AGENDA
SHAWNEE AIRPORT AUTHORITY
August 4, 2014 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:

   a. Minutes from the July 21, 2014 meeting

   b. Approve renewal of the 1964 Lease Agreement, as amended, between the Shawnee Airport Authority and the Young Men's Christian Association of Shawnee, Inc.

   c. Minutes from the Airport Advisory Board meeting from June 18, 2014

2. New Business

   (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

3. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Airport Authority **1. a.**

Meeting Date: 08/04/2014

SAA Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the July 21, 2014 meeting

Attachments

SAA Minutes

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, JULY 21, 2014, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:30 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Agee, Harrod, Mainord, Winterringer, Smith
ABSENT: Stephens, Hall

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda

a. Minutes from the July 7, 2014 meeting.

A motion was made by Trustee Harrod, seconded by Trustee Smith, to approve the Consent Agenda Item No. 1(a). Motion carried 5-0.

AYE: Harrod, Smith, Agee, Mainord, Winterringer
NAY: None

AGENDA ITEM NO. 2: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 3: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:04 p.m.)

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WES MAINORD

ATTEST: CHAIRMAN

PHYLLIS LOFTIS, CMC, CITY CLERK
SECRETARY

Shawnee Airport Authority **1. b.**

Meeting Date: 08/04/2014

YMCA Lease Agreement

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Approve renewal of the 1964 Lease Agreement, as amended, between the Shawnee Airport Authority and the Young Men's Christian Association of Shawnee, Inc.

Attachments

YMCA Lease

MEMORANDUM OF LEASE
YOUNG MEN'S CHRISTIAN ASSOCIATION OF SHAWNEE, INC.

THIS MEMORANDUM OF LEASE (this "Memorandum"), is dated as of the 19TH day of February 2014, by and between City of Shawnee, Oklahoma, ("Lessor") and the Young Men's Association of Shawnee, Inc. ("Lessee").

WITNESSETH:

That for and in consideration of the sum of Five Thousand Dollars ($5,000) and other good and valuable considerations and the further consideration of the rents reserved and the covenants and conditions more particularly set forth in that certain Lease, as amended, dated February 19th, 1964 by and between Lessor, as lessor, and Lessee, as successor in interest to the YMCA, as lessee, (as assigned, the "Lease"), demising the premises more particularly described in Section I of the original lease, as amended, Lessor and Lessee do hereby covenant and agree as follows:

1. LEASE: The Lessor hereby leases, lets and demises to the Lessee land located at 700 W. Saratoga Street, Shawnee, Oklahoma totaling approximately 4.81 acres.

2. TERM: The Lessee is exercising the right to extend the lease for Fifty (50) years. The Lessor leases to the Lessee said land for a term commencing on the 19th day of February 2014 and terminating on the 18th day of February 2064, unless sooner terminated in accordance with the provisions of this lease.

3. NOTICE OF LEASE: The sole purpose of this instrument is to give notice of the Lease and all its terms, covenants and conditions to the same extent as if the Lease were fully set forth herein, as set forth in the Lease. The conditions, covenants and agreements contained in this instrument shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators and assigns; provided, however, in the event of a conflict between the provisions hereof and those of the Lease, the covenants and provisions of the Lease shall be controlling. Lessor and Lessee reaffirm all of the terms and conditions of the Lease.

4. COUNTERPARTS: This Memorandum may be executed in counterparts and when taken together, the counterparts shall constitute one fully executed original agreement.

5. EFFECTIVE DATE: This Memorandum is effective as of the date of the assignment of the Lease to Lessee.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum on the day and year written above

THE CITY OF SHAWNEE
A MUNICIPAL CORPORATION

____
BRAIN MCDOUGAL
CITY MANAGER
AIRPORT MANAGER

SEAL
ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

YMCA of Shawnee, Inc.

BY:___________________________

Subscribed and sworn to before me, a Notary Public in and for the State of Oklahoma,
This ______________ day of ___________, 2014.

My Commission expires ______________________, ______.

Shawnee Airport Authority **1. c.**

Meeting Date: 08/04/2014

Advisory Board Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the Airport Advisory Board meeting from June 18, 2014

Attachments

Advisory Board Minutes

MINUTES
AIRPORT ADVISORY BOARD MEETING JUNE 18, 2014, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

ROLL CALL

PRESENT: Kevin Huddleston, Pete Barger, Bert Humphreys, Harmik Dersahakian, Barry Fogerty, Will Smallwood

ABSENT: Terry Toole

OTHERS PRESENT: Brian Mcdougal – City Manager, Keenan English -Assistant Airport Manager, Jacob Crooch – Scissortail Skydiving, Mark White – Air Flite, Inc.

DECLARATION OF A QUORUM

ITEM ONE: CONSIDER AND APRROVE CONSENT AGENDA
Motion to approve Consent Agenda – Consent agenda approved unanimously by board. Meeting minutes from May 21, 2014 approved unanimously by board. Mr. English gave staff report.

ITEM TWO: SUB COMMITTEE REPORTS
Financial report given by Mr. Huddleston. Report consisted of fuel sales, ending inventory, and fuel pricing

ITEM THREE: DISCUSSION AND CONSIDERATION OF THE DESIGNATED DROP ZONE FOR SCISSORTAIL SKYDIVING, LLC
The Board discussed with Mark White and Jacob Crooch about alternative landing areas for Scissortail Skydiving and their customers. Jacob Crooch presented the pros and cons of landing in various areas of the airport and concluded his current location was necessary for business and safety reasons, and that their location was standard compared to other skydiving companies around the country. Mr. White expressed making sure proper communication was established between Scissortail Skydiving and Air Flite's customers and staff during skydiving operations. The Board agreed that the area between Hangar 13 and Twy A was suitable as long as proper radio communication was made, appropriate NOTAMs were put out, and that a "skydiving flag" was set out and made visible to other pilots during Scissortail's time of operations.

ITEM FOUR: DISCUSSION AND CONSIDERATION OF RENEWING AND AMENDING THE YMCA LEASE
Mr. English explained to the Board that the YMCA has the right to renew a lease with the Shawnee Airport Authority for an additional 50 years. The Board agreed that a strong subordination clause should exist in the lease that protects the Airport if any Federal or State policies required the YMCA to pay more in rent than what the lease agrees to.

ITEM FIVE: DISCUSSION AND CONSIDERATION OF APRROVING A LEASE RENEWAL WITH DAVIS MARTIN STRUCTURES
The Board unanimously approved a new lease with Davis Martin Structures (A&P Mechanic). The lease was for one year with options to renew every year for the next five years.

ITEM SIX: DISCUSSION AND CONSIDERATION OF PRIVATE T-HANGAR CONSTRUCTION NORTH OF HANGAR 13

Mr. English explained the growing interest in private investors wanting to build hangars at the airport and that a policy regarding hangar construction needs to be made very soon. The Board expressed the importance of the airport building and owning the hangars in order to generate the most revenue. The Board suggested that the Airport exhaust every option to find ways to finance hangar construction and to find support from the Shawnee Airport Authority and community. If no options exist, or if city officials cannot support financing options, the airport would need to entertain private development.

ITEM SEVEN: CITIZEN COMMENTS – No new business

ITEM EIGHT: NEW BUSINESS– No board comments

ITEM NINE: BOARD COMMENTS

ITEM TEN: ADJOURNMENT - Board unanimously voted to adjourn meeting at 6:52pm.