

AGENDA
SHAWNEE AIRPORT AUTHORITY
JULY 20, 2026 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 June 15, 2026, regular meeting.
- b. Budget amendments for Fiscal Year 2025-2026:
 - Fund 511 — Shawnee Airport Authority — To appropriate funds received from the Department of Emergency Management that were posted to the incorrect revenue account for projects related to the 2023 tornado, and to transfer those funds to the new revenue account State Department of Emergency Management for FEMA.
 - Fund 511 — Shawnee Airport Authority — To appropriate funds received from the Department of Emergency Management for Airport projects related to the 2023 tornado and transfer those funds to the Capital Outlay – Buildings and Improvements account.

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)



City Clerk Office
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: July 20, 2026
To: Shawnee Airport Authority
From: Lisa Lasyone, Chief Operations Officer | City Clerk
Sponsor: Lisa Lasyone, Chief Operations Officer | City Clerk
Subject: Minutes from the June 15, 2026, regular meeting.

Background: Consideration of the Minutes from the June 15, 2026, regular meeting.

Financial Impact: Not applicable.

Attachments: SAA 6-15-2026 Minutes DRAFT

Staff Recommendation: Approval of item.

DRAFT

SHAWNEE AIRPORT AUTHORITY PROCEEDINGS

JUNE 15, 2026 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, June 15, 2026, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, June 11, 2026, at 5:20 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 Shuler
Trustee Ward 2

Chris Odneal
Trustee Ward 3

Absent
Trustee Ward 4

Mark Sehorn
Trustee Ward 5

Lauren Richter
Trustee Ward 6

ABSENT: Ashley Fichtner

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:

- a. Minutes from the May 18, 2026, regular meeting and June 9, 2026, special call meeting.
- b. Acknowledge the Airport Advisory Board Minutes from the November 19, 2025, regular meeting.
- c. Authorize the City Manager to Execute a Commercial Non-Aeronautical Lease Agreement with Kelli Milette d/b/a Janie's Snoball.

A motion was made by Trustee Matthews, seconded by Trustee Richter, to approve Consent Agenda Item Nos. 1(a-c). Motion carried 6-0-0.

AYE: Matthews, Richter, Shuler, Odneal, Stephens, Sehorn

NAY: None

ABSTAIN: None

2. Consideration of a resolution adopting the Fiscal Year 2026-2027 Budget for Shawnee Airport Authority for the period of July 1, 2026, through June 30, 2027.

Finance Director Kimberly Hoover provided a Staff report.

A motion was made by Trustee Odneal, seconded by Trustee Sehorn, to approve a resolution adopting the Fiscal Year 2026-2027 Budget for Shawnee Airport Authority for the period of July 1, 2026, through June 30, 2027.

Resolution No. SAA-2026-3 was introduced.

A RESOLUTION APPROVING AND ADOPTING THE FISCAL YEAR 2026-2027 BUDGET FOR THE SHAWNEE AIRPORT AUTHORITY FOR THE PERIOD JULY 1, 2026, THROUGH JUNE 30, 2027.

Motion carried 6-0-0.

AYE: Odneal, Sehorn, Richter, Matthews, Shuler, Stephens,

NAY: None

ABSTAIN: None

3. Consideration of a resolution adopting the Shawnee Airport Authority Five-Year Capital Improvement Plan for Fiscal Years 2027 through 2031.

Finance Director Kimberly Hoover provided a Staff report.

A motion was made by Trustee Matthews, seconded by Trustee Richter, to approve a resolution adopting the Shawnee Airport Authority Five-Year Capital Improvement Plan for Fiscal Years 2027 through 2031.

Resolution No. SAA-2026-4 was introduced.

A RESOLUTION APPROVING AND ADOPTING THE FISCAL YEARS 2027-2031 CAPITAL IMPROVEMENT PLAN FOR THE SHAWNEE AIRPORT AUTHORITY.

