

AGENDA
SHAWNEE AIRPORT AUTHORITY
June 5, 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 16, 2017 regular meeting.
 - b. Acknowledge Airport Advisory Minutes from April 19, 2017 meeting.
2. Consideration and possible action regarding funding request to the Oklahoma Aeronautics Commission.
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.
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: 06/05/2017

SAA Minutes 05-16-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the May 16, 2017 regular meeting.

Fiscal Impact

Attachments

SAA Minutes 05-16-2017

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, TUESDAY, MAY 16, 2017, RESCHEDULED FROM MAY 15, 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 1, 2017 regular meeting.
- b. Acknowledge Airport Advisory Board Minutes from March 15, 2017 meeting.

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

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

AGENDA ITEM NO. 2: Consideration, discussion, and possible action on an Agreement for Services with H.W. Lochner for FAA AIP Project No. 3-40-0088-017-2017; Design taxiway/apron area.

Airport Manager Keenan English explained that H.W. Lochner, Inc. was hired in 2014 to be the Shawnee Airport Authority's exclusive engineer/consultants for the next five years. Each contract is then negotiated on a project by project basis. This year is phase one for the design of new taxiway/apron

area. The project will be funded ninety percent by the Federal Aviation Administration (FAA). Mr. English answered questions from the Trustees.

A motion was made by Trustee Shaw, seconded by Trustee Harrod, to approve an agreement for Services with H.W. Lochner for FAA AIP Project No. 3-40-0088-017-2017; Design taxiway/apron area. Motion carried 7-0.

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

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. (7:02 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

KACIE BACHHOFFER, SECRETARY

Shawnee Airport Authority

1.b.

Meeting Date: 06/05/2017

AAB Minutes 04-19-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Airport Advisory Minutes from April 19, 2017 meeting.

Fiscal Impact

Attachments

AAB Minutes 04-19-2017


5/31/17

MINUTES
AIRPORT ADVISORY BOARD REGULAR MEETING APRIL 19 2017, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

CALL TO ORDER – Smith, Klaser, Fogerty, Huddleston, Humphreys, Smallwood
Absent: Freeman

DECLARATION OF A QUORUM

ITEM ONE: Consideration and approval of the consent agenda.

1. Minutes from the March 15, 2017 meeting

Humphreys motioned to approve consent agenda. Fogerty seconded. Motion approved unanimously.

ITEM TWO: Citizen comments

No citizen comments

ITEM THREE: Discussion and consideration of adopting an amendment to the Shawnee Lube, LLC lease agreement dated 2004.

Humphreys motion to approve the amendment with the correction to the CPI date. Fogerty seconded. Motion approved unanimously.

ITEM FOUR: Discussion and consideration of a contract for services between the Shawnee Airport Authority and H.W. Lochner.

Item was tabled until Airport staff could have time to review and negotiate the terms. Board did think the overhead percentage was too high at 183%.

ITEM FIVE: Staff Report

English gave staff report.

ITEM SIX: Board Comments

No board comments

ITEM SEVEN: New Business

No new business

ITEM EIGHT: Adjournment

Humphreys motioned to adjourn at 6:13pm. Board agreed to adjourn.

Shawnee Airport Authority

2.

Meeting Date: 06/05/2017

OK Aero Funding Req

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration and possible action regarding funding request to the Oklahoma Aeronautics Commission.

Fiscal Impact

Attachments

OK Aero Funding Memo

OK Aero Funding Letter



Date: June 5, 2017
To: Shawnee Airport Authority
From: Keenan English, Airport Manager
RE: **Official Letter to the Oklahoma Aeronautics Commission**

Consideration and possible action regarding funding request to the Oklahoma Aeronautics Commission.

This is requesting an official letter from the Airport Authority to the Oklahoma Aeronautics Commission requesting the forwarding of future NPE Federal dollars (\$150,000) for fiscal year 2018-2019. This would give the Airport \$300,000 of federal grant dollars instead of \$150,000 for one year. Doing so would allow the Airport to cover most if not all the cost of constructing the taxiway/apron area for future T-hangar development. This also means we would forfeit 2019-2020 NPE funds.

