

AGENDA
SHAWNEE AIRPORT AUTHORITY
April 17, 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 April 3, 2017 regular meeting.
 - b. Acknowledge Airport Advisory Board Minutes from January 18, 2017 meeting.
2. Presentation of preliminary Shawnee Airport Authority budget for FY2017-2018.
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: 04/17/2017

SAA 04-03-2017 Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the April 3, 2017 regular meeting.

Fiscal Impact

Attachments

SAA Minutes 04-03-2017

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, MONDAY, APRIL 3, 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 March 20, 2017 regular meeting.

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

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

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. (6:55 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

KACIE BACHHOFFER, SECRETARY

Shawnee Airport Authority

1.b.

Meeting Date: 04/17/2017

AAB Minutes 01-18-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Airport Advisory Board Minutes from January 18, 2017 meeting.

Fiscal Impact

Attachments

AAB Minutes 01-18-2017

MINUTES
AIRPORT ADVISORY BOARD REGULAR MEETING JANUARY 18 2017, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

PRESENT: Kevin Huddleston, Barry Fogerty, Andy Freeman, Bert Humphrey, Jim Smith, John Klaser

ABSENT: Will Smallwood

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and approval of the consent agenda.

1. Minutes from the October 19, 2016 meeting

- Humphrey motioned to approve the minutes. Fogerty seconded the motion. Board unanimously approved the motion.

ITEM TWO: Citizen Comments

- James Martin addressed the board and offered to make improvements to the facilities he rents in exchange for temporarily leasing the mezzanine area in the terminal. Board suggested Mr. Martin come up with costs of such improvements.

ITEM THREE: Discussion and consideration of 5 year Capital Improvement Plan and projects for FY 2017/2018.

- Board acknowledged no change in Capital Improvement Plan other than a rollover of NPE funds.

ITEM FOUR: Staff report

ITEM FIVE: Board Comments

- Humphrey recommended pursuing the Metro Mart land release in order to secure more funds for the T-hangar project or other capital improvements.

ITEM SIX: New Business

- No new business

ITEM SEVEN: Adjournment

- Board adjourned at 6:50pm

A handwritten signature in black ink, appearing to be 'Huddleston', is located at the bottom right of the page.

Shawnee Airport Authority**2.**

Meeting Date: 04/17/2017

SAA Budget FY17-18

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation of preliminary Shawnee Airport Authority budget for FY2017-2018.

Fiscal Impact**Attachments**SAA Budget FY17-18



Date: April 3, 2017
To: Mayor and City Commissioners
From: Cynthia Arnold, Finance Director/Treasurer
RE: Airport Budget

Attached you will find the proposed 5 year budget for the Shawnee Airport Authority. The airport board met on March 17, 2017 and approved the budget as proposed. This will be presented on April 17, 2017 but I wanted everyone to have it in advance for review. I have also included the 5 year capital plan and the presentation that was done at the March 17 meeting. Please call me with any questions.



Preliminary Budget
2017-2018 with 4 year projections
03/15/2017

Projection Assumptions

- 2017-2018 Salaries are based on 2.5% merit and 1.25% COLA
- 2018-2022 Salaries are based on 2.5% increase of total-
- Health Insurance for 2017-2018 is based on current rates until we get new rates for 2017
- Future Health Insurance is based on 5 % increase per year
- Retirement for 2017-2018 based on actual salary amounts
- Future years is based on a 2.5 % increase to follow salaries

CAPITAL PROJECTS

FISCAL YEAR 2017-2018

- Design new taxi way
- Cost: \$76,500
- Grant \$ 68,850
- Match \$ 7,650

FISCAL YEAR 2018-2019

- Construction of new ramp
- Cost \$743,346
- Grant \$ 556,463
- Match \$ 186,883

CAPITAL PROJECTS

FISCAL YEAR 2019-2020

- 10 Unit T-Hanger
- Cost \$350,000
- NO FUNDING FOR THIS
 - OPTIONS: LOAN FROM CITY
 - LOAN FOR SIA
 - PAYMENTS WOULD BE MADE FROM THE RENT
 - OTHER POSSIBLE OPTIONS?????

FISCAL YEAR 2020-2021

- EXTEND TAXIWAY
- Cost \$330,000
- Grant \$297,000
- Match \$ 33,000

Loan options

10 YEAR

- Monthly payments
 - \$3,244
 - Total Interest \$39,284
 - Interest Rate 2.15%

15 YEAR

- Monthly payments
 - \$2,276
 - Total interest \$59,776.52
 - Interest Rate 2.15%

5 Year Capital Improvement Plan (CIP)

Shawnee Regional Airport (KSNL), Shawnee, OK: _____					CIP START YEAR: 2017				
<u>\$150,000</u> FY 2016 Entitlement Balance (Expires FY 2019) <u>\$150,000</u> FY 2017 Entitlement Balance (Expires FY 2020) <u>\$150,000</u> FY 2018 Entitlement Balance (Expires FY 2021) <u>\$150,000</u> FY 2019 Entitlement (for planning purposes through (Expires FY 2022)) Instructions Show all planned projects (not just AIP funded projects) For AIP-MY, show est. cost in initial year & list project in following year(s) w/ \$0 Submit CIP to the ADO as a PDF file dated with signature.									
Fed FY	Entitlement Available	Funding Source	ODO Project Component/Phase	Estimated Cost	Funding Plan				
					Entitlement	Additional AIP	Other	Match	
2017	\$475,313	AIP	Install New Ramp for T-Hangar (Design)	\$76,500	\$68,850			\$7,650	
	\$406,463	Remaining Funds	FY 2017 Annual Subtotals:	\$76,500	\$68,850			\$7,650	
2018	\$556,463	AIP	Install New Ramp for T-Hangar (Construct)	\$743,346	\$556,463			\$186,883	
		Remaining Funds	FY 2018 Annual Subtotals:	\$743,346	\$556,463			\$186,883	
2019	\$150,000	Other	Roll Over NPE						
		Local	10 Unit 10-hangar	\$350,000				\$350,000	
	\$150,000	Remaining Funds	FY 2019 Annual Subtotals:	\$350,000				\$350,000	
2020	\$300,000	AIP	Extend Taxiway	\$330,000	\$297,000			\$33,000	
	\$3,000	Remaining Funds	FY 2020 Annual Subtotals:	\$330,000	\$297,000			\$33,000	
2021	\$150,300	Other	Roll over NPE						
	\$150,300	Remaining Funds	FY 2021 Annual Subtotals:						
5 Year CIP Totals:				\$1,499,846	\$922,313			\$577,533	

SPONSOR SIGNATURE: _____

DATE: _____

MUNICIPAL AIRPORT
FUND 511

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	BUDGET 2016-2017	Estimated YEAR END	PROPOSED 2017-2018	PROPOSED 2018-2019	PROPOSED 2019-2020	PROPOSED 2020-2021	PROPOSED 2021-2022
4101	FEDERAL GRANT REVENUE	68,918	-	387,659	-	26,000	68,850	556,463	-	297,000	-
4102	STATE GRANT REVENUE	327,732	66,041	130,360	-	-	-	-	-	-	-
				-							
	TOTAL INTERGOVENMENTAL REVENUES	396,650	66,041	518,019	-	26,000	-				
4625	AIRPORT RENTAL REVENUE	104,705	115,470	129,516	128,912	129,334	135,000	135,000	135,000	135,000	135,000
4626	T-HANGAR RENTAL REVENUE	57,562	59,843	68,386	70,000	69,940	70,786	73,000	73,000	73,000	73,000
4695	WATER TOWER RENTAL	53,914	61,047	67,225	69,000	71,000	74,000	79,000	84,000	86,000	89,000
4699	OTHER RENTAL REVENUE	-	5,000	-	-	-	-	-	-	-	-
	TOTAL RENTAL REVENUES	216,181	241,360	265,127	267,912	270,274	348,636	843,463	292,000	591,000	297,000
4701	INTEREST INCOME	-			-	-	-	-	-	-	-
	TOTAL INTEREST REVENUES	-			-	-	-	-	-	-	-
4803	OIL & GAS ROYALTIES	10,368	10,434	6,724	10,000	-	-				
	Oil & Lub Sales- was lumped into fuel			-	4,500	1,000	4,500	4,500	4,500	4,500	4,500
4813	SALE OF REAL PROPERTY	-	1,000		-	-	-	-	-	-	-
4825	REFUNDS & REIMBURSEMENTS	895	7,692	22,131	-	4,500	1,000	1,000	1,000	1,000	1,000
4835	FUEL FLOWAGE FEE	209	265	163	200	200	200	250	250	250	250
4836	FUEL SALES	355,967	244,423	266,945	255,000	253,269	279,000	280,000	285,000	290,000	295,000
4850	EVENT REVENUES	7,124	7,100	5,300	6,500	4,350	6,500	7,000	7,000	7,000	7,000
	TOTAL OTHER REVENUES	374,563	270,914	301,262	276,200	263,319	291,200	292,750	297,750	302,750	307,750
	TOTAL REVENUES	987,394	578,315	1,084,409	544,112	559,593	639,836	1,136,213	589,750	893,750	604,750
	Revenues						639,836	1,136,213	589,750	893,750	604,750
	Expenses						639,836	1,258,766	871,752	858,379	534,943
	Income						0	(122,553)	(282,002)	35,371	69,807

MUNICIPAL AIRPORT EXPENSES

ACCOUNT NUMBER	Description	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED YEAR END	PROPOSED 2017-2018	PROPOSED 2018-2019	PROPOSED 2019-2020	PROPOSED 2020-2021	PROPOSED 2021-2022
5-0120-5101	REGULAR SALARIES	70,491	86,599	103,601	102,528	102,197	103,970	106,569	109,233	111,964	114,763
5-0120-5102	OVERTIME	521	424	710	550	500	600	600	600	600	600
5-0120-5103	PART TIME SALARIES	11,408	16,266	14,815	14,000	14,000	15,000	15,000	15,000	15,000	15,000
5-0120-5104	LONGEVITY	192	215	539	500	622	1,332	1,332	1,332	1,500	1,500
5-0120-5106	EDUCATIONAL INCENTIVES	-	-	-	-	-	-	-	-	-	-
5-0120-5111	FICA	6,559	6,960	7,143	7,290	7,274	7,496	7,657	7,822	8,002	8,176
5-0120-5112	MEDICARE	1,534	1,628	1,671	1,705	1,701	1,753	1,791	1,829	1,871	1,912
5-0120-5113	HEALTH INSURANCE	3,933	4,326	8,648	12,943	13,525	13,946	14,643	15,375	16,144	16,951
5-0120-5114	LIFE INSURANCE	117	106	92	196	196	196	196	196	196	196
5-0120-5115	OMRF RETIREMENT	10,375	7,240	6,030	8,789	9,514	9,057	9,283	9,515	9,753	9,997
5-0120-5140	TUITION ASSISTANCE	-	-	-	2,500	-	-	-	-	-	-
5-0120-5120	ACA FEES	71	-	-	-	-	-	-	-	-	-
5-0120-5150	OTHER BENEFITS	4,280	4,912	5,612	5,520	5,520	5,520	5,520	5,520	5,520	5,520
5-0120-5155	WORKER'S COMPENSATION	2,886	10,861	16,931	6,608	6,608	4,463	4,463	4,463	4,463	4,463
	TOTAL PERSONAL SERVICES	112,367	139,537	165,791	163,129	161,657	163,333	167,055	170,887	175,014	179,078
5-0120-5201	OFFICE & COMPUTR SUPPLIES	944	412	150	1,000	850	1,000	1,000	1,000	1,000	1,000
5-0120-5203	FOOD & KITCHEN SUPPLIES	821	800	563	900	500	900	900	900	900	900
5-0120-5210	FUEL, OIL & LUBRICANTS	5,320	4,478	200	4,000	3,800	4,000	4,000	4,000	4,000	4,000
5-0120-5215	CHEMICALS- weed killer fert	480	503	4,958	300	250	300	300	300	300	300
5-0120-5217	LOW LEAD 100 OCTANE FUEL	197,457	155,522	138,527	112,000	108,885	140,000	142,500	145,000	147,500	150,000
5-0120-5218	JET A FUEL	94,404	46,602	71,174	70,000	72,000	70,000	70,000	70,000	70,000	70,000
5-0120-5220	TOOLS & MINOR EQUIPMENT	734	655	558	500	450	500	500	500	500	500
5-0120-5224	EQUIP. PARTS & SUPPLIES	5,180	5,523	2,799	3,000	1,750	3,000	3,000	3,000	3,000	3,000
5-0120-5250	OTHER MATERIALS&SUPPLIES	7,605	6,532	211	400	750	500	500	500	500	500
	TOTAL MATERIALS AND SUPPLIES	312,945	221,027	219,141	192,100	189,235	220,200	222,700	225,200	227,700	230,200
5-0120-5301	EQUIP. MAINT. CONTRACTS	5,648	7,315	6,817	7,000	7,000	7,000	7,000	7,000	7,000	7,000
5-0120-5302	REPAIR & MAINT. - BLDGS.	4,296	9,933	10,648	9,000	12,000	25,000	5,000	5,000	5,000	5,000
5-0120-5303	REPAIR & MAINT. - EQUIP.	447	1,846	1,800	2,000	1,900	2,000	2,000	2,000	2,000	2,000
5-0120-5304	REPAIR & MAINT.-VEHICLES	1,213	1,189	1,365	1,000	500	1,000	1,000	1,000	1,000	1,000
5-0120-5309	REPAIR & MAINT. - OTHER	6,407	5,520	11,647	2,500	2,400	2,500	2,500	2,500	2,500	2,500
5-0120-5311	AUDITING SERVICES	7,004	5,187	8,873	6,000	3,049	3,500	3,500	3,500	3,500	3,500
5-0120-5319	OTHER PROFESSIONAL SERVICES	3,400	5,616	3,265	2,000	2,880	2,000	-	-	-	-
5-0120-5320	NATURAL GAS	10,211	10,038	7,600	7,800	6,600	10,000	10,000	10,000	10,000	10,000

