

AGENDA
SHAWNEE AIRPORT AUTHORITY
March 19, 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 March 1, 2018 Special Call meeting and March 5, 2018 regular meeting.
2. New Business

(Any matter not known about or which
could not have been reasonably foreseen
prior to the posting of the agenda)
3. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Airport Authority

1.a.

Meeting Date: 03/19/2018

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the March 1, 2018 Special Call meeting and March 5, 2018 regular meeting.

Fiscal Impact

Attachments

SC Minutes

SAA Minutes

**BOARD OF CITY COMMISSIONERS AND
THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND
THE SHAWNEE MUNICIPAL AUTHORITY
CITY OF SHAWNEE
SPECIAL CALLED SESSION
MARCH 1, 2018**

The Board of City Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority met in Special Called Session at the Heart of Oklahoma Exposition Center, Highway 177 and Independence Street, Shawnee, Oklahoma, Thursday, March 1, 2018 at 11:00 a.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. The following members were in attendance and a quorum was declared.

Richard Finley
Chairman

Dub Bushong
Commissioner Ward 1

Absent at Roll Call
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Absent at Roll Call
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

Absent: Ron Gillham, Lesa Shaw

The Call for said meeting was entered upon the records by the City Clerk, said Call being as follows:

NOTICE OF A CALLED SPECIAL SESSION OF THE BOARD OF CITY
COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES
OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL
AUTHORITY, OKLAHOMA

You and each of you are hereby notified that by virtue of a call issued by me on this 21st day of February, 2018, a Special Called Session will be held of the Board of Commissioners of the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority, Oklahoma at the Heart of Oklahoma Exposition Center, 1700 West Independence Street, Shawnee, Oklahoma at 11:00 a.m. on the 1st day of March, 2018, and you are hereby notified to be present at said meeting. The purpose of the meeting is a work session for general discussion of issues within city government, the Shawnee Airport Authority and the Shawnee Municipal Authority, including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies; and presentation of the Heart of Oklahoma Exposition Center Master Plan.

Witness my hand this 21st day of February, 2018.

(SEAL)

ATTEST:

/s/ Phyllis Loftis
PHYLLIS LOFTIS, CMC
CITY CLERK

/s/ Justin Erickson
JUSTIN ERICKSON
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 21st day of February, 2018 at 10:00 a.m., and executed the same by delivering a true and correct copy thereof to the Mayor and to each of the Commissioners of the Board of City Commissioners for the City of Shawnee and the Board of Trustees of the Shawnee Airport Authority and the Shawnee Municipal Authority, Oklahoma as follows:

A read verification was not received from Mayor Richard Finley via email.

A read verification was received from Commissioner Dub Bushong via e-mail at 4:47 p.m. on February 21, 2018.

A read verification was not received from Commissioner Ron Gillham via e-mail.

A read verification was received from Commissioner/Vice Mayor James Harrod via e-mail at 5:59 p.m. on February 22, 2018.

A read verification was received from Commissioner Darren Rutherford via e-mail at 5:35 p.m. on February 21, 2018.

A read verification was not received from Commissioner Lesa Shaw via e-mail.

A read verification was received from Commissioner Ben Salter via e-mail at 4:25 p.m. on February 21, 2018.

/s/ Phyllis Loftis

PHYLLIS LOFTIS, CMC,
CITY CLERK

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA TO BE HELD ON THE 1ST DAY OF MARCH, 2018 AT 11:00 A.M. AT THE HEART OF OKLAHOMA EXPOSITION CENTER, 1700 WEST INDEPENDENCE STREET, SHAWNEE, OKLAHOMA. THE PURPOSE OF THE MEETING IS A WORK SESSION FOR GENERAL DISCUSSION OF ISSUES WITHIN CITY GOVERNMENT, THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, INCLUDING POSSIBLE NEW INITIATIVES; GENERAL DISCUSSION OF CITY PRIORITIES, PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS; AND GENERAL DISCUSSION OF COMMISSION POLICIES; AND PRESENTATION OF THE HEART OF OKLAHOMA EXPOSITION CENTER MASTER PLAN.

BY VIRTUE OF THE AUTHORITY VESTED IN ME BY SECTION 4, ARTICLE IV OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, A SPECIAL SESSION OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE AND THE BOARD OF TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA IS HEREBY CALLED TO MEET AT THE HEART OF OKLAHOMA EXPOSITION CENTER, HIGHWAY 1700 WEST INDEPENDENCE STREET, SHAWNEE, OKLAHOMA AT 11:00 A.M. ON THE 1ST DAY OF MARCH, 2018 FOR THE PURPOSE OF THE MEETING IS A WORK SESSION FOR GENERAL DISCUSSION OF ISSUES WITHIN CITY GOVERNMENT, THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY, INCLUDING POSSIBLE NEW INITIATIVES; GENERAL DISCUSSION OF CITY PRIORITIES, PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS; AND GENERAL DISCUSSION OF COMMISSION POLICIES; AND PRESENTATION OF THE HEART OF OKLAHOMA EXPOSITION CENTER MASTER PLAN.

