

**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. Klater 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.

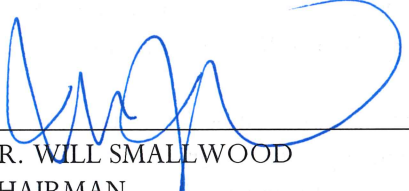
XI. ITEM SEVEN: Adjournment

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
(Mr. John Klaser, Vice Chairman, for Dr. Smallwood)

10/16/2019
DATE

ATTEST:



BONNIE A. WILSON, SECRETARY

10/16/2019
DATE