AGENDA
SHAWNEE AIRPORT AUTHORITY
March 7, 2016 AT 6:30 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 February 16, 2016 meeting.

   b. Airport Advisory Board Minutes from November 18, 2015 and January 20, 2016 meetings.

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: 03/07/2016

SAA 02-16-2016 Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the February 16, 2016 meeting.

Fiscal Impact

Attachments

SAA Minutes 02-16-2016

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, TUESDAY, FEBRUARY 16, 2016, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:30 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: Agee, Harrod, Hall, Mainord, Shaw, Dykstra
ABSENT: None

Call to Order

Declaration of a Quorum

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

a. Minutes from the February 1, 2016 meeting.
b. Approve utility easement with OG&E for new electrical line(s) for the Automated Weather Observing System (AWOS) on the Shawnee Reginal Airport.

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

AYE: Dykstra, Harrod, Mainord, Hall, Shaw, Agee
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. (7:56 p.m.)

WES MAINORD
CHAIRMAN

ATTEST:

PHYLLIS LOFTIS, CMC, SECRETARY

Shawnee Airport Authority **1. b.**

Meeting Date: 03/07/2016

AAB Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Airport Advisory Board Minutes from November 18, 2015 and January 20, 2016 meetings.

Fiscal Impact

Attachments

AAB Minutes 11-18-2015

AAB Minutes 01-20-2016

MINUTES
AIRPORT ADVISORY BOARD SPECIAL MEETING, NOVEMBER 18, 2015, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

PRESENT: Fogerty, Huddleston, Humphreys, Smallwood, Freeman
Others: Keenan English – Asst. Airport Mgr, Fred Treiber – Airport Supervisor

ABSENT: Dersahakian, Barger

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE:
CONSIDERATION AND APPROVAL OF CONSENT AGENDA

1. Minutes from the July 15th, 2015 meeting

Fogerty motioned to approve the consent agenda. Humphreys 2nd the motion. Board unanimously voted in favor of the motion.

ITEM TWO: STAFF REPORT & DISCUSSION

1. FAA and OAC project update
2. Economic development (SIA) report
3. Delta Wings, LLC update
4. Capital Improvements for FY 2016/17
5. Other

English reported in detail each item on agenda item number two. Report included information such as: Both the FAA and OAC lighting and apron projects are set to begin in early February. The Shawnee Industrial Authority is still very interested in financing a T-hangar project for the airport. The SIA placed the project on their agenda but tabled the item until the time to move forward with the project came closer. Delta Wings, LLC has decided to go forward with building a 20,000 sq ft hangar instead of a 10,000 sq. ft. hangar as originally planned. English presented a list of projects for FY 2016/17 and asked the Board to give any input or request any other projects that weren't included in the report.

ITEM FIVE: CITIZEN COMMENTS
No citizen comments.

ITEM SIX: NEW BUSINESS
No new business

ITEM SEVEN: ADJOURNMENT
Humphreys motioned to adjourned. Huddleston 2nd the motion. Board unanimously voted in favor of the motion. Meeting adjourned at 6:09pm.

3-1-16

MINUTES
AIRPORT ADVISORY BOARD REGULAR MEETING, JANUARY 20, 2016, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

PRESENT: Fogerty, Huddleston, Humphreys, Smallwood, Dersahakian, Barger
Others: Keenan English – Asst. Airport Mgr, Fred Treiber – Airport Supervisor, Cynthia Sementelli – Finance Director

ABSENT: Freeman

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE:
CONSIDERATION AND APPROVAL OF CONSENT AGENDA

1. Minutes from the November 18, 2015 meeting

Humphreys motioned to approve the consent agenda. Barger 2nd the motion. Board unanimously voted in favor of the motion.

ITEM TWO: DISCUSSION AND CONSIDERATION OF AMENDING RED CLOUD AVIATION'S LEASE TO ALLOW THE CONSTRUCTION OF AN OFFICE AREA.
English explained Red Cloud Aviation's request to build 1,500 sq. ft. of office space onto the east side of the Bodard Hangar, which is owned by the Airport. Such an addition would require a lease amendment. Red Cloud is requesting additional years to the lease term, a decrease in rent, or a combination of both in exchange for the improvements. The Board agreed that an extension of 10 – 12 years would be reasonable and that the airport should be willing to lease the additional land at no charge in exchange of the improvements to the hangar, contingent on the costs of the project. Item was tabled until an Amendment was brought forth to the Board.

ITEM THREE: DISCUSSION REGARDING AMENDING THE CITY CODE TO CHANGE THE JOB TITLES OF AIRPORT STAFF AND MANAGEMENT.
English requested the Boards' comments on changing the Shawnee Code, Chapter 2, Section 2-109. Such a change would transfer the title of 'Airport Manager' from the City Manager to the Assistant Airport Manager, thus eliminating the title 'Assistant Airport Manager. Smallwood motioned to recommend changing the title of the Assistant Airport Manager to Airport Manager as long as the powers and authorities of the City Manager did not change. Humphrey's 2nd the motion. Board unanimously voted in favor of the motion.

ITEM FOUR: STAFF REPORT & DISCUSSION
English gave an update on current and future projects, financials, and fuel sales.

ITEM FIVE: CITIZEN COMMENTS
No citizen comments

ITEM SIX: NEW BUSINESS

No new business

ITEM SEVEN: ADJOURNMENT
Humphrey's motioned to adjourn. Fogerty 2nd the motion. Board unanimously voted to adjourn at 6:33pm.

3-1-16