Witness my hand this 21st day of February, 2018.

/s/ Justin Erickson
JUSTIN ERICKSON, CITY MANAGER

(SEAL)

ATTEST:

/s/ Phyllis Loftis
PHYLLIS LOFTIS, CMC, CITY CLERK

THE BOARD OF CITY COMMISSIONERS AND THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY AND THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN SPECIAL CALLED SESSION AT THE HEART OF OKLAHOMA EXPOSITION CENTER, HIGHWAY 177 AND INDEPENDENCE STREET, SHAWNEE, OKLAHOMA, FRIDAY, MARCH 1, 2018 AT 11:00 A.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. MAYOR FINLEY PRESIDED AND CALLED THE MEETING TO ORDER. THE FOLLOWING MEMBERS WERE IN ATTENDANCE.

CALL TO ORDER AT 11:00 A.M.

PRESENT AT ROLL CALL: Bushong, Gillham, Harrod, Finley, Rutherford
ABSENT AT ROLL CALL: Shaw, Gillam

DECLARATION OF A QUORUM

City Staff in Attendance: Justin Erickson, City Manager
Joe Vorndran, City Attorney
Don Lynch, Emergency Management
Mason Wilson, Police Chief
Justin DeBruin, Planning Director
James Bryce, Director of Operations
Bonnie Wilson, Airport Manager
Tammy Johnson, Human Resources Director
Chris Dunlap, Assistant Expo Manager
Phyllis Loftis, City Clerk

Others in Attendance: Vicki Misa, Shawnee News Star

COMMISSIONER SHAW ARRIVED AT 11:05 A.M.
COMMISSIONER GILLIAM ARRIVED AT 11:55 A.M.

Staff deviated from the printed agenda with Agenda Item No. 2 being presented first.

AGENDA ITEM NO. 2: Presentation of the Heart of Oklahoma Exposition Center Master Plan.

Mr. Charlie Kolarik, Associate Principal Architect of Populous, presented the Heart of Oklahoma Exposition Center facility assessment. Mr. Kolarik gave an overview of existing facilities and presented building improvement recommendations. Among those discussed were as follows:

- a. Arena C – concession facilities
- b. Arena G – concession facilities and lounge plan
- c. Barn E – extension to increase by 156 stalls
- d. Entry façade improvements

- e. West façade improvements
- f. New maintenance facility and yard relocation
- g. Barn E – Restroom and show office renovation
- h. Roof and Insulation replacements
- i. Floor replacement in Building B – concrete
- j. Floor replacement in Building D – asphalt

Mr. Kolarik shared photographs of the current buildings, noting areas of needed change or improvements. He also provided architectural drawings and photographs of the improvements to each area.

Mayor Finley asked about prioritizing the improvement projects. The deferred maintenance projects were determined to be the most critical projects; those include roofs and insulation repairs. Projects that may help to retain existing customers or attract new customers were noted to be important but not critical; those were identified as restroom and concession upgrades. Mayor Finley also emphasized the importance of input from the Expo Board.

THE COMMISSION BROKE FOR LUNCH AT 12:10 P.M.

AGENDA ITEM NO. 1:

General discussion of issues within city government, the Shawnee Airport Authority (SAA) and Shawnee Municipal Authority (SMA), including possible new initiatives; general discussion of city priorities, projects, goals, long-term needs and funding options; and general discussion of commission policies.

Emergency Management Director Don Lynch gave a presentation regarding community tornado shelters. Mr. Lynch introduced Matt Miller, Assistant Emergency Management Director, to Commissioners. Mr. Lynch explained that wind shelters are intended to provide protection from both wind forces and windborne debris.

The Enhanced Fujita Scale was discussed and information provided that shows most tornadoes are rated between EF0 – EF2, with only 0.1% of all tornadoes being rated as EF5, the most dangerous storm. Specifically relating to Pottawatomie County, there have been seventy-eight (78) tornadoes since 1950 with five (5) of those reported in the City of Shawnee. Since 1894, there have been six (6) tornado related fatalities in or near Shawnee.

