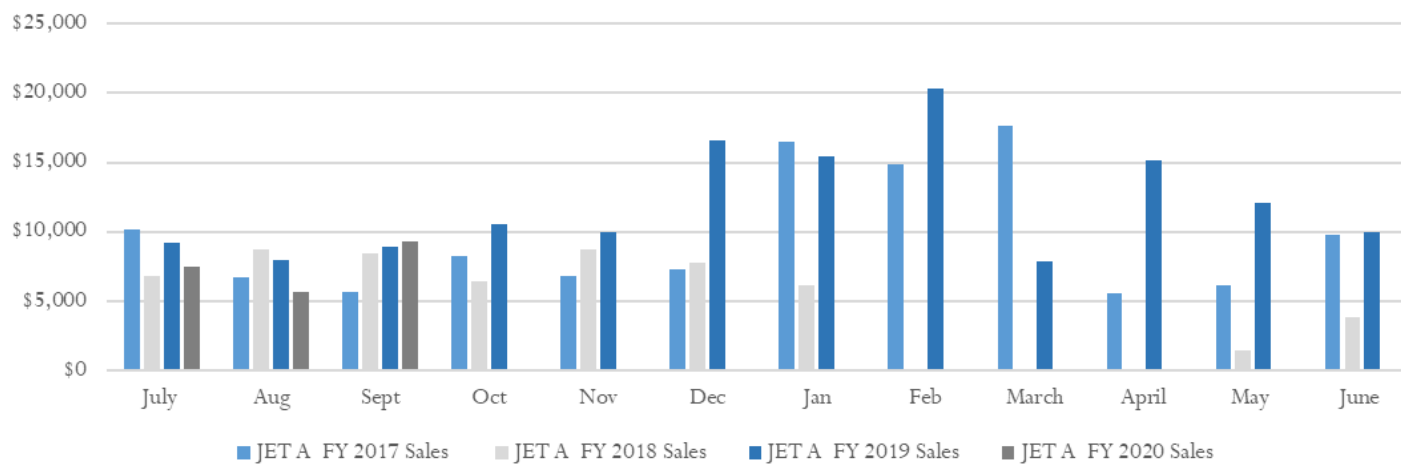
2. Fuel Sales



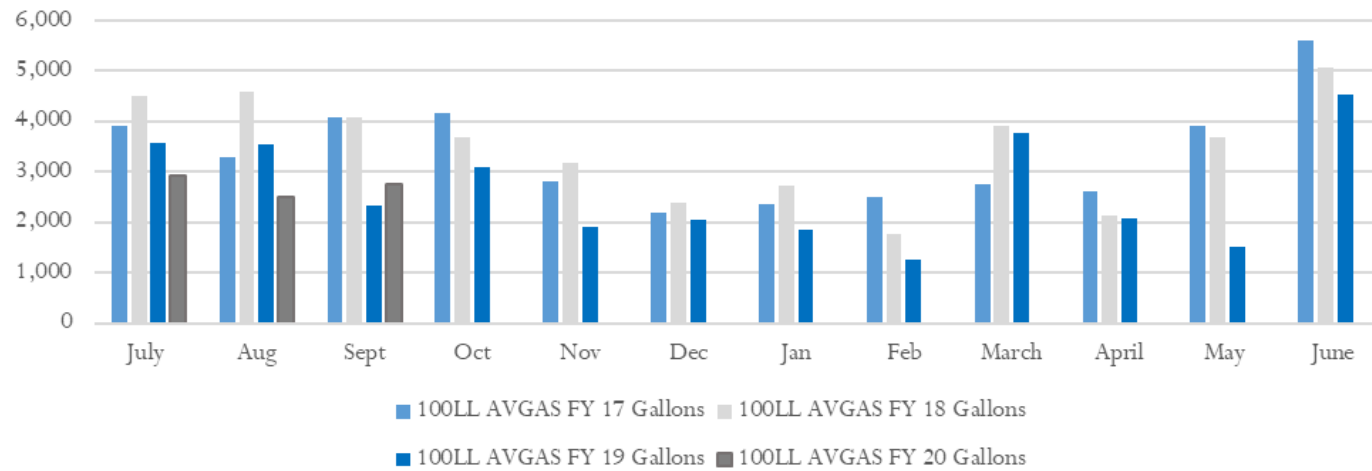
FY 2017 v FY 2018 v FY 2019
Monthly JET A Gallons Sold



