

AGENDA  
SHAWNEE AIRPORT AUTHORITY  
MARCH 18, 2024 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 February 20, 2024 regular meeting.
  - b. Acknowledge the Airport Advisory Board Minutes from the December 20, 2023, regular meeting.
2. New Business
3. Consider an executive session in accordance with 25 O.S. § 307(B)(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 the Shawnee Regional Airport.
4. Consider matters discussed in executive session in accordance with 25 O.S. § 307(B)(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 Shawnee Regional Airport.

## 5. Adjournment

Respectfully submitted,

A handwritten signature in blue ink that reads "Lisa Lasyone". The signature is written in a cursive, flowing style.

Lisa Lasyone, MMC, 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

FEBRUARY 20, 2024 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, Tuesday, February 20, 2024 at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, February 15, 2024 at 5:45 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

Yannah Frazier  
Trustee Ward 3

Darren Rutherford  
Trustee Ward 4

Mark Sehorn  
Trustee Ward 5

Absent  
Trustee Ward 6

ABSENT: Lauren Richter

### CALL TO ORDER

### DECLARATION OF QUORUM

#### 1. Consider approval of Consent Agenda:

##### a. Minutes from the January 16, 2024 regular meeting.

A motion was made by Commissioner Engles, seconded by Commissioner Matthews, to approve Consent Agenda Item No. 1(a). Motion 6-0-0.

AYE: Engles, Matthews, Frazier, Bolt, Rutherford, Sehorn

NAY: None

ABSTAIN: None

2. New Business

There was no new business.

3. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:23 p.m.)

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ED BOLT, MAYOR  
CHAIRMAN

ATTEST:

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LISA LASYONE, MMC, CITY CLERK  
SECRETARY

## AIRPORT ADVISORY BOARD PROCEEDINGS

DECEMBER 20, 2023 AT 5:30 PM

The Airport Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Rescheduled Regular Session in the Recreation Center Craft Room 1, 401 North Bell, Shawnee, Oklahoma on, December 20, 2023, at 5:40 p.m., pursuant to notice duly posted as prescribed by law at 2:53 p.m. on December 14, 2023. Chairman DerSahakian presided and called the meeting to order. Upon roll call, the following members were in attendance.

Harmik DerSahakian

Chairman

Larry Briggs

Board Member

ABSENT

Board Member

Scott Lee

Board Member

Randall Rogers

Board Member

Keith Layne

Board Member

ABSENT

Board Member

ABSENT: CROWDER, WHITE

### CALL TO ORDER DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the November 15, 2023, regular meeting.

The Chairman called for a motion to accept the Minutes from the November 15, 2023, Rescheduled Regular Meeting. A motion was made by Rogers, seconded by Briggs, to accept. Motion carried 4-0-0.

AYE: BRIGGS, DERSAHAKIAN, LEE, ROGERS

NAY: NONE

ABSTAIN:NONE

2. Citizens Participation

(A three-minute limit per person) (A  
twelve-minute limit per topic)

There were no requests to speak during Citizens Participation.

3. Discussion and Consideration of an Amendment to the City of Shawnee FY 2024-2028 Capital Improvement Plan to Include an Airfield Signage Retrofit Project

Staff provided a memorandum outlining a proposed airfield signage retrofit project and that staff is seeking recommendation from the Board, to request an amendment to include this project in the City of Shawnee CIP.

A motion was made by Briggs, seconded by Lee, to approve an Amendment to the City of Shawnee FY 2024-2028 Capital Improvement Plan to Include an Airfield Signage Retrofit Project Motion 5-0-0.

AYE: BRIGGS, DERSAHAKIAN, LAYNE, LEE, ROGERS NAY: NONE  
ABSTAIN: NONE

#### 4. Shawnee Regional Airport Terminal Area Development Plan - Customer Survey

Staff provided a memorandum discussing the development of a Terminal Area Plan (TAP), to assess opportunities to expand and attract commercial aviation services to our airport. A draft customer survey, intended to support this development plan, was provided as an attachment for review and comment from the Board. Board members recommended the survey be provided to industry groups and current customers of the airport.

#### 5. City of Shawnee City Commission Resolution 6717 - Code of Ethics

Staff provided a memorandum regarding City of Shawnee City Commission Resolution 6717, adopting a Code of Ethics for City of Shawnee Elected and Appointed Municipal Leaders that was adopted at the City of Shawnee City Commission Regular Meeting, November 20, 2023. A copy of the Code of Ethics was provided in the package for all Board members to sign and return.

#### 6. Construction Project Update

Staff presented an overview of current projects and construction activity addressing:

1. Storm drainage system rehabilitation.
2. Taxi lane guidance light installation.
3. Pavement condition rating.
4. Ramp overhead/pole lighting upgrade.

5. Oklahoma Army National Guard Readiness Center

6. Temporary Airport Terminal.

A briefing document was provided as part of the agenda package.

7. Fuel Price Comparisons

Staff provided an update on fuel pricing at SNL and within the comparison market. A written report was included in the agenda package.

8. Fuel Sales Report

Staff provided an update on fuel sales for the Fiscal Year to Date. A written report was included in the agenda package.

9. Budget Report

Staff provided an update on expense and revenue budget performance for the Fiscal Year to Date. A written report was included in the agenda package.

10. Board Comments

Board members made inquiries regarding plans for reconstruction of the primary terminal and other damaged facilities and equipment. Staff provided currently available information on insurance negotiations and preliminary plans for a temporary terminal building.

11. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:38 p.m.)



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HARMIK DERSAHAKIAN  
CHAIRMAN

ATTEST:

A handwritten signature in cursive script, reading "Bonnie A. Wilson". The signature is written in a dark ink and is positioned above a horizontal line.

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BONNIE A. WILSON SECRETARY