

AGENDA
SHAWNEE AIRPORT AUTHORITY
SEPTEMBER 18, 2023 AT 6:00 PM
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 QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the August 21, 2023 regular meeting.
2. New Business
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)

DRAFT

SHAWNEE AIRPORT AUTHORITY PROCEEDINGS

AUGUST 21, 2023 AT 6:00 PM

The Shawnee Airport Authority of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Monday, August 21, 2023 at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, August 17, 2023 at 5:25 PM. Mayor Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Chairman/Mayor

Daniel Matthews
Trustee Ward 1

Cami Engles
Trustee Ward 2

Travis Flood
Trustee Ward 3

Darren Rutherford
Trustee Ward 4

Absent
Trustee Ward 5

Absent
Trustee Ward 6

ABSENT: Mark Sehorn, Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:

- a. Minutes from the July 17, 2023 regular meeting.

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

AYE: Rutherford, Engles, Flood, Bolt, Matthews

NAY: None

ABSTAIN: None

2. Consideration of engaging the services of Terracon Consultants, Inc. to update the Spill Prevention Control and Countermeasure Plan for the Shawnee Regional Airport.

Airport Manager Bonnie Wilson advised that the United States Environmental Protection Agency regulations require the Shawnee Regional Airport to maintain a Spill Prevention Control and Countermeasure (SPCC) plan. The SPCC must be reviewed, updated, and sealed by a registered professional engineer at least once every five (5) years. Staff is recommending a proposal with Terracon Consultants, Inc. to provide an update to the current plan.

A motion was made by Trustee Matthews, seconded by Trustee Flood, to approve engaging the services of Terracon Consultants, Inc. to update the Spill Prevention Control and Countermeasure Plan for the Shawnee Regional Airport. Motion carried 5-0-0.

AYE: Matthews, Flood, Bolt, Rutherford, Engles

NAY: None

ABSTAIN: None

3. Consideration of a resolution approving and adopting amendments to the minimum standards and requirements for capital development on Airport property, commercial aeronautical services, commercial non-aeronautical services, and non-commercial aeronautical activities at the Shawnee Regional Airport.

Airport Manager Bonnie Wilson provided a Staff report.

A motion was made by Trustee Flood, seconded by Trustee Engles, to approve a resolution approving and adopting amendments to the minimum standards and requirements for capital development on Airport property, commercial aeronautical services, commercial non-aeronautical services, and non-commercial aeronautical activities at the Shawnee Regional Airport.

Resolution No. SAA-2023-5 was introduced.

A RESOLUTION APPROVING AND ADOPTING AMENDMENTS TO THE MINIMUM STANDARDS AND REQUIREMENTS FOR CAPITAL DEVELOPMENT ON AIRPORT PROPERTY COMMERCIAL AERONAUTICAL SERVICES COMMERCIAL NONAERONAUTICAL SERVICES AND NON-COMMERCIAL AERONAUTICAL ACTIVITIES AT THE SHAWNEE REGIONAL AIRPORT (MINIMUM STANDARDS).

Motion carried 5-0-0.

AYE: Flood, Engles, Bolt, Rutherford, Matthews

NAY: None

ABSTAIN: None

4. Consideration of a budget amendment for Fiscal Year 2023–2024 - Shawnee Airport Authority - Fund 511 - to appropriate fund balance for FY22-23 Encumbrances for which goods or services will be received or rendered in FY23-24.

Assistant Finance Director Angel Odom advised that the proposed budget amendment is to appropriate fund balance related to encumbrances for prior fiscal year goods and services that were not received by June 30, 2023 and are expected to be received in the current fiscal year and require associated budget appropriation.

A motion was made by Trustee Engles, seconded by Trustee Flood, to approve a budget amendment for Fiscal Year 2023–2024 - Shawnee Airport Authority - Fund 511 - to appropriate fund balance for FY22-23 Encumbrances for which goods or services will be received or rendered in FY23-24. Motion carried 5-0-0.

AYE: Engles, Flood, Bolt, Rutherford, Matthews

NAY: None

ABSTAIN: None

5. New Business

There was no new business.

6. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:47 p.m.)

ED BOLT, MAYOR
CHAIRMAN

ATTEST:

LISA LASYONE, CMC, CITY CLERK
SECRETARY