

NOTICE OF MEETING
AIRPORT ADVISORY BOARD SHAWNEE REGIONAL AIRPORT
SEPTEMBER 16, 2020

Regular Meeting (X)
Special Meeting ()
Emergency Meeting ()

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

DATE: September 16, 2020

TIME: 5:30 P.M.

PLACE OF MEETING: ZOOM Video Conference

VIA TELEVISED BROADCAST: VYVE Channel 3

VIA INTERNET: http://www.shawneeok.org/services/video_multimedia/city_connect_live.php

Members of the City Commission participation:

John Klaser, Chairman	via videoconference
Barry Fogerty, Vice Chairman	via videoconference
Harmik Der Sahakian	via videoconference
Scott Lee	via videoconference
Randy Rogers	via videoconference
Jim Smith	via videoconference
Blake White	via videoconference

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 10:09 a.m./p.m. on the 15th day of Sept 2020.

Signed: Kacie Eck
Clerk

FOR CITY CLERK'S USE ONLY

Date Notice released to news media:

Person filing Notice:

Notice Verified by:

9/15/2020
Bonnie Wilson
Kacie Eck

**AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
SEPTEMBER 16, 2020 5:30 P.M.
SHAWNEE REGIONAL AIRPORT TERMINAL
2202 AIRPORT DRIVE SHAWNEE, OK**

NOTICE REGARDING PUBLIC ACCESS AND OPPORTUNITY TO PROVIDE COMMENTS

Due to the current COVID-19 pandemic, members of the public who wish to speak to the Airport Advisory Board, must register with the Airport Manager at least two (2) hours prior to the meeting by calling 405-878-1632 or sending an email to Bonnie.Wilson@shawneeok.org with their name, address, and telephone number. To participate in the meeting, individuals will need access to Zoom [<https://zoom.us/>]. A link to the meeting will be provided via email to the participant prior to the meeting. The participant must sign into the meeting no less than ten (10) minutes prior to the start of the meeting.

For anyone that wishes to view the meeting, it will be broadcasted live on Vyve Channel 3 or via the City of Shawnee's website at the following address:

http://www.shawneeok.org/services/video_multimedia/city_connect_live.php.

MEMBERS OF THE AIRPORT ADVISORY BOARD PARTICIPATION

MR. JOHN KLASER, CHAIRMAN	VIA VIDEOCONFERENCE
MR. BARRY FOGERTY, VICE CHAIRMAN	VIA VIDEOCONFERENCE
MR. HARMIK DER SAHAKIAN	VIA VIDEOCONFERENCE
MR. SCOTT LEE	VIA VIDEOCONFERENCE
MR. RANDALL ROGERS	VIA VIDEOCONFERENCE
MR. JAMES SMITH	VIA VIDEOCONFERENCE
MR. BLAKE WHITE	VIA VIDEOCONFERENCE

**AIRPORT ADVISORY BOARD
REGULARLY SCHEDULED MEETING
SEPTEMBER 16, 2020 5:30 P.M.
CITY COMMISSION CHAMBER
16 WEST 9TH STREET
SHAWNEE, OK**

- ITEM ONE:** Call to Order and Declaration of a Quorum
- ITEM TWO:** Consideration and Approval of Minutes from the July 15, 2020 Meeting
- ITEM THREE:** Citizen Comments
(A three-minute limit per person)
(A twelve-minute limit per topic)
- ITEM FOUR:** Discussion and Consideration of Responses to Request for Proposals for Lease;
Proposed Lease Agreement
- ITEM FIVE:** Discussion and Consideration of DRAFT Request for Proposals for Public Private
Partnership Development of Aircraft Hangars
- ITEM SIX:** Staff Report
1. Current Fuel Price Comparisons
 2. Shawnee Regional Airport Fuel Sales
 3. Budget Summary Report
- ITEM SEVEN:** New Business
- ITEM EIGHT:** Board Comments
- ITEM NINE:** Adjournment

**MINUTES
AIRPORT ADVISORY BOARD
JULY 15, 2020
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. Klaser, Vice Chairman, Mr. Der Sahakian, Mr. Fogerty, Mr. Lee, Mr. Rogers,
Mr. Smith, Mr. White

OTHERS PRESENT

Ms. Bonnie Wilson, Shawnee Regional Airport
Mrs. Kathryn Parker, Shawnee Regional Airport
Mr. Matthew Buoy, Buco Aviation
Mr. Darrin Lofton, Pacific Air Holdings/KSNL Aero

I. DECLARATION OF A QUORUM

All members of the Advisory Committee were noted as Present, the Vice Chairman Declared a Quorum.

II. NOMINATION AND ELECTION OF CHAIRMAN

The Vice Chairman called for nominations for persons to serve as Chairman of the Airport Advisory Board.

Mr. DerSahakian nominated Mr. Klaser to serve. Mr. Smith provided a second to the nomination.

The AAB Secretary solicited additional nominations; none were offered. The Secretary called the question.

Mr. Klaser's nomination to serve as Chairman was approved by six members of the Advisory Board; Mr. Klaser abstaining.

III. NOMINATION AND ELECTION OF VICE CHAIRMAN

The Chairman called for nominations for persons to serve as Vice Chairman of the Airport Advisory Board.

Mr. Rogers nominated Mr. DerSahakian. Mr. White provided a second to the nomination.

Mr. Smith nominated Mr. Fogerty. Mr. Lee provided a second to the nomination.

The Chairman solicited additional nominations; none were offered.

Mr. Rogers requested recognition from the Chair to pose questions related to the term of service of office in the Chairs, and the nominated candidate's terms.

Staff reported that the City Ordinance creating the Airport Advisory Board does not speak to a specific term of office, rather it states the members of the Airport Advisory Board shall elect a member to serve as Chairman. The Ordinance does not speak to the office of Vice Chairman. Elections of Vice Chairman are traditional only. Records indicate previous Chairmen, and Vice Chairmen serve for the duration of their tenure on the Airport Advisory Board.

The Chairman confirmed that both he and Mr. Fogerty's terms on the Board will continue through June 2021, at which time, having completed two full terms, they will no longer be eligible for reappointment to service.

A voice vote was taken resulting in a tie between the two candidates. Mr. DerSahakian offered to withdraw his acceptance of his nomination. The Chairman declined the offer. The vote was taken. Mr. Fogerty was elected to serve as Vice Chairman.

IV. CONSIDERATION AND APPROVAL OF MINUTES FROM JUNE 17, 2020 MEETING

A copy of the Minutes was included in the meeting agenda package. The Chairman called for a Motion to Approve the Minutes.

Mr. Rogers offered the Motion; Mr. Fogerty provided a Second.

The Chairman called the Question.

Four of the Advisory Board members present voted to approve the Motion. Three members abstained. The Motion passed.

V. CITIZEN COMMENTS

No requests for comments were made.

VI. DISCUSSION AND CONSIDERATION OF CONTRACT FOR CONSTRUCTION – CLEAN AND SEAL JOINTS AND CRACKS, SEAL COAT, AND RE-NMARK RUNWAY 17-35 AND TAXIWAYS

Staff presented a memo on the status of the project.

Four bids were received by the Bid Submission deadline. The Airport's consulting engineer firm, H.W. Lochner, made a formal recommendation to award the contract to the Apparent Low Bidder – American Road Maintenance at a bid price of \$ 520,343.75.

The memo also addressed a change in the budget reducing the Airport Authority's contribution and redistributing the cost of the project across the Airport Improvement Program - FY 2019 Special

Discretionary grant, and FY 2020 Entitlement grant, and the CARES Act grant. A detailed budget breakdown was included in the memo.

Staff made a recommendation to request authorization from the Airport Authority to execute an agreement with American Road Maintenance for construction services contingent on receipt of anticipated grant funds.

The Chairman called for a Motion to support the recommendation from staff to recommend the Shawnee Airport Authority authorize staff to execute an agreement with American Road Maintenance contingent on receipt of anticipated grant funds.

Mr. DerSahakian offered the Motion; Mr. Rogers provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

VII. DISCUSSION AND CONSIDERATION OF LEASE AGREEMENT; NOT-FOR-PROFIT FLIGHT TRAINING PROGRAM – REDEEMED FLYING CORPS ASSOCIATION

Staff presented a memo outlining a request from The Redeemed Flying Corps Administration (RFCA) to dissolve the current hangar lease agreement with an individual aircraft owner, and enter into a new agreement with the RFCA. RFCA is newly formed for the purpose of providing flight instruction to volunteer missionaries. The new agreement, if approved will allow for not for profit flight instruction under the auspices of the RFCA. A draft lease was provided in the memo.

Staff made a recommendation to request authorization from the Airport Authority to execute the proposed agreement with RFCA.

The Chairman called for a Motion to support the recommendation from staff

Mr. Lee offered the Motion; Mr. Fogerty provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

VIII. DISCUSSION AND CONSIDERATION OF PUBLICATION OF A REQUEST FOR PROPOSALS FOR HANGAR LEASE

The tenant leasing Box Hangar No. 100 chose not to renew their lease. Hangar 100 is suitable for commercial aeronautical. Publication of a Request for Proposals (RFP) to lease property provides opportunity for all interested parties to submit responses satisfying the intent of FAA Grant Assurance 22 and Order 5190.6B.

Publishing an RFP also creates competitive lease rates.

Staff provided a DRAFT Request for Proposals (RFP) for Hangar 100 and a list of publication sites for the solicitation.

The Chairman requested participation on the RFP review committee. Mr. Lee and Mr. Fogerty volunteered to serve on the committee.

The Chairman called for a Motion to recommend publishing the RFP.

Mr. Rogers offered the Motion; Mr. White provided a Second.

The Chairman called the Question.

All members of the Advisory Board present voted to approve the Motion.

IX. STAFF REPORT

Staff presented the Monthly Staff report and engaged in discussion with the Members of the Board.

Fuel Pricing.

Staff noted a reduction in retail fuel prices reflective of the wholesale price, and the average price in the market area.

Mr. Lee noted that one airport in the area was marketing fuel at an exceptionally low price to attract additional business in coordination with their facility expansion plan.

The Chairman inquired about the possibility of providing data on the size and number of operations at airports in the market region and requested staff to explore the opportunity to provide this information to the Board. Staff indicated that this information will be provided with the next fuel report.

Mr. White inquired about offering contract fuel options to attract more jet services. Staff advised that SNL participates in such a program through World Fuel Alliance, the airport's wholesale provider. Jet fuel purchased under the contract program is offered at a reduced rate.

A general group discussion on tenant discounts resulted in a recommendation to offer a discount on self-service purchases as soon as economically feasible.

Airport Development Discussion.

Staff requested a general discussion, opinions, on options for further development/completion of T-Hangar project.

A loan is an option as rates are low currently but renegotiation is likely to be a requirement throughout the course of the loan. The projected budget/funding requirement is too low to be considered for a bond issuance. A recommendation was made to consider asking tenants to “pre-pay” rent to amass sufficient front-end cash to address construction. Another option discussed was third party / public private partnerships wherein the Airport Authority and a private developer share construction costs, and the private developer has the option to manage and operate the hangars.

