MINUTES
AIRPORT ADVISORY BOARD
SEPTEMBER 19, 2018 5:30 PM
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK

I. CALL TO ORDER

PRESENT	Mr. Huddleston, Chairman, Mr. Smallwood, Vice Chairman, Mr. Fogerty, Mr. Freeman, Mr. Humphreys, and Mr. Klaser
ABSENT	Mr. Smith
OTHERS PRESENT	Mr. Patrick Barnas, PE, Lochner Engineering Mr. Wesley Elliott, FlyOkAir Mr. Chris Flageolle, PE, Lochner Engineering Mr. Darrin Lofton, Pacific Air Holdings/Delta Wing Mr. Fred Treiber, Shawnee Regional Airport Ms. Bonnie Wilson, Shawnee Regional Airport

II. DECLARATION OF A QUORUM

Six 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 August 15, 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, Members of the Advisory Board present unanimously approved the Motion.

A copy of the Minutes of the August 15, 2018 Meeting is provided as Attachment 1 to these Minutes.

IV. ITEM TWO – TAXILANE PROJECT PRE-CONSTRUCTION BRIEFING – W.H. LOCHNER ENGINEERING

Misters Flageolle and Barnas of W.H. Lochner Engineering provided an informational overview of the project scope and schedule and responded to clarifying questions from members of the

Advisory Board. A handout depicting the construction area, and general plans for the project was distributed. A copy of the materials is provided as Attachment 2 to these Minutes.

V. ITEM THREE – DISCUSSION AND CONSIDERATION OF A DECLARATION OF SURPLUS PROPERTY AND SALE VIA INTERNET AUCTION

Staff presented a memorandum listing certain real and personal property that does not provide any current value or service to the airport, and provided information on the opportunity to sell these items via internet auction. A copy of the memorandum is provided as Attachment 3 to these Minutes.

Following a discussion on the matter, the Advisory Board made a recommendation to declare the personnel property as surplus, and offer it for sale via internet auction. The proposed sale of real property was not recommended at this time. Additional information on the possibilities of alternative methods of marketing and sale were requested.

The Chairman called for a motion on the matter.

Mr. Freeman offered a Motion to recommend the declaration of certain personal property surplus, and to offer it for sale via internet auction.

Mr. Humphries 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 declare certain personal property surplus and offer it for sale via internet auction.

VI. ITEM FOUR - CITIZEN COMMENTS

A. Mr. Wes Elliott requested the opportunity to revisit the matter of expanding his current lease agreement to authorize additional activities to include all forms of aircraft mechanical services. The Board requested staff to draft an amended lease to reflect this request.

B. Mr. Darrin Lofton provided an update on the progress of his business development at Shawnee Regional Airport (SNL) and elsewhere. Mr. Loftin will be seeking an opportunity to complete the planned construction of aircraft ramps, and public parking facilities supporting the Pacific Air Holdings hangar at SNL. Mr. Loftin also noted that Pacific Air Holdings recently partnered with an entity based in Papua New Guinea to create a new airline servicing that area. It is likely that PAH will provide mechanical and other support services for this entity at the SNL facility.

VII. ITEM FIVE – NEW BUSINESS

No new business was introduced.

VIII. 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
    a. Enterprise Rental Car Parking Expansion Plans

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 4 to these minutes

IX. ITEM SEVEN – ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Humphreys made a Motion to Adjourn.

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.

The meeting was adjourned.

KEVIN HUDDLESTON
CHAIRMAN

10/17/18
DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

10/17/18
DATE