

AGENDA
SHAWNEE AIRPORT AUTHORITY
April 5, 2021 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the March 15, 2021 regular meeting.
2. Discussion and consideration of rental rates for Fiscal Year 2021-2022.
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: 04/05/2021

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the March 15, 2021 regular meeting.

Fiscal Impact

Attachments

Minutes

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION, MONDAY, MARCH 15, 2021, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 9:35 A.M. ON MARCH 12, 2021. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Weaver, Bolt, Rutherford, Sehorn, Salter

ABSENT: Flood

Call to Order

Declaration of a Quorum

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

- a. Minutes from the March 1, 2021 regular meeting.

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

AYE: Rutherford, Matthews, Weaver, Bolt, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 2: 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. 3: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:36 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

DRAFT

Shawnee Airport Authority

2.

Meeting Date: 04/05/2021

Rental Rates

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion and consideration of rental rates for Fiscal Year 2021-2022.

Fiscal Impact

Attachments

Memo



Date: April 5, 2021

To: Shawnee Airport Authority

The Honorable Ed Bolt, Mayor
Darren Rutherford, Vice Mayor
Travis Flood, Commissioner
Daniel Matthews, Commissioner
Ben Salter, Commissioner
Mark Sehorn, Commissioner
Bob Weaver, Commissioner

From: Bonnie A. Wilson, CM Airport Manager

Subject: Discussion and Consideration of Fiscal 2022 Rental Rates

Nature of Requests:

Per the Airport Facilities Lease and Development Policy Statement (the Policy) staff is seeking authorization to implement a rental rate increase of 1.4% for all applicable leased properties.

Staff Analysis and Considerations:

The Policy establishes a standard annual rental rate increase based on the national rate of inflation as established by the Consumer Price Index (CPI) change from the prior calendar year. The Policy also establishes the commencement of the City of Shawnee's Fiscal Year as the date of application of new rates.

The CPI based rate of inflation for Calendar Year 2020 was 1.4%. This percentage increase applied to the rates established by lease agreements with escalation clauses, rounded to the nearest whole dollar amount is provided in detail as follows:

Type of Lease	Current /Month	Calculated /Month	Proposed New/ Month
Standard Tie Down Leases (1,000 SQFT)	\$76.00	\$79.09	\$79.00
Large Tie Down Lease (1,500 SQFT)	\$119.00	123.71	\$124.00
Standard Bulk Space (1,000 SQFT)	\$137.00	141.96	\$142.00
Standard T-Hangar (1,000 SQFT)	\$158.00	164.27	\$164.00
Large Bulk Hangar (1,500 SQFT)	\$153.00	159.20	\$160.00
Extended Bulk Hangar (2,000 SQFT)	\$190.00	197.73	\$198.00

Exceptions to this schedule include: two T-Hangars currently offered at a reduced rate based on water damage/intrusion, and a three percent (3%) increase on the then standard rate for t-hangars equipped with electrical circuitry at the commencement of any new lease agreements for those locations.

The schedule of proposed rate increases for Storage Units within the T-Hangar complexes are as follows:

T-Hangar Storage Room	Current /Month	Calculated /Month	Proposed New/ Month
South T-Hangars Unit 200	\$66.00	\$66.92	\$67.00
South T-Hangars Unit 219	\$66.00	\$66.92	\$67.00
North T-Hangars Unit 111	\$44.00	\$44.61	\$45.00

The schedule of proposed rate increases for Commercial Lease Agreements for Aviation Use properties are as follows:

Entity	Location Address	Current / Month	Calculated/ Month	New/ Month
BUCO Aviation	Hangar 15 (Commercial)	\$350.00	\$354.90	\$355.00
	Office /T-Hangar (Commercial)	\$225.00	\$228.15	\$228.00
Central Oklahoma Aero Club	Hangar 100 (Commercial)	\$900.00	\$912.60	\$913.00
Red Cloud Aviation	Hangar No. 16 (Commercial)	\$2,272.55	\$2,304.37	\$2,305.00

The schedule of proposed rate increases for Commercial Lease Agreements for Non- Aviation Use properties are as follows:

Entity	Location Address	Current / Month	Calculated/ Month	New/ Month
Incredible Inflatables	702 W. Independence (Buildings/Land)	\$1,023.00	\$1,037.32	\$1,037.00
Shawnee Pittstop	1502 N Airport Drive (Land)	\$632.00	\$640.84	\$641.00
Janie's Snoballs	505 W. Saratoga (Land)	\$64.00	\$64.89	\$65.00

Recommendation

The Shawnee Airport Advisory Board directed staff to seek authorization to apply the terms and conditions of the Airport Facilities Lease and Development Policy to all lease agreements with an escalation clause increasing rental rates by 1.4% rounded to the nearest whole dollar amount.