Mr. Lofton noted that his organization was interested in building hangars at SNL but did not wish to enter into a partnership with the Airport Authority, rather he was interested in undertaking the project as a strictly private development, and also indicated that he would prefer to construct hangars on the North Ramp in the vicinity of his current operation.

X. NEW BUSINESS

No New Business was presented.

XI. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. Smith made a Motion to Adjourn; Mr. Lee 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.

JOHN KLASER, CHAIRMAN

DATE

ATTEST:

BONNIE A. WILSON

DATE



To: Shawnee Regional Airport Advisory Board

**John Klaser, Chairman
Barry Fogerty, Vice Chairman
Harmik DerSahakian
Scott Lee
Randall Rogers
James Smith
Blake White**

**From: Bonnie A. Wilson, CM
Airport Manager**

Date: September 9, 2020

**Subject: Discussion and Consideration of Responses to Request for Proposals for Lease;
Proposed Lease Agreement**

Summary

At the July 15, 2020, Regular Meeting of the Airport Advisory Board, staff presented a DRAFT Request for Proposals (RFP) for lease of Hangar No. 100.

Following a discussion on the matter and approval of the draft RFP, the Chairman requested participation from the members for a review of any submissions. Vice Chairman Mr. Fogerty and Mr. Lee volunteered to provide reviews and a recommendation to the full AAB.

The Request for Proposals was published in the Shawnee News Star, the County Wide and Sun, the City of Shawnee website, several aviation websites, and provided directly to parties expressing an interest in submitting a proposal.

Five proposals were received by the published deadline. The Review Committee made up of Vice Chairman Fogerty, Mr. Lee and Ms. Bonnie Wilson considered the proposals and scored the submissions according to the published criteria.

Recommendation

The Review Committee's recommendation based on consensus scoring of all proposals received is to award the lease to the Central Oklahoma Aero Club, LLC (COAC) . The Review Committee's recommendation is based on:

Proposers' Described Use of Facilities – Private/members only flight club, consisting of six members, operating seven aircraft to include: Piper Apache PA-23-160 Twin Engine; Tecnam P2008; Piper P A-24-250 Comanche; Ercoupe 415C and Zenith CH701; Piper Meridian, Turbo Prop; Ercoupe 415C.

Proposed Rental Rate and Estimated Revenue Generation from Proposed Activities - The COAC is offering a rental rate of nine-hundred (\$900) per month, and an estimated fuel consumption of one-thousand-three-hundred-ninety-two (1,392) gallons per month for a combined estimated value of two-thousand-two-hundred-ninety-two (\$2,292) dollars per month. The base rent represents an increase of two-hundred-thirty-three dollars (\$233) per month/ two-thousand-seven-hundred-ninety-six dollars (\$2,796) per year.

Qualifications – All members must be pilots, and must be qualified and “checked-out” by a qualified member of the Club to fly club aircraft. The Chairman of the club is a Certificated Flight Instructor with both multiengine and instrument airplane ratings, and is available to provide training and assessments to COAC members "club" aircraft, provide "discovery flights" to potential members and train new members on club aircraft available for use.

Experience - There are no specific "services" provided other than the use of club aircraft, and flight instruction to other members. The Chairman's experience includes: Lt.Col. US Air Force (Ret.) -- Instructor/Evaluator Pilot, ADO, Deputy Chief of Training; Chief of Combat Operations / Flight CC / Chief of Wing Exercises. One member is a Flight Surgeon with the Air National Guard and an Aviation Medical Examiner. One member serves on a municipal airport advisory board. Four members have senior executive commercial business management experience.

References – The Club is a new entity and act as their own customers. Financial documents and professional references were provided to support this element.

Quality and Clarity of the Proposal – The Proposal included all required documentation and was supplemented by a copy of the Club's bylaws indicating the Club's level of professionalism and organizational focus.

Action Requested

Affirm the Review Committee's recommendation to award the opportunity to enter into a Lease Agreement (DRAFT attached) with the Central Oklahoma Aero Club, LLC, and recommend the Shawnee Airport Authority authorize execution of the agreement with the following term and conditions:

Term of Leases:	Five (5) calendar years with an option for an additional five (5) years, and the Right of First Refusal on additional term.
Rental Rate:	Hangar No. 100 – initial rate of nine-hundred dollars per month or ten-thousand-eight-hundred dollars (\$10,800) per year (\$0.17/square foot per month or \$2.03/ square foot per year) Rental rates subject to annual increase at the commencement of the City of Shawnee Fiscal Year.
Maintenance:	Lessee will assume all costs for utilities, maintenance and repair both capital and ordinary.



HANGAR LEASE AGREEMENT

This Lease Agreement ("Agreement") made and entered into on this 1st day of October , 2020, by and between the Shawnee Airport Authority on behalf of the City of Shawnee, Oklahoma, a Municipal Corporation, and together hereinafter called Lessor, and Central Oklahoma Aero Club, LLC an Oklahoma limited liability company, hereinafter called Lessee,

WITNESSETH:

WHEREAS, the Lessor is the owner of certain real property commonly known as the Shawnee Regional Airport, located within the City of Shawnee, Pottawatomie County, Oklahoma; and

WHEREAS, the Lessee desires to lease from the Lessor a certain hangar commonly known as Hangar No.100, for the purpose of operating a private, members only, flight club ("Club"), and the storage of airworthy aircraft of which members of the Club are one of the following: (i) registered with the FAA as owner, (ii) co-owner or managing partner, (iii) a direct employee of the registered owner utilizing the aircraft as a means to fulfill employment responsibilities, (iv) third party manager, or (v) aircraft lessee; and which said hangar is owned by the Lessor and is constructed on said regional airport property.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. LEASE AGREEMENT: The Lessor hereby leases, lets, and demises to the Lessee, Hangar No. 100, constructed upon Shawnee Regional Airport primarily within the City of Shawnee, Oklahoma, consisting of five-thousand-three-hundred-twenty (5,320) square feet of usable space more or less as further depicted on Exhibit 1.
2. TERM: The Lessor leases to the Lessee said hangar for a term commencing on 1st day of October 2020, and terminating on the 30th day of September, 2025, unless sooner terminated in accordance with the provisions of this Agreement.
 - 2.1. This Agreement may be renewed at the end of the initial term for an additional term of five (5) calendar years, at the mutual agreement of the Lessor and Lessee. The Lessee shall be granted the right of first refusal on any additional extensions under the following conditions:
 - 2.1.1. Lessee must be in compliance with the terms and conditions of the Agreement as provided herein; and
 - 2.1.2. The Lessee provides notice to the Lessor of intent to renew at not less than ninety (90) business days prior to the expiration of the initial term.

3. RENTAL: The Lessee hereby agrees to pay to the Lessor as rental for said Hangar No. 100 the sum of Nine-hundred dollars (\$900.00) per month with the first month's rent due and payable in advance of the date of commencement of this Agreement.

3.1. Rent thereafter shall be due and payable on the first day of each month and shall be deemed late if not received by the tenth (10th) calendar day of each month.

3.1.1. If any monthly rental payment is not paid on or before the tenth day following the first day of each month, a late payment fee in the amount of one- and one-half percent (1.5%) will be applied to any overdue balances for charges assessed by the Shawnee Airport Authority.

3.1.2. It is understood and agreed by and between the Lessor and the Lessee that Lessee agrees to maintain a current status on rental of said Hangar No. 100. Should Lessee fail to do so, and the account becomes sixty (60) business days delinquent, then the Lessor shall give the Lessee written notice, by certified mail, that the account must be brought current within ten (10) business days or said Agreement may be terminated at the discretion of the Lessor. Should a second offense of sixty (60) calendar days delinquency occur within the term of this Agreement, immediate termination of this Agreement shall result, and renewal options shall be forfeited.

3.2. It is specifically understood and agreed by and between the Lessor and the Lessee that the monthly rental for said hangar shall be adjusted from time to time. The monthly rental shall be determined by the Lessor based upon the recommendations of the Airport Advisory Board, and approval of the Shawnee Airport Authority.

3.2.1. The Lessee hereby agrees to pay such adjusted monthly rental following notice of the adjusted rate from the Lessor.

4. AUTHORIZED USE OF LEASED PREMISES.

4.1. Hangar No. 100 is being leased to the Lessee for the storage of aircraft of which members of the Club are one of the following: (i) registered with the FAA as owner, (ii) co-owner or managing partner, (iii) a direct employee of the registered owner utilizing the aircraft as a means to fulfill employment responsibilities, (iv) third party manager, or (v) aircraft lessee and ancillary equipment.

4.2. Lessee may temporarily store personal vehicles within the hangar while aircraft are in active use for flight.

4.3. Lessee shall not keep firearms, fuel, explosives, or any noxious, dangerous substances within the hangar.

4.4. Lessee shall not make any alterations, installations, attachments, or make any improvements to Hangar No. 100 except as authorized in writing by the Lessor.

- 4.5. Lessee shall be responsible for ensuring the doors on said Hangar No. 100 are closed except during active ingress and egress, after which, doors shall be immediately closed.
 - 4.6. Lessee shall be solely responsible for: (i) securing Hangar No.100; and (ii) shall provide and maintain security locks for Hangar No. 100; and (iii) shall provide either an access card, combination code, or key to the Airport Manager.
5. INSPECTION: The Lessor retains the right to perform inspections of the Hangar No.100 at irregular intervals.
 - 5.1. Notice of proposed inspections will be provided to the Lessee to minimize disruption of activities within Hangar No.100.
6. AIRCRAFT:
 - 6.1. Lessee agrees to maintain Club aircraft in an airworthy condition and to provide documentation indicating current airworthy status to the Airport Manager as requested.
 - 6.1.1. Evidence of current airworthy status includes, but is not limited to signed, and dated evidence of an annual condition inspection undertaken by a Federal Aviation Administration Certified Airframe and Powerplant mechanic; or
 - 6.1.2. In the case of aircraft operating under a Special Airworthiness Certificate, as required by the Federal Aviation Administration for amateur-built, kit-built, light-sport, vintage and other experimental type aircraft, a signed and dated certification from the registered owner is acceptable.
 - 6.2. Any maintenance performed on the aircraft within Hangar No. 100 at the Shawnee Regional Airport is limited to the maintenance authorized to be performed by the aircraft owner or pilot in compliance with 14 CFR Appendix A to Part 43 "Major Alterations, Major Repairs, and Preventive Maintenance" and the Shawnee Regional Airport Minimum Standards, and as each may be amended from time to time.
 - 6.3. Should Lessee desire to engage a commercial maintenance or repair service to undertake repairs or maintenance on the aircraft at the Shawnee Regional Airport, or within the Leased Premises, the service provider must be authorized to perform services at the Shawnee Regional Airport per the terms and conditions of the Shawnee Regional Airport Minimum Standards. The following provisions will also apply:
 - 6.3.1. Lessee must provide notice to the Airport Manager of the proposed time, date, and estimated duration of commercial maintenance or repair services to be undertaken in any non-commercial hangar, prior to the commencement of such activities.
 - 6.3.2. Commercial maintenance or repair service providers must be certificated by the Federal Aviation Administration to provide proposed services, and provide evidence of such certification to the Airport Manager.

