

AGENDA
SHAWNEE AIRPORT AUTHORITY
MARCH 17, 2025 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 January 21, 2025, regular meeting.
2. New Business
3. 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

JANUARY 21, 2025 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, January 21, 2025 at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, January 16, 2025, at 6:19 PM. Chairman 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 December 16, 2024, regular meeting.

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

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

NAY: None

ABSTAIN: None

2. Consideration and execution of an Agent Agreement between the Oklahoma Department of Aerospace and Aeronautics and the Shawnee Airport Authority, authorizing ODAA to serve as an Agent on behalf of the Shawnee Airport Authority.

Airport Manager Bonnie Wilson provided a Staff report. She stated that the

proposed Agent Agreement would authorize the Oklahoma Department of Aerospace and Aeronautics (ODAA) to act as an Agent on behalf of the Shawnee Airport Authority (SAA). Staff recommends authorization for the Chairman of the Shawnee Airport Authority to execute the Agent Agreement.

A motion was made by Trustee Richter, seconded by Trustee Madson, to approve execution of an Agent Agreement between the Oklahoma Department of Aerospace and Aeronautics and the Shawnee Airport Authority, authorizing ODAA to serve as an Agent on behalf of the Shawnee Airport Authority. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

3. Consideration and execution of a Letter Agreement in association with the Agent Agreement between the Oklahoma Department of Aerospace and Aeronautics and the Shawnee Airport Authority.

Airport Manager Bonnie Wilson stated that the proposed Letter Agreement would further clarify the purpose of the Agent Agreement, and the roles and responsibilities of the ODAA and the SAA. Discussion was held between the Board and Staff.

A motion was made by Chairman Stephens, seconded by Trustee Madson, to defer the item to a future meeting. Motion carried 6-1-0.

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

NAY: Matthews

ABSTAIN: None

4. Consideration and execution of Intergovernmental Agreements for Design Services to support Capital Improvement Projects identified in the Shawnee Regional Airport Capital Improvement Plan for Fiscal Year 2025.

Airport Manager Bonnie Wilson stated that the ODAA has offered to provide a portion of the funding required for planning, engineering, and design services for the following projects identified in the Shawnee Regional Airport's Capital Improvement Plan for Fiscal Year 2025:

- Construct Taxilane for T-Hangars, Rehabilitate Existing Taxilane and Main Parking Apron - Proposed engineering fees \$225,700.00; ODAA

participation \$214,415.00, SAA participation \$11,285.00

- Design for the Construction of Two New Ten-Unit T-Hangars - Proposed engineering fees \$121,500.00; ODAA participation \$48,600.00, SAA participation \$72,900.00
- Construct Taxilane for Future Hangar Development - Proposed engineering fees \$312,600.00, ODAA participation \$296,970.00, SAA participation \$15,630.00

Design and Engineering Fees Totals

ODAA Funding: \$559,985.00

SAA Funding: \$99,815.00

ODAA funding will be provided under the terms and conditions of the proposed three (3) separate intergovernmental agreements between the SAA and the ODAA. Staff recommends authorization for the Chairman to execute three (3) Intergovernmental Agreements with the ODAA.

A motion was made by Chairman Stephens, seconded by Trustee Matthews, to approve execution of Intergovernmental Agreements for Design Services to support Capital Improvement Projects identified in the Shawnee Regional Airport Capital Improvement Plan for Fiscal Year 2025. Motion carried 7-0-0.

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

NAY: None

ABSTAIN: None

5. Consideration and authorization of the Oklahoma Department of Aerospace and Aeronautics to procure professional services to support certain Capital Improvement Projects identified in the Shawnee Regional Airport Capital Improvement Program for Fiscal Year 2025.

Airport Manager Bonnie Wilson advised that under the terms of the Master-On-Call (MOC) Agreement between the SAA and H.W. Lochner Engineering, Inc. (Lochner), the SAA may request project specific services from Lochner. Lochner has prepared three (3) Scope of Work and Fee statements for planning, engineering, and design services in support of certain capital improvement projects identified in the Shawnee Regional Airport's Capital Improvement Plan for Fiscal Year 2025, which are as follows:

- Project 1: Construct Taxilane for T-Hangars, Rehabilitate Existing Taxilane and Main Parking Apron

- Project 2: Construct Two New Ten-Unit T-Hangars
- Project 3: Construct Taxilane for Future Hangar Development

Staff recommends authorization for the Chairman to authorize the ODAA, in their role as Agent, to execute agreements with Lochner, as described in the Staff report, on behalf of the Shawnee Airport Authority.

A motion was made by Trustee Matthews, seconded by Chairman Stephens, to authorize the Oklahoma Department of Aerospace and Aeronautics to procure professional services to support certain Capital Improvement Projects identified in the Shawnee Regional Airport Capital Improvement Program for Fiscal Year 2025. Motion carried 7-0-0.

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

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. (7:40 p.m.)

ERIC STEPHENS, MAYOR
CHAIRMAN

ATTEST:

LISA LASYONE, MMC, CITY CLERK
SECRETARY