

AGENDA
SHAWNEE AIRPORT AUTHORITY
July 19, 2021 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the June 14, 2021 Special Call meeting and the June 21, 2021 regular meeting.
 - b. Acknowledge Airport Advisory Board Minutes from the April 21, 2021 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

Shawnee Airport Authority

1. a.

Meeting Date: 07/19/2021

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the June 14, 2021 Special Call meeting and the June 21, 2021 regular meeting.

Fiscal Impact

Attachments

June 14, 2021

June 21, 2021

**BOARD OF CITY COMMISSIONERS AND
THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND
THE SHAWNEE MUNICIPAL AUTHORITY
CITY OF SHAWNEE
SPECIAL CALLED SESSION
JUNE 14, 2021**

The Board of City Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority met in Special Called Session at the Shawnee Commission Chambers, 16 West 9th Street, Shawnee, Oklahoma at 6:00 p.m. on the 14th day of June, 2021, pursuant to notice duly posted as prescribed by law. Vice Mayor Rutherford presided and called the meeting to order. The following members were in attendance and a quorum was declared.

Absent
Chairman

Daniel Matthews
Commissioner Ward 1

Bob Weaver
Commissioner Ward 2

Travis Flood
Commissioner Ward 3

Darren Rutherford
Commissioner Ward 4-Vice Mayor

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

Absent: Ed Bolt

The Call for said meeting was entered upon the records by the City Clerk, said Call being as follows:

NOTICE OF A CALLED SPECIAL SESSION OF THE BOARD OF CITY
COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES
OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL
AUTHORITY, OKLAHOMA

You and each of you are hereby notified that by virtue of a call issued by me on this 10th day of June, 2021, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority, Oklahoma in the Shawnee Commission Chambers, 16 West 9th Street, Shawnee, Oklahoma at 6:00 p.m. on the 14th day of June, 2021, and you are hereby notified to be present at said meeting.

The purpose of said meeting will be to hold a public hearing for the budget for Fiscal Year 2021-2022.

Witness my hand this 10th day of June, 2021.

(SEAL)

ATTEST:

/s/ Lisa Lasyone
LISA LASYONE, CMC,
CITY CLERK

/s/ Chance Allison
CHANCE ALLISON
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 10th day of June, 2021 at 12:20 p.m., and executed the same by delivering a true and correct copy thereof to the Mayor and to each of the Commissioners of the Board of City Commissioners for the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority, Oklahoma as follows:

A read verification was received from Mayor Ed Bolt via e-mail at 12:49 p.m. on June 10, 2021.

A read verification was not received from Commissioner Daniel Matthews.

A read verification was not received from Commissioner Bob Weaver.

A read verification was received from Commissioner Travis Flood via e-mail at 9:28 a.m. on June, 12, 2021.

A read verification was received from Vice Mayor Darren Rutherford via email at 12:47 p.m. on June 10, 2021.

A read verification was not received from Commissioner Mark Sehorn.

A read verification was received from Commissioner Ben Salter via e-mail at 1:41 p.m. on June 10, 2021.

LISA LASYONE, CMC,
CITY CLERK

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA TO BE HELD ON THE 14TH DAY OF JUNE, 2021 AT 6:00 P.M. AT THE SHAWNEE COMMISSION CHAMBERS, 16 WEST NINTH STREET, SHAWNEE, OKLAHOMA. THE PURPOSE OF SAID MEETING WILL BE TO HOLD A PUBLIC HEARING FOR THE BUDGET FOR FISCAL YEAR 2021-2022.

BY VIRTUE OF THE AUTHORITY VESTED IN ME BY SECTION 4, ARTICLE IV OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, A SPECIAL SESSION OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA IS HEREBY CALLED TO MEET AT THE CITY COMMISSION CHAMBERS, 16 WEST 9TH STREET, SHAWNEE, OKLAHOMA AT 6:00 P.M. ON THE 14TH DAY OF JUNE, 2021 TO HOLD A PUBLIC HEARING FOR THE BUDGET FOR FISCAL YEAR 2021-2022.