- 6.3.3. Commercial maintenance or repair service providers must provide the Airport Manager with a copy of the service provider(s) certificate(s) of product completion and liability insurance in an amount not less than one-million dollars (\$1,000,000).
- 6.3.4. Per 14 CFR Chapter I [Docket No. FAA 2014-0463] Policy on the Non-Aeronautical Use of Airport Hangars Use of Aeronautical Land and Facilities, maintenance, repair, or refurbishment of aircraft, may not extend for an indefinite period of time.
 - 6.3.4.1. Proposed maintenance, repairs or refurbishment must not hinder the airworthiness of the aircraft for more than sixty (60) calendar days without prior written permission from the Airport Manager.
 - 6.3.4.2. Additional time for completion of maintenance, repairs or rehabilitation may be granted at the discretion of the Airport Manager in the form of written authorization establishing a schedule of work and date of completion.
- 6.4. Lessee agrees to register Club aircraft with the Federal Aviation Administration, maintain said registration in a current status, and provide the airport manager with documentation of current registration as requested while storing the aircraft at the Shawnee Regional Airport.
- 6.5. As an inducement to the Lessor entering into this Agreement with Lessee, Lessee agrees to maintain at a minimum five (5) active Club aircraft.
 - 6.5.1. In the event the Lessee disposes of or transfers title to a Club aircraft being stored in Hangar No. 100, Lessee has a duty to notify the Lessor immediately upon such transfer of title or the disposing of such aircraft.
 - 6.5.2. Lessee will be provided with the opportunity to retain this Agreement by acquiring another aircraft, providing the Airport Manager with proof of purchase, a copy of an application for re-registration of the aircraft with the FAA, and all insurance certificates required by this Agreement within ninety (90) business days from the date of disposal or transfer of title of the aircraft governed by this Agreement.
 - 6.5.2.1. Additional time to procure an aircraft may be granted by the Airport Manager following a written request from the Lessee, though retention of the Agreement may not be extended for an indefinite period of time.
 - 6.5.3. Failure to provide notice of disposal of aircraft or transfer of title will result in termination of this Agreement.

7. UTILITIES: Lessee shall be responsible for the provision of any desired utilities to Hangar No. 100. If installation of utility service lines and or equipment are desired, written approval from the Lessor will be required prior to installation.
8. ACCEPTANCE, CARE, MAINTENANCE, IMPROVEMENTS AND REPAIR: Lessee warrants that it has inspected the Leased Premises and accepts possession of the Leased Premises and the improvements thereon "as is" in its present condition, and subject to all limitations imposed upon the use thereof by the rules and regulations of the Federal Aviation Administration and by ordinances of the City, and admits its suitability and sufficiency for the use permitted hereunder.
 - 8.1. Lessee shall throughout the term of this Agreement assume the entire responsibility, cost and expense, for all repair and maintenance, whatsoever on the Leased Premises and all improvements thereon in a good workmanlike manner, whether such repair or maintenance may be ordinary or extraordinary, structural or otherwise.
 - 8.2. Keep at all times, in a clean and orderly condition and appearance, the Leased Premises, all improvements thereon and all of the Lessee's fixtures, equipment and personal property which are located on any part of the Leased Premises.
 - 8.3. Provide and maintain on the Leased Premises all obstruction lights and similar devices, and safety equipment required by any federal, state or municipal laws, ordinances, rules, regulations and requirements.
 - 8.4. Repair any damage caused by Lessee to paving or other surface of the Leased Premises caused by any oil, gasoline, grease, lubricants or other flammable liquids or substances that have a corrosive or detrimental effect thereon.
 - 8.5. In the event Lessee fails: (a) to commence to maintain, clean, repair, replace, rebuild or repaint within a period of thirty (30) calendar days after written notice from the Lessor to do any maintenance or repair work required to be done under the provisions of this Agreement, other than preventive maintenance, (b) or within a period of ninety (90) calendar days if the said notice specifies that the work to be accomplished by the Lessee involves preventative maintenance only; (c) or to diligently continue to completion any repairs, replacement, rebuilding, painting or repainting as required under the Agreement; then, the Lessor may, at its option, and in addition to any other remedies which may be available to it, enter the premises involved, without such entering causing or constituting a cancellation of this Agreement or any interference with the possession of the Leased Premises, and repair, replace, rebuild or paint all or any part of the Leased Premises or the improvements thereon, and do all things reasonably necessary to accomplish the work required, and the cost and expense thereof shall be payable to the Lessor by Lessee on demand. Provided, however, if in the opinion of the Lessor, the Lessee's failure to perform any such maintenance endangers the safety of the public, the employees or property of the Lessor or other tenants at the Airport, and the Lessor so states same in its notice to Lessee, the Lessor may, at its sole option, in addition to all other remedies which may be available to it, elect to perform such maintenance at any time after the giving of such notice, and Lessee agrees to pay to the Lessor the cost and expense of such

performance on demand. Furthermore, should the Lessor, its officers, employees or agents undertake any work hereunder, Lessee hereby waives any claim for damages, consequential or otherwise, as a result therefrom except for claims for damages arising from the Lessor's sole negligence. The foregoing shall in no way affect or alter the primary obligations of the Lessee as set forth in this Agreement, and shall not impose or be construed to impose upon the Lessor any obligations to maintain the Leased Premises, unless specifically stated otherwise herein.

- 8.6. Plans and specifications for all major repairs, constructions, alterations, modifications, additions or replacements, hereinafter referred to as Improvements undertaken by the Lessee shall be submitted to and receive the written approval of the Lessor, and no such work shall be commenced until such written approvals are obtained from the Lessor, which approval shall not be unreasonably withheld or delayed. The Lessor shall advise Lessee within thirty (30) business days after receipt of the written request, together with copies of the plans and specifications for the proposed improvements in sufficient detail to make a proper review thereof, or its approval or disapproval of the proposed work, and in the event, it disapproves, stating its reasons therefore.
- 8.7. If Lessee makes any improvements without Lessor's approval, then, upon notice to do so, Lessee shall remove the same or at the option of Lessor, cause the same to be changed to the satisfaction of Lessor. If Lessee fails to comply with such notice within thirty (30) calendar days or to commence to comply and pursue diligently to completion, Lessor may effect the removal or change and Lessee shall pay the cost thereof to the Lessor. Lessee expressly agrees in the making of all improvements that, except with the written consent of Lessor, it will neither give nor grant, nor purport to give or grant any lien upon the Leased Premises or upon any improvements thereupon or which is in the process of construction or repair, nor allow any condition to exist or situation to develop whereby any party would be entitled, as a matter of law, to a lien against said Leased Premises and improvements thereon, and Lessee will discharge any such lien within thirty (30) business days after notice of filing thereof. Notice is hereby given by Lessor to all persons that no lien attaches to any such improvements.
- 8.8. Upon the completion of construction or installation, the complete and unencumbered title to all improvements located on the Leased Premises shall immediately vest in the Lessor free and clear of all claims on the part of the Lessee on account of any repair or improvement work done or to be done under the terms hereof by Lessee. This vesting of title in the Lessor at the time specified is a part of the consideration for this Agreement. The City of Shawnee, Oklahoma, the Shawnee Airport Authority, and the Shawnee Regional Airport shall not be liable to Lessee or Lessee's contractors or sublessee for the value of any improvements constructed or located on the Leased Premises.
9. **LIMITATION OF LIABILITIES:** The Lessee hereby agrees to provide at his or its sole expense a policy of liability insurance insuring both the Lessor and the Lessee from liability resulting from injury or death to persons or damage to property, the terms, limits and conditions of which shall be acceptable to the Lessor. The Lessee shall indemnify and hold harmless the Lessor for any injury or death to persons or damage to property as a result of third parties involved in the care, maintenance, or use of the Lessee's aircraft and/or Leased Premises.

9.1. The Lessee, at Lessee's expense, shall obtain and maintain in continuous effect, for each Club aircraft, during the term of this Agreement, insurance policies issued by an insurance carrier licensed to do business in the State of Oklahoma, providing for:

9.1.1. Aircraft Liability for any owned and operated aircraft.
Combined Single Limit Injury and Property Damage
\$1,000,000 each occurrence
\$100,000 per passenger/per seat bodily injury

9.1.2. Comprehensive General Liability and Property Damage
Combined Single Limit Bodily Injury & Property Damage
\$1,000,000 each occurrence

9.2. Said policies shall be endorsed that the Lessor is an additional insured. Copies of insurance certificates, amendments to policies, and renewal documents shall be provided to the Lessor at the following address:

Shawnee Regional Airport
2202 North Airport Drive
Shawnee, OK 74804

9.3. Said policies shall also provide that in the event of cancellation by the insurance company, the insurance company shall give the Lessor at least ten (10) business days written notice of intent to cancel.

9.4. If Lessee determines to cancel an active policy, Lessee must provide the Lessor at least ten (10) business days written notice of intent to cancel.

9.5. The Lessee hereby indemnifies the Lessor from any and all claims, demands, losses, actions, causes of action of any kind, arising out of the Lessee's use, occupancy, or rental of said hangar. This indemnification covers all losses and expenses to the Lessor, including attorney fees and expenses to defend litigation.

10. COVENANTS OF LESSEE: Lessee expressly covenants that:

10.1. Lessee shall be liable for all damages which Lessee causes to the hangar, normal wear and use being excepted. Lessee shall not make any alterations, installations, attachments, or make any improvements to the hangar, except as authorized by the Lessor.

10.2. Lessee shall comply with city, county, state and federal laws and regulations, and the Minimum Standards and Requirements for Capital Development on Shawnee Regional Airport Property, Commercial Aeronautical Services Commercial, Non-Aeronautical Services and Non-Commercial Aeronautical Activities at the Shawnee Regional Airport ("Minimum Standards and Rules") and as amended from time to time, which are incorporated by reference into the Agreement.

- 10.3. Lessee shall not assign or sublet this Agreement, or any Lessee's rights concerning this hangar or any part thereof, or any interest therein.

11. TERMINATION:

- 11.1. It is understood and agreed by and between the Lessor and the Lessee that the payment of monthly rental, provision of required documentation, insurance and all other conditions imposed upon the Lessee are conditions, the violation of any one of which shall be grounds for terminating this Agreement at the discretion of the Lessor.
- 11.2. In the event of such violation, the Lessor shall give the Lessee thirty (30) days' notice in writing of the Lessor's intent to terminate this Agreement provided, however, if such violation, in the opinion of the Lessor, constitutes a hazard to life or property the Lessor may immediately terminate this Agreement and enter said Hangar and take whatever means are reasonable and necessary in the opinion of the Lessor to eliminate such hazard.
- 11.3. The Lessee shall have no absolute right to terminate this Agreement prior to the expiration of the term of the Agreement as provided for in numerical paragraph 2. TERM above. However, in the event unforeseen special circumstances arise, the Lessee may make written application to the Lessor not less than thirty days prior to a requested termination of this Agreement. The Lessor in its sole, unrestricted discretion may approve or disapprove the request for early termination.

12. SURRENDER OF POSSESSION:

- 12.1. Upon the termination of this Agreement, for any reason, Lessee shall immediately surrender possession of the premises to the Lessor. In the event that Lessee fails and refuses to immediately surrender possession, the Lessor shall have the right to commence a court action for the recovery of possession of the premises, for the recovery of all damages due, reasonable attorney's fees, and all court costs.
- 12.2. The Lessee hereby grants to the Lessor a lien on the Lessee's property in said hangar. Said lien is for the purpose of securing payment for all rental damages, and other costs due the Lessor from the Lessee pursuant to the terms of this Agreement.