Staff recommends accepting and sending the letter to the OAC.



June 6, 2017

Oklahoma Aeronautics Commission
Mr. Victor Bird, Director
110 N. Robinson, Suite 200
Oklahoma City, OK 73102

Subject: FAA AIP Project number 3-0040-008-17-2017
Transfer of NPE Funds

Dear Mr. Bird:

The Shawnee Airport Authority is underway with the first phase of constructing a new taxiway/apron area for new T-hangers to be built on the airport. We will be designing the taxiway as our AIP project for FY 2017-2018 and will be constructing it during FY 2018-2019. We are fully committed to carrying out this project to completion, however, the estimated cost of construction during 2018/2019 exceeds the amount of NPE funds available for that year. The cost of construction is \$750,000 and we will only have banked \$550,000 in NPE funds.

It has come to our attention that the OAC administers a program in which Oklahoma NPIAS eligible airports can "trade" NPE funds over the course of a couple of years, allowing one airport to potentially receive more than the maximum award of \$600,000 for any given year as long as they promise their future NPE funds to the other participating airport.

This letter is to request that the Shawnee Regional Airport be considered as a participator in such a trade for FY 2018-19. We hereby formally request \$150,000 additional dollars during FY 2018-19 in exchange for promising future NPE to the partnering airport (attached is our 5 year CIP).

We are fully aware that such a partnership is dependent on timing and the needs of other airports. All we request is that if the opportunity is there, that the Shawnee Airport be considered as a candidate for this program. If you have any questions or concerns, please contact me or Keenan English, Airport Manager at 405-878-1625. Thank you for your strong support of aviation efforts in Shawnee and around the State.

Sincerely,

Justin Erickson
City Manager

Shawnee Airport Authority**3.**

Meeting Date: 06/05/2017

AIP Grant

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

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.

Fiscal Impact**Attachments**

AIP Grant Memo

AIP Grant Reso



Date: June 5, 2017
To: Shawnee Airport Authority
From: Keenan English, Airport Manager
RE: **Resolution Accepting Grant Agreement for FAA project no. 3-40-0088-017-2017**

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:

This is a resolution that authorizes the City Manager to accept a grant offer from the FAA once it is offered. The grant covers 90% of the cost of H.W. Lochner's engineering/design services contract the Airport Authority accepted at the May 15, 2017 Commission meeting. Total amount received from the FAA would be \$76,527 leaving \$8,504 for the Airport to match. References FAA Project No. 3-40-0088-017-2017

Staff recommends accepting the resolution.

RESOLUTION NO. SAA-2017-____

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

WHEREAS, the U.S. Department of Transportation Federal Aviation Administration (FAA) program offers assistance to airports through its Airport Improvement Program (AIP); and

WHEREAS, the Federal Aviation Administration will provide \$76,527.00 in funds which represent ninety percent (90%) of the project; and

WHEREAS, the City of Shawnee, Oklahoma agrees to provide ten percent (10%) match through the Shawnee Regional Airport fund in the amount of \$8,504.00; and

WHEREAS, the City of Shawnee, Oklahoma has procured an Engineering firm H.W. Lochner, Inc., in accordance with FAA terms; and

WHEREAS, H.W. Lochner, Inc., will provide engineering services for the Shawnee Regional Airport, in accordance with FAA rules and regulations; and

WHEREAS, the Federal Aviation Administration has approved the design of the taxilane construction for the Shawnee Regional Airport, in accordance with FAA rules and regulations by way of Grant Agreement No. 3-40-0088-017-2017.

WHEREAS, the City of Shawnee, Oklahoma has granted authority to the City Manager to sign and accept the Grant Offer from the Federal Aviation Administration in the Mayor's absence.

NOW, THEREFORE, Be It Resolved By the Shawnee City Commission, A Municipal Corporation of the State of Oklahoma, Pottawatomie County, that the Grant Offer from the Federal Aviation Administration be hereby accepted.

Approved this 5th day of June, 2017 by the Commission of the City of Shawnee, Oklahoma.

CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

ATTEST:

RICHARD FINLEY, MAYOR

(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK