

**AIRPORT ADVISORY BOARD MEETING**

**March 21, 2018**

**5:30 P.M.**

**SHAWNEE REGIONAL AIRPORT**

**2202 AIRPORT DR.**

**SHAWNEE, OK**

**AGENDA  
AIRPORT ADVISORY BOARD**

**MARCH 21, 2018 5:30 PM**

**SHAWNEE REGIONAL AIRPORT TERMINAL  
2202 AIRPORT DR.  
SHAWNEE, OK**

**CALL TO ORDER**

**DECLARATION OF A QUORUM**

**ITEM ONE:** Consideration and Approval of the Consent Agenda.

1. Approval of Minutes from the February 21, 2018 Meeting

**ITEM TWO:** Citizen Comments

**ITEM THREE:** Discussion and Consideration of North Airport Property Lease

**ITEM FOUR:** Staff Report

1. Current Fuel Price Comparisons
2. Shawnee Regional Airport Fuel Sales
3. Revenues versus Expenditures – Fiscal Year to Date
4. Aged Receivables Report
5. Financial Statement as of March 16, 2018
6. Capital Outlay Budget Report
7. Project Summary
8. Planned Activities
9. Upcoming Events

**ITEM FIVE:** Board Comments

**ITEM SIX:** New Business

**ITEM SEVEN:** Adjournment

**MINUTES  
AIRPORT ADVISORY BOARD  
SPECIAL CALL  
FEBRUARY 28, 2018 5:30 PM  
SHAWNEE REGIONAL AIRPORT TERMINAL  
2202 NORTH AIRPORT DR.  
SHAWNEE, OK**

**I. CALL TO ORDER**

PRESENT            Mr. Huddleston, Chairman, Mr. Smallwood, Vice Chairman, Mr. Smith,  
                         Mr. Fogerty, Mr. Humphreys, and Mr. Klaser

ABSENT            Mr. Freeman

OTHERS PRESENT:

Mr. Justin Erickson, City Manager City of Shawnee Oklahoma  
Ms. Bonnie Wilson, Manager, Shawnee Regional Airport  
Mr. Fred Treiber, Supervisor, Shawnee Regional Airport

**II. DECLARATION OF A QUORUM**

Six members of the Advisory Board were present meeting the requirements for a quorum. The Chairman Declared a Quorum.

**III. ITEM ONE - CONSIDERATION AND APPROVAL OF THE CONSENT AGENDA.**

A. Approval of Minutes from the October 18, 2017 Meeting

Mr. Humphreys made a motioned to approve consent agenda.

Mr. Fogerty provided a Seconded to the motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the motion.

**IV. ITEM TWO - CITIZEN COMMENTS**

A. No Citizens requested the opportunity to make comments.

**V. ITEM THREE - DISCUSSION AND CONSIDERATION OF AIRPORT CONFERENCE ROOM FEE SCHEDULE**

- A. Staff presented a proposed revision to the current Airport Conference Room reservation, terms of use and fee schedule for consideration by the Advisory Board. The text of the proposed amendments is included as part of the Staff Report, labeled as Attachment 1 to these Minutes.

Following a discussion of the new and amended terms the Chairman called for a Motion to Approve the recommendation presented by Staff.

Mr. Fogerty made a motioned to approve the recommended amendments to the current Airport Conference Room reservation, terms of use and fee schedule.

Mr. Humphreys provided a Seconded to the motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the motion.

**VI. ITEM FOUR DISCUSSION AND CONSIDERATION OF LEASE TERMS AND CONDITIONS.**

- A. Staff reported that letters had been prepared and delivered to several tenants requesting information related to aircraft registration, insurance, and airworthiness, to ensure compliance with the terms and conditions of the leases in place. In addition, several tenants received requests to provided executed copies of leases for file. Hangar tenants with accounts in arrears beyond sixty days were also given notice by mail to correct this deficiency. One non-aviation related tenant received a similar notice.

1. Staff was directed to continue with the process of contacting tenants, collecting the requested records and information and to report back to the Advisory Board on progress.
2. Staff was also directed to report to the Advisory Board the status of the accounts noted to be in arrears. Any necessary further action related to the terms and conditions of the lease will be discussed following that report.

- B. Staff also reported that Allied Asset Management, LLC had requested general information regarding the possibility of constructing a box hangar at the Shawnee Regional Airport.

1. Staff was directed to prepare general information on this matter and provide it to Allied Asset Management, but to take no further action at this time.

- C. Staff reported that Pacific Air Holdings was seeking the opportunity to expand their current lease agreement and construction plan to provide for a customer parking facility on the East face of their hangar. Pacific Air Holdings also requested the Advisory Board consider

relocating the current security fence and gate system to allow this parking facility to be open to public access.

1. Staff was directed to prepare a scope of work and estimated costs associated with relocation of the existing fence, any necessary repairs or improvements to the current gate system, and report back to the Advisory Board.
- D. Staff reported that noted parking lot congestion appeared to be created by customers of Enterprise Rent-A-Car leaving vehicles in the airport parking lot while utilizing rented vehicles. Vehicles returned after Enterprise's service office closure have exacerbated the situation.
1. Staff reported that meetings with representatives of Enterprise Rent-A-Car local and regional management have resulted in an agreement to address the problem in partnership. Shawnee Regional Airport staff will work with the City of Shawnee Traffic Control office to mark spaces and post signage to direct Enterprise Rent-A-Car customers to designated spaces. Enterprise Rent-A-Car sales, supervisory and regional management staff will work to direct customers to these designated areas. All parties agreed that should this solution fail to address the congestion problem and expansion of the current lease will be prepared for discussion.

## **VII. ITEM FIVE – STAFF REPORT**

- A. Staff provided a report on the business of the Shawnee Regional Airport since the last meeting of the Airport Advisory Board. Written reports are included as Attachment 1 to these minutes.

10. Fuel Prices
11. Fuel Sales
12. Fiscal Year Budget
13. Airport Operations and Management Report

## **VIII. ITEM SIX - BOARD COMMENTS**

- A. The Chairman asked each of the Members of the Airport Advisory Board to provide general introductory remarks and guidance to staff regarding the goals and objectives of the Airport Advisory Board for the development and operation of the Shawnee Regional Airport.

