MINUTES
AIRPORT ADVISORY BOARD
SEPTEMBER 16, 2020
REGULARLY SCHEDULED MEETING
VIA ZOOM; TELEPHONE AND BROADCASTED LIVE ON VYVE CHANNEL 3
2202 NORTH AIRPORT DR
SHAWNEE, OK

AIRPORT ADVISORY BOARD MEMBERS PARTICIPATING VIA ZOOM VIDEO CONFERENCE

Mr. John Klaser, Chairman, Mr. Barry Fogerty Vice Chairman, Mr. Harmik Der Sahakian, Mr. Scott Lee, Mr. Randall Rogers, Mr. Jim Smith, Mr. Blake White

OTHERS PARTICIPATING VIA ZOOM VIDEO CONFERENCE

Mr. Ryan Ayers, Software Support Specialist, City of Shawnee
Mr. Darrin Lofton, Pacific Air Holdings/KSNL Aero (*Citizen Comments*)
Ms. Kathryn Parker, Airport Line Services Attendant
Ms. Bonnie Wilson, Airport Manager

I. DECLARATION OF A QUORUM

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

II. CONSIDERATION AND APPROVAL OF MINUTES FROM JULY 15, 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. Fogerty offered the Motion; Mr. Smith provided a Second.

The Chairman called the Question.

All Advisory Board members present voted to approve the Motion.

III. CITIZEN COMMENTS

The Chairman recognized Mr. Darrin Lofton of Pacific Air Holdings/KSNL Aero. Mr. Lofton described a plan to construct hangars on the north ramp area of the Shawnee Regional Airport and requested a verbal agreement to undertake the project as described.

The Chairman advised Mr. Lofton that the Citizen Comment portion of the Advisory Board agenda was a listening session only and that no actions could or would be taken by the Advisory Board. The Chairman requested staff explain the requirements for submission of written proposals for consideration. Staff read the requirements from the Minimum Standards for the benefit of the participants.

Mr. Lofton then requested additional time to speak. The members of the Board approved an additional thirty seconds. Mr. Lofton requested KSNL Aero be advertised on the Shawnee Airport website.

IV. DISCUSSION AND CONSIDERATION OF RESPONSES TO REQUEST FOR PROPOSALS FOR LEASE; PROPOSED LEASE AGREEMENT

Five entities submitted proposals prior to the deadline. The Review Committee consisting of Mr. Fogerty, Mr. Lee, and Ms. Wilson reviewed all submissions and recommended award of the lease to the Central Oklahoma Aero Club.

The Chairman opened the floor for questions related to the proposal. In response to questions, staff offered clarification regarding the calculation used to determine likely fuel purchases, the number/type of aircraft operated by Club members, the opportunity for non-club members to fly club aircraft, and terms and conditions of the proposed lease language. A question was posed regarding the opportunity for participants to review their submissions if requested. Staff noted that this opportunity is available on request.

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 the Central Oklahoma Aero Club.

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.

V. DISCUSSION AND CONSIDERATION OF DRAFT REQUEST FOR PROPOSALS FOR PUBLIC PRIVATE PARTNERSHIP DEVELOPMENT OF AIRCRAFT HANGARS

Staff presented a draft Request for Proposals for Public Private Partnership to develop/construct aircraft t-hangars at the Shawnee Regional Airport. The Chairman opened the floor for questions and comments related to the draft.

Two recommendations were made: (i) include a pre-proposal meeting to allow interested parties to pose more detailed questions and the publication of an addendum to add clarity to the process; and (ii) include the amount of funding the Shawnee Airport Authority will commit to support the project.

The Chairman called for a Motion to support the recommendation from staff to publish the RFP as amended to include the recommended information.

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

The Chairman called the Question.

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

The Chairman then volunteered to serve on the RFP Review Committee and requested members of the Board to volunteer to serve. Mr. White and Mr. DerSahakian both volunteered to serve.

VI. STAFF REPORT

VII. NEW BUSINESS

No New Business was presented.

VIII. BOARD COMMENTS

Mr. Rogers noted that the building maintenance line item in the budget was very small. The Chairman noted that this fund will be increased by the revenue generated from the surplus equipment auction.

IX. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.
Mr. Rogers made a Motion to Adjourn; Mr. White 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: 10/21/2020

ATTEST:

BONNIE A. WILSON — DATE: 10/21/2020