

AGENDA
SHAWNEE AIRPORT AUTHORITY
March 18, 2019 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the March 4, 2019 regular meeting.
2. Consider a resolution declaring approximately 108,029 square feet or 2.28 acres of real property located southwest of Highway 177 at the intersection of Leo Avenue bounded by Independence Street as surplus, authorizing staff to solicit sealed bids to sell the property and setting a minimum bid.
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

Lisa Lasyone, CMC, City Clerk

Shawnee Airport Authority

1.a.

Meeting Date: 03/18/2019

SAA Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the March 4, 2019 regular meeting.

Fiscal Impact

Attachments

SAA Minutes

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 4, 2019, 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: Bolt, Gillham, Harrod, Rutherford, Sehorn

ABSENT: Finley, Salter

Call to Order

Declaration of a Quorum

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

- a. Minutes from the February 19, 2019 regular meeting.

A motion was made by Trustee Rutherford, seconded by Trustee Bolt, to approve Consent Agenda Item No. 1(a). Motion carried 5-0.

AYE: Rutherford, Bolt, Gillham, Harrod, Sehorn

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. (6:37 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

Shawnee Airport Authority

2.

Meeting Date: 03/18/2019

Property Sale

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution declaring approximately 108,029 square feet or 2.28 acres of real property located southwest of Highway 177 at the intersection of Leo Avenue bounded by Independence Street as surplus, authorizing staff to solicit sealed bids to sell the property and setting a minimum bid.

Fiscal Impact

Attachments

Memo

Bid Documents

Resolution



Date: March 11, 2019

To: Shawnee Airport Authority

The Honorable Richard Finley, Mayor

James Harrod, Vice Mayor

Ed Bolt, Commissioner

Ron Gillham, Commissioner

Darren Rutherford, Commissioner

Ben Salter, Commissioner

Mark Sehorn, Commissioner

From: Bonnie A. Wilson, CM Airport Manager

Subject: Declaration of Surplus; Authorize Solicitation of Sealed Bids, and
Establishment of a Minimum Bid

Nature of Request:

Staff is seeking a resolution declaring approximately 108,029 square feet or 2.28 acres of real property located southwest of Highway 177 at the intersection of Leo Avenue bounded by Independence Street as surplus, and authorization to solicit sealed bids to sell the property and to set a minimum bid price.

Staff Analysis and Considerations:

The War Assets Administration deeded the property to the City of Shawnee on November 20, 1947. The property lies in the far southwest corner of Shawnee Regional Airport property and is separated from the airport by the right-of-way of U.S. Highway 270/Oklahoma State Highway 177. The long-term plan for the Shawnee Regional Airport will not include airport related development or activities in this area. Release of this property will generate much needed capital revenue for the capital improvement program at Shawnee Regional Airport.

Recommendation:

Staff recommends the Shawnee Airport Authority declare the subject property surplus and authorize staff to solicit sealed bids to be opened at the April 15, 2019, meeting of the Shawnee Airport Authority. Staff further recommends the minimum bid price for the property be established at \$220,000.00

Budget Consideration:

The current lease value of the land is \$10,540.00, per year. The proposed use of the funds is to support the construction of the new t-hangar complex at the airport. The annual rental from t-hangars will be at least \$18,600.00 for the first year, increasing annually based on the rate of inflation established by the Consumer

Price Index. There are sufficient number of existing tenants and interested parties on the hangar waiting list to ensure full occupancy of the new t-hangars.

Property Description

The proposed land to be released is comprised of approximately 2.48 acres and is located in the southeast quarter of Section 11, Township 10 North, Range 3 East of the Indian Meridian of Pottawatomie County, Oklahoma. The property is delineated to the north and east by US Highway 270/Oklahoma State Highway 177, to the south by Independence Street, and to the west by Leo Street.





PUBLIC NOTICE OF ACCEPTANCE OF SEALED BIDS

**2110 West Independence Street, Shawnee, Oklahoma
AIRPORT TRACT #23**

INSTRUCTIONS TO BIDDER

Bids must be submitted to the City of Shawnee, according to the following instructions:

1. The City of Shawnee invites bids submitted on the form attached hereto (Attachment 1). All blanks must be appropriately filled in and failure to do so may render the bid non-responsive.
2. Each bidder represents that:
 - a. They have read and understand the bidding documents and have consulted advisors, attorneys or other experts to the extent they deem necessary;
 - b. Their bid is based upon "as-is" condition of the property; and
 - c. They shall be prepared to finalize and close the transaction within 30 days of the City acceptance of the bid (bid award by City Commission).
3. All bid documents shall bear an original signature and be enclosed and sealed in an envelope. All bids must be clearly marked as "Bid: 2110 West Independence Street, Shawnee, Oklahoma AIRPORT TRACT #23" along with the name and address of the bidder.
4. A completed non-collusion affidavit (Attachment 2) shall be included with each bid.
5. All bids shall be filed with the City Clerk by 4:00PM, April 15, 2019.
6. The City Commission may accept or reject any bid for any reason.
7. A minimal bid (reserve) has been set at \$220,000.

PROPERTY DETAILS

Size: 2.48 acres, more or less

Legal Description: All the portion of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 11, Township 10 North, Range 3 East of the Indian Meridian, located Southwest of the South Right-of-way line of US Highway Number 270 and North of the North Right-of-way line of Independence Street extended, less and except a 60' roadway easement along the West property line. Said portion of land contains 2.48 acres, more or less.

Property Status: The property is currently leased through January 22, 2028, with a twenty (20) year option to renew. The tenant has built the leasehold improvements.

Zoning: The property is zoned C-3 Commercial.

Flood Plain: FEMA floodplain Category X – Area of Minimal Flood Hazard (Effective 9/3/2010)

Street Access: The property fronts upon public streets.

Directions:

East Interstate 40 East:

Take Exit 181 to merge onto OK-3W E/US-177 S/US-270 E toward Shawnee (3.9 miles); Turn right onto Leo Street (0.1 mile); Turn left onto West Independence Street; destination will be on the left.

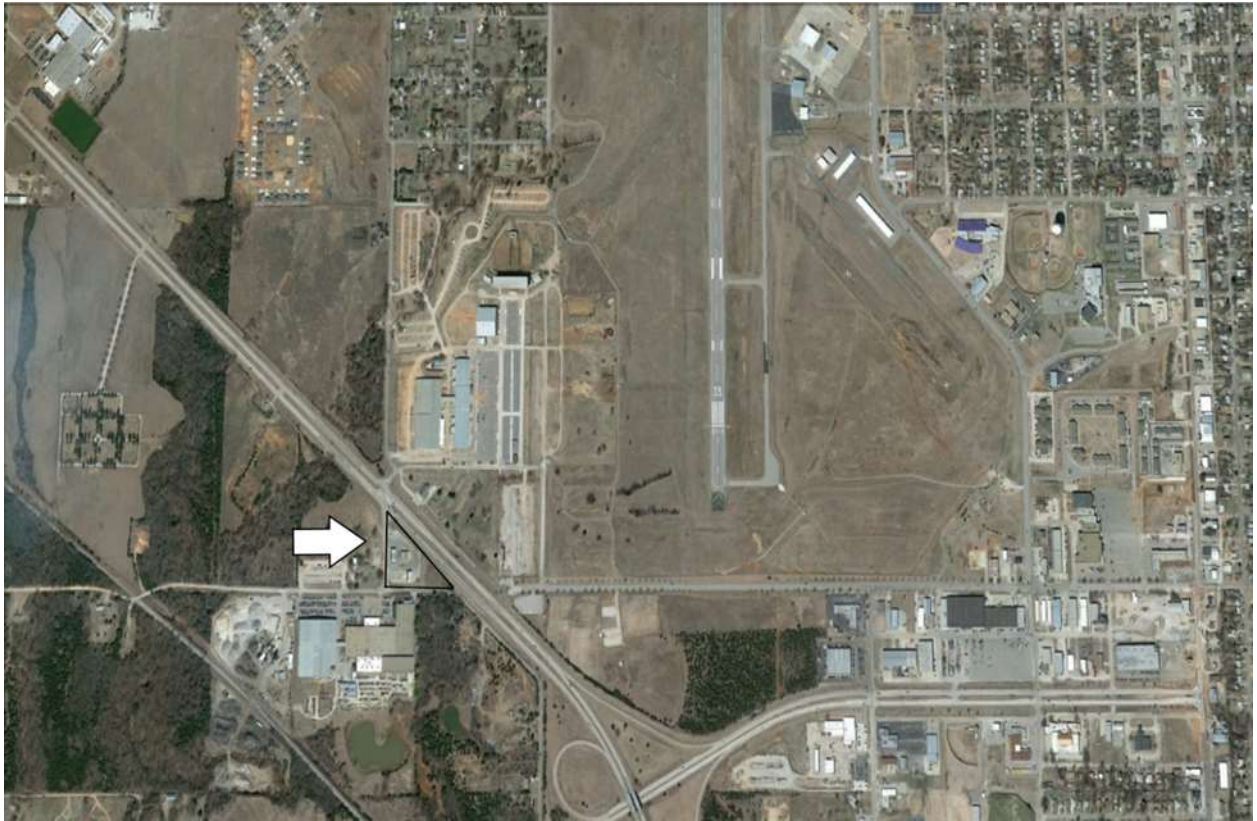
West Interstate 40 West:

Take Exit 181 for US-177 toward US-270/OK-3W/Stillwater/Tecumseh (0.3 mile); Turn left onto US-177 S (3.8 miles); Turn right onto Leo Street (0.1 mile); Turn left onto West Independence Street; destination will be on the left.

From Shawnee City Hall:

West on W 9th St toward N Beard Ave (0.3 mile); Turn right onto North Kickapoo Avenue (1.1 mile); Turn left onto West Kickapoo Spur Street (0.9 mile); Keep left to stay on West Kickapoo Spur Street (0.1 mile); Turn right onto North Leo Street (0.2 mile); North Leo Street turns left and becomes West Independence Street; destination will be on the right.