13. SUBORDINATION CLAUSES: This Agreement is subject and subordinate to the following:

- 13.1. The Lessor reserves the right to develop and improve the Airport as it sees fit, regardless of the desires or view of Lessee, and without interference or hindrance by or on behalf of Lessee, provided, Lessee is not deprived of the use of or access to the Leased Premises.
- 13.2. The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the Airport against obstruction, together with the right to prevent Lessee from erecting or permitting to be erected any building or other structure on the Airport which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

- 13.3. This Agreement is and shall be subordinate to the provisions of existing and future agreements between the City of Shawnee, Oklahoma, and or the Shawnee Airport Authority and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the obtaining or expenditure of Federal funds for the benefit of the Airport.
- 13.4. During the time of war or national emergency, Lessor shall have the right to lease all or any part of the landing area or of the Airport to the United States for military or naval use, and if any such lease is executed, the provisions of this Agreement insofar as they may be inconsistent with the provisions of such lease to the Government, shall be suspended, but such suspension shall not extend the term of this Agreement. Abatement of rentals shall be determined by the Lessor in proportion to the degree of interference with Lessee's use of the Leased Premises.
- 13.5. Except to the extent required for the performance of any obligations of Lessee hereunder, nothing contained in this Agreement shall grant to the Lessee any rights whatsoever in the airspace above the Leased Premises other than those rights where subject to Federal Aviation Administration rules, regulations and orders currently or subsequently effective.

14. GENERAL PROVISIONS.

- 14.1. Lessee shall not use, or permit the use of, the Leased Premises, or any part thereof, for any purpose or use other than those authorized by this Agreement.
- 14.2. This Agreement shall be performable and enforceable in Shawnee, Oklahoma and shall be construed in accordance with the laws of the State of Oklahoma.
- 14.3. This Agreement is made for the sole and exclusive benefit of the Lessor and Lessee, their successors, and assigns, and is not made for the benefit of any third party
- 14.4. In the event of any ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.
- 14.5. All covenants, stipulations and agreements in this Agreement shall extend to and bind each party hereto, its legal representatives, successors, and assigns.
- 14.6. The titles of the several sections of this Agreement are inserted herein for convenience only, and are not intended and shall not be construed to affect in any manner the terms and provisions hereof, or the interpretation or construction thereof.

14.7. Nothing herein contained shall create or be construed to creating a co-partnership between the Lessor and the Lessee or to constitute the Lessee an agent of the Lessor. The Lessor and the Lessee each expressly disclaim the existence of such a relationship between them.

15. ENTIRE AGREEMENT. This Agreement consists of numerical Sections 1. to 14, Exhibit 1, and all subparagraphs, inclusive. It constitutes the entire Agreement of the parties hereto and may not be changed, modified, discharged, or extended except by written instrument duly executed by the Lessor and Lessee. The parties agree that no representations or warranties shall be binding upon the Lessor or Lessee unless expressed in writing in this Agreement. This Agreement shall be binding upon the executors, administrators, and successors of the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures as follows:

LESSOR:

THE CITY OF SHAWNEE, OKLAHOMA,
A Municipal Corporation

By: _____
W. CHANCE ALLISON, CPA
CITY MANAGER

This _____ day of _____, 2020

ATTEST:

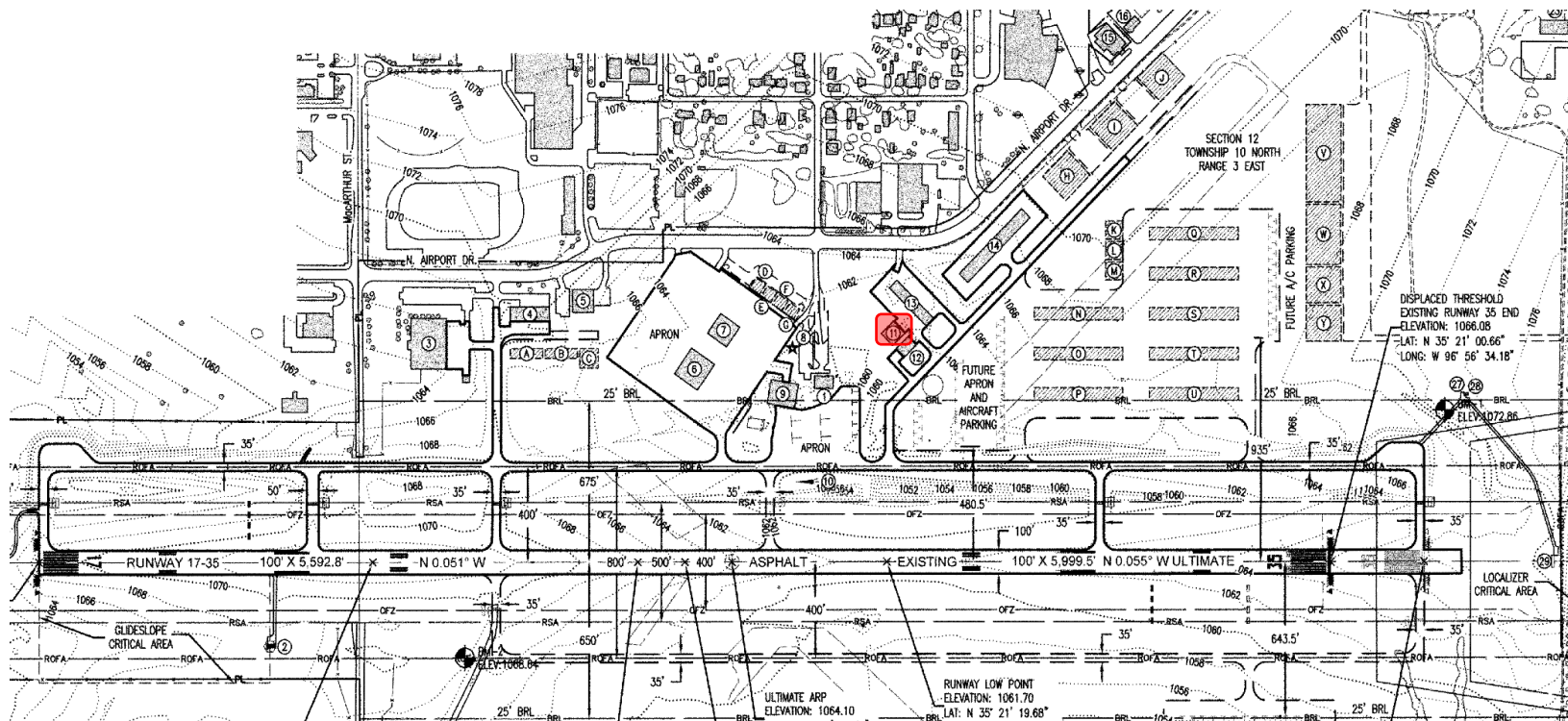
LISA LASYONE, CMC
CITY CLERK

LESSEE:

CENTRAL OKLAHOMA AERO CLUB, LLC
An Oklahoma Limited Liability Company

By: _____
LT.COL. JOSHUA C. PECK, USAF (Ret.)
CHAIRMAN

This _____ day of _____, 2020



Hangar #100
 2202 N Airport Dr
 Shawnee, OK 74804
 35.355413, -96.939677



To: Shawnee Regional Airport Advisory Board

John Klaser, Chairman
Barry Fogerty, Vice Chairman
Scott Lee
Randall Rogers
James Smith
Blake White

From: Bonnie A. Wilson, CM
Airport Manager

Date: September 9, 2020

**Subject: DRAFT Request for Proposals for to Enter into a Public Private Partnership
for the Construction and Management of T-Hangars for Lease**

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 solicit interest to enter a Public Private Partnership for the construction and continuing management of t-hangars 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." Comparing proposed capital investment levels, and land lease rates offered to the airport based on the weighted criteria establishes a Fair Market Value for the properties.

Recommendation

Staff recommends publishing a Request for Proposals in local newspapers, on the City of Shawnee Website, and on aviation websites soliciting interest in a Public Private Partnership agreement from private entities with the financial and aviation management capacity to support the construction and operation of a t-hangar complex.

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)

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**REQUEST FOR PROPOSALS
TO ENTER INTO A
PUBLIC PRIVATE PARTNERSHIP
FOR THE CONSTRUCTION AND MANGEMENT OF
T-HANGARS FOR LEASE
AT THE 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 enter a Public Private Partnership ("Proposals") for the purpose of constructing and managing a t-hangar complex at the Shawnee Regional Airport. The Authority will receive the Proposals at the Office of the City Clerk, City of Shawnee, City Hall until 4:00 p.m. on _____, 2020 (the "Deadline").

Each Proposal must be placed inside a sealed envelope or package marked with the wording: "Proposal to Enter Public Private Partnership – Construction/Management T-Hangar 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 a Public Private Partnership 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 an agreement(s) with the Respondent(s) selected by the Authority and to waive any and all informalities and irregularities in the selection process.

**SHAWNEE AIRPORT AUTHORITY
REQUEST FOR PROPOSALS
TO ENTER INTO A
PUBLIC PRIVATE PARTNERSHIP
FOR THE CONSTRUCTION AND MANGEMENT OF
T-HANGARS FOR LEASE
AT THE SHAWNEE REGIONAL AIRPORT
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