Witness my hand on this 10th day of June, 2021.

/s/ Chance Allison
CHANCE ALLISON,
CITY MANAGER

(SEAL)

ATTEST:

/s/ Lisa Lasyone
LISA LASYONE, CMC,
CITY CLERK

THE BOARD OF CITY COMMISSIONERS AND THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN SPECIAL CALLED SESSION IN THE SHAWNEE COMMISSION CHAMBERS, 16 WEST 9TH STREET, SHAWNEE, OKLAHOMA AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. VICE MAYOR RUTHERFORD PRESIDED AND CALLED THE MEETING TO ORDER. THE FOLLOWING MEMBERS WERE IN ATTENDANCE.

CALL TO ORDER AT 6:00 P.M.

PRESENT AT ROLL CALL: Matthews, Weaver, Flood, Rutherford, Sehorn, Salter
ABSENT AT ROLL CALL: Bolt

DECLARATION OF A QUORUM

AGENDA ITEM NO. 1: Public hearing for the budget for Fiscal Year 2021-2022.

Finance Director Ashley Neel explained the projected revenue for the General Fund is \$23,633,022 with expenditures being approximately \$23,631,957. These figures include a 2% increase from the Fiscal Year 2020-2021 budget. The Shawnee Municipal Authority projected revenue is \$18,813,608 and expenditures are approximately \$18,873,572. The Capital Improvement Fund projected revenue is \$2,710,685 and expenditures are approximately \$2,640,862. Ms. Neel presented highlights on each fund.

Vice Mayor Rutherford declared a public hearing in session to consider the budget for Fiscal Year 2021-2022. Mr. Michael Savage appeared in favor of said budget. No one appeared against said budget. The public hearing was closed.

AGENDA ITEM NO. 2: ADJOURNMENT

There being no further business to be considered, the meeting was adjourned by power of the Vice Chair at 6:18 p.m.

DARREN RUTHERFORD, VICE MAYOR

(SEAL)

ATTEST:

KACIE ECK,
SENIOR DEPUTY CITY CLERK

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION, MONDAY, JUNE 21, 2021, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 3:33 P.M. ON JUNE 18, 2021. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Weaver, 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 June 7, 2021 regular meeting.
- b. Confirm action taken by the City Commission on Agenda Item No. 4 regarding the cancellation of the regular scheduled July 6, 2021 City Commission, Shawnee Airport Authority, and Shawnee Municipal Authority meetings.

A motion was made by Trustee Matthews, seconded by Trustee Rutherford, to approve the Consent Agenda Item Nos. 1(a-b). Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 2:

Consideration of approval of the Shawnee Airport Authority budget for Fiscal Year 2021-2022.

Finance Director Ashley Neel explained there were no significant changes from the public hearing held on June 14, 2021 regarding the budget.

A motion was made by Trustee Matthews, seconded by Trustee Flood, to approve the Shawnee Airport Authority budget for Fiscal Year 2021-2022. Motion carried 7-0.

AYE: Matthews, Flood, Bolt, Rutherford, Sehorn, Salter, Weaver
NAY: None

AGENDA ITEM NO. 3:

Consideration of a resolution adopting the budget for the Shawnee Airport Authority for the period of July 1, 2021 through June 30, 2022 finding all things requisite and necessary have been done in preparation and presentation of budget.

A motion was made by Trustee Flood, seconded by Trustee Rutherford, to approve a resolution adopting the budget for the Shawnee Airport Authority for the period of July 1, 2021 through June 30, 2022 finding all things requisite and necessary have been done in preparation and presentation of budget.

Resolution No. SAA-2021-1 was introduced.

A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR SHAWNEE AIRPORT AUTHORITY, OKLAHOMA FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022 FINDING ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTATION OF SAID BUDGET.

Motion carried 7-0.

AYE: Flood, Rutherford, Sehorn, Salter, Matthews, Weaver, Bolt
NAY: None

AGENDA ITEM NO. 4:

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. 5:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:31 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

KACIE ECK, SECRETARY

DRAFT

Shawnee Airport Authority

1. b.

Meeting Date: 07/19/2021

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Airport Advisory Board Minutes from the April 21, 2021 regular meeting.

Fiscal Impact

Attachments

Minutes

**MINUTES
AIRPORT ADVISORY BOARD
APRIL 21, 2021
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. Barry Fogerty, Vice Chairman, Mr. Harmik DerSahakian, Mr. Randall Rogers, James Smith, Blake White

OTHERS PRESENT

Mr. Tim Burg, Shawnee Forward
Mr. Rob Morris, Citizen of Shawnee
Ms. Ashley Neel, Assistant City Manager/Finance Director/City Treasurer
Ms. Kathryn Parker, Airport Line Services Attendant
Ms. Bonnie Wilson, Airport Manager

I. DECLARATION OF A QUORUM

Four members of the Advisory Committee were noted as Present, the Vice Chairman Declared a Quorum. Mr. White joined the meeting following the initial declaration.

II. CONSIDERATION AND APPROVAL OF MINUTES FROM MARCH 17, 2021, REGULAR MEETING

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

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

Mr. Rogers offered the Motion; Mr. Der Sahakian provided a Second.

Only three Board Members present at the April meeting were also present at the March meeting. With insufficient members to approve the minutes by vote, the action was tabled until a future meeting.

III. CITIZEN COMMENTS

No Citizen Comments were offered.

IV. DISCUSSION ON PROPOSED ARMY NATIONAL GUARD ARMORY DEVELOPMENT PROJECT - MR. TIM BURG, DIRECTOR OF ECONOMIC DEVELOPMENT - SHAWNEE FORWARD

Staff introduced a memo outlining an opportunity to work with the City of Shawnee and the Oklahoma Army National Guard to construct a new armory facility on approximately thirty-five (35) acres of the airfield west of the runway. This project will require an application to the Federal Aviation Administration to "reclassify" the acreage to non-aeronautical use on the Airport Layout Plan. H.W. Lochner, the airport's consulting engineering team will be assisting with the assessment of proposed design, including location of buildings and equipment, and the preparation of application materials.

Mr. Tim Burg, director of economic development with Shawnee Forward led a discussion on the matter and fielded questions from Board members and citizen participants. Mr. Burg noted that the new facility will provide for an expansion of Guard activities here in Shawnee, and that the expansion will bring economic and other community benefits. Mr. Burg also noted that the Pottawattamie County Commissioners provided funding to address the consulting engineer's fees.

Board members directed questions to staff regarding impacts on aviation operations, and future growth of the airfield portions of the airport. Mr. Rogers requested an opportunity to review materials prepared for submission to the Federal Aviation Administration prior to finalization and was assured by staff they would be made available.

V. STAFF REPORT

Staff provided information on - current wholesale and retail fuel prices, fuel sales, and the status of the Fiscal 2021 Budget.

VI. NEW BUSINESS

No New Business was presented.

VII. BOARD COMMENTS

No Comments were offered.

VIII. ADJOURNMENT

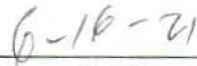
The Vice Chairman called for a Motion to Adjourn the meeting.

Mr. Der Sahakian made a Motion to Adjourn; Mr. Rogers provided a Second to the Motion.

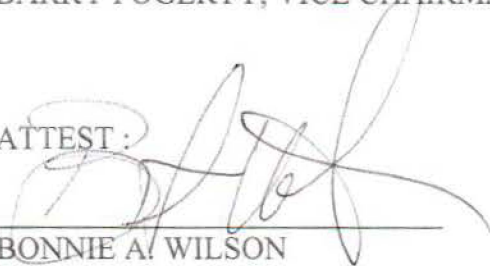
The Vice Chairman called the Question, and the Members of the Advisory Board present unanimously approved the Motion. The meeting was adjourned.



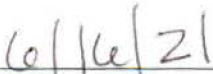
BARRY FOGERTY, VICE CHAIRMAN



DATE

ATTEST: 

BONNIE A. WILSON



DATE