AGENDA
SHAWNEE AIRPORT AUTHORITY
December 2, 2013 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:

   a. Minutes from the November 18, 2013 meeting

   b. Airport Advisory Board meeting minutes from October 16, 2013

2. New Business

   (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

3. Administrative Reports

4. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Airport Authority **1. a.**

Meeting Date: 12/02/2013

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the November 18, 2013 meeting

Attachments

SAA Minutes

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, NOVEMBER 18, 2013, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:30 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Agee, Harrod, Mainord, Hall, Winterringer, Smith
ABSENT: Stephens

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda

a. Minutes from the November 4, 2013 meeting.

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

AYE: Harrod, Winterringer, Smith, Agee, Mainord, Hall
NAY: None

AGENDA ITEM NO. 2: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 3: Administrative Reports

There was no Administrative Reports.

AGENDA ITEM NO. 4: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:49 p.m.)

WES MAINORD
CHAIRMAN

ATTEST:
(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK
SECRETARY

Shawnee Airport Authority **1. b.**

Meeting Date: 12/02/2013

Advisory Board Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Airport Advisory Board meeting minutes from October 16, 2013

Attachments

Advisory Board

MINUTES
AIRPORT ADVISORY BOARD MEETING OCTOBER 16, 2013, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

ROLL CALL

PRESENT: Terry Toole, Harmik DerSahakian, Bert Humphreys, Pete Barger, Kevin Huddleston

ABSENT: Robert Duran, Will Smallwood

OTHERS PRESENT: Keenan English -Assistant Airport Manager, Fred Treiber-Airport Staff, Brian McDougal – City Manager/Airport Manager, Cynthia Sementelli – Finance Director

DECLARATION OF A QUORUM

ITEM ONE: CONSIDER AND APRROVE CONSENT AGENDA
Motion to approve Consent Agenda – Consent agenda approved by current board members Toole, DerSahakian, Humphreys and Smallwood.
Meeting minutes from September 18, 2013 approved unanimously by board.

ITEM TWO: SUB COMMITTEE REPORTS
No sub-committee reports.

ITEM THREE: DISCUSSION ABOUT THE IMPLEMENTATION OF NEW AAB SUB COMMITTEES:
Mr. Toole discussed implementing new sub-committees, a chairman for each new sub-committee, and the duties of each. Mr. Toole also provided for the AAB written guidelines that provided the objectives of each subcommittee and the parties involved. Four subcommittees will be established and will cover one of the following objectives:

Marketing/Business Development
Rules and Minimum Standards
Bylaws
Finance

ITEM FOUR: CITIZEN COMMENTS
No citizen comments

ITEM FIVE: NEW BUSINESS
The Board approved to put forth the request before the City Commissions Board to write off outstanding debts from former airport tenants totaling $3,711.25

Mr. English reported on the cost of purchasing and LED display for the self service fueling station. The board recommended that such purchase be made.

ITEM EIGHT:
BOARD COMMENTS
No board comments

ITEM NINE: ADJOURNMENT - Board unanimously voted to adjourn meeting 6:20 pm