

AGENDA
SHAWNEE AIRPORT AUTHORITY
APRIL 21, 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 March 17, 2025, regular meeting.
2. Consideration of a resolution authorizing the City Manager to accept grant offers from the United States Department of Transportation Federal Aviation Administration (FAA) for Construction of a Taxilane for T-Hangars, Rehabilitation of an Existing T-Hangar Taxilane, and Rehabilitation of the Main Aircraft Parking Apron at the Shawnee Regional Airport (CIP Task Order 1).
3. Consideration to authorize the Interim City Manager to enter into contracts to obtain appraisals of Airport property.
4. New Business
5. 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

MARCH 17, 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 Monday, March 17, 2025, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, March 13, 2025 at 3:44 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

Absent
Trustee Ward 3

Ashley Fichtner
Trustee Ward 4

Mark Sehorn
Trustee Ward 5

Lauren Richter
Trustee Ward 6

ABSENT: Chris Odneal

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:

- a. Minutes from the January 21, 2025, regular meeting.

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

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

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. (7:59 p.m.)

ERIC STEPHENS, MAYOR
CHAIRMAN

ATTEST:

LISA LASYONE, MMC, CITY CLERK
SECRETARY



Shawnee Regional Airport
2202 N. Airport Dr.
Shawnee, OK 74804
ShawneeOK.org

Date: April 21, 2025
To: Shawnee Airport Authority
From: Bonnie Wilson, Airport Manager
Subject: Consideration of a resolution authorizing the City Manager to accept grant offers from the United States Department of Transportation Federal Aviation Administration (FAA) for Construction of a Taxilane for T-Hangars, Rehabilitation of an Existing T-Hangar Taxilane, and Rehabilitation of the Main Aircraft Parking Apron at the Shawnee Regional Airport (CIP Task Order 1).

Background: Consideration of a resolution providing for the acceptance of grant offers from the U.S. Department of Transportation Federal Aviation Administration (FAA), for the Construction of a Taxilane for T-Hangars, Rehabilitation of an Existing T-Hangar Taxilane, and Rehabilitation of the Main Aircraft Parking Apron at the Shawnee Regional Airport.

The current funding plan distributes the costs of CIP Task Order 1 across grants provided by the Oklahoma Department of Aerospace and Aeronautics (ODAA), the Federal Aviation Administration (FAA) and capital funds provided by the Shawnee Airport Authority.

ODAA's participation was formalized under an agreement with the Shawnee Airport Authority authorizing ODAA to serve as the SAA's Agent for this and other CIP projects. FAA's participation will be through the provision of the Airport Improvement Program (AIP) and the Infrastructure Investment and Jobs Act, referred to as the Bipartisan Infrastructure Law (BIL), grant funds.

Staff have provided the FAA with a project plan detailing the engineering scope of work, and a plan for construction and rehabilitation to confirm eligibility for AIP and BIL grant funding. Once the FAA confirms their approval of the scope of work and plans, staff will prepare grant applications for formal submission to the FAA.

A combination of AIP and BIL grant funds will be requested to address engineering fees and the construction costs of the project.

In order to ensure a timely response to the FAA, staff are seeking authorization for the City Manager to accept and execute any grant offers received from the FAA.

Financial Impact: Engineering and Design - Shawnee Airport Authority funds in the amount of \$225,700, from Account 511-5-0120-54200 Capital Outlay-Buildings & Improvements will be used to address the costs of engineering services. This account will be reimbursed by the FAA with AIP and BIL funds in the amount of \$214,415.

Construction – Shawnee Airport Authority funds in the amount of \$713,248, from Account 511-5-0120-

54200 Capital Outlay-Buildings & Improvements will be used to address the costs of construction. This account will be reimbursed by the FAA with AIP and BIL funds in the amount of \$677,585.

Attachments: Grant Funding Chart, Grant Resolution

Staff Recommendation: Approval of the item.

Attachment 1

Funding Plan Task Order 1 - Construct Taxilane for T-Hangars, Rehabilitate Existing Taxilane and Main Parking Apron				
	Fees/Cost	FAA (95% FAA Funds)	ODAA (95% Remaining After FAA Funds)	SAA (5%)
Engineering	\$225,700	\$214,415	\$0	\$11,285
Estimated Construction	\$1,858,975	\$677,585	\$1,088,441	\$92,949
	\$2,084,675	\$892,000	\$1,088,441	\$104,234

RESOLUTION NO. SAA-2025-__

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT OFFERS FROM THE UNITED STATES DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION (FAA) FOR CONSTRUCTION OF A TAXILANE FOR T-HANGARS, REHABILITATION OF AN EXISTING T-HANGAR TAXILANE, AND REHABILITATION OF THE MAIN AIRCRAFT PARKING APRON AT THE SHAWNEE REGIONAL AIRPORT (CIP TASK ORDER 1).

WHEREAS, the United States Department of Transportation Federal Aviation Administration (FAA) program offers assistance to airports through the Airport Improvement Program (AIP) and the Infrastructure Investment and Jobs Act referred to as the Bipartisan Infrastructure Law (BIL); and

WHEREAS, the FAA will provide AIP and BIL funds which represent ninety-five percent (95%) of the cost of engineering and construction services in support of the project; and

WHEREAS, the Shawnee Airport Authority will provide local funds which represent five percent (5%) of the engineering and construction costs for the Shawnee Regional Airport; and

WHEREAS, the FAA requires the City Manager to be authorized to apply for and accept any grant funding offered; and

WHEREAS, the Shawnee Airport Authority has granted authority to the City Manager to sign and accept a Grant Offer from the FAA in support of the Construction of a Taxilane for T-Hangars, Rehabilitation of an Existing T-Hangar Taxilane, and Rehabilitation of the Main Aircraft Parking Apron at the Shawnee Regional Airport (CIP Task Order 1).

NOW, THEREFORE, Be It Resolved by the Shawnee Airport Authority, of the State of Oklahoma, Pottawatomie County, that the City Manager of the City of Shawnee is authorized to apply for and accept Grant Offers from the Federal Aviation Administration for Construction of a Taxilane for T-Hangars, Rehabilitation of an Existing T-Hangar Taxilane, and Rehabilitation of the Main Aircraft Parking Apron at the Shawnee Regional Airport.

PASSED AND APPROVED this 21st day of April, 2025.

ERIC STEPHENS, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, MMC, CITY CLERK



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

Date: April 21, 2025
To: Shawnee Airport Authority
From: Mark Simpson, Interim City Manager
Subject: Consideration to authorize the Interim City Manager to enter into contracts to obtain appraisals of Airport property.

Background: The Federal Aviation Administration (FAA) requires airports to establish Fair Market Value (FMV) for the purposes of leasing or selling airport properties designated as “non-aeronautical use”.

Per the FAA’s standards and guidance, FMV must be established through property value appraisals conducted by licensed real estate appraisers.

Staff is proposing to engage the services of Grace & Sons Appraisal Service, Inc., an Oklahoma for-profit business corporation based in Midwest City, Oklahoma, and/or other qualified appraisers to appraise several properties owned by the Shawnee Airport Authority, designated as non-aeronautical use property.

Financial Impact: \$125,000, Shawnee Airport Authority Funds, 511-0120-53390 Other Contractual Services

Attachments:

Staff Recommendation: Authorize staff to execute a professional services agreement.