

AGENDA
SHAWNEE AIRPORT AUTHORITY
June 18, 2018 AT 6:00 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 June 4, 2018 regular meeting.
 - b. Authorization to renew Hangar Leases at the rental rates established for Fiscal Year 2019.
2. Consideration of approval of the Shawnee Airport Authority budget for Fiscal Year 2018-2019.
3. Consideration of a resolution adopting the budget for the Shawnee Airport Authority for the period of July 1, 2018 through June 30, 2019 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: 06/18/2018

SAA Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the June 4, 2018 regular meeting.

Fiscal Impact**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, JUNE 4, 2018, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:00 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, Rutherford, Shaw, Salter

ABSENT: Finley

Call to Order

Declaration of a Quorum

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

- a. Minutes from the May 21, 2018 regular meeting.
- b. Approve the Airport Facilities Lease and Development Policy Statement.
- c. Approve a lease with Dr. David Heon for bulk hanger space

A motion was made by Trustee Gillham, seconded by Trustee Bushong, to approve Consent Agenda Item Nos. 1(a-c). Motion carried 5-0-1.

AYE: Gillham, Bushong, Harrod, Rutherford, Salter

NAY: None

ABSTAIN: Shaw

AGENDA ITEM NO. 2: Consider Bids:

- a. Construct T-Hangar Taxilane, AIP Project No. 3-40-0088-018-2018 (Award)

Airport Manager Bonnie Wilson announced that three (3) bids were received and sent to the project engineer, H.W. Lochner (Lochner) for review. Lochner recommended awarding the contract to GCC Enterprises, Inc. of Dallas, Texas

contingent on receipt of Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding in the amount of \$600,686.100 plus alternate one in the amount of \$216,871.00. The Notice of Proceed will be held if and until the grant is awarded

A motion was made by Trustee Shaw, seconded by Trustee Rutherford, to award the bid to GCC Enterprises, Inc. in the total amount of \$817,557.00, including Alternate One, ninety calendar days from the commencement date and setting liquidated damages at \$1,350.00 per calendar day contingent upon the receipt of the FAA grant funding. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 3:

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. 4:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:38 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

Shawnee Airport Authority

1.b.

Meeting Date: 06/18/2018

Renew Hanger Leases

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorization to renew Hangar Leases at the rental rates established for Fiscal Year 2019.

Fiscal Impact

Attachments

SAA Hanger Lease Renewals



Date: June 13, 2018

To: Shawnee Airport Authority

The Honorable Richard Finley, Mayor
Dub Bushong, Commissioner
Ron Gillham, Commissioner
James Harrod, Commissioner
Darren Rutherford, Commissioner
Ben Salter, Commissioner
Lesa Shaw, Commissioner

From: Bonnie A. Wilson, CM Airport Manager

A handwritten signature in purple ink, appearing to read "Bonnie A. Wilson", is placed next to the printed name.

Subject: Proposed Hangar Lease Renewal and Annual Adjustment in Rental Rates

Nature of Request:

Staff is seeking authorization to renew existing hangar leases for a period of one calendar year, for tenants in good standing. Rental rates for Fiscal Year 2019 approved by the Shawnee Airport Authority at their Regular Meeting, June 4, 2018 will be applied to the renewed agreements.

Staff Analysis and Considerations:

The majority of the current hangar lease agreements will expire on June 30, 2018. With the exception of the rental rates applied, there is no business need to amend the terms and conditions of these lease documents. Staff proposes to provide a letter amendment advising of the rental rate increase and seeking concurrence by execution of the notice letter. A draft sample letter is provided as Attachment 1 to this memorandum.

Tenants seeking alternative, lower cost aircraft parking options, will be accommodated to the degree feasible at Shawnee Regional Airport with either a Standard Bulk Hangar or Long Term Tie-Down lease agreement. Rental rates for such lease agreements will be at the Fiscal Year 2019 rates approved by the Shawnee Airport Authority at the Regular Meeting, June 4, 2018.

Recommendations:

Authorize renewal of hangar lease agreements for the period of one calendar year via letter amendment.

Budget Consideration:

The initial estimates for increased rental revenue in Fiscal Year 2019 totals are \$2,267.00.

Attachment 1

June 18, 2018

ADDRESS BLOCK

Dear _____:

I am pleased to offer you an opportunity to renew your lease agreement with the City of Shawnee for Hangar _____. Per the terms and conditions of that agreement, the Shawnee Airport Authority has authorized an increase in the rental rate reflective of the rate of inflation as established by the national Consumer Price Index rise across calendar year 2017.

