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

11/20/2019
DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

11/20/19
DATE