

AGENDA
SHAWNEE AIRPORT AUTHORITY
June 3, 2019 AT 6:00 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 May 20, 2019 regular meeting.
2. Consider a resolution declaring certain items of personal property surplus and authorizing the sale of said items at auction or disposal at the Shawnee Regional Airport's discretion; with all funds collected to be allocated to the Shawnee Regional Airport.
3. Consider Bids:
 - a. Lease of the Shawnee Airport Authority Property located at Jonco Road, one-half mile west of Highway 18, Shawnee, Oklahoma for the purpose of harvesting hay (Award)
4. New Business

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

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

Shawnee Airport Authority

1.a.

Meeting Date: 06/03/2019

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the May 20, 2019 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, MAY 20, 2019, 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: Bolt, Harrod, Finley, Rutherford, Sehorn, Salter

ABSENT: Gillham

Call to Order

Declaration of a Quorum

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

- a. Minutes from the May 6, 2019 regular meeting.

A motion was made by Trustee Harrod, seconded by Trustee Bolt, to approve Consent Agenda Item No. 1(a). Motion carried 6-0.

AYE: Harrod, Bolt, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 2: Consider Bids:

- a. Lease of the Shawnee Airport Authority Property located at Jonco Road, one-half mile west of Highway 18, Shawnee, Oklahoma for the purpose of harvesting hay (Open)

BIDDER

AMOUNT

Tim Case

\$2,577.00

A staff report was given by Bonnie Wilson, Airport Manager. She stated one (1) bid was received and read the bid onto the record. Ms. Wilson asked that the bid award be deferred to the next City Commission meeting to allow staff to review the bid.

A motion was made by Trustee Rutherford, seconded by Trustee Bolt, to defer the bid award to the next City Commission meeting on June 3, 2019, to allow staff to review the bid. Motion carried 6-0.

AYE: Rutherford, Bolt, Harrod, Finley, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 3:

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. 4:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:26 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

KACIE ECK, SECRETARY

Shawnee Airport Authority

2.

Meeting Date: 06/03/2019

Surplus Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution declaring certain items of personal property surplus and authorizing the sale of said items at auction or disposal at the Shawnee Regional Airport's discretion; with all funds collected to be allocated to the Shawnee Regional Airport.

Fiscal Impact

Attachments

Memo

Resolution



Date: June 3, 2019

To: Shawnee Airport Authority

The Honorable Richard Finley, Mayor
James Harrod, Vice Mayor
Ed Bolt, Commissioner
Ron Gillham, Commissioner
Darren Rutherford, Commissioner
Ben Salter, Commissioner
Mark Sehorn, Commissioner

From: Bonnie A. Wilson, CM Airport Manager

A handwritten signature in blue ink, appearing to read "Bonnie A. Wilson", is written over the printed name.

Subject: Discussion and Consideration of Declaring Certain Personal Property Surplus and Authorizing Sale Via Internet Auction Service

Nature of Request:

Staff has identified equipment and materials owned by, or otherwise stored at, the Shawnee Regional Airport to determine what if any value these items provide to the operation and maintenance of the facility. Having determined that certain personal property, in its current state provides no value to the Airport, staff made a recommendation to the Shawnee Airport Advisory Board to declare the equipment and materials surplus and offered for sale to the highest bidder via internet auction.

Staff Analysis and Considerations:

The items recommended for surplus include:

1. Industrial Air Compressor – Two-Hundred-Forty (240) Gallons; Three (3) phase;
2. Industrial Air Compressor and Drying/Cooling Unit - Two-Hundred-Forty (240) Gallons; Three (3) phase;
3. Runway and Taxiway Lights Lenses – spare parts for the prior system, removed during the upgrade to current system (84 – White; 10 Red)

Recommendation:

The compressors were abandoned in place by a former tenant and have not been operated in over ten years, possibly longer. The Airport has no use for the equipment, or funds to refurbish them. The lenses are of no value as they were procured to support an incandescent system which has since been converted to LED

technology. The Airport Advisory Board and airport staff are recommending the Shawnee Airport Authority declare the items listed above as surplus and authorize the auction of these items to the highest bidder via PublicSurplus.com.

Budget Consideration:

Funds generated from the sale of the equipment and materials will be used to support general maintenance and operational requirements at the Shawnee Regional Airport.

RESOLUTION NO. _____

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY OF SHAWNEE/SHAWNEE REGIONAL AIRPORT PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY AUCTION AND, IN THE EVENT ITEMS DO NOT SELL AT AUCTION, DISPOSAL AT THE CITY OF SHAWNEE/SHAWNEE REGIONAL AIRPORT'S DISCRETION; FUNDS FROM SAID AUCTION OR OTHER DISPOSAL REMEDIES WILL BE ALLOCATED TO THE SHAWNEE REGIONAL AIRPORT.

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

That the items of personal property are described as set out in attached Exhibit "A".

Said property is hereby declared City of Shawnee/Shawnee Regional Airport owned items which are surplus items no longer needed for City of Shawnee/Shawnee Regional Airport purposes; that the City of Shawnee/Shawnee Regional Airport is authorized to sell said items to the public by auction. If any items do not sell at the auction, said items may be disposed at the City of Shawnee/Shawnee Regional Airport's discretion. All funds received from auction or other disposal remedies will be allocated to the Shawnee Regional Airport.

Adopted this 3rd day of June, 2019.

ATTEST:

Richard Finley, Mayor

(Seal)

Lisa Lasyone, CMC, City Clerk

Exhibit “A”

ASSET NUMBER	YEAR	QUANTITY	MAKE/DESCRIPTION	MODEL NUMBER	VIN/SERIAL NUMBER
N/A	N/A	1	Industrial Air Compressor 240 Gallon; 3 Phase	N/A	N/A
N/A	N/A	1	Industrial Air Compressor and Drying/Cooling Unit 240 Gallon; 3 Phase	N/A	N/A
N/A	N/A	10	Red Runway and Taxiway Light Lenses and Spare Parts	N/A	N/A
N/A	N/A	84	White Runway and Taxiway Light Lenses and Spare Parts	N/A	N/A

Shawnee Airport Authority**3.**

Meeting Date: 06/03/2019

Bid Award

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider Bids:

Fiscal Impact**Attachments***No file(s) attached.*

Shawnee Airport Authority

3.a.

Meeting Date: 06/03/2019

Bid Award

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lease of the Shawnee Airport Authority Property located at Jonco Road, one-half mile west of Highway 18, Shawnee, Oklahoma for the purpose of harvesting hay (Award)

Fiscal Impact

Attachments

Memo

Notice

Plan Holders List

Bid Tabulation



Date: June 3, 2019

To: Shawnee Airport Authority

The Honorable Richard Finley, Mayor

James Harrod, Vice Mayor

Ed Bolt, Commissioner

Ron Gillham, Commissioner

Darren Rutherford, Commissioner

Ben Salter, Commissioner

Mark Sehorn, Commissioner

A handwritten signature in blue ink, appearing to read "Bonnie A. Wilson", is written over the list of commissioners.

From: Bonnie A. Wilson, CM Airport Manager

Subject: Discussion and Consideration of Awarding Bid for Lease of North Airport Property for the Purpose of Harvesting Hay

Nature of Request:

Staff solicited bids for the lease of approximately two-hundred (200) acres of property, commonly referred to as the "North Airport Property", for the purpose of harvesting hay. One bid was received in response to the solicitation.

Staff Analysis and Considerations:

The bid package submitted exceed offered a bid price exceeding the Bid Reserve Amount and was properly prepared and submitted. All required documentation including: acknowledgement of Addendum 1 and 2; an executed and notarized Business Relationship Affidavit; an executed and notarized Non-Collusion Affidavit, and statement of eligibility to be insured at the levels required by the standards lease.

Recommendations:

The recommendation is to accept the bid and offer the lease for two years with an option for an annual renewal for three additional years at the rental rate of two-thousand-five-hundred-seventy-seven dollars (\$2,577.00) per year.

Budget Consideration:

Rental income will increase by \$2,577 per year.



NOTICE TO BIDDERS

Sealed Bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, up to 4:00 p.m., May 20, 2019 for:

Lease of the Shawnee Airport Authority Property Located at Jonco Road, one-half mile west of Highway 18, Shawnee, Oklahoma for the purpose of harvesting hay.

Instructions and Bid documents are available at the Shawnee Regional Airport, 2202 Airport Drive, Shawnee, Oklahoma 74804, and on the City of Shawnee website at www.shawneecok.org

Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID - Lease of The Shawnee Airport Authority Property Located at Jonco Road, One-Half Mile West of Highway 18, Shawnee, Oklahoma for the Purpose of Harvesting Hay.

The Original Bid shall be filed with the City Clerk of the City of Shawnee, together with a sworn non-collusion affidavit in writing that the Bidder has not entered into any agreement, expressed or implied, with any other Bidder, or Bidders, for the purpose of limiting the Bid, or Bidders or parcel out to any Bidder, or Bidders or any other persons, any part of the contract or subject matter of the Bid.

Bids will be opened and considered by the Shawnee Airport Authority at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at 6:00 p.m., Monday, May 20, 2019.

The City of Shawnee reserves the right to reject any or all Bids.

CITY OF SHAWNEE, A Municipal Corporation

(SEAL)

ATTEST:

The seal of the City of Shawnee, Oklahoma, is a circular emblem. It features a five-pointed star in the center, with the word "SEAL" below it. The outer ring of the seal contains the text "THE CITY OF SHAWNEE" at the top and "OKLAHOMA" at the bottom, separated by small stars.
Lisa Lasyone Date: 04-26-19
Lisa Lasyone, CMC
City Clerk
City of Shawnee Oklahoma

By: S. Eric Benson Date: 4/26/19
S. Eric Benson
Interim City Manager

HAY BID DOCUMENT HOLDERS

Jacob Leba	405-343-4643	jandnfarm@yahoo.com pinkstonfarms2@gmail.com
Tim Case	405-708-3502	tcase316@gmail.com
Cody Campbell	580-272-3199	ccsmulching@gmail.com
Scott Lee	405-808-4045	rcaviation@yahoo.com

LEASE OF THE SHAWNEE AIRPORT AUTHORITY PROPERTY
FOR THE PURPOSE OF HARVESTING HAY

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