

AGENDA
SHAWNEE AIRPORT AUTHORITY
June 16, 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 June 2, 2014 meeting.
2. Consideration of a resolution adopting the budget for the Shawnee Airport Authority for the period of July 1, 2014 through June 30, 2015 finding all things requisite and necessary have been done in preparation and presentation of budget.
3. New Business

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

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Airport Authority

1. a.

Meeting Date: 06/16/2014

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the June 2, 2014 meeting.

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 IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, JUNE 2, 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: Stephens, Agee, Harrod, Mainord, Hall, Winterringer, Smith

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda

- a. Minutes from the May 19, 2014 meeting.
- b. Accept donation of 2004 Buick Rendezvous vehicle from Fred and Neva Treiber.

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

AYE: Hall, Harrod, Mainord, Winterringer, Smith, Stephens, Agee

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. (7:34 p.m.)

ATTEST:

WES MAINORD
CHAIRMAN

LISA LASYONE, DEPUTY CITY CLERK
SECRETARY

Shawnee Airport Authority

2.

Meeting Date: 06/16/2014

Budget Resolution and Summary

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consideration of a resolution adopting the budget for the Shawnee Airport Authority for the period of July 1, 2014 through June 30, 2015 finding all things requisite and necessary have been done in preparation and presentation of budget.

Attachments

Budget Summary

Resolution



CITY OF SHAWNEE
AIRPORT AUTHORITY
BUDGET 2014-2015

	2011-2012	2012-2013	2013-2014	2013-2014	2014-2015
	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
SHAWNEE AIRPORT AUTHORITY					
Beginning fund balance	276,826	276,826	282,236	282,236	305,076
Total Revenues	3,401,910	2,441,838	553,320	580,562	577,142
Total Expenses	3,401,910	2,436,428	551,464	557,722	524,010
End of Year Adjustment					
Ending Fund Balance	276,826	282,236	284,092	305,076	358,208

**511 SHAWNEE AIRPORT AUTHORITY
2014-2015 REVENUES/EXPENSES**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	Estimated YEAR END	Proposed 2014-2015
4101	FEDERAL GRANT REVENUE	2,771,676	1,955,289	-	-	-
4102	STATE GRANT REVENUE	197,598	-	-	-	-
	TOTAL INTERGOVERNMENTAL REVENUES	2,969,274	1,955,289	-	-	-
4625	AIRPORT RENTAL REVENUE	65,055	102,621	108,570	109,483	110,052
4626	T-HANGAR RENTAL REVENUE	59,373	59,552	65,000	60,997	69,360
4695	WATER TOWER RENTAL	49,046	50,854	52,500	53,913	55,530
4699	OTHER RENTAL REVENUE	-	-	-	-	-
	TOTAL RENTAL REVENUES	173,474	213,027	226,070	224,393	234,942
4701	INTEREST INCOME	-	-	-	-	-
	TOTAL INTEREST REVENUES	-	-	-	-	-
4803	OIL & GAS ROYALTIES	16,053	5,551	14,000	10,255	10,000
4813	SALE OF REAL PROPERTY	-	-	-	-	-
4825	REFUNDS & REIMBURSEMENTS	805	558	-	-	-
4835	FUEL FLOWAGE FEE	655	728	750	800	200
4836	FUEL SALES	237,149	256,505	300,000	100	325,000
4850	EVENT REVENUES	4,500	10,180	12,500	344,294	7,000
					720	
	TOTAL OTHER REVENUES	259,162	273,522	327,250	356,169	342,200
4905	TRANSFER FROM ECON DEVLPT	-	-	-	-	-
	TOTAL TRANSFERS IN	-	-	-	-	-
	TOTAL REVENUES	3,401,910	2,441,838	553,320	580,562	577,142
	BEGINNING FUND BALANCE	276,826	276,826	282,236	282,236	305,076
TOTAL SOURCE OF FUNDS INCLUDING FUND BALANCE		3,678,736	2,718,664	835,556	862,798	882,218
EXPENSES	AIRPORT	3,401,910	2,436,428	551,464	557,722	524,010
Fund Balance		276,826	282,236	284,092	305,076	358,208
TOTAL USE OF FUNDS		3,678,736	2,718,664	835,556	862,798	882,218

