

AGENDA  
SHAWNEE AIRPORT AUTHORITY  
April 16, 2018 AT 6:00 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 2, 2018 regular meeting.
2. Consideration of a resolution accepting Fiscal Year 2018 Airport Improvement Program Grant Funds offered by the Federal Aviation Administration and authorization to execute the Grant Agreement.
3. Discussion and consideration of publishing a Request for Bids for Construction for Taxiway and Pad to support construction of T- Hangars at Shawnee Regional Airport contingent on availability of funding.
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: 04/16/2018

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Minutes from the April 2, 2018 regular meeting.

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Fiscal Impact

Attachments

SAA Minutes

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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 2, 2018, 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: 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 19, 2018 regular meeting.

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

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

NAY: None

ABSTAIN: Shaw

AGENDA ITEM NO. 2: Discussion, consideration, and possible action concerning North Airport Property regarding termination of existing lease.

Airport Manager Bonnie Wilson stated the airport is seeking approval to terminate a lease agreement regarding the North Airport property and deny the opportunity to renew the lease. The Lessee has failed to make a payment for over 120 days. He was notified of the requirement to remedy his account but has failed to make any payment.

A motion was made by Trustee Harrod, seconded by Trustee Bushong, to approve the termination of the existing lease concerning the North Airport Property. Motion carried 7-0.

AYE: Harrod, Bushong, Gillham, Finley, Rutherford, Shaw, Salter  
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. (6:47 p.m.)

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RICHARD FINLEY  
CHAIRMAN

ATTEST:

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LISA LASYONE, CMC, SECRETARY

**Shawnee Airport Authority**

**2.**

Meeting Date: 04/16/2018

FAA Grant

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Consideration of a resolution accepting Fiscal Year 2018 Airport Improvement Program Grant Funds offered by the Federal Aviation Administration and authorization to execute the Grant Agreement.

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Fiscal Impact

Attachments

FAA Memo

FAA Reso

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**Date:** April 9, 2018

**To:** Shawnee Airport Authority

The Honorable Richard Finley, Mayor  
Dub Bushong, Commissioner  
Ron Gillham, Commissioner  
James Harrod, Commissioner  
Darren Rutherford, Commissioner  
Ben Salter, Commissioner  
Lesa Shaw, Commissioner

**From:** Bonnie A. Wilson, CM Airport Manager

**Subject:** Accept Fiscal Year 2018 Airport Improvement Program Grant Funds Offered by the Federal Aviation Administration and Authorize Execution of the Grant Agreement

**Nature of Request:**

The Shawnee Regional Airport (SNL) has requested \$556,335.00, in Federal Aviation Administration Airport Improvement Program (AIP) to support the construction of a new taxi lane and foundation pad for the planned construction of ten new T-hangars at SNL and is seeking authorization to accept any grant funds offered by the FAA in support of this program.

**Staff Analysis and Considerations:**

SNL does not have sufficient capital funds to undertake the project with the support of the FAA AIP program funds. This project has been coordinated with the FAA and is included on the approved SNL the five-year Capital Improvement Plan on file with the FAA.

It is expected that the FAA will provide the City of Shawnee with a formal grant offer late in Federal Fiscal 2018 and require a formal action of acceptance within a limited time frame.

**Recommendation:**

Staff is recommending the Shawnee Airport Authority consider a resolution to accept any grant funds offered in support of this program and authorize the City Manager to execute the grant agreement as may be necessary to meet the deadline for acceptance imposed.

**Budget Consideration:**

It is expected that the FAA will provide \$556,335.00 of the estimated \$782,440.00 required to undertake the planned construction. Acceptance of these funds is essential to support the project as designed.

RESOLUTION NO. SAA - 2018 - \_\_\_\_

A RESOLUTION ACCEPTING A GRANT OFFER FROM THE  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION (FAA) FOR THE  
CONSTRUCTION OF T-HANGAR TAXILANE  
PROJECT NO. 3-40-0088-018-2018 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 is expected to provide no less than \$557,214.00 in Non-Primary Entitlement funds; and

WHEREAS, the City of Shawnee agrees to provide no less than a ten percent (10%) match in the amount of \$55,721.40 with Shawnee Regional Airport capital funds; and

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

WHEREAS, H.W. Lochner, Inc., will provide engineering services and apparent low bidder contractor, upon approval of bids and recommendation of award, will construct a new T-hangar taxi lane for the Shawnee Regional Airport, in accordance with FAA rules and regulations; and

WHEREAS, the Federal Aviation Administration has approved the bid of the construction of a new T-hangar taxi lane for the Shawnee Regional Airport, in accordance with FAA rules and regulations by way of Grant Agreement No. 3-40-0088-018-2018.

WHEREAS, the City of Shawnee 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 City of Shawnee 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 \_\_\_\_ day of \_\_\_\_\_, 2018 by the Commission of the City of Shawnee.

CITY OF SHAWNEE, OKLAHOMA  
A MUNICIPAL CORPORATION

ATTEST:

\_\_\_\_\_  
Richard Finley, Mayor

(SEAL)

\_\_\_\_\_  
Phyllis Loftis, CMC, City Clerk

**Shawnee Airport Authority**

**3.**

Meeting Date: 04/16/2018

Taxilane Construction

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Discussion and consideration of publishing a Request for Bids for Construction for Taxilane and Pad to support construction of T- Hangars at Shawnee Regional Airport contingent on availability of funding.

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Fiscal Impact

Attachments

Taxilane Memo

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**Date:** April 9, 2018

**To:** Shawnee Airport Authority

**The Honorable Richard Finley, Mayor**  
**Dub Bushong, Commissioner**  
**Ron Gillham, Commissioner**  
**James Harrod, Commissioner**  
**Darren Rutherford, Commissioner**  
**Ben Salter, Commissioner**  
**Lesa Shaw, Commissioner**

**From:** Bonnie A. Wilson, CM Airport Manager

**Subject:** Authorization to Advertise Request for Bids/Invitation to Bid  
Taxi Lane and T-Hangar Foundation Construction at Shawnee Regional Airport

**Nature of Request:**

The airport staff is seeking approval from to advertise a Request for Bids / Invitation for Bids for construction of a taxi lane and T-Hangar foundation slab at the Shawnee Regional Airport (SNL) for the purpose of constructing ten new T-Hangar units planned for Fiscal Year 2020.

**Staff Analysis and Considerations:**

The Shawnee Regional Airport has identified the construction of t-hangars as essential for continued growth of the facility. The airport staff currently maintains a waiting list of over twenty-five individuals seeking to lease hangar space at SNL ensuring that the proposed new hangars will be leased immediately upon completion.

The initial phase of this project is the construction of a taxi lane giving access to the area identified for the construction of the new hangars, and the construction of the foundation pad for the hangars.

Advertising for bids at this time is necessary to ensure that SNL receives a firm price for construction in a timely manner, as this figure must be provided to the Federal Aviation Administration (FAA) in support of SNL's request for Airport Improvement Program funding for the project.

In light of the need to advertise prior to receiving and accepting the grant, it is recommended that the advertisement and bid documents include language noting that the final award of a contract for construction will be contingent on receipt of funds from the FAA as anticipated.

**Recommendation:**

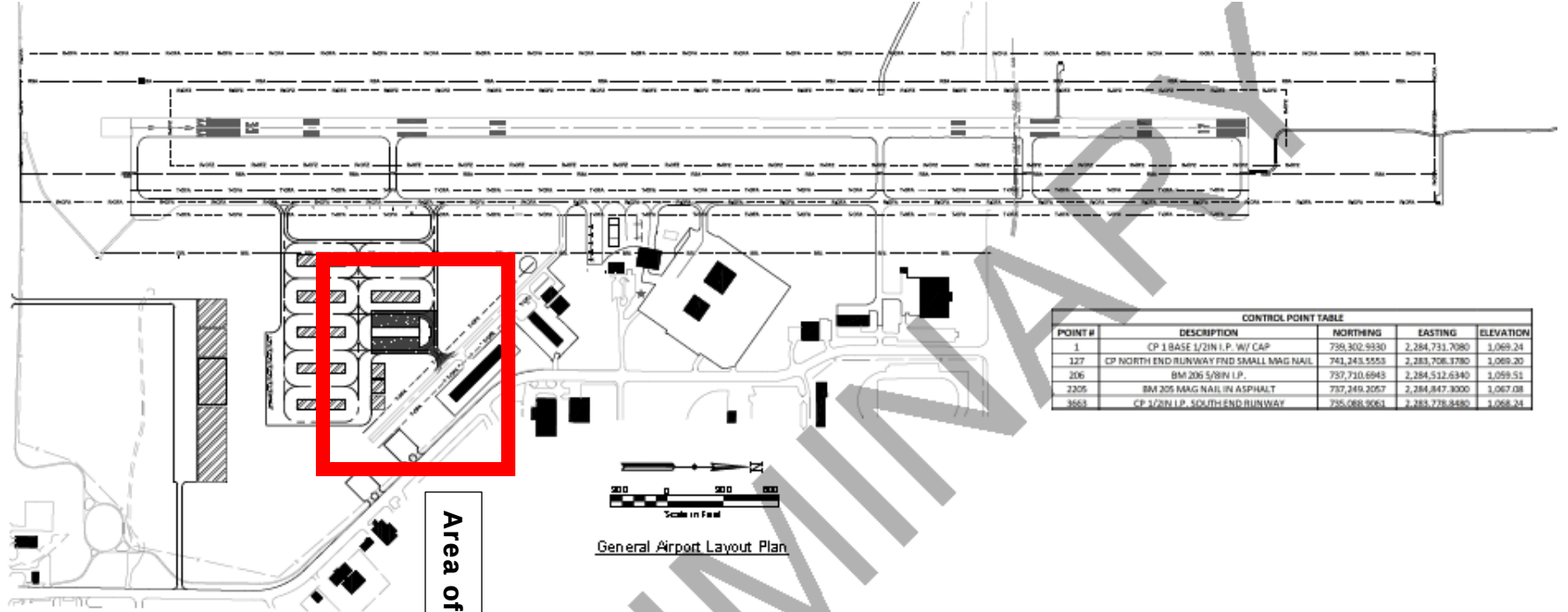
Staff presented the information summarized above to the Shawnee Airport Advisory Board seeking their recommendation on the proposed course of action.

Members of the Advisory Board present for the meeting voted to support the recommendation from staff to publish a Request for Bids / Invitation to Bid with the caveat that final award will be contingent on funding provided by the FAA AIP grant program.

**Budget Consideration:**

The consulting engineer for the project, H. W. Lochner, Inc., has provided a detailed construction cost estimate of \$782,440.00.

The FAA Airport Improvement Program grant allocation for the project will be \$556,335.00. The remaining \$226,105.00 will be provided by Fiscal Year 2019 capital funds garnered from prior sale of airport land. The airport capital funds are considered “restricted” and may only be used to support airport development projects as they were generated from the sale of land originally awarded to the airport by the War Assets Administration.



| CONTROL POINT TABLE |                                        |              |                |           |
|---------------------|----------------------------------------|--------------|----------------|-----------|
| POINT #             | DESCRIPTION                            | NORTHING     | EASTING        | ELEVATION |
| 1                   | CP 1 BASE 1/2IN I.P. W/ CAP            | 739,302.9930 | 2,284,731.7080 | 1,069.24  |
| 127                 | CP NORTH END RUNWAY FND SMALL MAG NAIL | 741,243.5553 | 2,283,708.3780 | 1,069.20  |
| 206                 | BM 206 5/8IN I.P.                      | 737,710.6943 | 2,284,512.6340 | 1,059.51  |
| 2205                | BM 205 MAG NAIL IN ASPHALT             | 737,240.2057 | 2,284,847.3000 | 1,067.08  |
| 3663                | CP 1/2IN I.P. SOUTH END RUNWAY         | 735,083.9061 | 2,283,778.8480 | 1,068.24  |