MUNICIPAL AIRPORT EXPENSES

ACCOUNT NUMBER	Description	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED YEAR END	PROPOSED 2017-2018	PROPOSED 2018-2019	PROPOSED 2019-2020	PROPOSED 2020-2021	PROPOSED 2021-2022
5-0120-5321	ELECTRICITY	36,573	39,620	39,213	38,000	38,951	40,000	40,000	40,000	40,000	40,000
5-0120-5325	TELEPHONE	4,487	4,618	5,132	4,500	4,500	5,000	5,000	5,000	5,000	5,000
5-0120-5328	COPY USAGE EXPENSE	8	10	3	100	50	50	50	50	50	50
5-0120-5329	POSTAGE & SHIPPING	30	161	97	100	50	100	100	100	100	100
5-0120-5339	OTHER CONTRACTUAL SERVCS.	181	3,962	1,160	1,000	750	1,000	1,000	1,000	1,000	1,000
5-0120-5340	TRAINING CONFERENCES	188	221	550	325	395	325	325	325	325	325
5-0120-5347	MEMBERSHIPS & DUES	405	350	350	350	350	350	350	350	350	350
5-0120-5349	BOOKS & SUBSCRIPTIONS	-	264	921	300	-	300	300	300	300	300
5-0120-5353	LEGAL ADVERTISING	-	300	165	300	-	300	300	300	300	300
5-0120-5354	PRINTING	138	-	-	100	-	100	100	100	100	100
5-0120-5355	INSURANCE	23,922	21,094	22,329	22,300	20,018	22,000	22,000	22,000	22,000	22,000
5-0120-5357	EQUIPMENT RENTAL	150	380	580	400	250	500	500	500	500	500
5-0120-5370	EVENT PURCHASE EXPENSE	11,836	14,384	13,425	15,500	15,626	15,000	15,000	15,000	15,000	15,000
5-0120-5378	MISC. OTHER SERV. & CHGS.	7,197	5,528	2,772	2,000	2,200	2,500	2,500	2,500	2,500	2,500
5-0120-5380	JET FUEL TRUCK RENTAL	-	-	7,140	7,140	7,140	7,140	7,140	7,140	7,140	7,140
5-0120-5393	ADVERTISING & PROMOTIONS	1,870	900	376	6,000	1,000	9,000	-	-	-	-
	TOTAL OTHER SERVICES & CHARGES	125,611	138,436	146,227	135,715	127,609	156,665	125,665	125,665	125,665	125,665
5-0120-5420	CAPITAL OUTLAY - BLDGS/IMPRV	-	-	-	-	-	76,500	743,346	350,000	330,000	-
5-0120-5450	CAPITAL OUTLAY-EQUIPMENT	-	-	-	54,368	35,000	23,138	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	54,368	-	99,638	743,346	350,000	330,000	-
	TOTAL AIRPORT	550,923	499,000	531,159	545,312	478,501	639,836	1,258,766	871,752	858,379	534,943
	TOTAL SHAWNEE AIRPORT AUTHORITY	550,923	499,000	531,159	545,312	478,501	639,836	1,258,766	871,752	858,379	534,943

CAPITAL-

Projects

Twy/Apron Design	76,500
Security Lighting	8,000
Used cab and chassis avgas truck	15,000

\$ 99,500.00

Buidling repair account

new rollers for south t-hangar	2,000.00
gutters for south t-hangar	2,000.00
gutters for shop hangar	1,000.00
sealing hangar 13	5,000.00
paint hangar 13 floor	5,000.00
Shop hangar repairs	10,000.00
	25,000.00