

AIRPORT ADVISORY BOARD MEETING

REGULARLY SCHEDULED MEETING

SEPTEMBER 18, 2019 5:30 P.M.

SHAWNEE REGIONAL AIRPORT

2202 AIRPORT DR.

SHAWNEE, OK

AMENDED AGENDA

**AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
SEPTEMBER 18, 2019 5:30 P.M.
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DRIVE SHAWNEE, OK**

CALL TO ORDER

ITEM ONE: Swearing into Office - Advisory Board Members

ITEM TWO: Declaration of A Quorum

ITEM THREE: Consideration and Approval of Minutes from the June 19, 2019 Meeting

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

ITEM FIVE: Election of Chairman

ITEM SIX: 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.

ITEM SEVEN: Consideration and possible action regarding matters discussed in executive session in accordance with 25 O. S. §307(B)(4) regarding a commercial lease agreement.

ITEM EIGHT: Discussion and Consideration of Request for Renewal of Lease – Heartland Aeronautical Experience

ITEM NINE: Staff Report

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

ITEM TEN: New Business

ITEM ELEVEN: Board Comments

ITEM TWELVE: Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
JUNE 19, 2019
REGULARLY SCHEDULED MEETING
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 NORTH AIRPORT DR.
SHAWNEE, OK**

I. CALL TO ORDER

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

OTHERS PRESENT Ms. Bonnie Wilson, Shawnee Regional Airport

II. DECLARATION OF A QUORUM

All 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
MAY 15, 2019 MEETING**

Approval of Minutes from the May 15, 2019 Meeting.

The Chairman called for a Motion to Approve the Minutes.

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

The Chairman called the Question.

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

A copy of the Minutes of the May 15, 2019 Meeting is provided as Attachment 1 to these Minutes.

IV. ITEM TWO: CITIZEN COMMENTS

No requests for comments were made.

V. ITEM THREE: Discussion and Consideration of Request for Qualifications for Engineering Services Recommendation to Award – H.W. Lochner, Inc.

Staff presented a memorandum recommending awarding a contract for general engineering service to Lochner Engineering, Inc., based on the numerical scores awarded by the RFQ review committee.

The general services contract will be for a period of five years. The qualifications-based selection system will allow eligible professional service fees to be paid with Airport Improvement Program funds.

The Chairman called for a motion on the matter.

Mr. Humphreys offered a Motion to approve the recommendations.

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.

VI. ITEM FOUR: Discussion and Consideration of the Imposition of Late Fees, and the Introduction of Thirty Day Account Agreements

Staff presented a memorandum describing a proposal to seek authorization to impose a 1.5% late fee on late payments for rental fees and fuel purchases. The majority of the current leases do not include a monetary penalty, rather they allow for a series of notifications via letter, and an option to terminate leases. Staff recommended that if approved, the recommendation be forwarded to the Shawnee Airport Authority for their concurrence and authorization to impose the fee.

A second memorandum recommending the introduction of formal agreements for billable accounts was also introduced. Tenants are currently offered the opportunity to purchase fuel and oil “on account” to be paid on receipt of an invoice generated at the end of each calendar month. There are no formal agreements supporting this practice and staff recommended that such agreements be prepared and utilized.

The Chairman called for a motion on the two matters.

Mr. Fogerty offered a Motion to approve the recommendations.

Mr. DerSahakian provided a Second to the Motion.

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

VII. 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

- a. Fuel Sales Budget – FY 2019 Fuel Sales revenue budget target was set at \$280,000. Actual sales through the end of May 2019 equal \$262, 210.
- b. Metro Mart Land Sale Progress - The Federal Aviation Administration posted the required notice of intent to release land from federal obligation on 7 June 2019. The comment period for this notice expires on 8 July 2019. FAA will review any comments submitted in response to the notice and provide a final determination on the release for sale after that date.
- c. North Airport Hay Lease – One bid was received in response to the solicitation for bids for harvesting hay at the “North Airport”. The bidder offered the sum of \$2,577 per year, \$77.00 over the Bid Reserve established. The lease will commence on July 1, 2019.
- d. Civil Air Patrol – National Flight Academy is slated to commence on June 21st extending through June 30th.
- e. Fiscal Year 2020 Budget as approved by the Shawnee Airport Authority, a copy was provided as part of the Staff Report.