## **IX. ITEM SEVEN - NEW BUSINESS**

- A. Solicitation of Quotes Fuel System Repairs and Staff Training –

Staff reported to the Advisory Board that the Shawnee Regional Airport's fuel provider Phillips 66 conducted a semi-annual facility and equipment inspection and provided the staff with an inspection report detailing deficiencies with existing equipment, and the fuel safety and fuel quality programs currently in place.

Staff stated the most appropriate means of correcting the deficiencies is to engage the services of a vendor with fuel dispensing and storage system management and repair experience, at an estimated cost for services less than \$25,000.00; parts and equipment to be procured under separate direct purchase methods.

Following a discussion of the proposal to engage the services of a qualified vendor to assess and repair the fuel system and provide safety and quality control training for staff, the Chairman called for a Motion to Approve the recommendation presented by Staff.

Mr. Fogerty made a motion to support the recommendation from Staff to seek authorization from the Shawnee Airport Authority to expend up to \$24,999.00 for non-professional services in support of the repair of the fuel storage and dispensing system, preparation of associated documentation and training.

Mr. Klaser provided a Seconded to the motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the motion.

**X. ITEM EIGHT - ADJOURNMENT**

There being no further business presented on the Agenda, the Chairman called for a Motion to Adjourn.

Mr. Fogerty made a motion to Adjourn

Mr. Smallwood provided a Seconded to the motion.

The Chairman called the Question and the Members of the Advisory Board present unanimously approved the motion.

The meeting was Adjourned.

|                                       |               |
|---------------------------------------|---------------|
| _____<br>KEVIN HUDDLESTON<br>CHAIRMAN | _____<br>DATE |
|---------------------------------------|---------------|

ATTEST:

|                                      |               |
|--------------------------------------|---------------|
| _____<br>BONNIE A. WILSON, SECRETARY | _____<br>DATE |
|--------------------------------------|---------------|



**To: Shawnee Regional Airport Advisory Board**  
**Kevin Huddleston, Chairman**  
**Will Smallwood, Vice Chairman**  
**Barry Fogerty**  
**Donald "Andy" Freeman**  
**Bert Humphreys**  
**John Klaser**  
**James Smith**

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

A handwritten signature in blue ink, appearing to read "Bonnie A. Wilson", is written over the printed name and title.

**Date: March 16, 2018**

**Subject: Termination of Lease**

### **Summary**

The Shawnee Regional Airport owns approximately 225 acres of land located on Janco Road, one-half mile west of Highway 18, in Shawnee, Oklahoma. This property is currently under lease for the purposes of hay cutting and bailing to Mr. Frank Welch.

Mr. Welch has failed to make payment to the City of Shawnee for over 120 days, and has a current balance due of \$2,916.76 against a \$2,500.00 annual fee. Mr. Welch was notified of the requirement to remedy this situation within ten days, via certified letter dated February 23, 2018. As of this writing Mr. Welch has not made a payment and the account remains in arrears.

### **Recommendation**

Per the terms of the lease between the City of Shawnee and Mr. Frank Welch, Article 14 – Default<sup>1</sup>, the City has the right to terminate this lease if the Lessee has not cured the default within ten days of receiving notice to do so. In that this account has been in arrears for over 120 days, staff is recommending the Airport Advisory Board consider the option to terminate this lease based on the Lessee's default, and approve the development and publication of a Request for Proposals for lease of the property.

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<sup>1</sup> ARTICLE 14-DEFAULT

14.1 In the event Lessee breaches any term or provision of this Lease, including the obligation to pay rent as and when due, the City shall have the right to terminate this lease upon giving Lessee ten (10) days' notice to cure such default (except as otherwise provided in Section 5.3 above). If Lessee shall not have cured its default within said ten (10) day period to the satisfaction of the City, then the City may declare this Lease and Lessee's right of occupancy to be terminated, and Lessee shall at once quit the Premises, taking only such personality or fixtures as the City may authorize to be removed. The foregoing rights and remedies given to City are and shall be deemed to be cumulative and shall be deemed to be given to City in addition to any other and further rights granted to City herein or by law. The failure by the City at any time to exercise any right or remedy hereby given to it shall not be deemed to operate as a waiver by it of its right to exercise such rights or remedies at any other or future time.