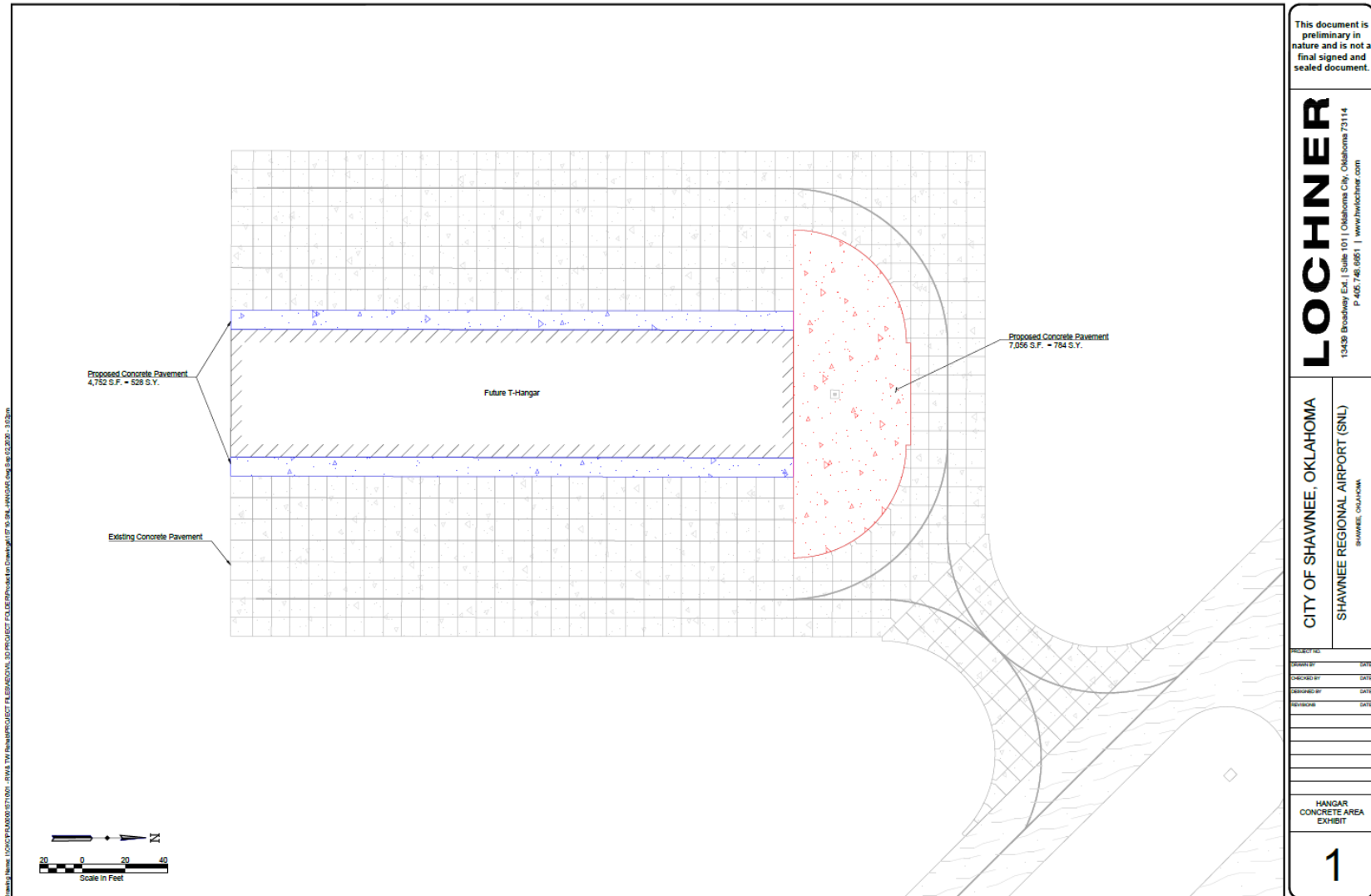
Telephone: (405) 878-1532
Email: bonnie.wilson@shawneeok.org

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. The Authority desires to receive proposals to enter a Public Private Partnership (PPP) for the construction and management of a T-Hangar complex adjacent to certain improved real property at the Shawnee Regional Airport.
- 1.3.1. The real property consists of a (1,312) square yards of unimproved land, surrounded by an existing taxilane system of sufficient size and weight bearing capacity to accommodate general aviation aircraft traffic generally referred to as the West Taxilane/T-Hangar Complex Three. (See Figure 1 for additional detail.)

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Figure 1



REQUESTS FOR PROPOSAL FOR PUBLIC PRIVATE PARTNERSHIP
TO CONSTRUCT AND MANAGE T-HANGAR COMPLEX
SHAWNEE REGIONAL AIRPORT

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- 1.3.2. The selected Respondent(s) will be responsible for providing funding and all other resources necessary or appropriate to provide the following base services throughout the term of the Agreement:
 - 1.3.2.1. Proposed construction; and
 - 1.3.2.2. Regular and capital maintenance throughout the term of the agreement; and
 - 1.3.2.3. Hangarkeeper services to include the solicitation and retention of tenants, and the administration of leases.
- 1.3.3. Terms and conditions of the proposed development and management activities must be 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. 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 _____, 2020 (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 three (3) 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 Enter Public Private Partnership – Construction/Management T-Hangar 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).

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- 2.3.3. Capital Investment Plan, 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 Authority'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 _____, 2020. 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 aeronautical lease agreements for real property utilized for the provision of 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. **Selection of Respondent.** Selection of the Respondent will be based on qualifications, experience and benefit to the Authority and airport users.
- 2.10. **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.
- 2.11. **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.
- 2.12. **Agreement.** The selected Respondent will be required to enter into Authority's form of agreement.
- 2.12.1. The Agreement will contain, among other things, an agreement to provide the proposed services in accordance with 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"), provisions required by applicable law and such other terms and conditions as Authority deems appropriate.
- 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.

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3. **INFORMATION REQUIRED FROM RESPONDENTS.** To be selected, a Proposal must demonstrate that the Respondent is financially responsible and able to provide the proposed capital improvements; continuing facility maintenance, both capital and regular; and proposed operations and management services. At a minimum, all 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.

3.1. **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 throughout the term of the Agreement).

3.1.1. 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.

3.1.2. 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.

3.1.3. 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.

3.2. **Organizational Summary.** An organizational summary of the Respondent to include the following:

3.2.1. A description of the Respondent's organization, including addresses of all central and branch or satellite offices;

3.2.2. The number of employees;

3.2.3. Major divisions and areas of expertise;

3.2.4. Key personnel the Respondent would use to perform the Services, including any licensure or professional qualifications, special expertise, and experience.

3.3. **Capital Construction Experience.** Each Respondent must notate related/similar capital construction project development and management experience.

- 3.4. **Business Management Experience.** Each Respondent must notate related business management experience, operational experience, and any applicable licensure of key individuals intended to perform and provide the services.
- 3.5. **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 or expected to associate with others, and if an association should be necessary or expected, the nature of such association.
- 3.6. **Capital Investment Plan.** Proposals must include information on the Respondent's capital development plan for the construction of the t-hangar complex. At a minimum, the plan must include:
- 3.6.1. A conceptual site and building plan.
 - 3.6.2. A description of proposed design and utility features intended to support proposed individual hangar rental rates.
 - 3.6.3. A proposed schedule of work including commencement date, time under construction, and estimated date of occupancy.
 - 3.6.4. A financing commitment letter or financial statements supporting ability to perform the construction.
- 3.7. **Marketing Strategy.** The successful Respondent will be wholly responsible for marketing the t-hangar complex and ensuring full occupancy of the facility. Proposals should include a marketing plan to describe the proposed efforts to attract and retain tenants must include:
- 3.7.1. Plan for soliciting initial and future tenants.
 - 3.7.2. Proposed rental rates for individual t-hangars.
 - 3.7.3. Proposed tenant services.
- 3.8. **Operating/Maintenance Plan.** The successful Respondent will be wholly responsible for managing and operating the t-hangar complex. Proposals must include an operating plan describing:
- 3.8.1. Organization/Staff Plan, including facility operator's experience.
 - 3.8.2. Proposed services in support of tenants.
 - 3.8.3. Demonstration of capability to perform the proposed services and maintain the facility.

- 3.8.4. Personnel and equipment used to support the operations and maintenance of the facility and provide services to tenants.

3.9. Rental Rates and Term of Agreement.

- 3.9.1. Proposed land rental rates must be a firm fixed price based on an annual per square foot calculation.
- 3.9.2. The proposed term of the agreement should be reflective of the initial capital investment, planned and incidental capital and regular maintenance, and must be in concurrence with the provisions of 3 O.S. § 65.5 Municipal Airports Act (OSCN 2020).
- 3.9.3. After the Respondent has been selected, the Authority will provide the Respondent with an Agreement establishing the terms and conditions which will include at a minimum:
 - 3.9.3.1. A provision requiring the Lessee to provide all industry standard hangar-keeper services to t-hangar tenants.
 - 3.9.3.2. A provision requiring Lessee to address both regular and capital maintenance requirements throughout the duration of the lease agreement.
 - 3.9.3.3. A provision establishing rental rate increases in compliance with the then current Airport Facilities Lease and Development Policy Statement.

3.10. Terminated Agreements, Contracts or Leases. A statement, if applicable, setting forth the following information during the past ten (10) years:

- 3.10.1. 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.
- 3.10.2. 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.
- 3.10.3. 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.

- 3.11. **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.
- 3.12. Other Information. Any other information the Respondent wishes to submit to the Authority for consideration in evaluating the Respondent's Proposal.

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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: 40 Points
 - 4.1.2. Quality of design, materials, amenities (utilities, hangar door options, size of hangars) and schedule of work. Value: 20 Points
 - 4.1.3. Qualifications and Experience of Proposer managing and completing prior construction/development projects and facilities management. Value: 15 Points
 - 4.1.4. Experience: Respondent's relevant customer and financial references demonstrating successful experience with general aviation operations, marketing and management. Value: 15 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_____,2020.

Signature

Printed Name and Title

State of _____ County of _____

The Signature above was acknowledged by me on the____day of__, 2020.

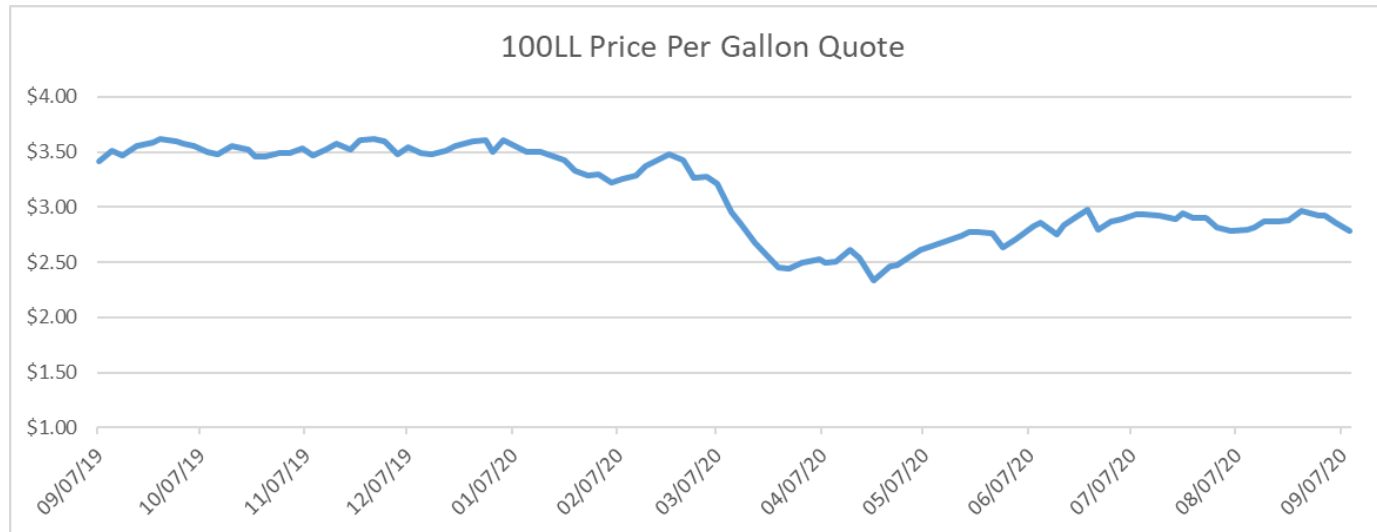
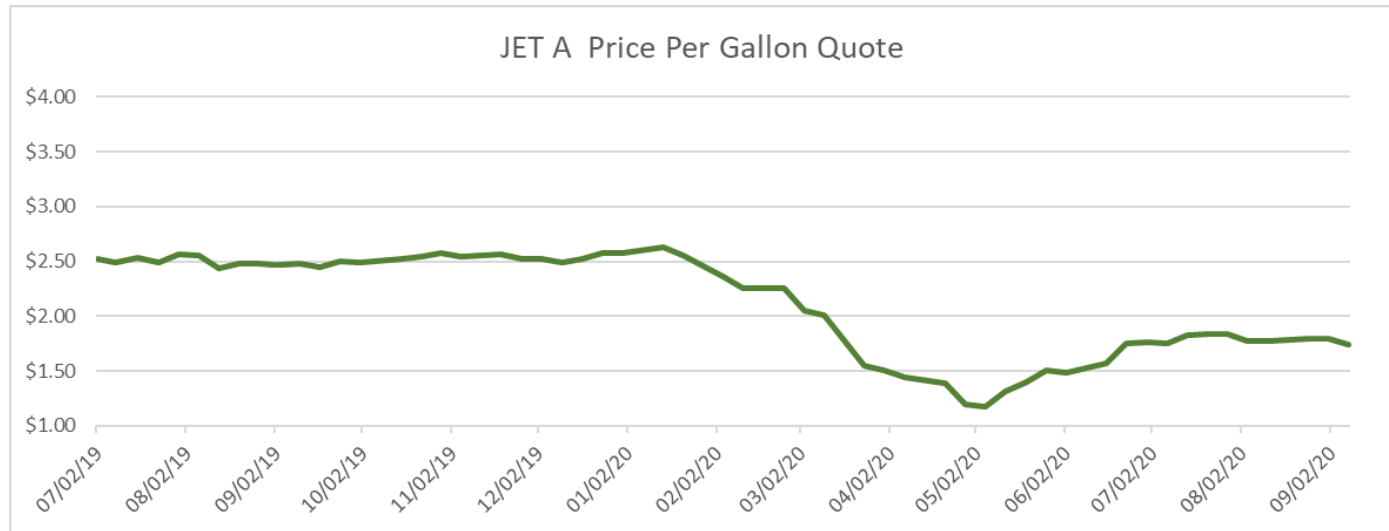


