

SHAWNEE AIRPORT AUTHORITY PROCEEDINGS

OCTOBER 21, 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, October 21, 2024 at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, October 17, 2024, at 5:21 PM. Mayor Stephens presided and called the meeting to order. Upon roll call, the following members were in attendance.

Eric Stephens
Chairman/Mayor

Daniel Matthews
Trustee Ward 1

Greta Madson
Trustee Ward 2

Chris Odneal
Trustee Ward 3

Ashley Fichtner
Trustee Ward 4

Mark Sehorn
Trustee Ward 5

Lauren Richter
Trustee Ward 6

ABSENT: None

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:

- a. Minutes from the September 16, 2024, regular meeting.
- b. Acknowledge the Airport Advisory Board Minutes from the June 26, 2024, rescheduled regular meeting.
- c. Acknowledge the Schedule of Regular Meetings for 2025 for The Board of City Commissioners, The Board of Trustees of the Shawnee Airport Authority, and The Board of the Shawnee Municipal Authority.

A motion was made by Trustee Matthews, seconded by Trustee Sehorn, to

approve Consent Agenda Item Nos. 1(a-c). Motion carried 7-0-0.

AYE: Matthews, Sehorn, Richter, Madson, Odneal, Stephens, Fichtner

NAY: None

ABSTAIN: None

AGENDA ITEM NO. 5 MOVED BEFORE AGENDA ITEM NO. 2 BY POWER OF THE CHAIR.

5. Administrative Report:

a. Capital Improvement Program Update - Bonnie Wilson, Airport Manager

Airport Manager Bonnie Wilson provided a presentation on the Capital Improvement Program Update for the Shawnee Regional Airport. Topics discussed included:

- Capital Improvement Program
- PAPI System (Precision Approach Path Indicator)
- Pavement Classification Rating
- Terminal Apron
- Southeast Development

2. Consideration of a Resolution authorizing the City Manager to accept a grant offer from the U.S. Department of Transportation Federal Aviation Administration (FAA) for the Reconstruct T-Hangar Taxiway project for the Shawnee Regional Airport.

Airport Manager Bonnie Wilson stated that the Shawnee Regional Airport is eligible for a grant under the Bipartisan Infrastructure Law (BIL) program, to support the reconstruction of a taxiway at the Shawnee Regional Airport. The BIL grant program provides for up to ninety-five percent (95%) of project costs and requires a local matching share of five percent (5%). Staff is seeking authorization for the City Manager to accept and execute any grant offers received from the Federal Aviation Association (FAA) to secure funds for the project. Discussion was held between the Commission and Staff.

A motion was made by Trustee Madson, seconded by Trustee Fichtner, to defer the item to the November 18, 2024, Shawnee Airport Authority meeting. Motion

carried 7-0-0.

AYE: Madson, Fichtner, Sehorn, Richter, Matthews, Odneal, Stephens

NAY: None

ABSTAIN: None

3. Consideration of a Resolution appointing the Oklahoma Department of Aerospace and Aeronautics (ODAA) to act as the Shawnee Airport Authority's (SAA) Agent as authorized in 3 O.S. § 85 for the development of the Shawnee Regional Airport's Five-Year Capital Improvement Program (CIP); for the ODAA, in its Agent capacity, to work with the SAA's Airport staff and Engineer of Record to develop necessary scopes, fees, and other project related documentation for presentation to the SAA to support the infrastructure projects that are a part of the CIP; and to require the ODAA to present the CIP to the SAA for review and approval prior to submitting the CIP to the Federal Aviation Administration (FAA).

Airport Manager Bonnie Wilson stated that the Shawnee Airport Authority (SAA) benefits from grant opportunities offered by the Oklahoma Department of Aerospace and Aeronautics (ODAA) and the Federal Aviation Administration (FAA). The SAA has the opportunity to formalize its relationship with the ODAA through the approval of a resolution to authorize the ODAA to act as an agent on behalf of the SAA for the development of the Shawnee Regional Airport's Five-Year Capital Improvement Program (CIP). If approved, the ODAA will work with the SAA's airport staff and engineer of record to develop scopes, fees, and other CIP documentation.

A motion was made by Trustee Richter, seconded by Trustee Matthews, to approve a Resolution appointing the Oklahoma Department of Aerospace and Aeronautics (ODAA) to act as the Shawnee Airport Authority's (SAA) Agent as authorized in 3 O.S. § 85 for the development of the Shawnee Regional Airport's Five-Year Capital Improvement Program (CIP); for the ODAA, in its Agent capacity, to work with the SAA's Airport staff and Engineer of Record to develop necessary scopes, fees, and other project related documentation for presentation to the SAA to support the infrastructure projects that are a part of the CIP; and to require the ODAA to present the CIP to the SAA for review and approval prior to submitting the CIP to the Federal Aviation Administration (FAA).

Resolution No. SAA-2024-2 was introduced.

A RESOLUTION OF THE SHAWNEE AIRPORT AUTHORITY APPOINTING

THE OKLAHOMA DEPARTMENT OF AEROSPACE AND AERONAUTICS (ODAA) TO ACT AS THE SHAWNEE AIRPORT AUTHORITY'S (SAA) AGENT AS AUTHORIZED IN 3 O.S. § 85 FOR THE DEVELOPMENT OF THE SHAWNEE REGIONAL AIRPORT'S FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP); FOR THE ODAA, IN ITS AGENT CAPACITY, TO WORK WITH THE SAA'S AIRPORT STAFF AND ENGINEER OF RECORD TO DEVELOP NECESSARY SCOPES, FEES, AND OTHER PROJECT RELATED DOCUMENTATION FOR PRESENTATION TO THE SAA TO SUPPORT THE INFRASTRUCTURE PROJECTS THAT ARE A PART OF THE CIP; AND TO REQUIRE THE ODAA TO PRESENT THE CIP TO THE SAA FOR REVIEW AND APPROVAL PRIOR TO SUBMITTING THE CIP TO THE FEDERAL AVIATION ADMINISTRATION (FAA).

Motion carried 7-0-0.

AYE: Richter, Matthews, Madson, Odneal, Stephens, Fichtner, Sehorn

NAY: None

ABSTAIN: None

4. Consideration of FY 2025 engagement with Kaplan Kirsch, LLP.

Airport Manager Bonnie Wilson stated Staff is requesting to engage the services of Peter Kirsch of the firm Kaplan Kirsch, LLC to advise the Shawnee Airport Authority relating to multiple issues, including but not limited to, the development and implementation of the Shawnee Regional Airport's (SAA) Five-Year Capital Improvement Plan (CIP).

A motion was made by Trustee Matthews, seconded by Trustee Sehorn, to approve a FY 2025 engagement with Kaplan Kirsch, LLP. Motion carried 7-0-0.

AYE: Matthews, Sehorn, Richter, Madson, Odneal, Stephens, Fichtner

NAY: None

ABSTAIN: None

6. New Business

There was no new business.

7. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:27 p.m.)



ERIC STEPHENS, MAYOR
CHAIRMAN

ATTEST:



LISA LASZLO, MMC, CITY CLERK
SECRETARY