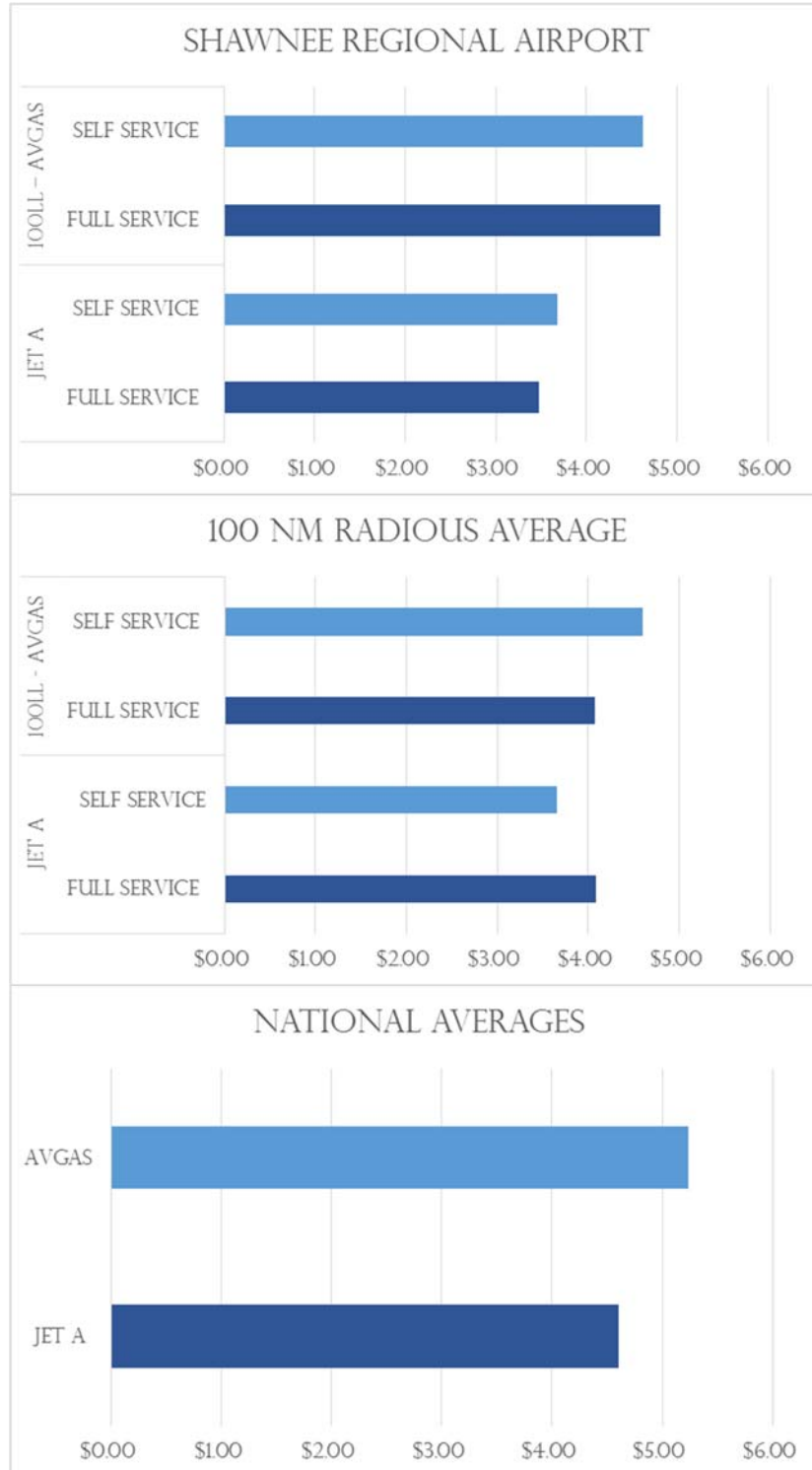
### **Action Requested**

Authorize staff to present a recommendation to the Shawnee Airport Authority, and subsequently to the City of Shawnee Board of Commissioners to terminate the lease between the City of Shawnee and Mr. Frank Welch; and

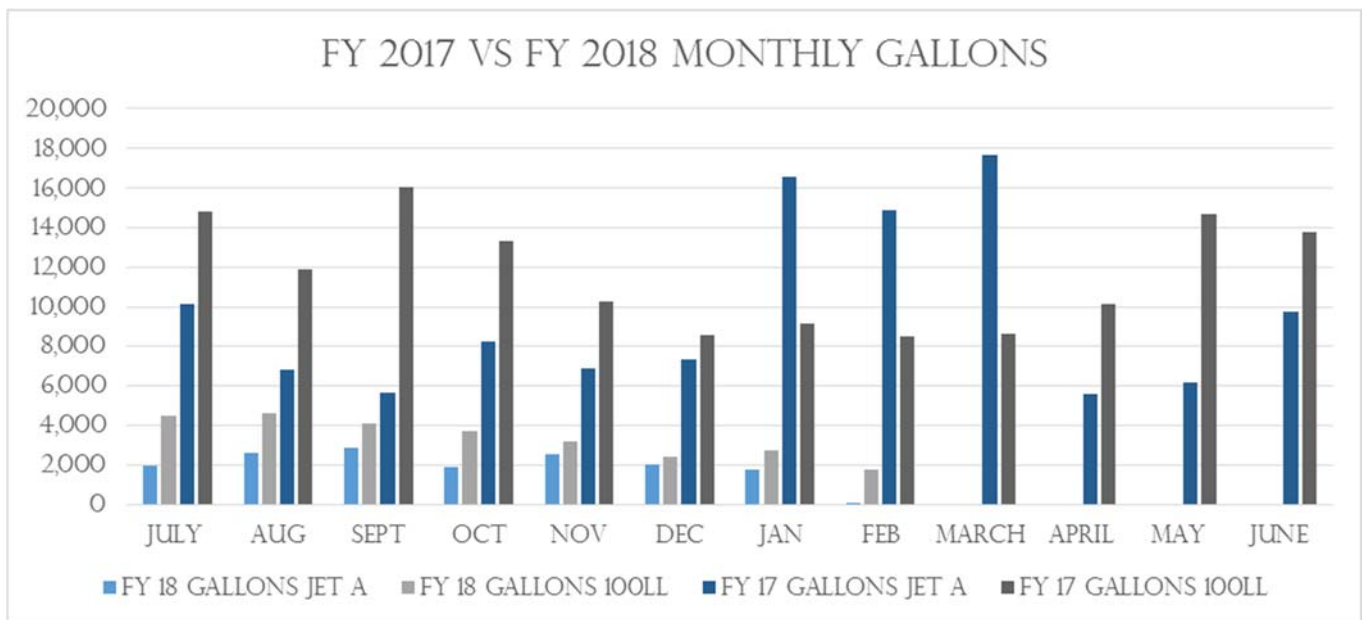
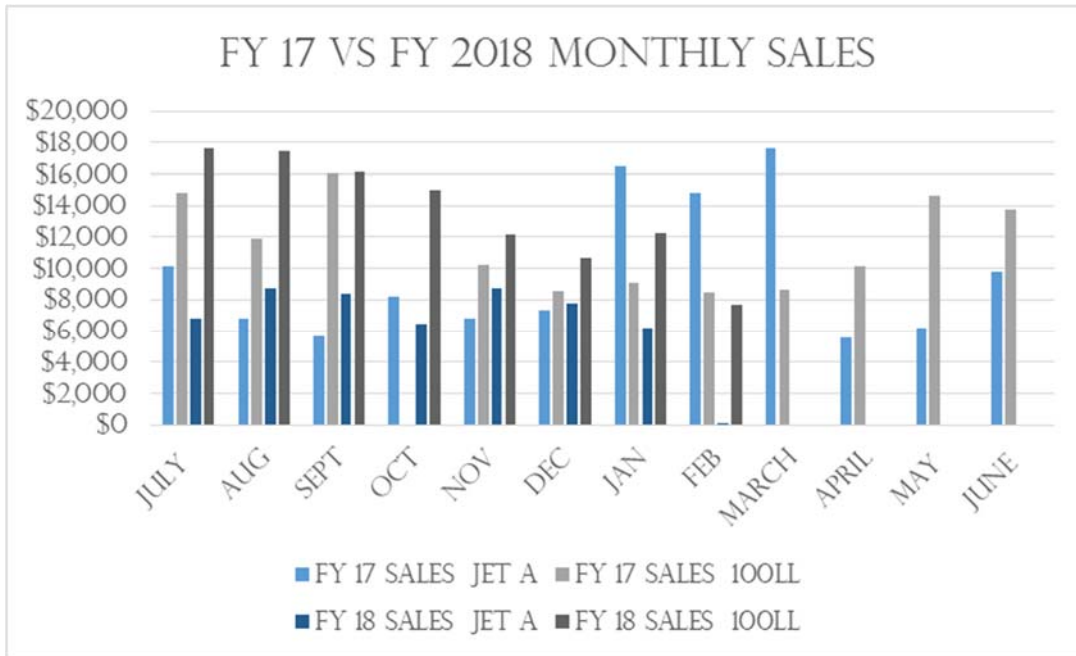
Authorize staff to prepare a draft Request for Proposals for the lease of the property for the review and approval by the Shawnee Airport Advisory Board.