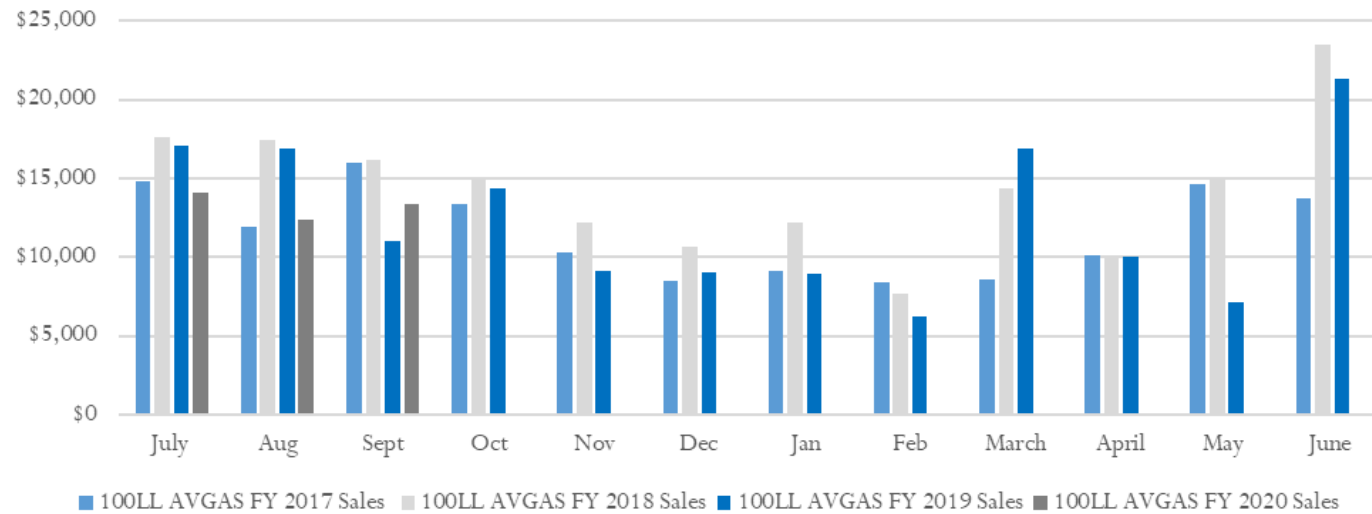
FY 2017 V FY 2018 V FY 2019
MONTHLY JET A SALES



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



FY 2017 v FY 2018 v FY2019 100LL AVGAS Sales



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PAGE: 1

	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	2,641.00	0.00	(2,641.00)	0.00
LICENSES & PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RENTAL REVENUES	267,000.00	16,541.93	0.00	73,386.72	0.00	193,613.28	27.49
INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	282,300.00	0.00	0.00	51,457.20	0.00	230,842.80	18.23
TRANSFERS IN	292,085.45	0.00	0.00	0.00	0.00	292,085.45	0.00
*** TOTAL REVENUES ***	841,385.45	16,541.93	0.00	127,484.92	0.00	713,900.53	15.15
EXPENDITURE SUMMARY							
AIRPORT	841,385.45	5,392.77	80,220.44	112,108.42	231,113.26	578,384.21	31.26
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	5,392.77	80,220.44	112,108.42	231,113.26	578,384.21	31.26
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	11,149.16	80,220.44	15,376.50	(231,113.26)	135,516.32	0.00

4. Other Matters

- 4.1. We raised the bar! The staff and tenants teamed up to prepare a bake sale to support the City of Shawnee's program to Adopt Angels from the Salvation Army Angel Tree. We collected \$500.00 which our shoppers report will support up to eight little angels wishes.
- 4.2. Billable Fuel Agreements – All tenants currently utilizing the “billable” fuel and oil purchase system have received requests to execute agreements, and information regarding the option to pay with credit cards.
- 4.3. Destination Shawnee!



DORNIER 328-310



CANADAIR LTD CL-600



T6-TEXAN II



HONDA HA-420