

AGENDA
SHAWNEE AIRPORT AUTHORITY
May 20, 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 6, 2019 regular meeting.
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)
3. New Business

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

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

Shawnee Airport Authority**1.a.**

Meeting Date: 05/20/2019

SAA Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the May 6, 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 6, 2019, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 3:00 P.M., REGULARLY SCHEDULED FOR MONDAY, MAY 6, 2019 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, Gillham, Harrod, Finley, Rutherford, Sehorn, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

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

a. Minutes from the April 15, 2019 regular meeting.

A motion was made by Trustee Harrod, seconded by Trustee Bolt, to approve Consent Agenda Item No. 1(a). Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 2: Confirm action taken by City Commission on Agenda Item No. 9 regarding the ordinance to amend portions of the Shawnee Municipal Code, Chapter 6 "Aviation".

A motion was made by Trustee Bolt, seconded by Trustee Harrod, to confirm action taken by City Commission on Agenda Item No. 9 regarding the ordinance to amend portions of the Shawnee Municipal Code, Chapter 6 "Aviation". Motion carried 7-0.

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

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. (3:59 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

Shawnee Airport Authority

2.

Meeting Date: 05/20/2019

Consider Bids

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

2.a.

Meeting Date: 05/20/2019

Airport Property Open

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 (Open)

Fiscal Impact

Attachments

Notice to Bidders

Plan Holders List

Addendum No. 1

Addendum No. 2



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



**ADDENDUM NO. 1 TO
REQUEST FOR BIDS/INFORMATION FOR BIDDERS
FOR
LEASE OF THE SHAWNEE AIRPORT AUTHORITY PROPERTY
FOR THE PURPOSE OF HARVESTING HAY
BY THE
SHAWNEE AIRPORT AUTHORITY
ON BEHALF OF THE CITY OF SHAWNEE, OKLAHOMA**

This Addendum No. 1 ("Addendum") to the Request for Bids ("RFB's") issued by the Shawnee Regional Airport, Shawnee Airport Authority in connection with the lease of land for the purposes of harvesting hay ("Lease") is issued as of this, the 13th day of May, 2019.

1. Reserve Bid. A question was received regarding a "Reserve" or "Minimally Acceptable" bid. The Shawnee Airport Authority approved the recommendation from staff to offer the lease for a period of two years with an option for an annual renewal for three additional years, and to set a bid reserve for the annual rental fee at \$2,500.00.
2. Acceptance of Alternative Bids. The published Request for Bids Bidders specifies a lease for the purpose of harvesting hay. Per, the published REQUEST FOR BIDS/INFORMATION FOR BIDDERS, for a Bid to be considered responsive, Bidders must provide all of the information and documentation listed in Section 2. BID REQUIREMENTS, utilizing the Bid Form provided as part of the Information for Bidders. Bidder's may provide an ADDITIONAL Alternate Bid describing proposed ALTERNATE use of the land, terms, conditions and lease rates. The Shawnee Airport Authority and the City of Shawnee are in no way obligated to review or accept any Alternative Bids submitted.
3. Acknowledgment. Each Respondent must acknowledge receipt of this Addendum No. 1, in the form of **Attachment 1** to this Addendum as part of its Bid submission.



Attachment # 1

Acknowledgment of Receipt of Addendum #1

**REQUEST FOR BIDS/INFORMATION FOR BIDDERS
FOR
LEASE OF THE SHAWNEE AIRPORT AUTHORITY PROPERTY
FOR THE PURPOSE OF HARVESTING HAY
BY THE
SHAWNEE AIRPORT AUTHORITY
ON BEHALF OF THE CITY OF SHAWNEE, OKLAHOMA**

Issue Date: May 13, 2019

By signing this document, I _____, acknowledge the receipt of the above mentioned addendum and that it shall be included with the BIDS FOR LEASE OF THE SHAWNEE AIRPORT AUTHORITY PROPERTY FOR THE PURPOSE OF HARVESTING HAY BY THE SHAWNEE AIRPORT AUTHORITY ON BEHALF OF THE CITY OF SHAWNEE, OKLAHOMA submitted for consideration for the above mentioned Request for Bids.

Name of Firm

Printed Name and Title

Signature

Date



**ADDENDUM NO. 2 TO
REQUEST FOR BIDS/INFORMATION FOR BIDDERS
FOR
LEASE OF THE SHAWNEE AIRPORT AUTHORITY PROPERTY
FOR THE PURPOSE OF HARVESTING HAY
BY THE
SHAWNEE AIRPORT AUTHORITY
ON BEHALF OF THE CITY OF SHAWNEE, OKLAHOMA**

This Addendum No. 2 ("Addendum") to the Request for Bids ("RFB's") issued by the Shawnee Regional Airport, Shawnee Airport Authority in connection with the lease of land for the purposes of harvesting hay ("Lease") is issued as of this, the 15th day of May, 2019.

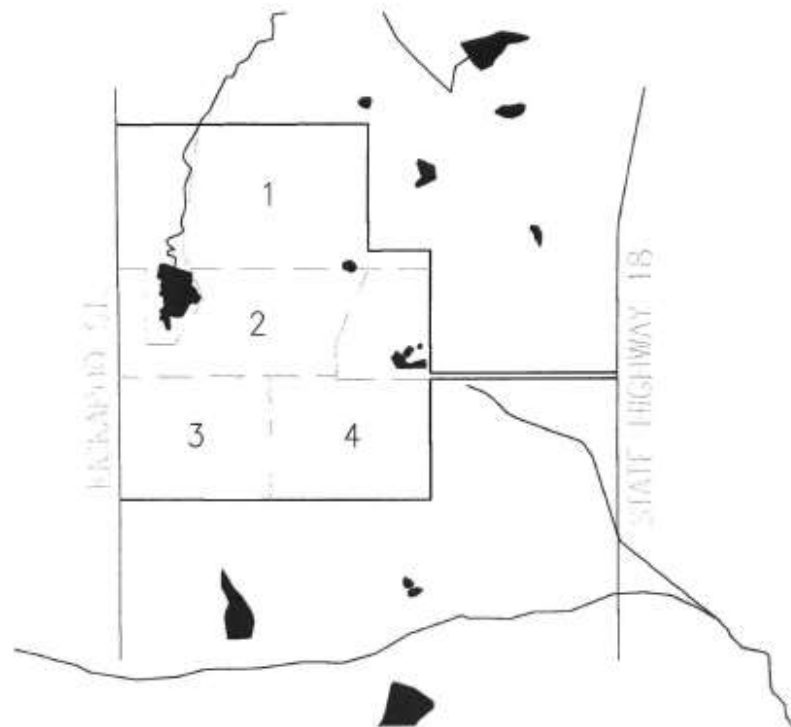
1. Question: I have been told that the waste department injects sanitized sewage into the ground.
 - a. Response: The Shawnee Municipal has access to the property for the purpose of injecting pre-treated waste water into the soil and the distribution of compressed waste materials from time to time. See Attachment #1 for a graphic depiction of the application zones.
2. Question: Is there a number of days cutting restriction after injection?
 - a. Response: Restrictions on the sale and use of harvested hay are not controlled by the City of Shawnee, or the Shawnee Municipal Authority. For specific constraints and restrictions on harvesting and use, consult the United States Environmental Protection Agency (EPA) "A Plain English Guide to the EPA Part 503 Biosolids Rule, available on the internet at the following address: <https://www.epa.gov/sites/production/files/2018-12/documents/plain-english-guide-part503-biosolids-rule.pdf>
3. Question: Is there a rotation period on injection places? If so, I need the rotation schedule so I can plan to cut around these injection periods. How many acres get injected? Will the waste department have priority over my hay cutting? How often on average does the waste department inject? Does the waste department inject all 12 months??
 - a. Response: The Shawnee Municipal Authority can and will rotate the locations of injection activities, and will coordinate use of the acreage with the Lessee to minimize disruption to harvesting activities. Historically the Shawnee Municipal Authority has rotated zones on the calendar quarter. The total acreage required for waste management is dependent on the amount of waste produced.

4. Question: How soon does the airport require hay contractor to move hay off injection areas after baling?
 - a. Response: The Lessee shall harvest the hay on the Leased Premises before the hay reaches five (5) foot in average height. Lessee shall remove baled hay within thirty (30) calendar days of baling. Lessee may request Lessor grant an extension of time to remove bales based on inclement weather conditions. Such requests must be made in writing to the Manager of the Shawnee Regional Airport. Such extension will not be unreasonably withheld by the Lessor.
5. Question: If waste department makes ruts or gets stuck in hay field do they repair damages to surface area of hay field?
 - a. Response: The Shawnee Municipal Authority will take every precaution to avoid damaging the surface of the acreage under lease, but shall not maintain nor make any improvements, repairs or restorations to the leased acreage.
6. Question: You state that it is a 200-acre hay lease. By google maps it is just over 100 that can be bailed. This is being advertised as a 200-acre hay lease. Is everyone aware that this is not 200 acres cuttable?? I just want to ensure fair bidding and everyone is aware.
 - a. Response: The legal description of the area offered for lease is as follows: "Tract of land located in Section 18, T11N, R4E, I.M., Pottawatomie County Oklahoma, described as: the W/2 of the SW/4 being Lots 3 and 4 of Section 18, T11N, R4E of I.M, containing 80 acres more or less; and, the E/2 of the SW/4 and the S/2 of the S/2 of the NW/4 of Section 18, T11N, R4E, of I.M. Pottawatomie County, Oklahoma, containing 120 acres more or less."
7. Question: Is the Airport expecting the rest that cannot be bailed brushhogged? Is hay contractor allowed to clear small trees and brush to increase cuttable acres? Is hay contractor allowed to spray for weed control?? Any restriction to spraying? Can hay contractor fertilize hay land?? Any restrictions on this?
 - a. Response. Authorized use of the acreage includes: improving the land through leveling, removing of stumps, bushes, rocks, and other impediments to mechanized mowing; application of fertilizers, herbicides and pesticides to increase yield; and, the cutting and baling of hay.
8. Acknowledgment. Each Respondent must acknowledge receipt of this Addendum No. 2, in the form of **Attachment 2** to this Addendum as part of its Bid submission.

CITY OF SHAWNEE BIOSOLIDS LAND APPLICATION SITE

SECTION 7, TOWNSHIP 11 N,
RANGE 4 E

282.5 ACRES



LEGEND

- 1,2,3,4 APPLICATION AREAS
- PROPERTY BOUNDARY
- - - SLUDGE FIELD BOUNDARY
- ROADS
- WATER

Acknowledgment of Receipt of Addendum #2

**REQUEST FOR BIDS/INFORMATION FOR BIDDERS
FOR
LEASE OF THE SHAWNEE AIRPORT AUTHORITY PROPERTY
FOR THE PURPOSE OF HARVESTING HAY
BY THE
SHAWNEE AIRPORT AUTHORITY
ON BEHALF OF THE CITY OF SHAWNEE, OKLAHOMA**

Issue Date: May 15, 2019

By signing this document, I _____, acknowledge the receipt of the above mentioned addendum and that it shall be included with the BIDS FOR LEASE OF THE SHAWNEE AIRPORT AUTHORITY PROPERTY FOR THE PURPOSE OF HARVESTING HAY BY THE SHAWNEE AIRPORT AUTHORITY ON BEHALF OF THE CITY OF SHAWNEE, OKLAHOMA submitted for consideration for the above mentioned Request for Bids.

Name of Firm

Printed Name and Title

Signature

Date