

AGENDA
SHAWNEE AIRPORT AUTHORITY
June 19, 2017 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Minutes from the May 31, 2017 special call meeting and June 5, 2017 regular meeting.
2. Consideration of approval of the Shawnee Airport Authority budget for Fiscal Year 2017-2018.
3. Consideration of a resolution adopting the budget for the Shawnee Airport Authority for the period of July 1, 2017 through June 30, 2018 finding all things requisite and necessary have been done in preparation and presentation of budget.
4. New Business

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

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Airport Authority**1.a.**

Meeting Date: 06/19/2017

SMA Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the May 31, 2017 special call meeting and June 5, 2017 regular meeting.

Fiscal Impact**Attachments**

SAA Minutes SC 05-31-2017

SAA Minutes 06-05-2017

**BOARD OF CITY COMMISSIONERS AND
THE BOARD OF TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY AND
THE SHAWNEE AIRPORT AUTHORITY**

CITY OF SHAWNEE
SPECIAL CALLED SESSION
MAY 31, 2017

The Board of City Commissioners and the Board of Trustees of the Shawnee Municipal Authority and the Shawnee Airport Authority met in Special Called Session at the Heart of Oklahoma Exposition Center, 1700 West Independence, Shawnee, Oklahoma, Wednesday, May 31, 2017 at 9:00 a.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. The following members were in attendance and a quorum was declared.

Richard Finley
Chairman

Absent
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Absent
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

Absent: Bushong, Shaw

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, TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY AND
TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE,
OKLAHOMA

You and each of you are hereby notified that by virtue of a call issued by me on this 23rd day of May, 2017, a Special Called Session will be held of the Board of Commissioners, Shawnee Municipal Authority and Shawnee Airport Authority of the City of Shawnee, Oklahoma at the Heart of Oklahoma Exposition Center, 1700 West Independence, Shawnee, Oklahoma at 9:00 a.m. on the 31st day of May, 2017, and you are hereby notified to be present at said meeting.

The purpose of said meeting will be for a Budget and Strategic Planning Workshop to present, review and discuss the proposed City of Shawnee, Shawnee Municipal Authority and Shawnee Airport Authority budgets for FY 2017-2018. As part of said discussion, City projects, goals, long-term needs and funding options will be discussed along with the draft Shawnee Strategic Plan.

Witness my hand this 23rd day of May, 2017.

(SEAL)

ATTEST:

s/s Phyllis Loftis
PHYLLIS LOFTIS, CMC
CITY CLERK

s/s Justin Erickson
JUSTIN ERICKSON
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 24th day of May, 2017 at 10:04 a.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, Oklahoma as follows:

A read verification was not received from Mayor Richard Finley via e-mail.

A read verification was received from Commissioner Dub Bushong via e-mail at 5:11 o'clock p.m. on May 18, 2017.

A read verification was not received from Commissioner Ron Gillham via e-mail.

A read verification was received from Commissioner/Vice Mayor James Harrod via e-mail at 5:10 p.m. on May 27, 2017.

A read verification was received from Commissioner Darren Rutherford via e-mail at 12:05 p.m.

on May 24, 2017.

A read verification was not received from Commissioner Lesa Shaw via e-mail.

A read verification was received from Commissioner Ben Salter via e-mail at 3:17 p.m. on May 24, 2017.

s/s Phyllis Loftis
Phyllis Loftis, CMC, City Clerk

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS, TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY AND TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, OKLAHOMA TO BE HELD ON THE 31ST DAY OF MAY, 2017 AT 9:00 A.M. AT THE HEART OF OKLAHOMA EXPOSITION CENTER, 1700 WEST INDEPENDENCE, SHAWNEE, OKLAHOMA. THE PURPOSE OF SAID MEETING WILL BE FOR A BUDGET AND STRATEGIC PLANNING WORKSHOP TO PRESENT, REVIEW AND DISCUSS THE PROPOSED CITY OF SHAWNEE, SHAWNEE MUNICIPAL AUTHORITY AND SHAWNEE AIRPORT AUTHORITY BUDGETS FOR FY 2017-2018. AS PART OF SAID DISCUSSION, CITY PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS WILL BE DISCUSSED ALONG WITH THE DRAFT SHAWNEE STRATEGIC PLAN.

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, Shawnee Municipal Authority and Shawnee Airport Authority of the City of Shawnee, Oklahoma is hereby called to meet at the Heart of Oklahoma Exposition Center, 1700 West Independence, Shawnee, Oklahoma at 9:00 a.m. on the 31st day of May, 2017 for the purpose of holding a public meeting for a Budget and Strategic Planning Workshop to present, review and discuss the proposed City of Shawnee, Shawnee Municipal Authority and Shawnee Airport Authority budgets for FY 2017-2018. As part of said discussion, City projects, goals, long-term needs and funding options will be discussed along with the draft Shawnee Strategic Plan.

Witness my hand this 23rd day of May, 2017.

s/s Justin Erickson

JUSTIN ERICKSON, CITY MANAGER

(SEAL)

ATTEST:

s/s Phyllis Loftis

PHYLLIS LOFTIS, CMC, CITY CLERK

THE BOARD OF CITY COMMISSIONERS AND THE TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY AND THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN SPECIAL CALLED SESSION AT THE HEART OF OKLAHOMA EXPOSITION CENTER, 1700 WEST INDEPENDENCE, SHAWNEE, OKLAHOMA, WEDNESDAY, MAY 31, 2017 AT 9:00 A.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. MAYOR FINLEY PRESIDED AND CALLED THE MEETING TO ORDER. THE FOLLOWING MEMBERS WERE IN ATTENDANCE.

CALL TO ORDER AT 6:30 P.M.

PRESENT AT ROLL CALL: Gillham, Harrod, Finley, Rutherford, Salter
ABSENT: Bushong, Shaw

DECLARATION OF A QUORUM

City Staff in Attendance:

- Justin Erickson, City Manager
- Joe Vorndran, City Attorney
- James Bryce, Director of Operations
- Justin DeBruin, Planning Director
- Phyllis Loftis, City Clerk
- Keenan English, Airport Manager
- Cynthia Arnold, Finance Director
- Diane Smith, Finance Dept.
- John Krywicki, City Engineer
- Don Lynch, Emergency Management Director
- Mason Wilson, Police Chief
- Dru Tischer, Fire Chief
- Brad Schmidt, Assistant Utility Director
- Randall Wiley, Municipal Judge

AGENDA ITEM NO. 1: Strategic Planning overview.

City Manager Justin Erickson explain the strategic planning process and briefly outlined the city's proposed Strategic Plan. He shared the Plan's mission statement "Serve the community, strive for progress and support and improve the quality of life" with those in attendance. He highlighted the Plan's core values, as well as the Plan's six strategic themes. He reminded Commissioners that this proposed Strategic Plan will be on the June 6, 2017 City Commission agenda for approval.

Mayor Finley encouraged the Department Heads present at the meeting to get behind the Plan and to carry the message to other staff members and city employees.

AGENDA ITEM NO. 2:

Budget Workshop to present, review and discuss the proposed City of Shawnee, Shawnee Municipal Authority and Shawnee Airport Authority budgets for FY 2017-2018.

Finance Director Cynthia Arnold presented the budget review by introducing the Capital Improvement Plan project funding. Noting that the projects total \$49,774,467.00, Ms. Arnold stated that after all city funding, grants and allocations are deducted, there still remains \$7,703.712 unfunded at this time. Additional budget cuts are been reviewed.

A comparison of city sales tax was shown that indicates the City of Shawnee currently has the lowest sales tax of surrounding cities.

Ms. Arnold then presented the General Fund proposed budget with a small increase in projected revenues. Insurance rates for non-union employees and retirement contributions were discussed. A list of funds paid for by sales tax was provided as well as the percentages of the General Fund allocated for each city department. It was noted that of the \$23.5 million in General Fund expenses, Personnel Services accounts for 89.93% of that amount. A 1% employee cost of living adjustment is included in the proposed budget, as well as 2.5% merit increases.

In response to questions from Mayor Finley, the city's current vacation and sick leave accruals were discussed.

Ms. Arnold discussed the capital outlay requests for each department. She highlighted which requests had been included in the proposed budget and which requests had been cut. She noted that additional cuts will still be required.

After a brief lunch break, the Shawnee Municipal Authority budget proposal was presented. Revenues were projected at a 2.5% increase and sanitation at a 1% increase. Capital Outlay for Shawnee Twin Lakes and Water Production was discussed.

At the conclusion of the SMA budget, the Shawnee Regional Airport proposed budget was reviewed. Projected revenues and expenditures were discussed, as well as Capital projects and repair and maintenance needs.

AGENDA ITEM NO. 3:

ADJOURNMENT

There being no further business to be considered, the meeting was adjourned by power of the Chair.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, 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 IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, JUNE 5, 2017, 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: Bushong, Gillham, Harrod, Finley, Rutherford, Shaw, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

- a. Minutes from the May 16, 2017 regular meeting.
- b. Acknowledge Airport Advisory Board Minutes from April 19, 2017 meeting.

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

AYE: Harrod, Rutherford, Shaw, Salter, Bushong, Gillham, Finley

NAY: None

AGENDA ITEM NO. 2: Consideration and possible action regarding funding request to the Oklahoma Aeronautics Commission.

Airport Manager Keenan English explained the additional funding request being submitted to the Oklahoma Aeronautics Commission. He stated that the City is formally requesting an additional \$150,000.00 in grant funding for the 2018-2019 fiscal year. This amount would be used for the construction of taxiway/area for future T-hangar development.

A motion was made by Trustee Shaw, seconded by Trustee Harrod, to approve the funding request letter to the Oklahoma Aeronautics Commission. Motion carried 7-0.

AYE: Shaw, Harrod, Rutherford, Salter, Bushong, Gillham, Finley
NAY: None

AGENDA ITEM NO. 3: Consider a resolution accepting the grant agreement, contingent on grant offer, for Airport Improvement Program (AIP) Project No. 3-40-0088-017-2017 from the Federal Aviation Administration (FAA) at the Shawnee Regional Airport to design and engineer a taxiway/apron area.

Resolution No. SAA-2017-1 was introduced.

A RESOLUTION ACCEPTING A GRANT OFFER FROM THE U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION (FAA) FOR THE DESIGN OF TAXILANE CONSTRUCTION, PROJECT NO. 3-40-0088-017-2017 FOR THE SHAWNEE REGIONAL AIRPORT.

Airport Manager Keenan English explained approval of this resolution will allow signage of the grant agreement.

A motion was made by Trustee Gillham, seconded by Trustee Bushong, to accept a resolution accepting the grant agreement, contingent on grant offer, for Airport Improvement Program (AIP) Project No. 3-40-0088-017-2017 from the Federal Aviation Administration (FAA) at the Shawnee Regional Airport to design and engineer a taxiway/apron area. Motion carried 7-0.

AYE: Gillham, Bushong, Harrod, Finley, Rutherford, Shaw, Salter
NAY: None

AGENDA ITEM NO. 4: 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. 5:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:24 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

PHYLLIS LOFTIS, SECRETARY

Shawnee Airport Authority

2.

Meeting Date: 06/19/2017

SAA Budget

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of the Shawnee Airport Authority budget for Fiscal Year 2017-2018.

Fiscal Impact

Attachments

SAA Budget FY17-18



Shawnee Municipal Airport
FISCAL YEAR
2017-2018

RESOLUTION NO. SAA-2017-___

A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR SHAWNEE AIRPORT AUTHORITY, OKLAHOMA FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 FINDING ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTATION OF SAID BUDGET.

WHEREAS, the Charter of the City of Shawnee, Oklahoma, and statutes of the State of Oklahoma, require that an annual budget be prepared and presented to the City Commission of the City of Shawnee, Oklahoma, prior to the beginning of the fiscal year of said City, and that a public hearing be held thereon prior to the adoption of said budget; and

WHEREAS, the budget for the fiscal year July 1, 2017 through June 30, 2018, has heretofore been presented to the City Commission and due deliberation had thereon, and a public hearing having been held as required by Charter and/or statute, and all comments and objections have been considered; and a public hearing was held June 5, 2017 at 6:30 pm at City Hall Commission Chambers at 9th and Broadway, Shawnee, Oklahoma

WHEREAS, the following is a summary of the anticipated sources of revenue, and of the amounts appropriated; to wit:

511 SHAWNEE AIRPORT AUTHORITY \$639,836

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

THAT the budget for the SHAWNEE AIRPORT AUTHORITY, Oklahoma, now before the said City Commission for consideration, as herein above summarized, a complete copy of which is on file with the City Clerk, be, and the same is hereby adopted as the budget for the said City of Shawnee, Oklahoma, for the period of July 1, 2017 through June 30, 2018.

BE IT FURTHER RESOLVED, that the said City Commission finds, determines and declares that all things requisite and necessary to the presentation and adoption of said budget have been performed as required by Charter and/or statute.

Passed and approved this 19th day of June, AD., 2017.

City of Shawnee, Oklahoma
A Municipal Corporation

ATTEST:
(SEAL)

RICHARD FINLEY, MAYOR

PHYLLIS LOFTIS, CMC, CITY CLERK

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 ESTIMATE	2017-2018 BUDGET
SHAWNEE AIRPORT AUTHORITY					
Beginning fund balance	276,328	355,643	45,718	45,718	59,951
Total Revenues	578,315	1,360,619	544,112	559,593	639,836
Total Expenses	499,000	1,670,544	544,112	545,360	639,651
End of Year Adjustment					
Ending Fund Balance	355,643	45,718	45,718	59,951	60,136

