

AGENDA
SHAWNEE AIRPORT AUTHORITY
August 1, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the July 18, 2022 regular meeting.
 - b. Acknowledge the Airport Advisory Board Minutes from the June 8, 2022 rescheduled regular meeting.
2. New Business

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

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA 28 CFR/36)

Shawnee Airport Authority

1. a.

Meeting Date: 08/01/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the July 18, 2022 regular meeting.

Fiscal Impact

Attachments

Minutes

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION, MONDAY, JULY 18, 2022, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 4:00 P.M. ON JULY 14, 2022. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Engles, Flood, Bolt, Rutherford, Sehorn, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the July 5, 2022 regular meeting.

A motion was made by Trustee Rutherford, seconded by Trustee Sehorn, to approve Consent Agenda Item No. 1(a). Motion carried 7-0.

AYE: Rutherford, Sehorn, Salter, Matthews, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 2:

New Business (Any matter not known, 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. (7:13 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Shawnee Airport Authority

1. b.

Meeting Date: 08/01/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the Airport Advisory Board Minutes from the June 8, 2022 rescheduled regular meeting.

Fiscal Impact

Attachments

Minutes

**MINUTES
AIRPORT ADVISORY BOARD
JUNE 8, 2022
RE-SCHEDULED REGULAR MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. John Klaser, Chairman, Mr. Barry Fogerty, Vice Chairman, Mr. Harmik DerSahakian, Mr. Scott Lee, Mr. Randy Rogers, Mr. Jim Smith, Mr. Blake White

OTHERS PRESENT

Mr. Larry Briggs, Guest of the Advisory Board
Mr. Matthew Lovelace, Shawnee Regional Airport Staff
Mr. Rob Morris, Citizen of Shawnee
Ms. Bonnie Wilson, Shawnee Regional Airport Staff

I. DECLARATION OF A QUORUM

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

II. DISCUSSION AND CONSIDERATION OF MINUTES FROM MAY 18, 2022, REGULAR MEETING

A copy of the Minutes was included in the meeting agenda package.

The Chairman called for a Motion to Approve the Minutes as presented.

Mr. White made the Motion, Mr. Fogerty provided as Second.

The Chairman called the Question. Six members of the Advisory Board present approved the Motion; Mr. Smith abstained.

III. CITIZEN COMMENTS

Mr. Morris thanked the members of the Board completing their terms of service and congratulated Mr. Briggs on his nomination to the Airport Advisory Board.

IV. ELECTION OF AIRPORT ADVISORY CHAIRMAN

Per the terms and conditions of the Procedures for Election of Officers and Terms of Office adopted by the Shawnee Airport Advisory Board at their Regular Meeting December 15, 2021, nomination forms, and notice of election for the position of Chairman, were provided to all members of the Board at the May 18, 2022, Regular Meeting.

Nominations were received by the airport manager, and presumptive nominees were contacted to affirm their desire to be included on the ballot. Nominees for the position of Chairman of the Airport Advisory Board for the term commencing July 1, 2022, through June 30, 2024 were:

Mr. Harmik DerSahakian
Mr. Scott Lee
Mr. Randall Rogers

The Chairman reviewed the voting procedures notifying members that a voice vote would be followed by a motion to confirm the election of the candidate receiving a majority of the votes cast. Mr. DerSahakian received six votes, Mr. Lee one.

The Chairman called for a motion to affirm Mr. DerSahakian had received the majority of the votes to serve as Chairman for a term commencing July 1, 2022, through June 30, 2024.

Mr. Rogers provided the motion; Vice Chairman provided a second to the motion.

The Chairman called the Question, and all seven of the Members of the Advisory Board unanimously approved the Motion.

V. RECOGNITION OF RETIRING AIRPORT ADVISORY BOARD MEMBERS

Mr. DerSahakian as the newly elected Chairman read aloud and presented signed certificates of recognition to Mr. James Smith, Mr. Barry Fogerty and Mr. John Klaser.

VI. DISCUSSION AND CONSIDERATION OF FAA SAFETY SEMINAR TOPICS

Ms. Wilson noted the Federal Aviation Administration FAASTeam representatives have been authorized to support in person safety seminars at airports across the region.

Topics for seminars were solicited to encourage the FAASTeam representative to include the Shawnee Regional Airport in the program.

Recommendations for topics included:

1. Introduction/Refresher on the FAASTeam Wings Program for pilots, e.g., how to register, access training materials, log points against training requirements, etc.
2. Air Traffic Control Communications - Best Practices for Pilots
3. Environmental Risk Factors in Flying – Effects of Heat, Cold, Air Density
4. National Oceanic and Atmospheric Administration

VII. STAFF REPORT

1. Mr. Briggs, Mr. Crowder, and Mr. Smithson's nominations to serve on the Airport Advisory Board were confirmed by the City of Shawnee City Commission Members, Monday evening June 6, 2022.
2. Staff has applied to the Federal Aviation Administration (FAA) for Airport Improvement Program (AIP) grant funding to support the Storm Water Assessment/Rehabilitation project Phase 1 – Engineering Assessment and Design scheduled for later this calendar year. The estimated fees for engineering services are not to exceed \$118,000.
 - a. FAA AIP will provide up to 90% of the eligible costs of the project, in this case \$106,200.
 - b. AIP grant rules require the Airport Sponsor to provide the remaining 10% of eligible the costs. In this case Shawnee Airport Authority revenues will be used to provide the required \$11,800.

Staff is recommending the Shawnee Airport Authority (SAA) pass a resolution to authorize the City Manager to execute the grant offer and the contract for engineering services once grant funds have been confirmed. This recommendation will be considered by the SAA at their June 20, 2022 Regular Meeting.

3. The FAA has approved staff's request to reclassify approximately 72 acres located on the west side of Shawnee Regional Airport from aeronautical use to non-aeronautical use to allow the OK Army Guard to construct their new armory/readiness center. Staff has requested the City Attorney review of the draft lease language between the SAA and the City of Shawnee, and the companion sublease between the City of Shawnee and the Oklahoma Military Department to ensure accuracy and completeness prior to executing the documents. The OMD will begin and environmental assessment and initial design of the new facility following execution of the lease agreements.
4. The Shawnee Airport Authority Fiscal Year 2023 Capital and Expense budgets will be presented to the Shawnee Airport Authority for approval at their regular meeting June 20, 2022.
5. The Civil Air Patrol Southwest Region Powered Flight Academy is scheduled for June 16, - 26, 2022. Academy activities will be hosted at the Shawnee Regional Airport.

VIII. BOARD COMMENTS

No additional comments were provided.

IX. ADJOURNMENT

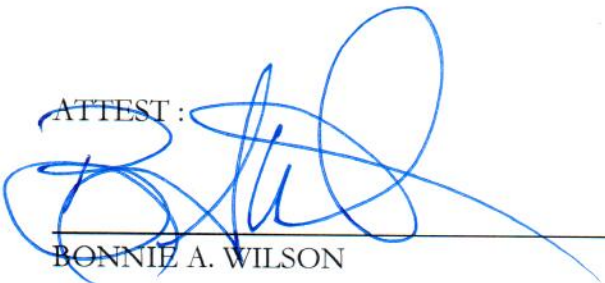
The Chairman called for a Motion to Adjourn the meeting.

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.


HARMIK DERSAHAKIAN, CHAIRMAN

7/20/2022
DATE

ATTEST : 
BONNIE A. WILSON

07/20/22
DATE