When discussing community shelters, Mr. Lynch stated that in addition to the City of Shawnee, the only other city operating a community shelter is Newcastle. Current public shelters in Shawnee include the cellar in Boy Scout Park and the safe room at North Rock Creek School. Soon to be added as a public shelter is the Grove School safe room. The school shelters will be available to the public when school is not in session or evening events are not scheduled. It was noted that the Boy Scout Park shelter is not currently being used and will eventually be closed due to safety concerns. The procedures for opening the community shelters were explained, which includes contacting key holders of the facilities and arranging for shelter security during each tornado watch and/or warning.

Responding to a question from Commissioner Shaw, it was noted that all public schools have tornado plans in place, although not all schools have safe rooms at this time. Commissioner Shaw also asked about day care requirements for safe rooms/shelters. Mr. Lynch responded that there is nothing in the City Code that addresses day care centers, although the Oklahoma State Health Department requires each facility to have a tornado plan. There is not currently a mandate that would require disclosure of whether a shelter is or is not located at a day care facility.

In closing, Mr. Lynch reminded those present that the two worse places you can be during a tornado is in a vehicle or outdoors. He showed a short video of a tornado which affected Tushka, Oklahoma, which emphasized the importance of seeking shelter prior to the arrival of a tornado.

Mr. Lynch then answered questions from the Commission. He noted that the cost for construction of a public shelter would be approximately \$500 per person.

Commissioner Gillam asked Mr. Lynch to look into reports of airplane contrails which may indicate the spraying of chemicals being used for climate modification. Commissioner Gillam knows it is a factor in Oklahoma and is concerned about the health aspects.

City Manager Justin Erickson then introduced the topic of a sales tax increase. Comparison was made between a one-quarter ($\frac{1}{4}$) cent sales tax increase and a one-half ($\frac{1}{2}$) cent sales tax increase. After discussion of the capital projects and other City needs, it was determined that a one-half ($\frac{1}{2}$) cent sales tax increase would be presented to voters.

Mayor Finley stated that he was concerned after the recent school shooting in Florida and recently discussed this with Police Chief Mason Wilson. After that conversation, Mayor Finley is convinced that our police department is doing everything possible to prepare for such an event.

Regarding the current City Charter requirement for at-large voting for Commission seats, Mayor Finley stated he is now in favor of ward only voting. Discussion between Commissioners showed Commissioner Shaw in favor of this charter change and Commissioner Gillam against the change. Mayor Finley indicated that additional discussion between Commissioners is needed before any action is taken on the Charter change.

City Manager Justin Erickson gave an update on the recent low water pressure issues in the City. He stated that there had been a 14" waterline break overnight which has now been repaired. Additionally, the water tower at Federal and Park streets is undergoing maintenance which added to the problem.

Commissioner Bushong reminded everyone that Shawnee will be featured on C-Span March 3rd and 4th. It will also be available on-line at a later time.

Commissioner Salter expressed his concern regarding traffic in Shawnee, especially along 45th Street if a new elementary school is located there.

Commissioner Shaw said she understood the traffic issue and urged Commissioners to look at all options and not put pressure on one particular area.

AGENDA ITEM NO. 3:

ADJOURNMENT

There being no further business to be considered, the meeting was adjourned by power of the Chair at 2:16 p.m.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

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, MARCH 5, 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: Gillham, Harrod, Finley, Rutherford, Salter, Shaw

ABSENT: Bushong

Call to Order

Declaration of a Quorum

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

- a. Minutes from the February 20, 2018 regular meeting.
- b. Acknowledge Airport Advisory Board Minutes from October 25, 2017 meeting.

A motion was made by Trustee Gillham, seconded by Trustee Rutherford, to approve Consent Agenda Item Nos. 1(a-b). Motion carried 5-0-1.

AYE: Gillham, Rutherford, Salter, Harrod, Finley

NAY: None

ABSTAIN: Shaw

AGENDA ITEM NO. 2: Discussion, consideration, and possible action to authorize staff to engage services for fuel system repairs and staff training.

In response to a question from Commissioner Rutherford regarding whether this was a previously known or an unexpected issue, Airport Manager Bonnie Wilson stated a small issue had been brought to her attention. Additionally, a regularly scheduled quality control inspection report by fuel vendor, Phillips 66, which occurs every two years, identified the issue as well. In order to become

compliant with Phillips 66's standards, the airport will need to engage services for fuel system repairs and staff training.

A motion was made by Trustee Gillham, seconded by Trustee Harrod, to authorize staff to engage services for fuel system repairs and staff training. Motion carried 6-0.

AYE: Gillham, Harrod, 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. (7:08 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

LISA LASYONE, CMC, SECRETARY