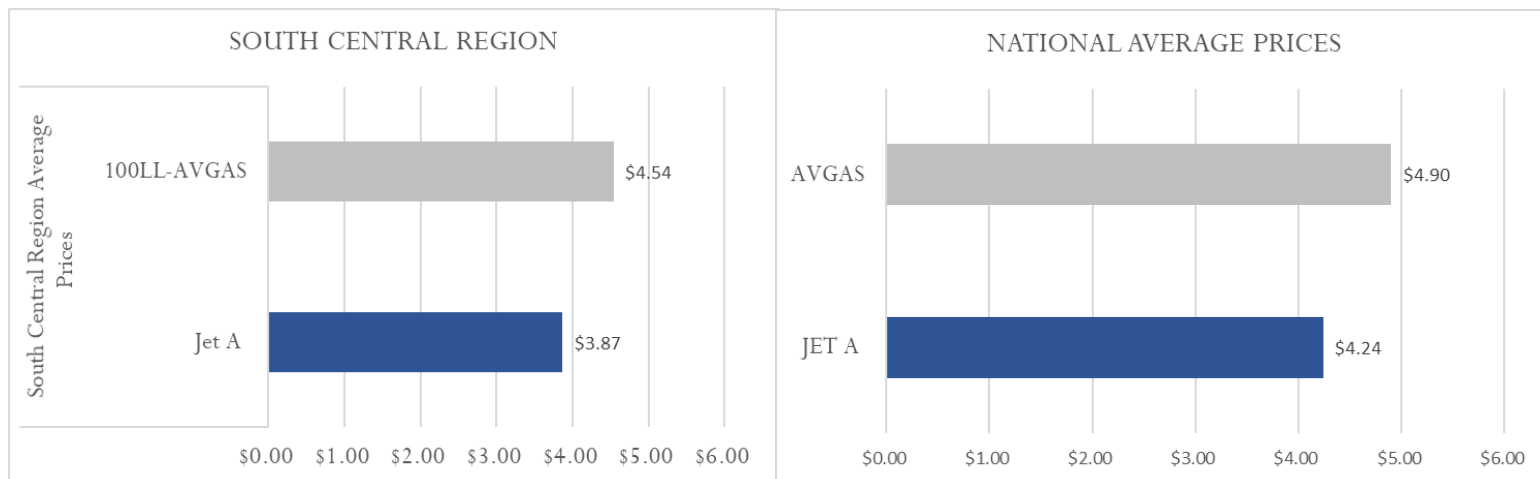
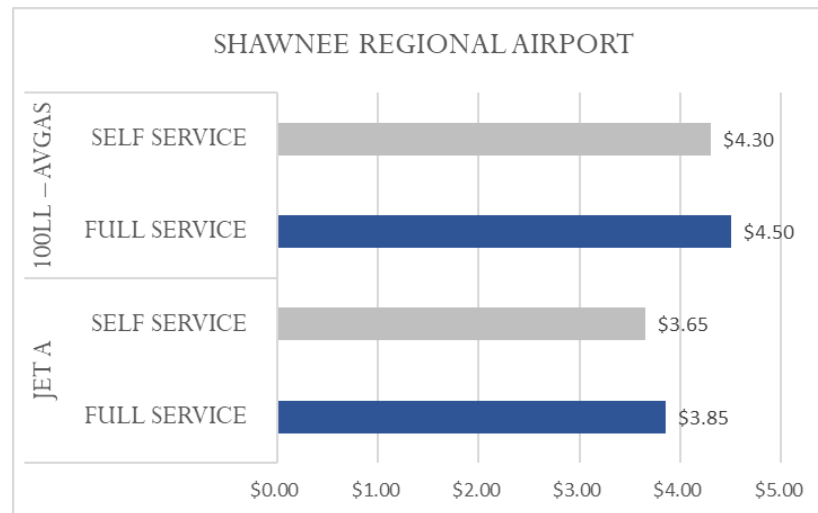
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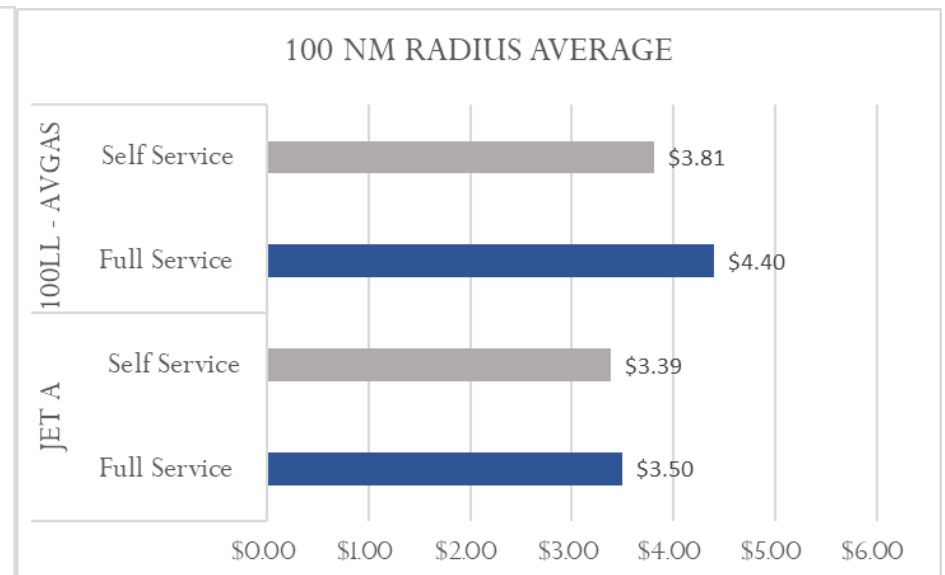
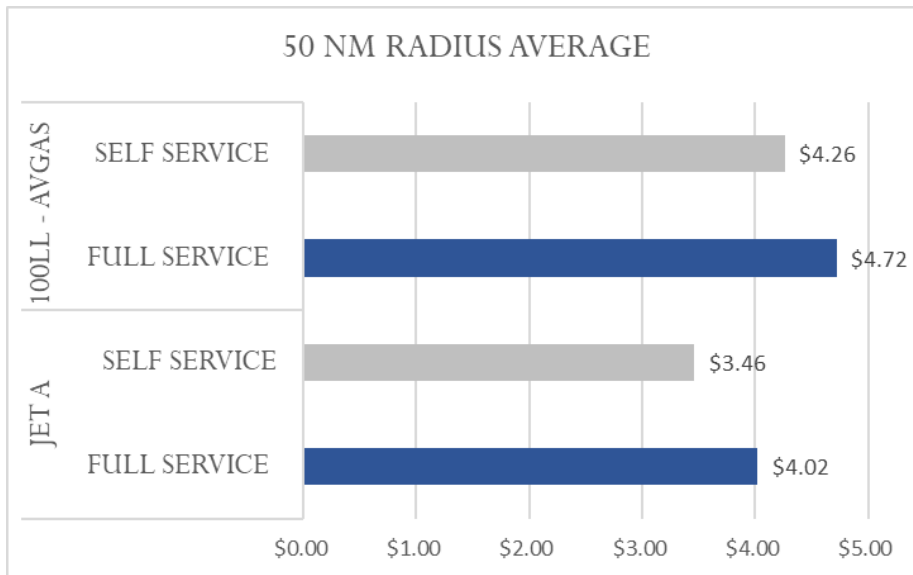
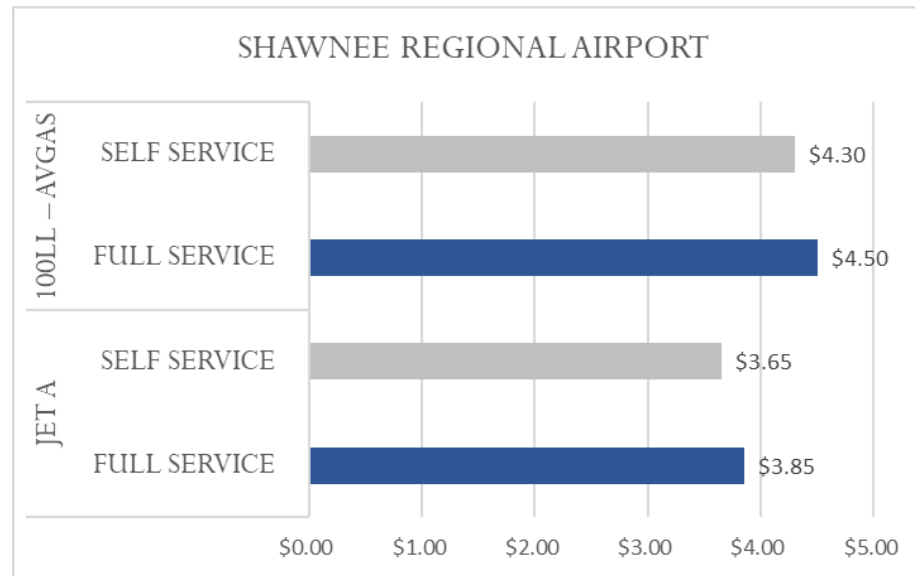
Signature of Notarial Officer

My Commission Expires

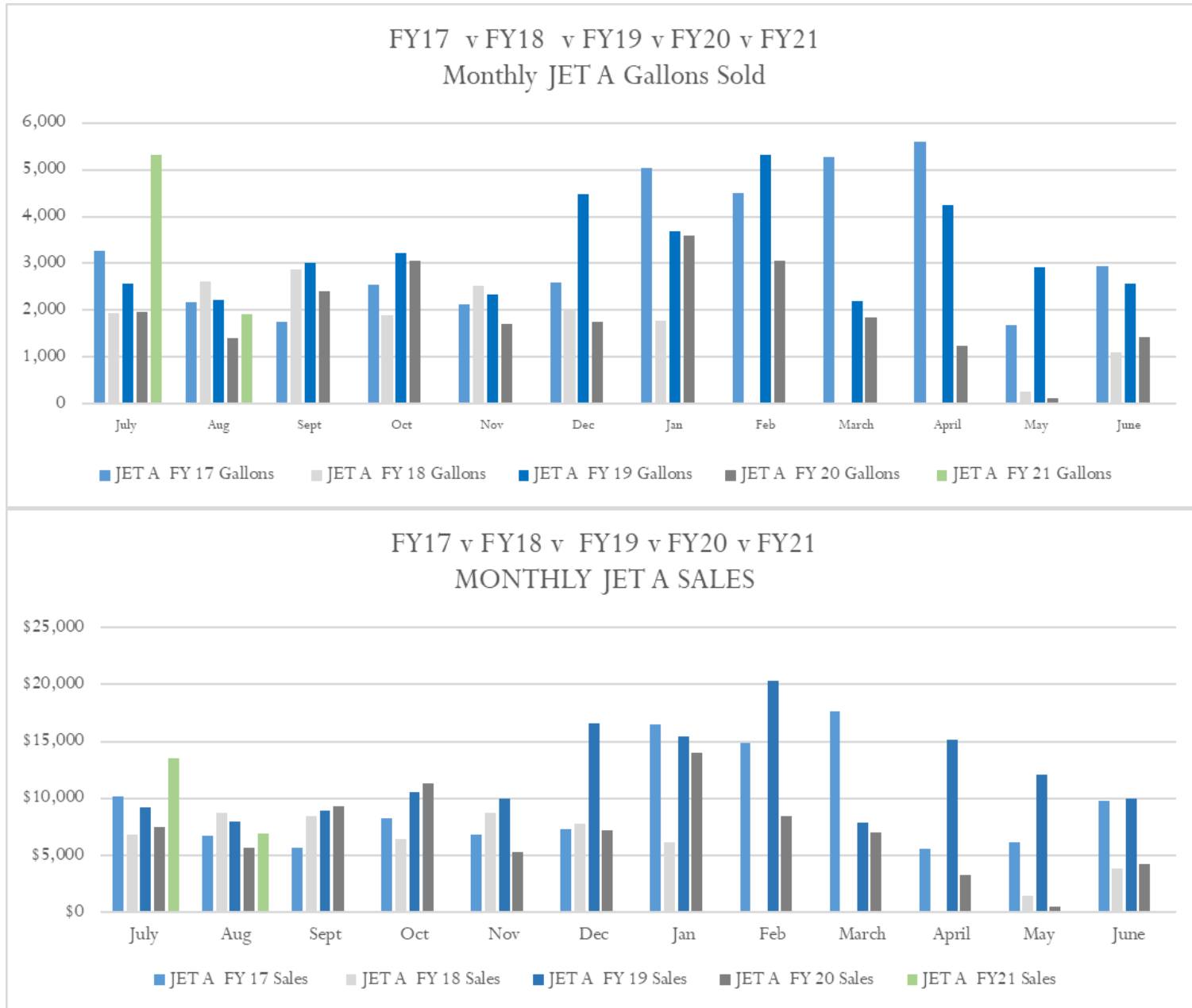
Fuel Price Comparisons



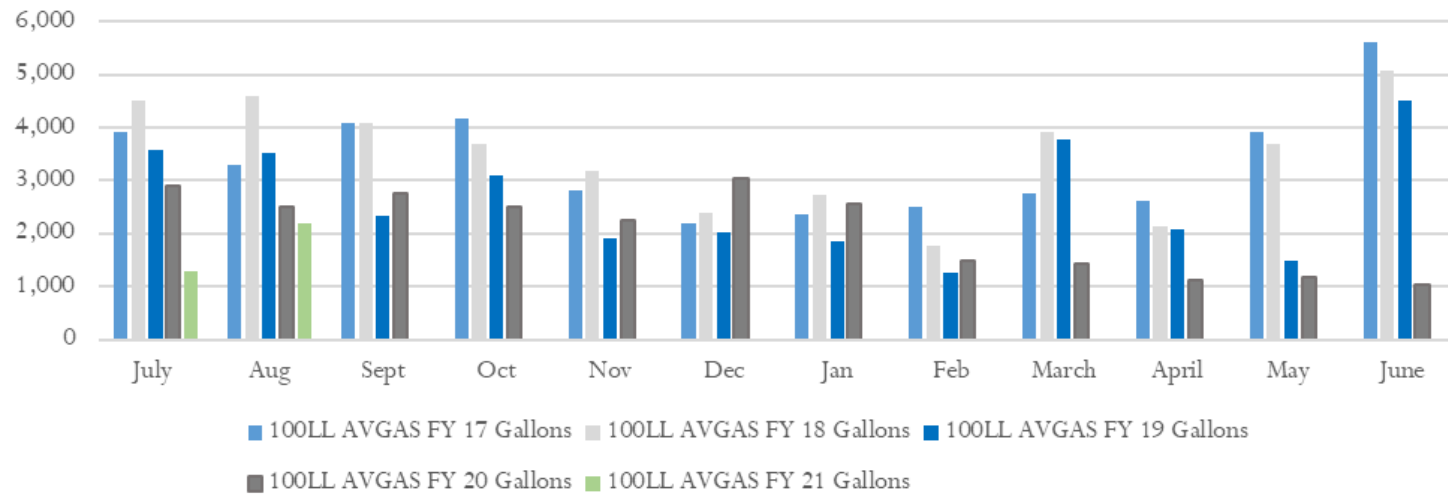




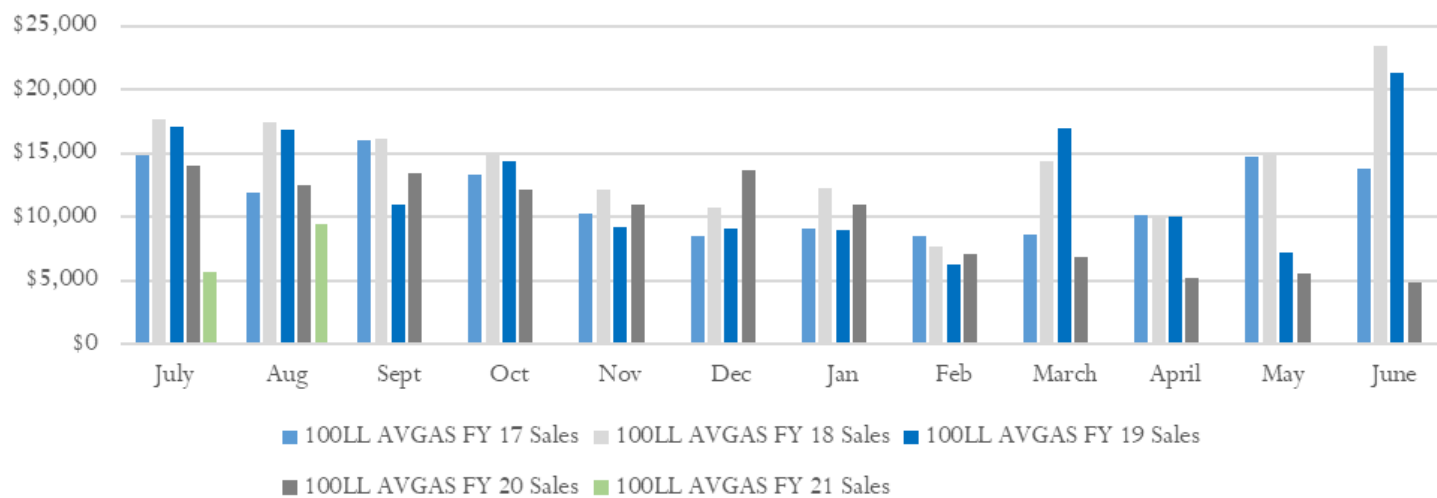
Fuel Sales



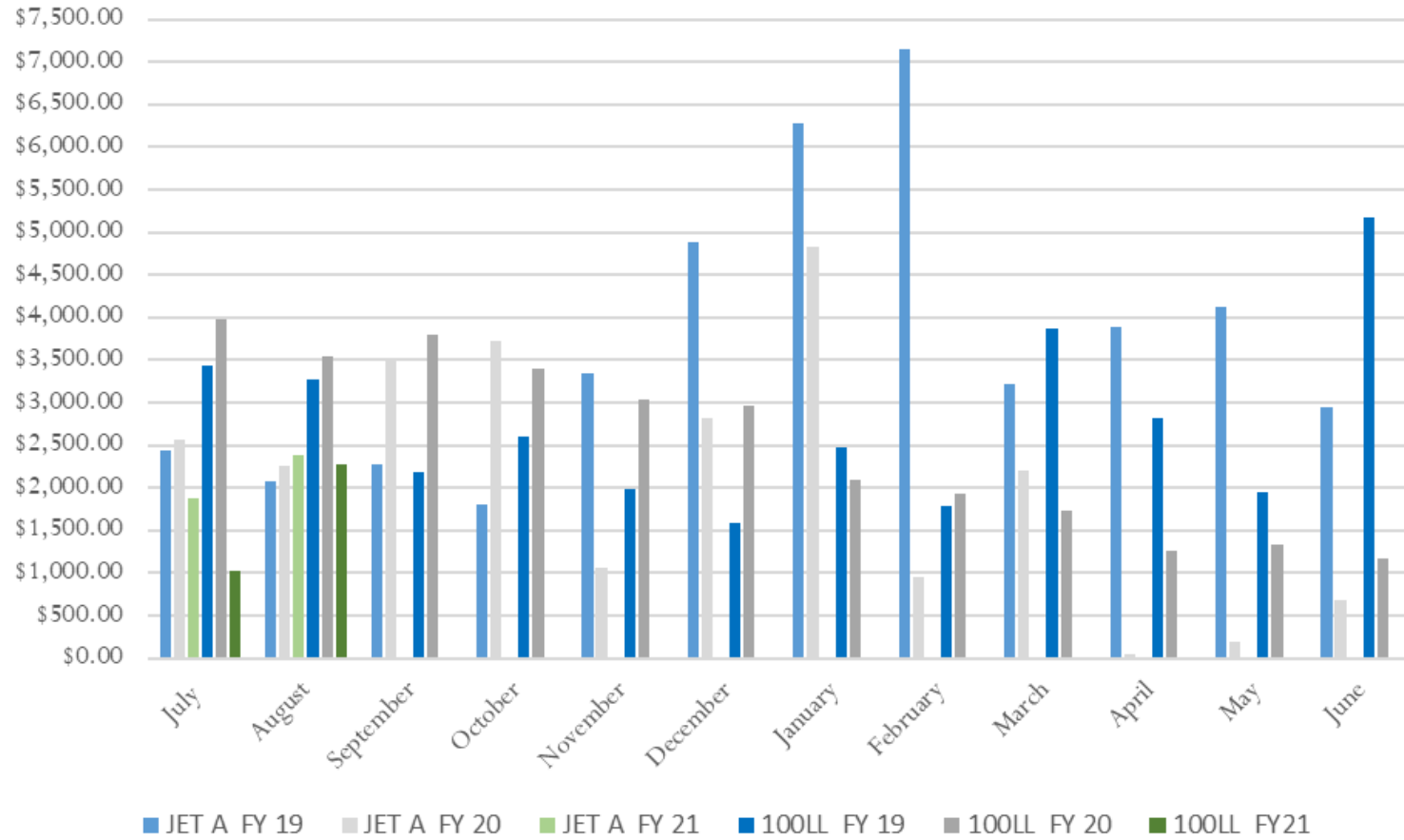
FY17 v FY18 v FY19 v FY20 v FY21
Monthly 100LL AVGAS Gallons Sold