**Staff Report**  
**March 21, 2018**

**1. Current Fuel Price Comparisons** *(Data Reported on 100LL.COM)*



## 2. Shawnee Regional Airport Fuel Sales



### 3. Revenues versus Expenditures – Fiscal Year at 70% Completion



#### Revenue Actual **64% of Budget**

##### Significant Variables

AIP Grant Revenue Reimbursement \$60,088

#### Expenses Actual **75% of Budget**

##### Significant Variables

|                                  |          |
|----------------------------------|----------|
| Building Repair and Maintenance  | \$2,039  |
| Equipment Repair and Maintenance | \$6,942  |
| Vehicle Repair and Maintenance   | \$ 436   |
| Repair and Maintenance Other     | \$13,270 |
| Auditing Services                | \$1,195  |
| Other Professional Services      | \$ 505   |
| Books and Subscriptions          | \$ 278   |
| Event Purchase Expense           | \$8,830  |
| Miscellaneous Other              | \$1,083  |

### 4. Aged Receivables Report

|                    |                                            |
|--------------------|--------------------------------------------|
| On Airport Tenants | Over 60 Days - 0                           |
|                    | Over 90 Days - 0                           |
| Other Tenants      | One Over 120 Days – Hay Lease (\$2,916.76) |

C I T Y   O F   S H A W N E E  
FINANCIAL STATEMENT - UNAUDITED  
AS OF:   MARCH 16TH, 2018

511-SHAWNEE AIRPORT AUTHORITY  
FINANCIAL SUMMARY

|                                         | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>PO ADJUST. | Y-T-D<br>ACTUAL     | Y-T-D<br>ENCUMBRANCE | BUDGET<br>BALANCE | BUDGET        |
|-----------------------------------------|-------------------|-------------------|--------------------------|---------------------|----------------------|-------------------|---------------|
| -----                                   |                   |                   |                          |                     |                      |                   |               |
| REVENUE SUMMARY                         |                   |                   |                          |                     |                      |                   |               |
| -----                                   |                   |                   |                          |                     |                      |                   |               |
| INTERGOVERNMENTAL REV.                  | 68,850.00         | 0.00              | 0.00                     | 8,762.00            | 0.00                 | 60,088.00         | 12.73         |
| LICENSES & PERMITS                      | 0.00              | 0.00              | 0.00                     | 0.00                | 0.00                 | 0.00              | 0.00          |
| RENTAL REVENUES                         | 279,786.00        | 94,125.35         | 0.00                     | 231,955.48          | 0.00                 | 47,830.52         | 82.90         |
| INTEREST INCOME                         | 0.00              | 0.00              | 0.00                     | 0.00                | 0.00                 | 0.00              | 0.00          |
| OTHER REVENUES                          | 291,200.00        | 4,340.58          | 0.00                     | 170,303.35          | 0.00                 | 120,896.65        | 58.48         |
| TRANSFERS IN                            | <u>0.00</u>       | <u>0.00</u>       | <u>0.00</u>              | <u>0.00</u>         | <u>0.00</u>          | <u>0.00</u>       | <u>0.00</u>   |
| *** TOTAL REVENUES ***                  | <u>639,836.00</u> | <u>98,465.93</u>  | <u>0.00</u>              | <u>411,020.83</u>   | <u>0.00</u>          | <u>228,815.17</u> | <u>64.24</u>  |
|                                         | =====             | =====             | =====                    | =====               | =====                | =====             | =====         |
| EXPENDITURE SUMMARY                     |                   |                   |                          |                     |                      |                   |               |
| -----                                   |                   |                   |                          |                     |                      |                   |               |
| AIRPORT                                 | 639,651.00        | 6,758.86          | 0.00                     | 480,609.28          | 95,200.16            | 63,841.56         | 90.02         |
| SHARED COSTS (ALLOCATED)                | <u>0.00</u>       | <u>0.00</u>       | <u>0.00</u>              | <u>0.00</u>         | <u>0.00</u>          | <u>0.00</u>       | <u>0.00</u>   |
| *** TOTAL EXPENDITURES ***              | <u>639,651.00</u> | <u>6,758.86</u>   | <u>0.00</u>              | <u>480,609.28</u>   | <u>95,200.16</u>     | <u>63,841.56</u>  | <u>90.02</u>  |
|                                         | =====             | =====             | =====                    | =====               | =====                | =====             | =====         |
| ** REVENUE OVER (UNDER) EXPENDITURES ** | <u>185.00</u>     | <u>91,707.07</u>  | <u>0.00</u>              | <u>( 69,588.45)</u> | <u>( 95,200.16)</u>  | <u>164,973.61</u> | <u>74.92-</u> |
|                                         | =====             | =====             | =====                    | =====               | =====                | =====             | =====         |

C I T Y O F S H A W N E E  
FINANCIAL STATEMENT - UNAUDITED  
AS OF: MARCH 16TH, 2018

511-SHAWNEE AIRPORT AUTHORITY  
REVENUES

|                                   | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>PO ADJUST. | Y-T-D<br>ACTUAL | Y-T-D<br>ENCUMBRANCE | BUDGET<br>BALANCE | BUDGET |
|-----------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|--------|
| <u>INTERGOVERNMENTAL REV.</u>     |                   |                   |                          |                 |                      |                   |        |
| 4101 FEDERAL GRANT REVENUE        | 68,850.00         | 0.00              | 0.00                     | 8,762.00        | 0.00                 | 60,088.00         | 12.73  |
| 4102 STATE GRANT REVENUE          | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| TOTAL INTERGOVERNMENTAL REV.      | 68,850.00         | 0.00              | 0.00                     | 8,762.00        | 0.00                 | 60,088.00         | 12.73  |
| <u>LICENSES &amp; PERMITS</u>     |                   |                   |                          |                 |                      |                   |        |
| 4249 OTHER PERMITS                | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| TOTAL LICENSES & PERMITS          | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| <u>RENTAL REVENUES</u>            |                   |                   |                          |                 |                      |                   |        |
| 4600 RENTAL REVENUE               | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4625 AIRPORT RENTAL REVENUE       | 135,000.00        | 15,736.23         | 0.00                     | 106,495.66      | 0.00                 | 28,504.34         | 78.89  |
| 4626 T-HANGAR RENTAL REVENUE      | 70,786.00         | 6,113.25          | 0.00                     | 52,993.25       | 0.00                 | 17,792.75         | 74.86  |
| 4627 FBO SHARE OF HANGAR REVENUE  | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4695 WATER TOWER RENTAL           | 74,000.00         | 72,275.87         | 0.00                     | 72,275.87       | 0.00                 | 1,724.13          | 97.67  |
| 4699 OTHER RENTAL REVENUE         | 0.00              | 0.00              | 0.00                     | 190.70          | 0.00                 | 190.70            | 0.00   |
| TOTAL RENTAL REVENUES             | 279,786.00        | 94,125.35         | 0.00                     | 231,955.48      | 0.00                 | 47,830.52         | 82.90  |
| <u>INTEREST INCOME</u>            |                   |                   |                          |                 |                      |                   |        |
| 4701 INTEREST INCOME              | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| TOTAL INTEREST INCOME             | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| <u>OTHER REVENUES</u>             |                   |                   |                          |                 |                      |                   |        |
| 4803 OIL & GAS ROYALTIES          | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4804 OIL & LUB SALES              | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4809 SALE OF SURPLUS PROPERTY     | 0.00              | 0.00              | 0.00                     | 292.50          | 0.00                 | 292.50            | 0.00   |
| 4813 SALE OF REAL PROPERTY        | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4825 REFUNDS & REIMBURSEMENTS     | 1,000.00          | 40.29             | 0.00                     | 115.99          | 0.00                 | 1,115.99          | 11.60  |
| 4835 FUEL FLOWAGE FEE             | 200.00            | 0.00              | 0.00                     | 124.32          | 0.00                 | 75.68             | 62.16  |
| 4836 FUEL SALES                   | 283,500.00        | 4,300.29          | 0.00                     | 166,022.52      | 0.00                 | 117,477.48        | 58.56  |
| 4850 EVENT REVENUES               | 6,500.00          | 0.00              | 0.00                     | 680.00          | 0.00                 | 5,820.00          | 10.46  |
| 4860 FLY-IN DONATIONS             | 0.00              | 0.00              | 0.00                     | 3,300.00        | 0.00                 | 3,300.00          | 0.00   |
| 4870 INTERDEPARTMENTAL REVENUE    | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| TOTAL OTHER REVENUES              | 291,200.00        | 4,340.58          | 0.00                     | 170,303.35      | 0.00                 | 120,896.65        | 58.48  |
| <u>TRANSFERS IN</u>               |                   |                   |                          |                 |                      |                   |        |
| 4901 TRANSFER FROM GEN FUND       | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4904 TRANSFER FROM STREET IMPROV  | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4905 TRANSFER FROM ECON DEVLPT    | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4950 TRANSFER FROM CAPITAL IMPROV | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4951 TRANSFER FROM STREET IMPRV   | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 4960 CONTRIBUTED CAPITAL REVENUE  | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| TOTAL TRANSFERS IN                | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| *** TOTAL REVENUES ***            | 639,836.00        | 98,465.93         | 0.00                     | 411,020.83      | 0.00                 | 228,815.17        | 64.24  |

C I T Y   O F   S H A W N E E  
FINANCIAL STATEMENT - UNAUDITED  
AS OF:   MARCH 16TH, 2018

511-SHAWNEE AIRPORT AUTHORITY  
AIRPORT

|                              |                        | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>PO ADJUST. | Y-T-D<br>ACTUAL | Y-T-D<br>ENCUMBRANCE | BUDGET<br>BALANCE | BUDGET |
|------------------------------|------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|--------|
|                              |                        |                   |                   |                          |                 |                      |                   |        |
| PERSONAL SERVICES            |                        |                   |                   |                          |                 |                      |                   |        |
| 5-0120-5101                  | REGULAR SALARIES       | 103,970.00        | 4,688.48          | 0.00                     | 81,039.84       | 0.00                 | 22,930.16         | 77.95  |
| 5-0120-5102                  | OVERTIME               | 600.00            | 0.00              | 0.00                     | 570.13          | 0.00                 | 29.87             | 95.02  |
| 5-0120-5103                  | PART TIME SALARIES     | 15,000.00         | 486.00            | 0.00                     | 12,695.75       | 0.00                 | 2,304.25          | 84.64  |
| 5-0120-5104                  | LONGEVITY              | 1,332.00          | 28.80             | 0.00                     | 696.80          | 0.00                 | 635.20            | 52.31  |
| 5-0120-5105                  | SKILLS INCENTIVES      | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5106                  | EDUCATIONAL INCENTIVES | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5111                  | FICA                   | 7,496.00          | 300.99            | 0.00                     | 5,701.08        | 0.00                 | 1,794.92          | 76.05  |
| 5-0120-5112                  | MEDICARE               | 1,753.00          | 70.39             | 0.00                     | 1,333.29        | 0.00                 | 419.71            | 76.06  |
| 5-0120-5113                  | HEALTH INSURANCE       | 13,899.00         | 0.00              | 0.00                     | 8,895.64        | 0.00                 | 5,003.36          | 64.00  |
| 5-0120-5114                  | LIFE INSURANCE         | 196.00 (          | 0.01)             | 0.00                     | 65.76           | 0.00                 | 130.24            | 33.55  |
| 5-0120-5115                  | OMRF RETIREMENT        | 9,057.00          | 406.34            | 0.00                     | 6,643.76        | 0.00                 | 2,413.24          | 73.35  |
| 5-0120-5118                  | ICMA RETIREMENT        | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5120                  | ACA FEES-CITY          | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5140                  | TUITION ASSISTANCE     | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5145                  | UNEMPLOYMENT COMPENSAT | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5150                  | OTHER BENEFITS         | 5,520.00          | 0.00              | 0.00                     | 3,220.00        | 0.00                 | 2,300.00          | 58.33  |
| 5-0120-5155                  | WORKER'S COMPENSATION  | 4,463.00          | 371.95            | 0.00                     | 3,347.55        | 0.00                 | 1,115.45          | 75.01  |
| TOTAL PERSONAL SERVICES      |                        | 163,286.00        | 6,352.94          | 0.00                     | 124,209.60      | 0.00                 | 39,076.40         | 76.07  |
|                              |                        |                   |                   |                          |                 |                      |                   |        |
| MATERIALS AND SUPPLIES       |                        |                   |                   |                          |                 |                      |                   |        |
| 5-0120-5201                  | OFFICE & COMPUTER SUPP | 1,000.00          | 0.00              | 0.00                     | 560.25          | 0.00                 | 439.75            | 56.03  |
| 5-0120-5203                  | FOOD & KITCHEN SUPPLIE | 900.00            | 0.00              | 0.00                     | 424.03          | 233.28               | 242.69            | 73.03  |
| 5-0120-5205                  | CLOTHING               | 0.00              | 0.00              | 0.00                     | 280.00          | 0.00 (               | 280.00)           | 0.00   |
| 5-0120-5210                  | FUEL, OIL & LUBRICANTS | 4,000.00          | 0.00              | 0.00                     | 3,929.26        | 0.00                 | 70.74             | 98.23  |
| 5-0120-5215                  | CHEMICALS              | 300.00            | 0.00              | 0.00                     | 0.00            | 0.00                 | 300.00            | 0.00   |
| 5-0120-5216                  | MEDICAL SUPPLIES       | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5217                  | LOW LEAD 100 OCTANE FU | 140,000.00        | 0.00              | 0.00                     | 108,665.09      | 0.00                 | 31,334.91         | 77.62  |
| 5-0120-5218                  | JET A FUEL             | 70,000.00         | 0.00              | 0.00                     | 61,887.62       | 0.00                 | 8,112.38          | 88.41  |
| 5-0120-5220                  | TOOLS & MINOR EQUIPMEN | 500.00            | 0.00              | 0.00                     | 0.00            | 0.00                 | 500.00            | 0.00   |
| 5-0120-5224                  | EQUIP. PARTS & SUPPLIE | 3,000.00          | 0.00              | 0.00                     | 3,582.93        | 0.00 (               | 582.93)           | 119.43 |
| 5-0120-5230                  | STREET MAINT. MATERIAL | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5250                  | OTHER MATERIALS&SUPPLI | 500.00            | 0.00              | 0.00                     | 566.84          | 0.00 (               | 66.84)            | 113.37 |
| TOTAL MATERIALS AND SUPPLIES |                        | 220,200.00        | 0.00              | 0.00                     | 179,896.02      | 233.28               | 40,070.70         | 81.80  |

