

AGENDA
SHAWNEE AIRPORT AUTHORITY
March 7, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the February 22, 2022 regular meeting.
 - b. Acknowledge the Airport Advisory Board Minutes from the December 15, 2021 regular meeting.
 - c. Acknowledge the sale of surplus items.
2. New Business

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

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA 28 CFR/36)

Shawnee Airport Authority**1. a.**

Meeting Date: 03/07/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the February 22, 2022 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, TUESDAY, FEBRUARY 22, 2022, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 6:20 P.M. ON FEBRUARY 17, 2022. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Engles, Bolt, Rutherford, Salter

ABSENT: Flood, Sehorn

Call to Order

Declaration of a Quorum

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

- a. Minutes from the February 7, 2022 regular meeting.

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

AYE: Rutherford, Matthews, Engles, Bolt, 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. (7:52 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, CMC, CITY CLERK

DRAFT

Shawnee Airport Authority

1. b.

Meeting Date: 03/07/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the Airport Advisory Board Minutes from the December 15, 2021 regular meeting.

Fiscal Impact

Attachments

Minutes

**MINUTES
AIRPORT ADVISORY BOARD
DECEMBER 15, 2021
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. John Klaser, Chairman Mr. Barry Fogerty, Vice Chairman, Mr. Harmik DerSahakian, Mr. Scott Lee, Mr. James Smith, Mr. Blake White

OTHERS PRESENT

Mr. Matthew Lovelace, Shawnee Regional Airport Staff
Mr. Rob Morris, Citizen of Shawnee
Ms. Bonnie Wilson, Shawnee Regional Airport Staff

I. DECLARATION OF A QUORUM

Six members of the Advisory Committee were noted as Present, the Vice Chairman Declared a Quorum.

II. CONSIDERATION AND APPROVAL OF MINUTES FROM NOVEMBER 17, 2021, REGULAR MEETING

A copy of the Minutes was included in the meeting agenda package.

The Chairman called for a Motion to Approve the Minutes as presented.

Mr. DerSahakian made the Motion, Mr. Lee provided as Second.

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

III. CITIZEN COMMENTS

Mr. Morris offered information related to a loan agreement between the Oklahoma Baptist University Authority and the City of Shawnee. Mr. Morris suggested the Airport Advisory Board follow this topic when the City of Shawnee City Commission includes the agreement on their agenda to determine if additional funds might be available to support airport expenses.

IV. DISCUSSION AND CONSIDERATION OF FAIR MARKET VALUE STUDY COMMITTEE RECOMMENDATIONS

Staff introduced a memo and a recommended list of comparable airports for the Committee managed Fair Market Value Study. In general discussion several questions were posed and answered regarding the purpose of the list, the criteria used to establish the group of airports selected, and the means by which the list could be amended. This matter was addressed in three parts.

Inclusion of Repair Station Services

Mr. Lee recommended that the presence of aircraft repair stations add significant value to an airport's amenities.

Mr. DerSahakian made a motion that information regarding availability of these services at each airport should be included on the comparison airport chart.

Mr. Lee provided a Second.

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

Addition of Airports to Draft List

Further discussion was held related to the inclusion and or removal of certain proposed comparable airports. Mr. Rogers was absent from the meeting but submitted comments for consideration related to airports he felt should be added to or removed from the draft list. Mr. White spoke to the matter of including larger, busier airports on the list not for direct comparison but for information regarding the higher end of the market. Mr. DerSahakian suggested that data should be plotted on a bell curve to give an idea of where Shawnee's proposed rental rates fall within the overall market. Mr. Smith suggested that airports in a wider geographic range may provide comparative data if they are situated in similar metropolitan areas. Further discussions related to the scope of the study and the availability of staff time to address the research requirements.

Mr. White made a motion to add Pauls Valley Airport and Muskogee-Davis to the list.

Mr. Fogerty provided a Second.

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

Removal of Airports from the Draft List

Further discussion focused on the inclusion of Richard Lloyd Jones, Jr. - Riverside Airport on the list. It was noted that this airport's proximity to the city of Tulsa, and the large commercial

flight school based at the airport increases the annual operations count well above the rest of the proposed airports.

Mr. White made a motion to exclude Riverside Airport from the list to avoid skewing the results of the study.

Mr. Lee provided a Second.

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

V. DISCUSSION AND CONSIDERATION OF PROCEDURES FOR ELECTION OF OFFICERS AND TERMS OF OFFICE

Staff introduced a memo providing recommendations for creation of the office of Vice Chairman, qualifications for serving as Chairman and or Vice Chairman, terms of office, scheduling of elections, nomination procedures, and voting. Two amendments to the proposed language were offered, noted in italics below.

Officers of the Airport Advisory Board

Create the office of Vice Chairman, associated qualifications for service, and term(s) of office. Authorize the Vice Chairman to act as Chairman in the absence of the Chairman at Regular and Special meetings, and to execute Board documents as may be necessary or prudent.

Qualifications for Office

Chairman – Nominees for Chairman must have not less than two years of service, *past or present*, as a member of the AAB at the time of a Scheduled or Special Election.

Vice Chairman – No prior service on the AAB is required for nomination to the position of Vice Chairman. The serving Vice Chairman may only be elected Chairman if: all qualifications to serve as Chairman are met; they are properly nominated for election, and are duly elected by a simple majority of the serving members of the AAB.