Motion carried 6-0-0.

AYE: Matthews, Richter, Shuler, Odneal, Stephens, Sehorn

NAY: None

ABSTAIN: None

4. Discussion and consideration of procuring the temporary building to serve as Airport Terminal.

Airport Manager Bonnie Wilson stated that Staff is requesting to purchase the Mobile Modular building that was leased after the Airport terminal was destroyed in the April 2023 tornado.

A motion was made by Trustee Odneal, seconded by Trustee Richter, to approve procuring the temporary building to serve as Airport Terminal. Motion carried 6-0-0.

AYE: Odneal, Richter, Matthews, Shuler, Stephens, Sehorn

NAY: None

ABSTAIN: None

5. Consideration of a budget amendment for Fiscal Year 2025-2026 for Fund 511 — Shawnee Airport Authority — To appropriate monies received from the Federal Emergency Management Agency (FEMA) for the purchase of the Mobile Modular Terminal Building to transfer to Capital Outlay — Buildings & Improvements for the Airport expenditures in FY26.

Finance Director Kimberly Hoover provided a Staff report.

A motion was made by Trustee Richter, seconded by Trustee Matthews, to approve a budget amendment for Fiscal Year 2025-2026 for Fund 511 — Shawnee Airport Authority — To appropriate monies received from the Federal Emergency Management Agency (FEMA) for the purchase of the Mobile Modular Terminal Building to transfer to Capital Outlay — Buildings & Improvements for the Airport expenditures in FY26. Motion carried 6-0-0.

AYE: Richter, Matthews, Shuler, Odneal, Stephens, Sehorn

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. (7:09 p.m.)

ERIC STEPHENS, MAYOR
CHAIRMAN

ATTEST:

LISA LASYONE, MMC, CITY CLERK
SECRETARY



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

Date: July 20, 2026
To: Shawnee Airport Authority
From: Kimberly Hoover, Finance Director
Sponsor: Kimberly Hoover, Finance Director
Subject: Budget amendments for Fiscal Year 2025-2026:

Background: A total budget amendment in the amount of \$4,996,690.00 is requested to be considered:

The Shawnee Airport Authority — The Shawnee Airport Authority received funds from the Oklahoma Department of Emergency Management for projects related to the 2023 tornado. These funds were deposited into the incorrect revenue account. Staff is requesting approval to transfer the funds to the appropriate revenue account, State Department of Emergency Management for Federal Emergency Management Agency (FEMA). The amount of the appropriation is as follows:

- \$4,996,690.00 — State Department of Emergency Management for Federal Emergency Management Agency (FEMA)

The Shawnee Airport Authority — The Shawnee Airport Authority received funding from the Department of Emergency Management for airport projects related to the 2023 tornado. These funds will be used to support five separate projects at the Airport. Staff is requesting a transfer of the funds to the Capital Outlay – Buildings and Improvements account to cover the associated project expenditures. The amount of the appropriation is as follows:

- \$4,996,690.00 — Capital Outlay — Buildings and Improvements

Financial Impact: See attached budget amendment.

Attachments:

Staff Recommendation: Staff recommends approval of the budget amendments

Estimated Revenue, Fund Balance, or Transfers IN

Appropriations

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
511	41100			STATE DEPT OF EMERG MGMT FOR FEMA	4,996,690.00	(4,996,690.00)	-
				Total	4,996,690.00	(4,996,690.00)	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
511	5-0120-54200			CAPITAL OUTLAY - BUILDINGS & IMPROVEMENTS	360,000.00	4,996,690.00	5,356,690.00
					-	-	-
					-	-	-
					360,000.00	4,996,690.00	5,356,690.00

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate funds received from the Department of Emergency Management for Shawnee Airport Authority projects related to the 2023 tornado and transfer those funds to the Capital Outlay – Buildings and Improvements account.

Approved:

Mayor _____
Attest: _____

City Clerk _____

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