

AGENDA
SHAWNEE AIRPORT AUTHORITY
January 17, 2023 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 19, 2022 regular meeting.
 - b. Acknowledge the Airport Advisory Board Minutes from the October 19, 2022 regular meeting.
2. Consideration of a budget amendment for Fiscal Year 2022-2023 for Fund 511 Shawnee Airport Authority Fund to fund engineering services for the Stormwater Rehabilitation Project and the Army National Guard development project funded by Federal Grant funds and by a reimbursement from Pottawatomie County.
3. New Business

(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)
4. 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: 01/17/2023

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the December 19, 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, MONDAY, DECEMBER 19, 2022, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 5:02 P.M. ON DECEMBER 15, 2022. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

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

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the December 5, 2022 regular meeting.

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

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

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. (8:12 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, CMC
CITY CLERK

Shawnee Airport Authority

1. b.

Meeting Date: 01/17/2023

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the Airport Advisory Board Minutes from the October 19, 2022 regular meeting.

Fiscal Impact

Attachments

AAB Minutes

**MINUTES
AIRPORT ADVISORY BOARD
OCTOBER 19, 2022
REGULAR MEETING
2202 NORTH AIRPORT DR
SHAWNEE, OK**

AIRPORT ADVISORY BOARD MEMBERS PRESENT

Mr. Harmik DerSahakian, Chairman
Mr. Scott Lee, Vice Chairman
Mr. Larry Briggs
Mr. Colton Crowder
Mr. Randy Rogers
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 Chairman Declared a Quorum.

II. DISCUSSION AND CONSIDERATION OF MINUTES FROM AUGUST 17, 2022, REGULAR MEETING

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

The Chairman called for a motion to approve the Minutes.

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

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

III. CITIZEN COMMENTS

Mr. Morris was in attendance but did not offer comments at this time.

IV. DISCUSSION OF CITY OF SHAWNEE/OKLAHOMA MILITARY DEPARTMENT – LEASE OF AIRPORT PROPERTY – CONSTRUCTION OF READINESS CENTER

The Chairman provided a summary report on the progress and impacts of the project noting the following:

The City of Shawnee has executed a lease with the Shawnee Airport Authority for forty acres of land on the west side of the airfield. A graphic depiction of the lease line was included in the agenda package. The rental rate for the land for the first year was established at \$174,240. The delay in execution of the lease will reduce the FY 2023 revenue to \$130,680. The lease term is for 25 years with an option to renew for an additional 25 years. The rental rate will increase annually based on the rate of inflation established by the consumer price index from the prior calendar year. The funds transferred to the Airport Authority will be used to support capital improvements and capital maintenance on the airport. There is no expectation of significant impacts on airfield operations during the course of construction.

V. STORM WATER REHABILITATION PROJECT UPDATE

The Chairman asked staff to provide an update on the project.

Using limited available records, City of Shawnee Public Works Staff, and Lochner Engineering staff, were on the airfield for two and ½ days using a remote-control camera to assess the storm lines on airport property. All the visible inlets and outlets have been traced to pipes. With the exception of one joint at the very south end of the runway area all the pipes are considered to be in good shape. Approximately 2% of the pipes are “abandoned” in place and not properly closed. Some construction debris was found inside pipes, but it does not appear to be as a result of pipe failure.

The next phase of the project will include: review and logging of video of interior of the pipes; creation of a new map identifying surface inlets and outlets; tasking the land surveying team with conducting elevation / water flow line measurements; preparing a survey report to be combined with the videos and maps to create a “Preliminary Report of Findings” which will be the basis for the scope of work of the construction phase. Preliminary Design/Scope Document will be prepared for submission to the FAA for the FY ‘23 grant application process. The original estimate of construction costs submitted to FAA of \$871,500, is likely to be reduced based on the conditions of the pipes in place. Likely Construction Phase Work Elements - Dig out pipe with slipped joint and repair/replace; backfill / repack eroded areas to direct water to inlets; run pigs through lines to remove debris; properly close abandoned lines.

VI. FAA CAPITAL IMPROVEMENT PLAN 2023-2028/CAPITAL REPAIR AND MAINTENANCE PROJECTS

The Chairman asked staff to provide an update on the planning and funding for airports capital and maintenance projects.

Staff provided an update on the Capital Improvement Plan submitted to the FAA reflecting a rescheduling of work since the 2022 submission. A detailed chart of proposed dates and funding resources was included in the Agenda package for reference. Major adjustments to the plan included: moving the parking ramp project further into the future and bringing the Taxilane project forward. Staff noted that the taxilane project is not a high priority for FAA and is being addressed in stages to support the work as funds become available. The presumed \$394,980 AIP grant funds will be awarded at the discretion of the FAA.

Staff reported the airport beacon light is beyond repair and requires replacement. Staff recommended upgrading the light to newly approved LED technology. The \$17,000 cost for replacement is not reflected in the current projects list, though sufficient funds exist to procure a new beacon if other projects slated for FY 2023 can be delayed until FY 2024. It was recommended the Budget Committees of the Board review the proposed amendments to the list of projects and make a recommendation to the full Board. A detailed spreadsheet of proposed projects and expenses was included in the Agenda package.

Staff recommended the Ramp Pole Light - LED Replacement project remain on the FY 2023 list of projects.