VIII. ITEM SIX: New Business

A question was posed regarding the execution of the revised and expanded, Commercial Aeronautical Service Agreement provided to FlyOkAir. FlyOkAir requested a revision in the form of a consolidation of several independent leases, and expansion of authorized services, and extension of term for five additional years. The revised materials were presented to FlyOkAir in August 2018, but had not been executed. In May 2019, FlyOkAir asked for an additional amendment to allow customers actively engaged in flight instruction to store aircraft in a T-Hangar leased by FlyOkAir. The Airport Advisory Board approved the second request for revision. FlyOkAir was provided the revised agreement in May 2019. At the time of the June 19, 2019 meeting FlyOkAir had not executed the agreement. Following a discussion of the matter, it was determined that FlyOkAir should be given a deadline of July 15, 2019 to execute

the agreement, or the offer to amend, expand, and extend the current agreement would be withdrawn.

The Chairman called for a motion on the matter.

Mr. Humphreys offered a Motion to approve the recommendation to rescind the opportunity if the agreement was not executed by FlyOkAir by July 15, 2019.

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.

Mr. Smallwood requested the floor to introduce a resolution in recognition of the extraordinary service and leadership of Chairman Kevin Huddleston.

The Vice Chairman read the Resolution aloud and called for a motion on the matter.

Members of the Advisory Board unanimously approved the adoption of the Resolution.

IX. ITEM SEVEN: Adjournment

The Chairman called for a Motion to Adjourn the meeting.

Mr. Smallwood made a Motion to Adjourn. Mr. DerSahakian 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

DATE

ATTEST:

BONNIE A. WILSON, SECRETARY

DATE

MINUTES
AIRPORT ADVISORY BOARD
JUNE 19, 2019



To: Shawnee Regional Airport Advisory Board

Will Smallwood, Vice Chairman
Barry Fogerty
Bert Humphreys
John Klaser
Randall Rogers
James Smith

From: Bonnie A. Wilson, CM
Airport Manager

Date: August 14, 2019

Subject: Aviation Memorabilia Display Agreement - Extend Term of Agreement

Summary

The Shawnee Regional Airport serves as a gateway to the City of Shawnee. As a public entity it is appropriate to partner with non-profit organizations to support aviation related educational materials and information. Heartland Aeronautical Experience is requesting the opportunity to renew the term of their current Aviation Information Display agreement with the Shawnee Regional Airport.

Recommendation

The Shawnee Airport Authority approved a policy governing Public Displays at the Shawnee Regional Airport in April 2018. This policy limits agreements to a one calendar year term.

No other entities have expressed an interest in creating a display at the airport. The Heartland Aviation Experience has complied with all the terms and conditions of the agreement and the governing policy.

Staff is recommending execution of an addendum to the current agreement to extend the term for a period of one calendar year. No other amendments are recommended.

Action Requested

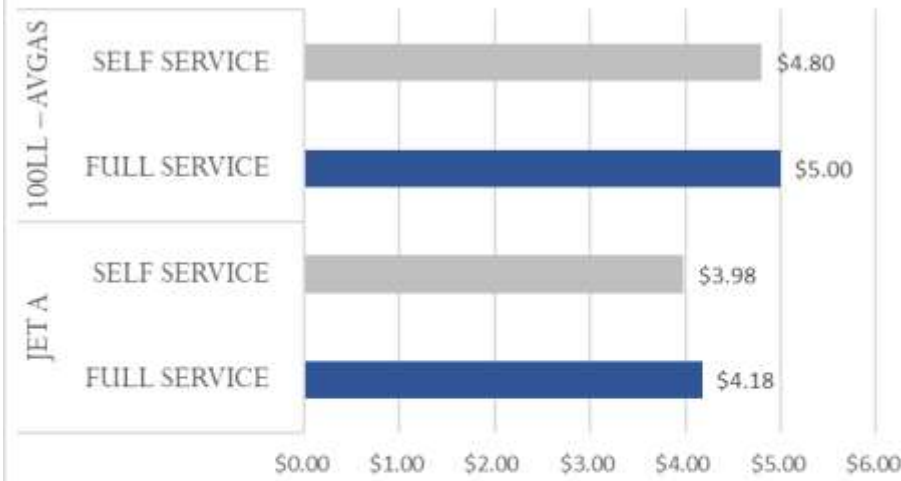
Authorize staff to execute an addendum to the existing agreement extending the term for one additional calendar year.

