

AGENDA
SHAWNEE AIRPORT AUTHORITY
May 2, 2016 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 April 18, 2016 meeting.
2. Overview of preliminary Shawnee Airport Authority budget for FY 2016-2017 budget.
3. Administrative Reports
 - a. Keenan English, Assistant Airport Manager – Capital Improvement Projects Update
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: 05/02/2016

SAA Minutes 04-18-2016

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the April 18, 2016 meeting.

Fiscal Impact**Attachments**SAA Minutes 04-18-2016

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, APRIL 18, 2016, 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: Agee, Harrod, Hall, Mainord, Shaw, Dykstra

ABSENT: None

Call to Order

Declaration of a Quorum

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

a. Minutes from the April 4, 2016 meeting.

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

AYE: Harrod, Dykstra, Agee, Mainord, Hall, Shaw

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. (7:51 p.m.)

WES MAINORD, CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

Shawnee Airport Authority**2.**

Meeting Date: 05/02/2016

Overview SAA Prel Budget

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Overview of preliminary Shawnee Airport Authority budget for FY 2016-2017 budget.

Fiscal Impact**Attachments**SAA Prel Budget



Shawnee Municipal Airport

Draft Budget

05/02/2016

MUNICIPAL AIRPORT
FUND 511

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	Estimated YEAR END	Proposed 2016-2017
4101	FEDERAL GRANT REVENUE	-	68,918	-	424,688	522,000	-
4102	STATE GRANT REVENUE	-	327,732	66,041	-	-	-
					-	-	-
	TOTAL INTERGOVENMENTAL REVENUES	-	396,650		-	-	-
					-	-	-
4625	AIRPORT RENTAL REVENUE	102,621	104,705	115,470	131,748	127,270	128,912
4626	T-HANGAR RENTAL REVENUE	59,552	57,562	59,843	45,840	68,865	70,000
4695	WATER TOWER RENTAL	50,854	53,914	61,047	65,000	67,225	69,000
4699	OTHER RENTAL REVENUE	-	-	5,000	-	-	-
	TOTAL RENTAL REVENUES	213,027	216,181	241,360	242,588	263,360	267,912
4701	INTEREST INCOME	-	-		-	-	-
	TOTAL INTEREST REVENUES	-	-		-	-	-
4803	OIL & GAS ROYALTIES	5,551	10,368	10,434	10,000	7,500	10,000
	Oil & Lub Sales- was lumped into fuel				4,500	-	4,500
4813	SALE OF REAL PROPERTY	-	-	1,000	-	-	-
4825	REFUNDS & REIMBURSEMENTS	558	895	7,692	-		-
4835	FUEL FLOWAGE FEE	728	209	265	200	240	200
4836	FUEL SALES	256,505	355,967	244,423	287,800	282,744	255,000
4850	EVENT REVENUES	10,180	7,124	7,100	7,000	7,000	6,500
	TOTAL OTHER REVENUES	273,522	374,563	270,914	309,500	297,484	276,200
4905	TRANSFER FROM ECON DEVLPT	-	-		-	-	-
	TOTAL TRANSFERS IN	-	-		-	-	-
	TOTAL REVENUES	486,549	987,394	512,274	552,088	560,844	544,112

MUNICIPAL AIRPORT EXPENSES

ACCOUNT NUMBER	Description	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED YEAR END	PROPOSED 2014-2015
5-0120-5101	REGULAR SALARIES	110,013	70,491	86,599	97,207	97,946	102,528
5-0120-5102	OVERTIME	-	521	424	400	600	550
5-0120-5103	PART TIME SALARIES	1,766	11,408	16,266	14,000	14,500	14,000
5-0120-5104	LONGEVITY	999	192	215	404	500	500
5-0120-5106	EDUCATIONAL INCENTIVES	-	-	-	-	-	-
5-0120-5111	FICA	6,752	6,559	6,960	6,945	7,040	7,290
5-0120-5112	MEDICARE	1,579	1,534	1,628	1,624	1,646	1,705
5-0120-5113	HEALTH INSURANCE	3,788	3,933	4,326	4,544	10,227	12,943
5-0120-5114	LIFE INSURANCE	139	117	106	196	196	196
5-0120-5115	OMRF RETIREMENT	24,991	10,375	7,240	8,459	8,382	8,789
5-0120-5140	TUITION ASSISTANCE	-	-	-	-	-	2,500
5-0120-5120	ACA FEES	-	71	-	-	-	-
5-0120-5150	OTHER BENEFITS	1,920	4,280	4,912	5,520	5,520	5,520
5-0120-5155	WORKER'S COMPENSATION	2,472	2,886	10,861	6,608	6,608	6,608
TOTAL PERSONAL SERVICES		154,419	112,367	139,537	145,907	153,165	163,129
5-0120-5201	OFFICE & COMPUTR SUPPLIES	66	944	412	400	200	1,000
5-0120-5203	FOOD & KITCHEN SUPPLIES	893	821	800	1,000	750	900
5-0120-5210	FUEL, OIL & LUBRICANTS	4,986	5,320	4,478	4,000	3,900	4,000
5-0120-5215	CHEMICALS- weed killer fert	-	480	503	300	250	300
5-0120-5217	LOW LEAD 100 OCTANE FUEL	189,451	197,457	155,522	136,000	125,142	112,000
5-0120-5218	JET A FUEL	56,936	94,404	46,602	91,000	75,000	70,000
5-0120-5220	TOOLS & MINOR EQUIPMENT	130	734	655	500	400	500
5-0120-5224	EQUIP. PARTS & SUPPLIES	4,115	5,180	5,523	3,500	2,000	3,000
5-0120-5230	STREET MAINT. MATERIALS	-	-	-	-	-	-
5-0120-5250	OTHER MATERIALS&SUPPLIES	7,220	7,605	6,532	500	350	400
TOTAL MATERIALS AND SUPPLIES		263,797	312,945	221,027	237,200	207,992	192,100
5-0120-5301	EQUIP. MAINT. CONTRACTS	7,257	5,648	7,315	5,500	4,000	5,500
5-0120-5302	REPAIR & MAINT. - BLDGS.	3,817	4,296	9,933	5,000	5,500	9,000
5-0120-5303	REPAIR & MAINT. - EQUIP.	627	447	1,846	500	1,000	2,000
5-0120-5304	REPAIR & MAINT.-VEHICLES	567	1,213	1,189	800	1,200	1,000
5-0120-5309	REPAIR & MAINT. - OTHER	5,303	6,407	5,520	2,000	3,500	2,500
5-0120-5311	AUDITING SERVICES	6,712	7,004	5,187	6,000	6,000	6,000

MUNICIPAL AIRPORT EXPENSES

ACCOUNT NUMBER	Description	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED YEAR END	PROPOSED 2014-2015
5-0120-5319	OTHER PROFESSIONAL SERVICES	2,134	3,400	5,616	3,000	1,800	2,000
5-0120-5320	NATURAL GAS	8,693	10,211	10,038	7,800	7,000	7,800
5-0120-5321	ELECTRICITY	36,406	36,573	39,620	36,000	37,500	38,000
5-0120-5325	TELEPHONE	4,141	4,487	4,618	4,500	4,600	4,500
5-0120-5328	COPY USAGE EXPENSE	94	8	10	100	25	100
5-0120-5329	POSTAGE & SHIPPING	7	30	161	100	50	100
5-0120-5339	OTHER CONTRACTUAL SERVCS.	1,993	181	3,962	500	1,200	1,000
5-0120-5340	TRAINING CONFERENCES	-	188	221	-	-	325
5-0120-5347	MEMBERSHIPS & DUES	-	405	350	350	325	350
5-0120-5348	FILING FEES & PERMITS	-	-	-	300	-	300
5-0120-5349	BOOKS & SUBSCRIPTIONS	-	-	264	300	950	300
5-0120-5353	LEGAL ADVERTISING	-	-	300	400	250	300
5-0120-5354	PRINTING	-	138	-	100	50	100
5-0120-5355	INSURANCE	41,878	23,922	21,094	19,000	22,301	22,300
5-0120-5357	EQUIPMENT RENTAL	128	150	380	300	580	400
5-0120-5370	EVENT PURCHASE EXPENSE	16,130	11,836	14,384	15,500	13,500	15,500
5-0120-5378	MISC. OTHER SERV. & CHGS.	2,851	7,197	5,528	3,000	2,500	2,000
	JET FUEL TRUCK RENTAL	-	-		7,140	7,140	7,140
5-0120-5393	ADVERTISING & PROMOTIONS	768	1,870	900	500	400	6,000
	TOTAL OTHER SERVICES & CHARGES	139,506	125,611	138,436	118,690	121,371	134,515
5-0120-5420	CAPITAL OUTLAY - BLDGS/IMPRV	-	-	-	-	-	-
5-0120-5450	CAPITAL OUTLAY-EQUIPMENT	-	-	-	50,291	-	54,368
	TOTAL CAPITAL OUTLAY	-	-	-	50,291	-	54,368
	TOTAL AIRPORT	557,722	550,923	499,000	552,088	482,528	544,112
	TOTAL SHAWNEE AIRPORT AUTHORITY	557,722	550,923	499,000	552,088	482,528	544,112

CAPITAL-

Projects

Aircraft tug	20,000
Automated gate	10,000
Repaint lines on north ramp	3,000
Outdoor teminal parking lot lights	5,000
Crack Seal Main Apron	12000
Misc	4368

\$ 54,368.00

Shawnee Airport Authority

3. a.

Meeting Date: 05/02/2016

Admin Rpt

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Keenan English, Assistant Airport Manager – Capital Improvement Projects Update

Fiscal Impact

Attachments

No file(s) attached.