SHAWNEE AIRPORT AUTHORITY
FISCAL YEAR 2017-2018 REVENUE AND EXPENSES

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-2015	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED YEAR END	PROPOSED 2017-2018
4101	FEDERAL GRANT REVENUE	-	387,659	-	26,000	68,850
4102	STATE GRANT REVENUE	66,041	130,360	-	-	-
				-	-	-
	TOTAL INTERGOVERNMENTAL REVENUES	66,041	518,019	-	26,000	68,850
				-	-	-
4625	AIRPORT RENTAL REVENUE	115,470	129,516	128,912	129,334	135,000
4626	T-HANGAR RENTAL REVENUE	59,843	68,386	70,000	69,940	70,786
4695	WATER TOWER RENTAL	61,047	67,225	69,000	71,000	74,000
4699	OTHER RENTAL REVENUE	5,000	-	-	-	-
	TOTAL RENTAL REVENUES	241,360	265,127	267,912	270,274	279,786
4701	INTEREST INCOME			-	-	-
	TOTAL INTEREST REVENUES			-	-	-
4803	OIL & GAS ROYALTIES	10,434	6,724	10,000	-	-
	Oil & Lub Sales- was lumped into fuel	-	-	4,500	1,000	4,500
4813	SALE OF REAL PROPERTY	1,000	-	-	-	-
4825	REFUNDS & REIMBURSEMENTS	7,692	22,131	-	4,500	1,000
4835	FUEL FLOWAGE FEE	265	163	200	200	200
4836	FUEL SALES	244,423	266,945	255,000	253,269	279,000
4850	EVENT REVENUES	7,100	5,300	6,500	4,350	6,500
4960	CONTRIBUTED CAPITAL	-	276,210			
	TOTAL OTHER REVENUES	270,914	577,473	276,200	263,319	291,200
4905	TRANSFER FROM ECON DEVLPT			-	-	-
	TOTAL TRANSFERS IN			-	-	-
	TOTAL REVENUES	578,315	1,360,619	544,112	559,593	639,836
	BEGINNING FUND BALANCE	276,328	355,643	45,718	45,718	59,951
TOTAL SOURCE OF FUNDS INCLUDING FUND BALANCE		854,643	1,716,262	589,830	605,311	699,787
EXPENSES	AIRPORT	499,000	1,670,544	544,112	545,360	639,651
Fund Balance		355,643	45,718	45,718	59,951	60,136
TOTAL USE OF FUNDS		854,643	1,716,262	589,830	605,311	699,787

CAPITAL-

Projects

Twy/Apron Design	76,500
Security Lighting	8,000
Used cab and chasis avgas truck	15,000

\$ 99,500.00

Shawnee Airport Authority

3.

Meeting Date: 06/19/2017

SAA Budget Reso

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution adopting the budget for the Shawnee Airport Authority for the period of July 1, 2017 through June 30, 2018 finding all things requisite and necessary have been done in preparation and presentation of budget.

Fiscal Impact

Attachments

SAA Budget FY17-18 Reso

RESOLUTION NO. SAA-2017-____

A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR SHAWNEE AIRPORT AUTHORITY, OKLAHOMA FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 FINDING ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTATION OF SAID BUDGET.

WHEREAS, the Charter of the City of Shawnee, Oklahoma, and statutes of the State of Oklahoma, require that an annual budget be prepared and presented to the City Commission of the City of Shawnee, Oklahoma, prior to the beginning of the fiscal year of said City, and that a public hearing be held thereon prior to the adoption of said budget; and

WHEREAS, the budget for the fiscal year July 1, 2017 through June 30, 2018, has heretofore been presented to the City Commission and due deliberation had thereon, and a public hearing having been held as required by Charter and/or statute, and all comments and objections have been considered; and a public hearing was held June 5, 2017 at 6:30 pm at City Hall Commission Chambers at 9th and Broadway, Shawnee, Oklahoma

WHEREAS, the following is a summary of the anticipated sources of revenue, and of the amounts appropriated; to wit:

511 SHAWNEE AIRPORT AUTHORITY \$639,836

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THAT the budget for the SHAWNEE AIRPORT AUTHORITY, Oklahoma, now before the said City Commission for consideration, as herein above summarized, a complete copy of which is on file with the City Clerk, be, and the same is hereby adopted as the budget for the said City of Shawnee, Oklahoma, for the period of July 1, 2017 through June 30, 2018.

BE IT FURTHER RESOLVED, that the said City Commission finds, determines and declares that all things requisite and necessary to the presentation and adoption of said budget have been performed as required by Charter and/or statute.

Passed and approved this 19th day of June, AD., 2017.

City of Shawnee, Oklahoma
A Municipal Corporation

ATTEST:
(SEAL)

RICHARD FINLEY, MAYOR

PHYLLIS LOFTIS, CMC, CITY CLERK