VII. DISCUSSION OF BUDGET COMMITTEES- ORGANIZATION AND APPOINTMENTS

The Chairman led a discussion on the creation of a second budget committee. In consideration of the large-scale, long term, projects we plan to address and the need to explore funding options to support those plans, the Chairman asked Mr. Briggs and Mr. Smithson to join with Mr. Lee to work on a Capital Development/Financing committee. The Chairman advised the current Budget Committee will remain tasked with the development and of the annual budget, prioritizing projects and tracking expenditures. Mr. Briggs will be joining Mr. Rogers in those efforts and serve as a liaison to the capital team to ensure the two efforts are coordinated

VIII. DISCUSSION OF OKLAHOMA AERONAUTICS COMMISSION – AIRPORT MASTER RECORD (5010) INSPECTION

The OAC staff conducted a compliance inspection at SNL and found no discrepancies.

IX. FAA WINGS – PILOT PROFICIENCY PROGRAM/SKEW-T TRAINING – NOVEMBER 2, 2022

The Chairman recognized Mr. Rogers efforts to re-start the FAA Wings/FAA Team training program seminars and Shawnee Regional Airport and asked him to please provide an update on the plans for November's meeting. Mr. Rogers reported that he had completed the necessary steps to serve as the local representative for the program and had secured a speaker

for a session on Skew-T Training. Mr. Rogers then asked members of the Board to make recommendations for additional / future sessions.

X. STAFF REPORT

The Chairman led a discussion on the monthly fuel and budget reports provided in the agenda packages and directed questions to staff. Staff noted there was a typographical error on the report regarding fuel prices at Shawnee Regional Airport. The report should have shown the price of Avgas as \$6.40 for self-service and \$6.60 for full-service.

XI. OTHER MATTERS

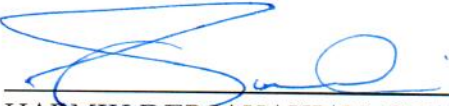
Staff reported the Trail Life Troop #011, will be camping at SNL November 19th and 20th as part of aviation education program required to earn troop badges.

XII. ADJOURNMENT

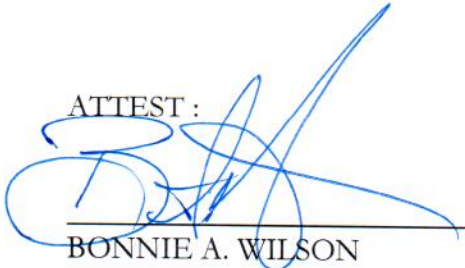
The Chairman called for a Motion to Adjourn the meeting.

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

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


HARMIK DERSAHAKIAN, CHAIRMAN

1/5/2023
DATE

ATTEST :

BONNIE A. WILSON

1/5/2023
DATE

Shawnee Airport Authority

2.

Meeting Date: 01/17/2023

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a budget amendment for Fiscal Year 2022-2023 for Fund 511 Shawnee Airport Authority Fund to fund engineering services for the Stormwater Rehabilitation Project and the Army National Guard development project funded by Federal Grant funds and by a reimbursement from Pottawatomie County.

Fiscal Impact

Attachments

Memo

Budget Amendment



Finance

16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: January 12, 2023
To: City Commission
From: Lindsey McNabb-Fox, Finance Director
Subject: Consideration of budget amendments for the General Fund and the Shawnee Airport Authority Fund.

Background: A total budget amendment in the amount of \$38,550 for the General Fund and \$14,500 for the Shawnee Airport Authority Fund should be considered.

General Fund

The City Manager's Office is contracting with a firm to conduct an operational review of the Fire Department. A separate agenda item is presented for Commission consideration for contract approval. The amount for appropriation is as follows:

- \$38,550 – General Fund – Other Contractual Services – City Manager's Office

The additional appropriation will be funded by sales tax collections projecting to exceed budget estimates in the General Fund.

Shawnee Airport Authority Fund

The Shawnee Airport Authority fund needs additional budget authority for two projects. First is the engineering costs associated with the design of the Stormwater Rehabilitation Project. The final cost was not determined at the time of budget preparation and the estimate was \$7,000 short. Second is the associated engineering costs for the Army National Guard development project. This project commenced in the prior fiscal year, however, the final invoice of \$7,464 was not received until the current fiscal year.

The amount for appropriation is as follows:

- \$14,500 – Shawnee Airport Authority Fund – Other Professional Services

The additional appropriation will be funded by Federal Grant Revenue and Refunds & Reimbursements in the Shawnee Airport Authority Fund.

Financial Impact: See Budget Amendment

Attachment: Budget Amendment.

Staff Recommendation: Approval of the item.

City of Shawnee
2022-2023 Budget Amendment
Shawnee Airport Authority Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
511	41010			Federal Grant Revenue	90,000.00	7,000.00	97,000.00
511	48250			Refunds & Reimbursements	-	7,500.00	7,500.00
				Total	90,000.00	14,500.00	104,500.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
511	5-0120-53190			Other Professional Services	110,000.00	14,500.00	124,500.00
							-
							-
							-
							-
							-
							-
							-
					-	-	-
					110,000.00	14,500.00	124,500.00

Approved by the City Commission this

Explanation of Budget Amendment:

To fund engineering services for the Stormwater Rehabilitation Project and the Army National Guard development project funded by Federal Grant funds and by a reimbursement from Pottawattamie County.

Approved:

Mayor _____

Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____