Staff Report

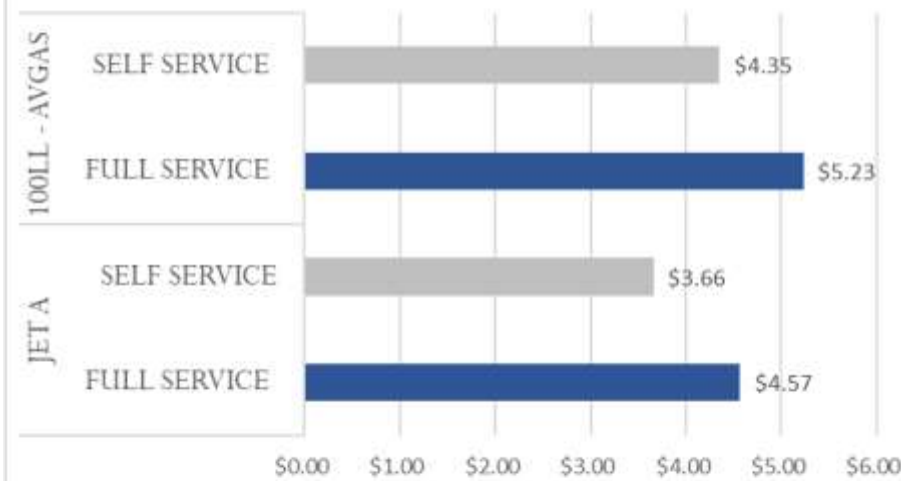
1. Fuel Price Comparisons



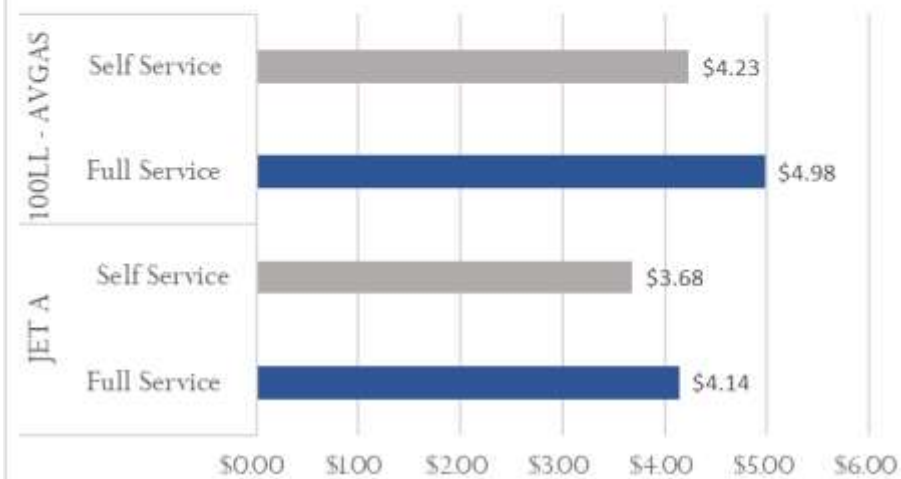
SHAWNEE REGIONAL AIRPORT



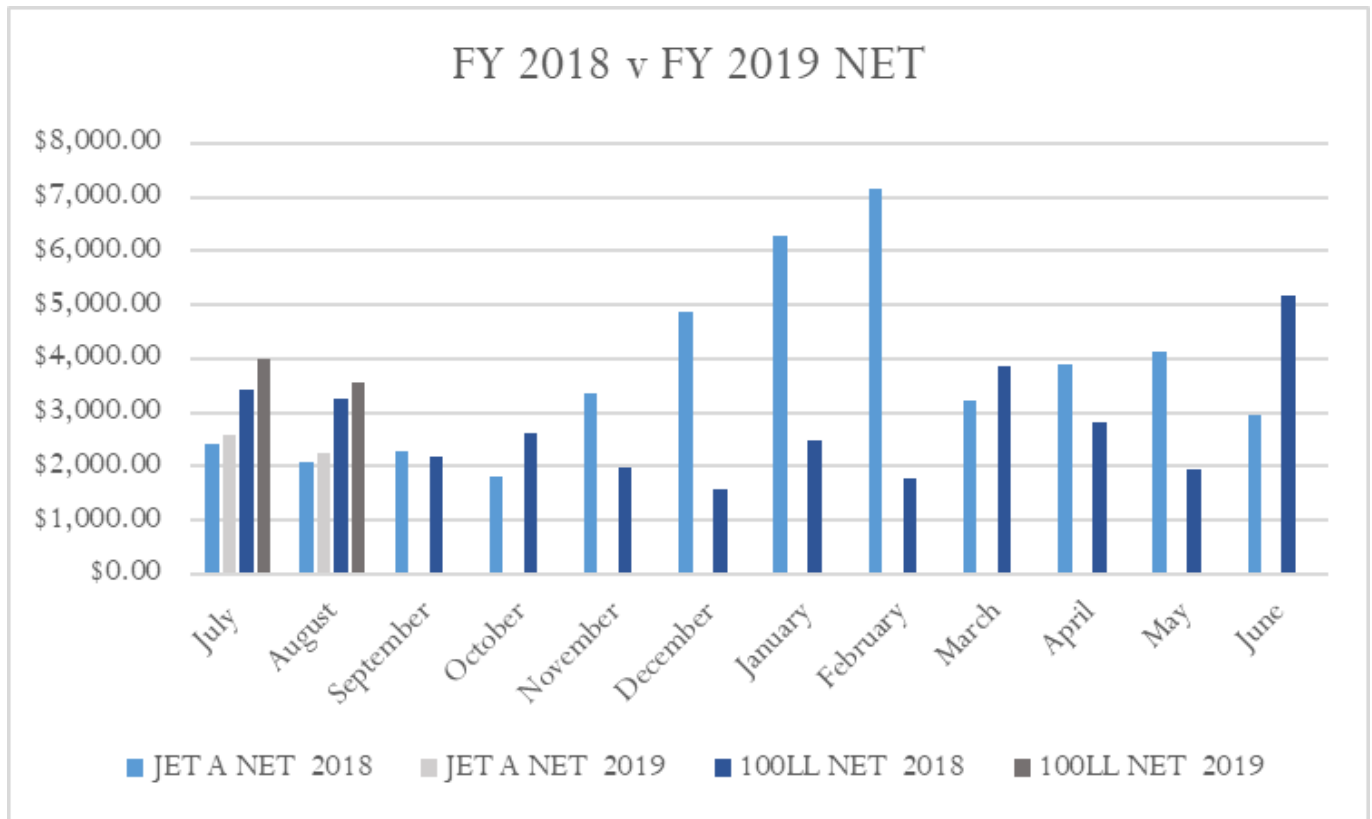
50 NM RADIUS AVERAGE

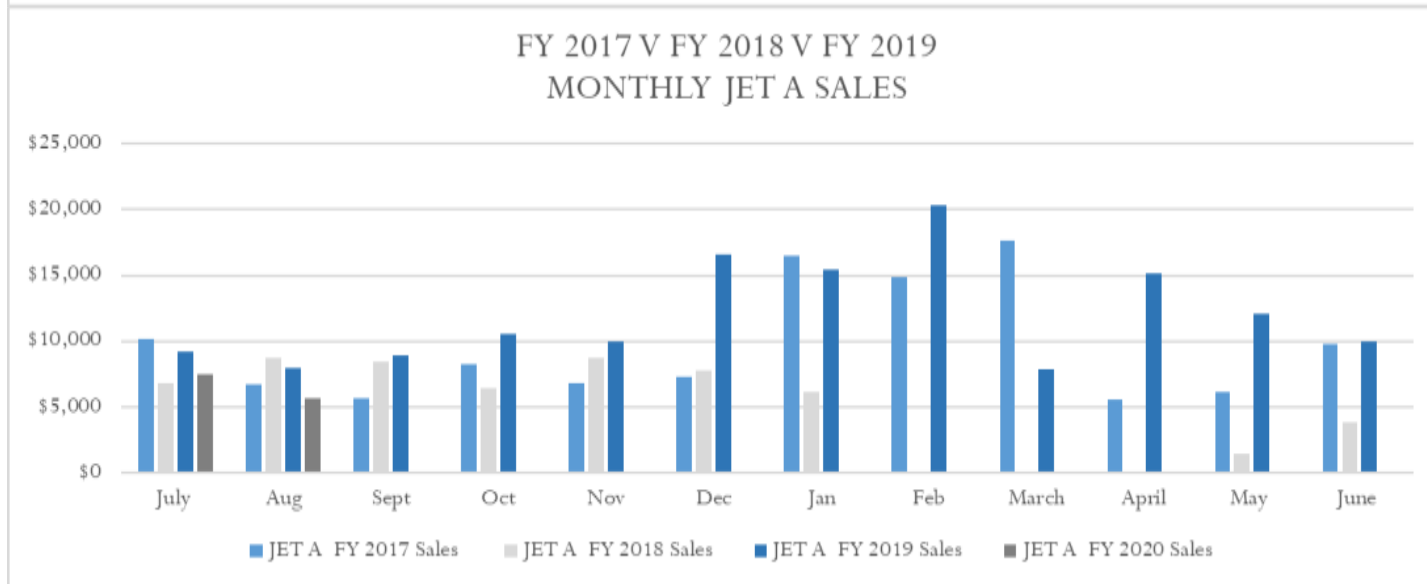
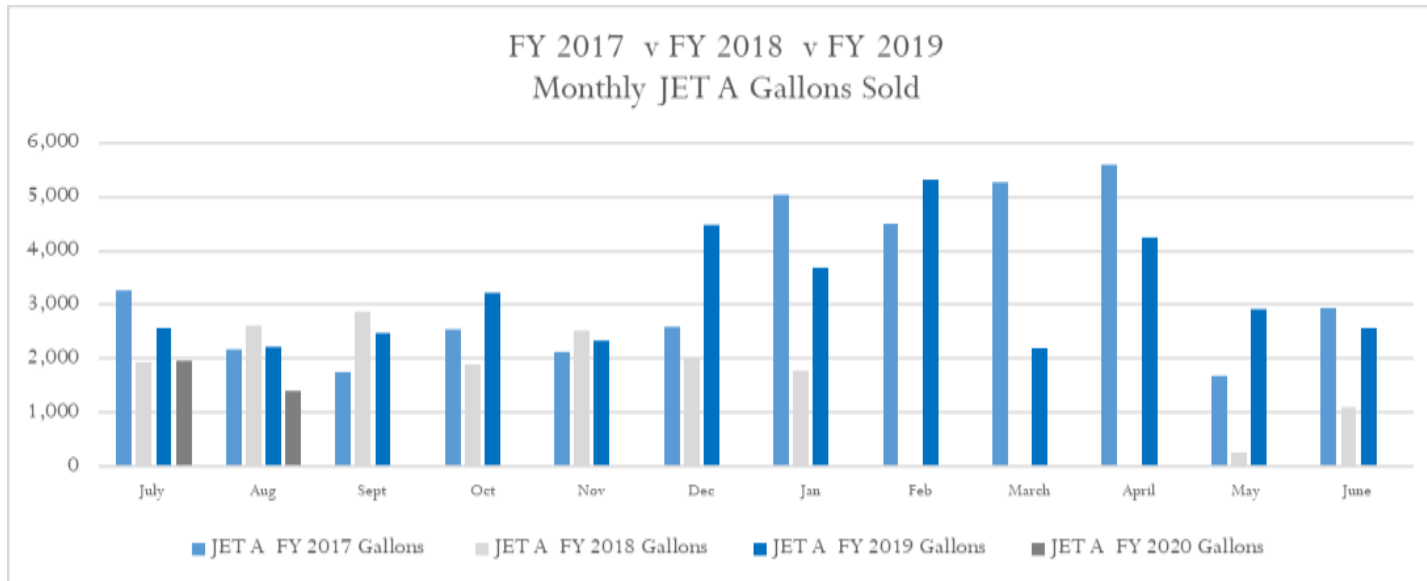


100 NM RADIUS AVERAGE

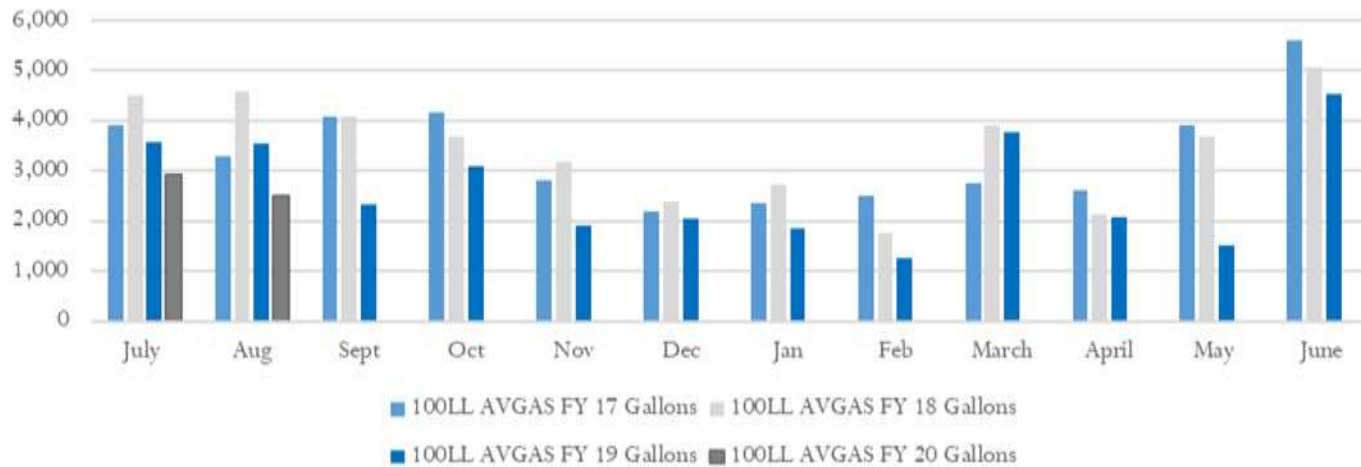


2. Fuel Sales

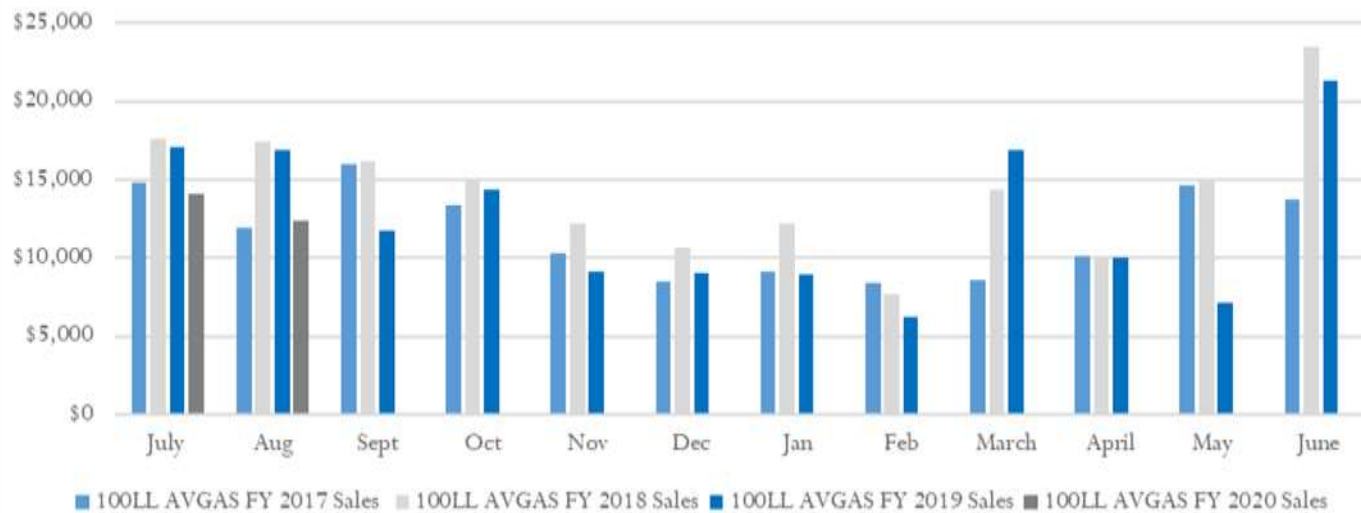




FY 2017 v FY 2018 v FY 2019
Monthly 100LL AVGAS Gallons Sold



FY 2017 v FY 2018 v FY2019 100LL AVGAS Sales



	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	56,844.79	0.00	210,155.21	21.29
INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	282,300.00	1,934.59	0.00	39,115.54	0.00	243,184.46	13.86
TRANSFERS IN	292,085.45	0.00	0.00	0.00	0.00	292,085.45	0.00
*** TOTAL REVENUES ***	841,385.45	18,476.52	0.00	98,601.33	0.00	742,784.12	11.72
EXPENDITURE SUMMARY							
AIRPORT	841,385.45	5,567.88	11,575.99	87,534.84	228,390.56	537,036.04	36.17
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	5,567.88	11,575.99	87,534.84	228,390.56	537,036.04	36.17
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	12,908.64	11,575.99	11,066.49 (	228,390.56)	205,748.08	0.00

4. Other Matters

4.1. Fuel Sales - Self Service Fuel Pumps are operational!

- 4.1.1. July 2019 estimated net revenue of \$6,553.92 exceeded July 2018 net revenue by \$699.
- 4.1.2. August 2019 estimated net revenue of \$3,545.21 exceeded August 2018 net revenue by \$275.

4.2. Independent Operator Agreement – Crop Dusting

- 4.2.1. 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.

4.3. Land

- 4.3.1. 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 \$220,00. Proceeds from the land sale will be used to support the design and construction of the new T-Hangars.
- 4.3.2. 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.

4.4. Fly In

- 4.4.1. 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.