511-SHAWNEE AIRPORT AUTHORITY  
AIRPORT

|                                     | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>PO ADJUST. | Y-T-D<br>ACTUAL | Y-T-D<br>ENCUMBRANCE | BUDGET<br>BALANCE | BUDGET |
|-------------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|--------|
| <u>OTHER SERVICES &amp; CHARGES</u> |                   |                   |                          |                 |                      |                   |        |
| 5-0120-5301 EQUIP. MAINT. CONTRACT  | 7,000.00          | 300.00            | 0.00                     | 3,748.75        | 0.00                 | 3,251.25          | 53.55  |
| 5-0120-5302 REPAIR & MAINT. - BLDG  | 25,000.00         | 0.00              | 0.00                     | 24,613.03       | 2,426.15 (           | 2,039.18)         | 108.16 |
| 5-0120-5303 REPAIR & MAINT. - EQUI  | 2,000.00          | 105.92            | 0.00                     | 7,013.72        | 1,928.66 (           | 6,942.38)         | 447.12 |
| 5-0120-5304 REPAIR & MAINT.-VEHICL  | 1,000.00          | 0.00              | 0.00                     | 1,136.20        | 300.00 (             | 436.20)           | 143.62 |
| 5-0120-5309 REPAIR & MAINT. - OTHE  | 2,500.00          | 0.00              | 0.00                     | 8,824.00        | 6,946.76 (           | 13,270.76)        | 630.83 |
| 5-0120-5310 LEGAL SERVICES          | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5311 AUDITING SERVICES       | 3,500.00          | 0.00              | 0.00                     | 4,695.76        | 0.00 (               | 1,195.76)         | 134.16 |
| 5-0120-5317 MEDICAL SERVICES        | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5319 OTHER PROFESSIONAL SER  | 2,000.00          | 0.00              | 0.00                     | 2,140.61        | 365.00 (             | 505.61)           | 125.28 |
| 5-0120-5320 NATURAL GAS             | 10,000.00         | 0.00              | 0.00                     | 5,698.35        | 0.00                 | 4,301.65          | 56.98  |
| 5-0120-5321 ELECTRICITY             | 40,000.00         | 0.00              | 0.00                     | 36,444.56       | 0.00                 | 3,555.44          | 91.11  |
| 5-0120-5325 TELEPHONE               | 5,000.00          | 0.00              | 0.00                     | 3,437.43        | 0.00                 | 1,562.57          | 68.75  |
| 5-0120-5326 PAGERS                  | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5328 COPY USAGE EXPENSE      | 50.00             | 0.00              | 0.00                     | 0.39            | 0.00                 | 49.61             | 0.78   |
| 5-0120-5329 POSTAGE & SHIPPING      | 100.00            | 0.00              | 0.00                     | 186.54          | 50.00 (              | 136.54)           | 236.54 |
| 5-0120-5335 TEMPORARY LABOR SERVIC  | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5336 JANITORIAL SERVICES     | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5339 OTHER CONTRACTUAL SERV  | 1,000.00          | 0.00              | 0.00                     | 0.00            | 0.00                 | 1,000.00          | 0.00   |
| 5-0120-5340 TRAINING CONFERENCES    | 325.00            | 0.00              | 0.00                     | 438.99          | 0.00 (               | 113.99)           | 135.07 |
| 5-0120-5341 OTHER TRAINING          | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5347 MEMBERSHIPS & DUES      | 350.00            | 0.00              | 0.00                     | 350.00          | 0.00                 | 0.00              | 100.00 |
| 5-0120-5348 FILING FEES & PERMITS   | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5349 BOOKS & SUBSCRIPTIONS   | 300.00            | 0.00              | 0.00                     | 578.78          | 0.00 (               | 278.78)           | 192.93 |
| 5-0120-5350 SOFTWARE PURCHASES      | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5351 SOFTWARE SUPPORT CNTRC  | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5353 LEGAL ADVERTISING       | 300.00            | 0.00              | 0.00                     | 0.00            | 0.00                 | 300.00            | 0.00   |
| 5-0120-5354 PRINTING                | 100.00            | 0.00              | 0.00                     | 0.00            | 0.00                 | 100.00            | 0.00   |
| 5-0120-5355 INSURANCE               | 22,000.00         | 0.00              | 0.00                     | 20,455.33       | 0.00                 | 1,544.67          | 92.98  |
| 5-0120-5357 EQUIPMENT RENTAL        | 500.00            | 0.00              | 0.00                     | 175.00          | 0.00                 | 325.00            | 35.00  |
| 5-0120-5360 ELECTIONS               | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| 5-0120-5370 EVENT PURCHASE EXPENSE  | 15,000.00         | 0.00              | 0.00                     | 23,830.17       | 0.00 (               | 8,830.17)         | 158.87 |
| 5-0120-5378 MISC. OTHER SERV. & CH  | 2,500.00          | 0.00              | 0.00                     | 3,583.74        | 0.00 (               | 1,083.74)         | 143.35 |
| 5-0120-5380 JET FUEL TRUCK RENTAL   | 7,140.00          | 0.00              | 0.00                     | 0.00            | 0.00                 | 7,140.00          | 0.00   |
| 5-0120-5393 ADVERTISING & PROMOTIO  | 9,000.00          | 0.00              | 0.00                     | 4,357.80        | 419.20               | 4,223.00          | 53.08  |
| 5-0120-5399 CONTINGENCY             | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| TOTAL OTHER SERVICES & CHARGES      | 156,665.00        | 405.92            | 0.00                     | 151,709.15      | 12,435.77 (          | 7,479.92)         | 104.77 |

C I T Y   O F   S H A W N E E  
FINANCIAL STATEMENT - UNAUDITED  
AS OF:   MARCH 16TH, 2018

511-SHAWNEE AIRPORT AUTHORITY  
AIRPORT

|                                       | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>PO ADJUST. | Y-T-D<br>ACTUAL | Y-T-D<br>ENCUMBRANCE | BUDGET<br>BALANCE | BUDGET    |
|---------------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|-----------|
| -----                                 |                   |                   |                          |                 |                      |                   |           |
| <u>CAPITAL OUTLAY</u>                 |                   |                   |                          |                 |                      |                   |           |
| 5-0120-5420    CAPITAL OUTLAY - BLDGS | 76,500.00         | 0.00              | 0.00                     | 9,735.78        | 82,531.11 (          | 15,766.89)        | 120.61    |
| 5-0120-5450    CAPITAL OUTLAY-EQUIPME | 23,000.00         | 0.00              | 0.00                     | 15,058.73       | 0.00                 | 7,941.27          | 65.47     |
| 5-0120-5460    AIRPORT IMPROVEMENTS-1 | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00      |
| TOTAL CAPITAL OUTLAY                  | 99,500.00         | 0.00              | 0.00                     | 24,794.51       | 82,531.11 (          | 7,825.62)         | 107.86    |
| <u>DEPRECIATION</u>                   |                   |                   |                          |                 |                      |                   |           |
| 5-0120-5701    DEPRECIATION EXPENSE   | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00      |
| 5-0120-5799    CAPITAL OUTLAY - CONTR | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00      |
| TOTAL DEPRECIATION                    | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00      |
| <u>EXP CATEGORY 0</u>                 |                   |                   |                          |                 |                      |                   |           |
| 5-0120-5099    GAIN OR LOSS ON SALE   | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00      |
| TOTAL EXP CATEGORY 0                  | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00      |
| <br>** TOTAL AIRPORT                  | <br>639,651.00    | <br>6,758.86      | <br>0.00                 | <br>480,609.28  | <br>95,200.16        | <br>63,841.56     | <br>90.02 |
|                                       | =====             | =====             | =====                    | =====           | =====                | =====             | =====     |