FY17 v FY18 v FY19 v FY20 v FY21
100LL AVGAS Sales



FY19 vs FY20 vs FY21 Estimated Margin



Commercial Passenger Service Airports within 100 NM of Shawnee Regional Airport									
Facility	Based Aircraft	Annual Operations	Annual GA Transient Arrivals	NM		100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0		\$4.30	\$4.50	\$3.65	\$3.85
Cruise Aviation/ Westheimer (OUN)	109	63,437	7,280	30			\$4.68		\$4.27
AAR Aircraft Services (OKC)		158,764	12,740	37			\$5.62		\$4.42
Atlantic Aviation (OKC)	64	158,764	12,740	37			\$6.00		\$5.39
Atlantic Aviation (PWA)	277	73,285	16,016	41		\$4.86	\$5.80		\$4.99
Valair Aviation (PWA)		73,285	16,016	41			\$4.50		\$4.15
Stillwater Flt Ctr (SWO)	70	99,115	6,935	56			\$3.99		\$3.29
Christiansen Aviation / Riverside (RVS)		266,463		71			\$4.81		\$3.52
Riverside Jet Center (RVS)		266,463		71			\$4.35		\$3.00
SBA - The Line Shack/Ardmore (ADM)	22	25,626	3,833	72		\$3.41			\$2.56
Atlantic Aviation (TUL)	429	127,390	18,200	82			\$5.99		\$5.19
Sparks Aviation Center (TUL)		127,390	18,200	82			\$4.50		\$3.35
Tulsair Beechcraft (TUL)		127,390	18,200	82			\$4.13		
United States Aviation (TUL)		127,390	18,200	82					\$3.05
Legacy Jet Center (TUL)		127,390	18,200	82					\$2.69
Enid-Woodring Regional Airport (KWDG)	91	67,265	3,120	84		\$3.10	\$3.60		\$3.19
Lawton Aviation Services / Lawton-Fort Sill (LAW)	48	34,219	5,475	99			\$4.00		\$3.50
Average Prices at 50 NM						\$4.58	\$5.18	\$3.65	\$4.51
Average Prices at 100 NM						\$3.92	\$4.75	\$3.65	\$3.78

*1 Estimated "Doubling" of Arrival Information

*2 Oklahoma Aeronautics Commission

Red Text Indicates Data is Over 30 Days Old

General Aviation Airports within 100 NM of Shawnee Regional Airport								
Facility	Based Aircraft	Annual Operations (Est.) *1	Annual GA Transient Arrivals *2	NM	100LL Self Serve	100LL Full Serve	Jet A Self Serve	Jet A Full Serve
Shawnee Regional Airport (SNL)	45	2,600	1,300	0	\$4.30	\$4.50	\$3.65	\$3.85
Prague Municipal Airport (O47)	10	728	364	15	\$4.30			
Seminole Municipal (SRE)	33	1,456	728	16	\$4.70			\$4.00
Chandler Regional Airport (CQB)	11	1,144	572	26	\$4.15		\$2.75	
Goldsby (K1K4)	45	1,456	728	32	\$3.95			
City of Stroud (SUD)	10	156	78	33	\$4.00		\$3.75	
Heartland Aviation/ADA (ADH)	58	4,784	2,392	41		\$4.30		\$3.75
City of Bristow (3F7)	17	1,144	572	42	\$3.89			
City of Cushing (CUH)	25	5,600	2,800	42	\$3.49	\$3.89	\$2.89	\$2.89
Crabtree Aircraft Co./Guthrie Edmond (GOK)	80	6,240	3,120	43	\$3.99	\$4.49		\$3.95
Sundance Airport (HSD)				46	\$3.25	\$3.55		\$3.10
Pauls Valley Airport (PVJ)	41	1,456	728	47	\$2.89		\$2.99	
Legacy Aviation - Page Municipal (RCE)	56			50		\$4.76		\$3.15
Henryetta Airport (KF10)	5	102	51	52		\$3.75		
Okmulgee Regional (OKM)	28	3,640	1,820	59	\$3.85		\$2.67	
Chickasha Municipal Airport (CHK)	42	2,184	1,092	60	\$3.50		\$3.50	
El Reno Regional Airport (RQO)	24	2,912	1,456	60		\$2.95		\$2.65
City of Kingfisher (KF92)		728	364	67	\$3.63			
City of Sand Springs (OWP)	65	4,368	2,184	71	\$3.20			
Brenair Aviation/McAlester (MLC)	23	2,600	1,300	73		\$4.29		\$3.25
Perry Municipal (F22)	25	1,456	728	73		\$3.89		\$2.59
Haskell Airport Inc. (2K9)				78	\$3.95			
Guest Air Inc/Hinton Municipal (K2O8)	10	416	208	79	\$2.94			
Atoka Municipal Airport (AQR)	15	370	185	80	\$4.40			
City Of Hominy (H92)	1	104	52	81	\$3.90			
Harvey Young Airport/Tulsa (1H6)	40			82	\$4.50			
KMA Aviation LLC/Ardmore Downtown (K1F0)	47	2,184	1,092	84	\$3.40	\$3.70	\$2.40	\$2.60
Tubbs Aviation/Duncan (DUC)	43	2,912	1,456	84		\$3.96		\$3.04
Skiatook Municipal Airport (K2F6)	20	1,500	750	86	\$3.15			
Watonga Regional Airport (JWG)	16	728	364	90	\$3.39		\$3.39	
Davis Field Aviation/Muskogee (MKO)	90	3,640	1,820	91	\$3.25	\$3.95		\$2.99
Fuel PNC (Ponca City)	53	6,240	3,120	95	\$3.30	\$3.60		\$2.65
Blackwell Airport Trust / Blackwell Tonkawa	11	750	375	98	\$3.50			
Average Prices at 50 NM					\$3.93	\$4.25	\$3.26	\$3.53
Average Prices at 100 NM					\$3.69	\$4.05	\$3.13	\$3.22
*1 Estimated "Doubling" of Arrival Information								
*2 Oklahoma Aeronautics Commission								
Red Text Indicates Data is Over 30 Days Old								

Name	Original Budget	Budget Available		Name	Original Budget	Budget Available
OFFICE & COMPUTER SUPPLIES	\$ 500.00	\$ 500.00		POSTAGE & SHIPPING	\$ 500.00	\$ 500.00
FOOD & KITCHEN SUPPLIES	\$ 1,200.00	\$ 430.00		TEMPORARY LABOR SERVICES	\$ -	\$ -
CLOTHING	\$ -	\$ -		JANITORIAL SERVICES	\$ -	\$ -
FUEL, OIL & LUBRICANTS	\$ 2,000.00	\$ 1,729.79		OTHER CONTRACTUAL SERVCS.	\$ 1,000.00	\$ 700.00
FUEL AND OIL FOR RESALE	\$ -	\$ -		TRAINING CONFERENCES	\$ -	\$ -
CHEMICALS	\$ -	\$ -		OTHER TRAINING	\$ -	\$ -
MEDICAL SUPPLIES	\$ -	\$ -		MEMBERSHIPS & DUES	\$ 350.00	\$ -
LOW LEAD 100 OCTANE FUEL	\$ 142,500.00	\$ -		FILING FEES & PERMITS	\$ 100.00	\$ 30.00
JET A FUEL	\$ 95,000.00	\$ -		BOOKS & SUBSCRIPTIONS	\$ -	\$ -
TOOLS & MINOR EXUIPMENT	\$ 1,150.00	\$ 900.00		SOFTWARE PURCHASES	\$ -	\$ -
EXUIP. PARTS & SUPPLIES	\$ 2,500.00	\$ 1,750.00		SOFTWARE SUPPORT CNTRCTS.	\$ -	\$ -
STREET MAINT. MATERIALS	\$ -	\$ -		LEGAL ADVERTISING	\$ 500.00	\$ 242.10
OTHER MATERIALS&SUPPLIES	\$ 1,500.00	\$ 1,350.00		PRINTING	\$ 100.00	\$ 100.00
EXUIP. MAINT. CONTRACTS	\$ 5,645.00	\$ 495.00		INSURANCE	\$ 28,152.00	\$ 22,142.00
REPAIR & MAINT. - BLDGS.	\$ 6,000.00	\$ (242.95)		EXUIPMENT RENTAL	\$ -	\$ -
REPAIR & MAINT. - EXUIP.	\$ 6,000.00	\$ 500.00		ELECTIONS	\$ -	\$ -
REPAIR & MAINT.-VEHICLES	\$ 2,000.00	\$ 1,967.62		EVENT PURCHASE EXPENSE	\$ -	\$ -
EXUIP. SERV.-R&M VEHICLES	\$ -	\$ -		MISC. OTHER SERV. & CHGS.	\$ 1,500.00	\$ 1,245.12
REPAIR & MAINT. - OTHER	\$ 3,000.00	\$ 2,949.80		JET FUEL TRUCK RENTAL	\$ -	\$ -
LEGAL SERVICES	\$ -	\$ -		ADVERTISING & PROMOTIONS	\$ 950.00	\$ 750.00
AUDITING SERVICES	\$ -	\$ -		CONTINGENCY	\$ -	\$ -
MEDICAL SERVICES	\$ -	\$ -		CAPITAL OUTLAY - BLDGS/IMPRV	\$ 1,053,822.00	\$ 1,053,822.00
OTHER PROFESSIONAL SERVICES	\$ 5,500.00	\$ 5,459.65		CAPITAL OUTLAY-EXUIPMENT	\$ -	\$ -
NATURAL GAS	\$ 7,500.00	\$ 7,024.51		AIRPORT IMPROVEMENTS-15	\$ -	\$ -
ELECTRICITY	\$ 45,000.00	\$ 38,466.70		LEASE PAYMENTS-BUILDINGS	\$ -	\$ -
TELEPHONE	\$ 3,600.00	\$ 2,027.50		LEASE PAYMENTS - EXUIP. RENTAL	\$ -	\$ -
NATURAL GAS	\$ -	\$ -		DEPRECIATION EXPENSE	\$ -	\$ -
COPY USAGE EXPENSE	\$ 100.00	\$ 100.00		CAPITAL OUTLAY - CONTRA ACCT	\$ -	\$ -
TOTAL ORIGINAL BUDGET	\$ 1,417,669.00					
TOTAL BUDGET AVAILABLE	\$ 144,938.84					