Exhibit 1 - Aerial View of Subject Property



[illegible]

BID FORM

2110 West Independence Street, Shawnee, Oklahoma
AIRPORT TRACT #23

Bidder (name): _____

Address: _____

Phone/Email: _____

Bid Amount: \$ _____ (Numerical Representation)
_____ Dollars and _____ Cents (Written Word)

Bids must be submitted by **4:00PM** on **15 April 2019**, with **one** submittal to the **following** location:

City Clerk
Shawnee City Hall
16 West 9th Street
Shawnee, OK 74801

See Instructions to Bidders and ensure compliance with all submittal requirements.

Conditions of Sale:

1. Fees and Costs. The City, at its expense, will prepare and record a Quit Claim or Warranty Deed for the Buyer. All other fees and costs to be paid by buyer.
2. Closing. The closing of this transaction shall be held at the earliest practical date consistent with the terms and conditions herein. However, closing shall be held no later than 30 business days from the date of Bid Award by the City Commission.
3. Possession. Possession of the property shall be given to the buyer at the close of sale.
4. As-Is Sale of Property. Seller is selling the property in a "as is, where is" condition and buyer assumes any all liability associated with the property. Buyer acknowledges that the seller has made no representations or warranties regarding the condition of the property or its use for any purpose.
5. Financing. Buyer represents ability to obtain financing necessary to close the transactions at their sole expense.
6. Agents, Commissions, Professional Advice. If the buyer is represented by a real estate broker or other person to whom a commission is owed in connection with this transaction, the buyer shall bear that cost alone.
7. Acceptance. Buyer's signature herein constitutes an offer to Seller to purchase the property herein. By his/her signature below, Buyer acknowledges receipt of a copy hereof.

Buyer:

Signature

Date

Printed Name

NON-COLLUSION AFFIDAVIT

STATE OF _____ }
COUNTY _____ }

_____, of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the BUYER to submit the attached Bid. Affiant further states that the BUYER has not been a party to any collusion among the BIDDERS in restraint of freedom of competition by agreement to BID at a fixed price or to refrain from submitting a BID; or with any City official or employee as to quantity, quality, or price, or any other terms of said BID; or in any discussions between the BIDDERS and any City official concerning exchange of money or other thing of value for special consideration in the awarding of the BID; that the undersigned/BIDDER has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Shawnee, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the award of the BID pursuant to this BID.

BIDDER:

Signature Date

Printed Name

Sworn before me this _____ day of _____, 2019

Notary Public

My commission expires _____

RESOLUTION NO. _____

A RESOLUTION DECLARING CERTAIN REAL PROPERTY INCLUDING ALL THE PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 10 NORTH, RANGE 3 EAST OF THE INDIAN MERIDIAN, LOCATED SOUTHWEST OF THE SOUTH RIGHT-OF-WAY LINE OF US HIGHWAY NUMBER 270 AND NORTH OF THE NORTH RIGHT-OF-WAY LINE OF INDEPENDENCE STREET EXTENDED, LESS AND EXCEPT A 60' ROADWAY EASEMENT ALONG THE WEST PROPERTY LINE, SAID PORTION OF LAND CONTAINS 2.48 ACRES, MORE OR LESS. SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID PROPERTY; AND AUTHORIZING STAFF TO ADVERTISE FOR SEALED BIDS FOR THE SALE OF SAID PROPERTY.

WHEREAS, the City of Shawnee owns the following property:

All the portion of the Southeast Quarter of the Southeast Quarter of Section 11, Township 10 North, Range 3 East of the Indian Meridian, located Southwest of the South Right-of-Way line of US Highway Number 270 and North of the North Right-of-Way line of Independence Street extended, less and except a 60' roadway easement along the West property line, said portion of land contains 2.48 acres, more or less, subject to existing zoning ordinances, rights-of-ways, encroachments that a survey may reveal and easements of record and less and except all oil, gas and minerals and oil, gas and mineral rights therein and thereunder;

WHEREAS, this property is no longer needed and surplus to the City of Shawnee; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

That the above-described property is hereby declared to be surplus and no longer needed for city purposes.

That city staff is hereby authorized to proceed with advertising for sealed bids for the sale of said property including all the portion of the Southeast Quarter of the Southeast Quarter of Section 11, Township 10 North, Range 3 East of the Indian Meridian, located Southwest of the South Right-of-Way line of US Highway Number 270 and North of the North Right-of-Way line of Independence Street extended, less and except a 60' roadway easement along the West property line, said portion of land contains 2.48 acres, more or less, subject to existing zoning ordinances, rights-of-ways, encroachments that a survey may reveal and easements of record and less and except all oil, gas and minerals and oil, gas and mineral rights therein and thereunder. The City of Shawnee reserves the right to reject any and all bids.

[Signature page to follow.]

PASSED AND APPROVED this 18th day of March, 2019.

MAYOR FINLEY, MAYOR

(SEAL)

ATTEST:

LISA LASYONE, CMC, CITY CLERK