C I T Y   O F   S H A W N E E  
FINANCIAL STATEMENT - UNAUDITED  
AS OF:   MARCH 16TH, 2018

511-SHAWNEE AIRPORT AUTHORITY  
SHARED COSTS (ALLOCATED)

|                                           | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>PO ADJUST. | Y-T-D<br>ACTUAL | Y-T-D<br>ENCUMBRANCE | BUDGET<br>BALANCE | BUDGET |
|-------------------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|--------|
| -----                                     |                   |                   |                          |                 |                      |                   |        |
| <u>PERSONAL SERVICES</u>                  |                   |                   |                          |                 |                      |                   |        |
| 5-5040-5199        RESERVED FOR COMP ABSE | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| TOTAL PERSONAL SERVICES                   | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| <u>DEPRECIATION</u>                       |                   |                   |                          |                 |                      |                   |        |
| 5-5040-5701        DEPRECIATION EXPENSE   | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| TOTAL DEPRECIATION                        | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
| ** TOTAL SHARED COSTS (ALLOCATED)         | 0.00              | 0.00              | 0.00                     | 0.00            | 0.00                 | 0.00              | 0.00   |
|                                           | =====             | =====             | =====                    | =====           | =====                | =====             | =====  |
| ***    TOTAL EXPENDITURES    ***          | 639,651.00        | 6,758.86          | 0.00                     | 480,609.28      | 95,200.16            | 63,841.56         | 90.02  |
|                                           | =====             | =====             | =====                    | =====           | =====                | =====             | =====  |

\*\*\* END OF REPORT \*\*\*

\*\*WARNING\*\*        2 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

\*\*\* END OF REPORT \*\*\*

# CITY OF SHAWNEE

## CAPITAL OUTLAY BUDGET REPORT

Friday, March 16, 2018

| FUND                                    | ACCOUNT     | PROJECT      | LINE    | DESCRIPTION                      | BUDGET            | ACTUAL           | ENCUMBRANCES     | BALANCE          |
|-----------------------------------------|-------------|--------------|---------|----------------------------------|-------------------|------------------|------------------|------------------|
| <b><u>SHAWNEE AIRPORT AUTHORITY</u></b> |             |              |         |                                  |                   |                  |                  |                  |
| <b>AIRPORT</b>                          |             |              |         |                                  |                   |                  |                  |                  |
| CAPITAL OUTLAY - BLDGS/IMPRV            |             |              |         |                                  |                   |                  |                  |                  |
| 511                                     | 5-0120-5420 | 820          | 0120-01 | TAXI APRON DESIGN                | 76,500.00         | 9,735.78         | 82,531.11        | -15,766.89       |
|                                         |             | TOTAL        |         | CAPITAL OUTLAY - BLDGS/IMPRV     | 76,500.00         | 9,735.78         | 82,531.11        | -15,766.89       |
| CAPITAL OUTLAY-EQUIPMENT                |             |              |         |                                  |                   |                  |                  |                  |
| 511                                     | 5-0120-5450 | 820          | 0120-01 | TAXI APRON DESIGN                | 76,500.00         | 0.00             | 0.00             | 76,500.00        |
| 511                                     | 5-0120-5450 | 820          | 0120-51 | SECURITY LIGHTING                | 8,000.00          | 0.00             | 0.00             | 8,000.00         |
| 511                                     | 5-0120-5450 | 820          | 0120-52 | CAB AND CHASIS AVGAS TRUCK       | 15,000.00         | 13,250.00        | 0.00             | 1,750.00         |
|                                         |             | TOTAL        |         | CAPITAL OUTLAY-EQUIPMENT         | 99,500.00         | 13,250.00        | 0.00             | 86,250.00        |
|                                         |             | <b>TOTAL</b> |         | <b>AIRPORT</b>                   | <b>176,000.00</b> | <b>22,985.78</b> | <b>82,531.11</b> | <b>70,483.11</b> |
|                                         |             | <b>TOTAL</b> |         | <b>SHAWNEE AIRPORT AUTHORITY</b> | <b>176,000.00</b> | <b>22,985.78</b> | <b>82,531.11</b> | <b>70,483.11</b> |

## 7. Project Summary

- A. Fuel System Repair, Procedures Development and Staff Training
  - 1. Solicitation for Services Approved – Shawnee Airport Authority 5 March 2018
  - 2. Low Quote Received from Red Cloud Aviation - \$ 24,960
- B. Apron / Taxiway Repairs
  - 1. Concrete installation to replace damaged asphalt is complete.



- C. Taxiway / T-Hangar Project Schedule Update – Target Goals  
Patrick Barnas, PE  
Civil Engineer  
Lochner Engineering
  - 1. March
    - Present Project Summary to Shawnee Airport Advisory Board (21 March)
    - File Plans for Construction with FAA –
      - Obstruction Evaluation Airport Airspace Analysis
      - Construction Safety Phasing Plan
  - 2. April
    - Preliminary Engineer's Report - Plans and Specifications (90%)
    - Pre-Publication Coordination City of Shawnee Engineering and Planning Departments
    - Request Authorization from the City of Shawnee Board of Commissioners to Advertise for Bids (16 May 2018)
    - Publish Bids (25 April)
  - 3. May
    - Receive and Open Bids (15 May)
    - Present Bid Results to Airport Advisory Board; Seek Recommendation to Award Bid, Contingent on Funding (16 May)
    - Present Recommendation to Shawnee Airport Authority for Approval to Award (21 May)
  - 4. June

Make Recommendation to Award Bid contingent on receipt of funding.to City of Shawnee Board of Commissioners (4 June)

Seek authorization to file Airport Improvement Program Grant application and accept any grant offers from the City of Shawnee Board of Commissioners (4 June).

5. September  
Commence Project
6. December  
Substantially complete.

8. Planned Activities

- A. Aeronautical Use Rates and Charges  
Update current market information regarding leases, development and services to determine competitive position with the goal of presenting a comprehensive schedule for consideration and approval. .
- B. Standardization of Lease Language  
Working with the City's Attorney, review current aeronautical and non-aeronautical lease language, develop a standard and implement on renewal/new leases.

9. Upcoming Events

- A. March 22, 2018 - North Rock Creek School Field Trip Day
- B. March 29, 2018 6:00 PM CDT - The FAA Safety Team (FAASTeam)  
"Accidents In Oklahoma and What We Can Do About Them and Preventative Maintenance: What Can I Legally Do?"
- C. June 34-24, 2018 Civil Air Patrol Annual Flight Academy