Term(s) of Office

The term of office for Chairman and Vice Chairman will be two consecutive years. Chairmen and/or Vice Chairmen may be re-elected for additional terms, either consecutively or at a later date during their tenure on the Board.

Elections

Elections. All Elections will be included as an action item on the published AAB Agenda.

Scheduled Elections. AAB terms commence each calendar year in July. In order to include any new or reappointed members, Scheduled Elections will be slated for a Regular or Special AAB meeting in the month of July to fill any officer vacancies.

Special Elections. If vacancies occur due to an elected officer leaving service on the AAB, or seeking to resign their position as an officer, a Special Election will be called to fill the vacant office.

Nominations

Call for Nominations. The Airport Manager will distribute a written call for nominations as far in advance of any Regular or Special election as practicable, in no case will a call for nominations be provided within one business week of a Regular or Scheduled election. The slate of Nominees will be provided to the AAB, prior to any meeting with a Regular or Special Election on the agenda, via the standard agenda publication and distribution process.

Opportunity to Nominate. Any serving AAB member may nominate themselves, or any other qualified member for election to office by providing a written statement of nomination to the Airport Manager by the deadline established for submission in the notice calling for nominations.

On receipt of nomination statements, the Airport Manager will notify members of their nomination and confirm their willingness to serve if elected to office prior to publicizing the list of nominees.

Voting

Officer Elections. Each election for office will be a distinct action item on the published AAB Agenda. The published slate of nominees will be the only candidates eligible for election to serve as either Chairman or Vice Chairman.

Simple Majority. The nominee with the simple majority of votes will be elected to the office for which they were nominated. If no single nominee garners a simple majority of the votes on the first round of voting, a second round of voting for the two nominees with the highest number of votes garnered in the first round will be conducted. The nominee with the highest number of votes garnered in the second round of voting will be voted into office.

The Chairman called for a Motion to accept the recommendations as amended.

Mr. DerSahakian offered a Motion; Mr. White provided a Second to the Motion.

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

VI. STAFF REPORT

Staff provided information on - current wholesale and retail fuel prices, fuel sales, current budget summary report, and Shawnee Airport Authority actions.

VII. NEW BUSINESS

No New Business was presented.

VIII. BOARD COMMENTS

Mr. DerSahakian noted the irregularity of mobile fueling service at the Shawnee Regional Airport has a detrimental impact on fuel sales. He requested staff include a recommendation to declare the inoperable fuel trucks, currently owned by the Shawnee Airport Authority, surplus and move forward with a recommendation to replace them on the next Airport Advisory Board agenda.

IX. ADJOURNMENT

The Chairman called for a Motion to Adjourn the meeting.

Mr. DerSahakian made a Motion to Adjourn; Mr. White provided a Second to the Motion.

The Chairman called the Question, and the Members of the Advisory Board present unanimously approved the Motion. The meeting was adjourned.



JOHN KLASER, CHAIRMAN

2/16/2022

DATE

ATTEST :


BONNIE A. WILSON

2/16/2022

DATE

Shawnee Airport Authority

1. c.

Meeting Date: 03/07/2022

Surplus

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the sale of surplus items.

Fiscal Impact

Attachments

Memo



Shawnee Regional Airport

2202 N. Airport Dr.
Shawnee, OK 74804
ShawneeOK.org

Date: March 7, 2022
To: Shawnee Airport Authority
From: Bonnie Wilson, Airport Manager
Subject: Sale of Surplus Property – Acknowledgement of Sale

Background: Staff identified equipment owned by, or otherwise stored at, the Shawnee Regional Airport to determine what if any value the items provide to the operation and maintenance of the facility. Each item was estimated to have a surplus value of less than \$1,000.

In accordance with City of Shawnee Ordinance 2702 NS, staff recommended the Shawnee Airport Advisory Board (AAB) request authorization from the City Manager to sell the following items via internet auction.

- 2004 Buick Rendezvous
City of Shawnee Asset Identification No. 4240
Vehicle Identification Number - 3G5DB03E74S550675
Listed for sale with an estimated value \$750
- 1990 John Deere 1518 Brush Hog
Listed for sale with an estimated value \$1,000

The AAB made a recommendation to the City Manager at the Regular Meeting November 17, 2021. Staff provided the City Manager with a memorandum detailing the request. The City Manager authorized the sale via internet auction services on November 22, 2021.

The items sold for significantly greater amounts than the estimated values, requiring an acknowledgement of the sale by the Shawnee Airport Authority.

Financial Impact:	Airport Authority Revenue Increase
	Other Miscellaneous Revenue - Account Number 511-48220
	Buick Rendezvous - \$1,525
	<u>John Deere Brush Hog - \$5,150</u>
	Total \$6,675

Attachment: Record of Sales

Staff Recommendation: Acknowledge sale of surplus items.

Shawnee Airport Authority
Sale of Surplus Property – Acknowledgement of Sale
March 7, 2022

Attachment 1
Record of Sales

- 2004 Buick Rendezvous
City of Shawnee Asset Identification No. 4240
Vehicle Identification Number - 3G5DB03E74S550675

Date Sold: February 3, 2022
Method Sold: Internet Auction Service - PublicSurplus.com
Sold To: Nelson Zavo
Amount: \$1,525

- 1990 John Deere 1518 Brush Hog

Date Sold: February 3, 2022
Method Sold: Internet Auction Service - PublicSurplus.com
Sold To: Russell Shipman
Amount: \$5,150