

AGENDA
SHAWNEE AIRPORT AUTHORITY
November 15, 2021 AT 6:00 P.M.
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 A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the November 1, 2021 regular meeting.
2. Consideration of a budget amendment for Fund 511 Shawnee Airport Authority for position adjustments and cost of living adjustments.
3. New Business

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

Respectfully submitted,

Lisa Lasyone, CMC, 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)

Shawnee Airport Authority

1. a.

Meeting Date: 11/15/2021

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the November 1, 2021 regular meeting.

Fiscal Impact

Attachments

Minutes

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION, MONDAY, NOVEMBER 1, 2021, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 3:04 P.M. ON OCTOBER 28, 2021. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Engles, Flood, Bolt, Sehorn, Salter

ABSENT: Rutherford

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the October 18, 2021 regular meeting.
- b. Acknowledge renewal of a Lease Agreement with Vyve Broadband A, LLC for property located at 1821 Airport Drive.
- c. Acknowledge the Schedule of Regular Meetings for 2022 for The Board of City Commissioners, The Board of Trustees of the Shawnee Airport Authority, and The Board of Trustees of the Shawnee Municipal Authority.

Trustee Salter asked that Consent Agenda Item No. 1(a) be pulled for separate consideration.

A motion was made by Trustee Matthews, seconded by Trustee Sehorn, to approve the Consent Agenda Item Nos. 1(a-c), less item 1(a). Motion carried 5-0-1.

AYE: Matthews, Sehorn, Salter, Flood, Bolt

NAY: None

ABSTAIN: Engles

A motion was made by Trustee Matthews, seconded by Trustee Flood, to approve Consent Agenda Item No. 1(a). Motion carried 4-0-2.

AYE: Matthews, Flood, Bolt, Sehorn

NAY: None

ABSTAIN: Engles, Salter

AGENDA ITEM NO. 2:

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

There was no New Business.

AGENDA ITEM NO. 3:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:35p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

Shawnee Airport Authority

2.

Meeting Date: 11/15/2021

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a budget amendment for Fund 511 Shawnee Airport Authority for position adjustments and cost of living adjustments.

Fiscal Impact

Attachments

Memo

Budget Amendment



Human Resources Department

Meeting: Shawnee Airport Authority
Date: November 15, 2021
From: Jennifer Greenland, HR Director
RE: Budget Amendment

Background: The pay scale for Non-Union employees was last adjusted in July 2017 with a 1% increase. There have been no cost-of-living adjustment (COLA) increases since that time. Affected employees are those who work each day to provide services to our citizens.

The starting pay also presents an obstacle to attracting new employees. One local example is Hobby Lobby, which offers a minimum starting pay of \$17.00. This budget amendment will allow the City of Shawnee to retain our employees and appeal to quality applicants. The amendment provides for two adjustments to the pay scale.

First, 1 position (impacting 3 employees) was identified as well below the competitive rate. These are the employees who perform the operations and maintenance functions at the Airport.

Currently, the starting pay for the lowest paid full-time position is \$11.56 an hour. The new minimum starting rate for full-time employees will be \$15.02.

Second, the budget amendment includes a 3% COLA for most Non-Union employees within step and grade positions. This will further bolster the City's ability to retain quality employees who provide greater productivity, experience fewer workplace injuries, and take better care of City equipment.

Financial Impact: See Budget Amendment.

Attachment: Budget Amendment.

Staff Recommendation: Approval of the item.

City of Shawnee
2021-2022 Budget Amendment
Shawnee Airport Authority

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	49010			TRANSFER FROM GENERAL FUND	155,101.00	17,254.12	172,355.12
				Total	155,101.00	17,254.12	172,355.12

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
511	5-0120-51010			REGULAR SALARIES	111,070.76	15,499.76	126,570.52
511	5-0120-51020			OVERTIME	1,000.00	300.00	1,300.00
511	5-0120-51110			SOCIAL SECURITY	9,448.91	960.99	10,409.90
511	5-0120-51120			MEDICARE	2,209.83	224.75	2,434.58
511	5-0120-51150			OMRF RETIREMENT	10,767.15	268.63	11,035.78
					134,496.65	17,254.12	151,750.77

Approved by the City Commission this

Explanation of Budget Amendment:

For position adjustments and cost of living adjustment

Approved:

Mayor _____

Attest: _____

City Clerk _____

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