If you choose to renew the lease agreement, the new monthly rental rate will be \$_____ per month, \$_____ per year, commencing July 1, 2018. All other terms and conditions of the existing lease agreement will remain in place until otherwise notified. To accept this offer to renew the lease at the rate established for Fiscal Year 2019, please sign and date below, and return a copy of this letter to my attention not later than July 1, 2018.

If you wish to decline the opportunity to renew the current lease agreement in favor of an alternative aircraft parking option, your request will be accommodated to the degree feasible. Rental rates for hangar and tie down agreements will be at the Fiscal Year 2019 rates approved by the Shawnee Airport Authority at the Regular Meeting, June 4, 2018.

I look forward to your continued partnership with the Shawnee Regional Airport.

Bonnie A. Wilson, CM
Airport Manager

LESSEE NAME HERE

HANGAR _____

Signature of Lessee

Date

Shawnee Airport Authority

2.

Meeting Date: 06/18/2018

SAA Budget

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of the Shawnee Airport Authority budget for Fiscal Year 2018-2019.

Fiscal Impact

Attachments

SAA Budget

	ACTUAL 2014-2015	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	PROPOSED 2018-2019
SHAWNEE AIRPORT AUTHORITY					
Beginning fund balance	198,523	245,679	299,477	222,029	184,078
Total Revenues	578,315	566,389	562,203	639,836	1,401,713
Total Expenses	531,159	512,591	639,651	677,787	1,401,713
End of Year Adjustment					
Ending Fund Balance	245,679	299,477	222,029	184,078	184,078

SHAWNEE AIRPORT AUTHORITY
FISCAL YEAR 2018-2019 REVENUE AND EXPENSES

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-2015	ACTUAL 2015-2016	ACTUAL 2016-2017	BUDGET 2017-2018	PROPOSED 2018-2019
4101	FEDERAL GRANT REVENUE	-	-	2,859	68,850	556,463
4102	STATE GRANT REVENUE	66,041	-	-	-	-
	LAND MONEY					276,000
	TOTAL INTERGOVERNMENTAL REVENUES	66,041	-	2,859	68,850	832,463
4625	RENTAL REVENUE	115,470	129,516	133,826	135,000	208,000
4626	T-HANGAR RENTAL REVENUE	59,843	68,386	70,807	70,786	-
4695	WATER TOWER RENTAL	61,047	67,225	69,704	74,000	79,000
4699	OTHER RENTAL REVENUE	5,000	-	26	-	-
	TOTAL RENTAL REVENUES	241,360	265,127	274,362	348,636	1,119,463
4701	INTEREST INCOME	-	-	-	-	-
	TOTAL INTEREST REVENUES	-	-	-	-	-
4803	OIL & GAS ROYALTIES	10,434	6,724	-	-	-
	Oil & Lub Sales- was lumped into fuel		-	-	4,500	-
4813	SALE OF REAL PROPERTY	1,000		158	-	-
4825	REFUNDS & REIMBURSEMENTS	7,692	22,131	4,829	1,000	1,000
4835	FUEL FLOWAGE FEE	265	163	190	200	250
4836	FUEL SALES	244,423	266,945	275,455	279,000	280,000
4850	EVENT REVENUES	7,100	5,300	4,350	6,500	-
	MISC REVENUE					1,000
	TOTAL OTHER REVENUES	270,914	301,262	284,982	291,200	282,250
	TOTAL REVENUES	578,315	566,389	562,203	639,836	1,401,713
	TOTAL TRANSFERS IN		-	-	-	
	BEGINNING FUND BALANCE	198,523	245,679	299,477	222,029	184,078
TOTAL SOURCE OF FUNDS INCLUDING FUND BALANCE		776,838	812,068	861,680	861,865	1,585,791
EXPENSES	AIRPORT	531,159	512,591	639,651	677,787	1,401,713
Fund Balance		245,679	299,477	222,029	184,078	184,078
TOTAL USE OF FUNDS		776,838	812,068	861,680	861,865	1,585,791

Shawnee Airport Authority

3.

Meeting Date: 06/18/2018

SAA Budget Reso

Submitted By: Kacie Eck, 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, 2018 through June 30, 2019 finding all things requisite and necessary have been done in preparation and presentation of budget.

Fiscal Impact

Attachments

SAA Budget Reso

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR SHAWNEE AIRPORT AUTHORITY, OKLAHOMA FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019 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, 2018 through June 30, 2019, 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 4, 2018 at City Hall Commission Chambers at 16 West 9th Street, 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 \$1,401,713

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, 2018 through June 30, 2019.

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 18th day of June, AD., 2018.

CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

SEAL
ATTEST:

RICHARD FINLEY, MAYOR

PHYLLIS LOFTIS, CMC, CITY CLERK