MUNICIPAL AIRPORT
FUND 511

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	Estimated YEAR END	Proposed 2014-2015
4101	FEDERAL GRANT REVENUE	2,771,676	-	-	409,560	-
4102	STATE GRANT REVENUE	197,598	-	-	27,069	-
	TOTAL INTERGOVERNMENTAL REVENUES	2,969,274	-	-	436,630	-
4625	AIRPORT RENTAL REVENUE	65,055	102,621	108,570	109,483	110,052
4626	T-HANGAR RENTAL REVENUE	59,373	59,552	65,000	60,997	69,360
4695	WATER TOWER RENTAL	49,046	50,854	52,500	53,913	55,530
4699	OTHER RENTAL REVENUE					
	TOTAL RENTAL REVENUES	173,474	213,027	226,070	224,393	234,942
4701	INTEREST INCOME	-	-	-	-	-
	TOTAL INTEREST REVENUES	-	-		-	
4803	OIL & GAS ROYALTIES	16,053	5,551	14,000	10,255	10,000
4813	SALE OF REAL PROPERTY	-	-	-	-	-
4825	REFUNDS & REIMBURSEMENTS	805	558	-	800	-
4835	FUEL FLOWAGE FEE	655	728	750	100	200
4836	FUEL SALES	237,149	256,505	300,000	344,294	325,000
4850	EVENT REVENUES	4,500	10,180	12,500	7,200	7,000
	TOTAL OTHER REVENUES	259,162	273,522	327,250	362,649	342,200
4905	TRANSFER FROM ECON DEVLPT			-	-	-
	TOTAL TRANSFERS IN			-	-	-
	TOTAL REVENUES	3,401,910	486,549	553,320	1,023,672	577,142

AIRPORT EXPENSES

ACCOUNT NUMBER	Description	ACTUAL 2010-2011	ACTUAL 2012-2013	BUDGET 2012-2013	ESTIMATED YEAR END	PROPOSED 2014-2015
5-0120-5101	REGULAR SALARIES	88,494	110,013	93,713	88,359	90,457
5-0120-5102	OVERTIME	-	-	500	300	1,000
5-0120-5103	PART TIME SALARIES	11,159	1,766	15,000	11,098	15,000
5-0120-5104	LONGEVITY	857	999	1,076	-	125
5-0120-5106	EDUCATIONAL INCENTIVES	226	-	250	-	-
5-0120-5111	FICA	6,411	6,752	6,853	6,185	6,608
5-0120-5112	MEDICARE	1,499	1,579	1,603	1,446	1,545
5-0120-5113	HEALTH INSURANCE	5,640	3,788	3,504	3,933	4,262
5-0120-5114	LIFE INSURANCE	132	139	196	196	196
5-0120-5115	OMRF RETIREMENT	24,179	24,991	23,422	10,362	11,006
5-0120-5140	TUITION ASSISTANCE	2,122	-	-	-	-
5-0120-5150	OTHER BENEFITS	2,360	1,920	2,400	4,320	4,320
5-0120-5155	WORKER'S COMPENSATION	3,650	2,472	2,472	2,472	2,472
TOTAL PERSONAL SERVICES		146,729	154,419	150,989	128,671	136,992
5-0120-5201	OFFICE & COMPUTR SUPPLIES	49	66	1,000	1,000	1,000
5-0120-5203	FOOD & KITCHEN SUPPLIES	663	893	1,200	750	1,000
5-0120-5210	FUEL, OIL & LUBRICANTS	3,734	4,986	4,000	5,000	5,000
5-0120-5215	CHEMICALS	-	-	500	-	300
5-0120-5217	LOW LEAD 100 OCTANE FUEL	107,048	189,451	175,000	175,000	163,600
5-0120-5218	JET A FUEL	81,777	56,936	75,000	75,000	110,900
5-0120-5220	TOOLS & MINOR EQUIPMENT	416	130	750	500	500
5-0120-5224	EQUIP. PARTS & SUPPLIES	22	4,115	5,000	5,000	5,000
5-0120-5230	STREET MAINT. MATERIALS	-	-	-	-	-
5-0120-5250	OTHER MATERIALS&SUPPLIES	75,808	7,220	500	450	500
TOTAL MATERIALS AND SUPPLIES		269,517	263,797	262,950	262,700	287,800
5-0120-5301	EQUIP. MAINT. CONTRACTS	5,648	7,257	5,000	5,000	5,000
5-0120-5302	REPAIR & MAINT. - BLDGS.	4,868	3,817	4,000	3,500	7,000
5-0120-5303	REPAIR & MAINT. - EQUIP.	5,831	627	500	300	500
5-0120-5304	REPAIR & MAINT.-VEHICLES	2,195	567	2,000	2,200	1,500
5-0120-5309	REPAIR & MAINT. - OTHER	1,753	5,303	3,500	3,700	3,500
5-0120-5311	AUDITING SERVICES	13,163	6,712	6,000	6,000	6,000
5-0120-5319	OTHER PROFESSIONAL SERVICES	3,778	2,134	3,000	3,400	3,000
5-0120-5320	NATURAL GAS	7,561	8,693	7,700	8,000	7,800
5-0120-5321	ELECTRICITY	24,655	36,406	35,000	34,500	36,000
5-0120-5325	TELEPHONE	3,004	4,141	3,000	3,000	3,000
5-0120-5328	COPY USAGE EXPENSE	61	94	300	25	200
5-0120-5329	POSTAGE & SHIPPING	304	7	300	75	200
5-0120-5339	OTHER CONTRACTUAL SERVS.	5,362	1,993	3,000	100	2,000
5-0120-5340	TRAINING CONFERENCES	875	-	1,200	500	500
5-0120-5347	MEMBERSHIPS & DUES	350	-	350	405	400
5-0120-5348	FILING FEES & PERMITS	457	-	430	400	300
5-0120-5349	BOOKS & SUBSCRIPTIONS	-	-	200	-	200
5-0120-5353	LEGAL ADVERTISING	1,030	-	750	-	500
5-0120-5354	PRINTING	-	-	200	150	200
5-0120-5355	INSURANCE	33,631	41,878	20,379	20,379	21,000
5-0120-5357	EQUIPMENT RENTAL	226	128	-	-	200
5-0120-5370	EVENT PURCHASE EXPENSE	-	16,130	17,500	12,000	15,000
5-0120-5378	MISC. OTHER SERV. & CHGS.	3,197	2,851	2,500	5,000	2,500
5-0120-5393	ADVERTISING & PROMOTIONS	2,602	768	3,000	3,000	2,000
TOTAL OTHER SERVICES & CHARGES		120,551	139,506	119,809	119,809	119,809
5-0120-5420	CAPITAL OUTLAY - BLDGS/IMPRV	-	-	7,216	5,000	8,307
5-0120-5450	CAPITAL OUTLAY-EQUIPMENT	-	-	10,500	10,625	25,000
TOTAL CAPITAL OUTLAY		-	-	17,716	15,625	32,541
TOTAL AIRPORT		536,797	557,722	551,464	526,805	577,142

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR SHAWNEE AIRPORT AUTHORITY, OKLAHOMA FOR THE PERIOD JULY 1, 2014 THROUGH JUNE 30, 2015 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, 2014 through June 30, 2015, 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

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

501 SHAWNEE AIRPORT AUTHORITY	\$882,218
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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, 2014 through June 30, 2015.

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 16th day of June, AD., 2014.

City of Shawnee, Oklahoma
A Municipal Corporation

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK