

AGENDA
SHAWNEE AIRPORT AUTHORITY
January 18, 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 December 20, 2021 regular meeting.
 - b. Acknowledge the Airport Advisory Board Minutes from the November 17, 2021 regular meeting.
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: 01/18/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the December 20, 2021 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, MONDAY, DECEMBER 20, 2021, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 4:01 P.M. ON DECEMBER 16, 2021. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Engles, Flood, Bolt, Rutherford, Sehorn, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

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

- a. Minutes from the December 6, 2021 regular meeting.

A motion was made by Trustee Rutherford, seconded by Trustee Sehorn, to approve Consent Agenda Item No. 1(a). Motion carried 7-0.

AYE: Rutherford, Sehorn, Salter, Matthews, Engles, Flood, Bolt

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. (7:45 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

DRAFT

Shawnee Airport Authority

1. b.

Meeting Date: 01/18/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the Airport Advisory Board Minutes from the November 17, 2021 regular meeting.

Fiscal Impact

Attachments

Minutes

**MINUTES
AIRPORT ADVISORY BOARD
NOVEMBER 17, 2021
REGULARLY SCHEDULED MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. Barry Fogerty, Vice Chairman, Mr. Harmik DerSahakian, Mr. Scott Lee, Mr. Randall Rogers, Mr. James Smith, Mr. Blake White

OTHERS PRESENT

Mr. Jacob Foos, Assistant City Manager, City of Shawnee
Mr. Matthew Lovelace, Shawnee Regional Airport Staff
Mr. Rob Morris, Citizen of Shawnee
Mr. Joseph Vorndran, City Attorney City 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 AUGUST 18, 2021, REGULAR MEETING

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

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

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

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

III. CONSIDERATION AND APPROVAL OF MINUTES FROM SEPTEMBER 15, 2021, REGULAR MEETING

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

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

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

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

IV. CITIZEN COMMENTS

No Citizen Comments were offered.

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

Staff introduced a memo summarizing the work of the Fair Market Value Committee's efforts to engage the services of a third-party assessor to conduct a study of current hangar rental rates at the Shawnee Regional Airport (SNL). Submissions received in response to a published solicitation for services exceeded the funds available to conduct the study as proposed. The Committee recommended declining the proposals, reviewing the Calendar Year 2021 rate of inflation as established by the Consumer Price Index, and determining the viability of increasing rental rates based on that figure.

A discussion among the members of the Board regarding the possibility of exploring options resulted in a recommendation for the Committee to conduct a study using data available from prior surveys conducted by the University of Oklahoma, direct solicitation of rates and charges from selected airports, and a review of the impacts of the CPI rate of inflation for Calendar Year 2021. The Committee was asked to present data available from the OU studies and other sources to make a recommendation to the full Board regarding the inclusion of airports most comparable to SNL in a Committee managed study.

The Vice Chairman called for a Motion.

Mr. Smith made a motion to have the Committee compile and present a list of comparable airports to the Board for their consideration, and to use an agreed upon list as the basis for continued study by the Committee.

Mr. Rogers provided a Second.

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

VI. DISCUSSION AND CONSIDERATION OF DECLARING CERTAIN PERSONAL PROPERTY SURPLUS AND SEEKING AUTHORIZATION TO DISPOSE OF THE PROPERTY VIA INTERNET AUCTION

Staff introduced a memo identifying certain items of personal property owned by or otherwise stored at the Shawnee Regional Airport determined to offer no value to the operations and maintenance of the airport.

Staff requested the Board consider making a recommendation to the City Manager to authorize disposal of the property via internet auction or other appropriate means if minimum bid prices are not realized.

The Vice Chairman called for a Motion to make a recommendation to the City Manager to authorize disposal of the property via internet auction or other appropriate means if minimum bids are not offered.

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

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

VII. DISCUSSION AND POSSIBLE ACTION CONCERNING ENTERING EXECUTIVE SESSION PURSUANT TO 25 OKLA. STAT. §307(B)(3 AND 4) TO DISCUSS CONFIDENTIAL COMMUNICATIONS BETWEEN A PUBLIC BODY AND ITS ATTORNEY CONCERNING A PENDING INVESTIGATION, CLAIM, OR ACTION IF THE PUBLIC BODY, WITH THE ADVICE OF ITS ATTORNEY, DETERMINES THAT DISCLOSURE WILL SERIOUSLY IMPAIR THE ABILITY OF THE PUBLIC BODY TO PROCESS THE CLAIM OR CONDUCT A PENDING INVESTIGATION, LITIGATION, OR PROCEEDING IN THE PUBLIC INTEREST, SPECIFICALLY REGARDING POTTAWATOMIE COUNTY CASE NO. CV-21-77.

The Vice Chairman called for a Motion to enter into Executive Session.

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

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

Following the recorded vote, Mr. Lee, recused himself from the Executive Session and the remainder of the Airport Advisory Board meeting.

VIII. DISCUSSION AND POSSIBLE ACTION CONCERNING ISSUES DISCUSSED IN EXECUTIVE SESSION

No actions were taken in the Executive Session.

IX. STAFF REPORT

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

X. NEW BUSINESS

No New Business was presented.

XI. BOARD COMMENTS

No Comments were offered.

XII. ADJOURNMENT

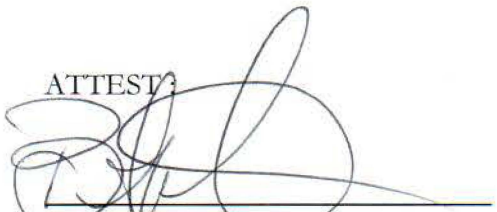
The Vice Chairman called for a Motion to Adjourn the meeting.

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

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



BARRY FOGERTY, VICE CHAIRMAN 12-15-21
DATE

ATTEST


BONNIE A. WILSON 12/15/21
DATE