

AGENDA
SHAWNEE AIRPORT AUTHORITY
AUGUST 19, 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 July 15, 2024, regular meeting.
2. Consideration of a budget amendment for Shawnee Airport Authority Fund - Fund 511 - to appropriate fund balance for FY2023-2024 encumbrances for which goods or services will be received or rendered in FY2024-2025.
3. New Business
4. Adjournment

Respectfully submitted,



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

JULY 15, 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, Monday, July 15, 2024 at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, July 11, 2024 at 5:30 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

Absent
Trustee Ward 4

Mark Sehorn
Trustee Ward 5

Absent
Trustee Ward 6

ABSENT: Darren Rutherford, Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of the Minutes from the June 17, 2024 regular meeting.

A motion was made by Trustee Matthews, seconded by Trustee Engles, to approve the Minutes from the June 17, 2024 regular meeting. Motion carried 5-0-0.

AYE: Matthews, Engles, Frazier, Bolt, Sehorn

NAY: None

ABSTAIN: None

RECESS SHAWNEE AIRPORT AUTHORITY MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE MUNICIPAL AUTHORITY MEETING (6:17 P.M.)

RECONVENE SHAWNEE AIRPORT AUTHORITY MEETING BY THE POWER OF THE CHAIR (9:35 P.M.)

2. Consider approval of Consent Agenda:

- a. Acknowledge the Airport Advisory Board Minutes from the May 15, 2024 regular meeting.

A motion was made by Trustee Matthews, seconded by Trustee Engles, to approve Consent Agenda Item No. 2(a). Motion carried 5-0-1.

AYE: Matthews, Engles, Odneal, Bolt, Sehorn

NAY: None

ABSTAIN: Fichtner

3. Consideration of a contract for Professional Engineering Services with H.W. Lochner, Inc.

Airport Manager Bonnie Wilson said that City Staff published a Request for Qualifications (RFQ) for general engineering services to support the Shawnee Regional Airport Capital Improvement Plan and other engineering and planning projects at the airport. Two firms submitted Statement of Qualifications. The Shawnee Airport Advisory Board and Airport Staff recommend awarding the contract opportunity to provide professional engineering services to H.W. Lochner Inc. The amount of the contract is Two Hundred Thousand Dollars (\$200,000.00).

A motion was made by Trustee Sehorn, seconded by Trustee Engles, to approve a contract for Professional Engineering Services with H.W. Lochner, Inc. Motion carried 6-0-0.

AYE: Sehorn, Engles, Odneal, Bolt, Fichtner, Matthews

NAY: None

ABSTAIN: None

4. Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property (Property No. 1).

A motion was made by Trustee Matthews, seconded by Trustee Engles, to enter into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property (Property No. 1). Motion carried 6-0-0.

AYE: Matthews, Engles, Odneal, Bolt, Fichtner, Sehorn

NAY: None

ABSTAIN: None

5. Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property (Property No. 2).

A motion was made by Trustee Engles, seconded by Trustee Odneal, to enter into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property (Property No. 2). Motion carried 6-0-0.

AYE: Engles, Odneal, Bolt, Fichtner, Sehorn, Matthews

NAY: None

ABSTAIN: None

TRUSTEES ENTERED INTO EXECUTIVE SESSION AT 9:40 P.M. WITH ALL MEMBERS PRESENT.

TRUSTEES RECONVENED FROM EXECUTIVE SESSION AT 10:09 P.M. WITH ALL MEMBERS PRESENT.

6. Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property (Property No. 1).

City Attorney Joe Vorndran stated that as was discussed in Executive Session, this item relates to a proposal that has been put forth for a lease and potential construction at Shawnee Airport Authority with NV Corporation. He stated that amendments to the proposed lease include:

- The effective date has been changed throughout the lease to reflect September 1, 2024; and
- The term "third party" in Sections 16.2.1 and 16.2.2 has been amended to "sublessee".

A motion was made by Trustee Matthews, seconded by Trustee Sehorn, to approve a lease with NV Corporation with the amendments recited by Staff, to include an effective date of September 1, 2024, and "third party" in Sections 16.2.1 and 16.2.2 amended to "sublessee." Motion carried 6-0-0.

AYE: Matthews, Sehorn, Fichtner, Engles, Odneal, Bolt

NAY: None
ABSTAIN: None

7. Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property (Property No. 2).

A motion was made by Trustee Matthews, seconded by Trustee Sehorn, to approve a lease with Air Flite, Inc. Motion carried 6-0-0.

AYE: Matthews, Sehorn, Fichtner, Engles, Odneal, Bolt
NAY: None
ABSTAIN: None

8. New Business

There was no new business.

9. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (10:14 p.m.)

ED BOLT, MAYOR
CHAIRMAN

ATTEST:

LISA LASYONE, MMC, CITY CLERK
SECRETARY



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

Date: August 19, 2024
To: Shawnee Airport Authority
From: Courtney Conrad, Assistant Finance Director
Subject: Consideration of a budget amendment for Shawnee Airport Authority Fund - Fund 511 - to appropriate fund balance for FY2023-2024 encumbrances for which goods or services will be received or rendered in FY2024-2025.

Background: This fiscal year 2024-2025 budget amendment is to appropriate fund balance related to encumbrances for prior fiscal year goods and services that were not received by June 30, 2024. These items are expected to be received in the current fiscal year and require associated budget appropriation.

Financial Impact: See budget amendment

Attachments: 08-19-2024 - PO Rollover-511

Staff Recommendation: Approval of the item

City of Shawnee
2024-2025 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
							-
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
511	5-0120-53030			Repair & Maint - Equipment	30,000.00	3,384.72	33,384.72
511	5-0120-54200			Capital Outlay - Buildings & Improvements	360,000.00	30,400.00	390,400.00
					-	-	-
					-	-	-
					-	-	-
					390,000.00	33,784.72	423,784.72

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate fund balance for FY24 Encumbrances for which goods or services will be received or rendered in FY25.

Approved:

Mayor _____
 Attest: _____

City Clerk _____

On Date _____

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