

AGENDA
SHAWNEE AIRPORT AUTHORITY
November 7, 2016 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Minutes from the October 17, 2016 meeting.
 - b. Airport Advisory Board Minutes from the September 21, 2016 meeting.
2. Discussion and consideration of increasing lease rates for T-hangers.
3. New Business

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

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Airport Authority**1. a.**

Meeting Date: 11/07/2016

SAA Minutes

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the October 17, 2016 meeting.

Fiscal Impact**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, OCTOBER 17, 2016, 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: Bushong, Gillham, Harrod, Finley, Rutherford, Shaw

ABSENT: Dykstra

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

- a. Minutes from the October 3, 2016 meeting.
- b. Airport Advisory Board Minutes from the August 17, 2016 meeting.

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

AYE: Bushong, Rutherford, Shaw, Gillham, Harrod, Finley

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: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:02 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

PHYLLIS LOFTIS, SECRETARY

Shawnee Airport Authority

1. b.

Meeting Date: 11/07/2016

Airport Advisory Board Minutes

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Airport Advisory Board Minutes from the September 21, 2016 meeting.

Fiscal Impact

Attachments

AAB Minutes



10/31/16

MINUTES
AIRPORT ADVISORY BOARD REGULAR MEETING SEPTEMBER 21 2016, 5:30 P.M.
TERMINAL BUILDING
2202 AIRPORT DRIVE

PRESENT: Fogerty, Huddleston, Klaser, Smallwood, Humphreys, Freeman, Smith
Others: Keenan English – Asst. Airport Mgr, Fred Treiber – Airport Supervisor

ABSENT:

CALL TO ORDER

DECLARATION OF A QUORUM

ITEM ONE: Consideration and approval of the consent agenda.

1. Minutes from the September 21, 2016 meeting

Humphrey's motioned to approve consent agenda. Fogerty 2nd the motion. Board unanimously approved consent agenda.

ITEM TWO: No citizen comments

ITEM THREE: Approval of a Memorandum of Understanding between the Shawnee Airport Authority and the Shawnee Industrial Authority for financing of T-hangars
Fogerty motioned to approve the MOU. Humphreys 2nd the motion. Board unanimously approved the MOU.

ITEM FOUR: Consideration and discussion of adopting an amendment to Shawnee Lube, LLC's lease agreement to add property for the construction of a commercial car wash.
Freeman motioned to approve the amendment with the condition Shawnee Lube, LLC has 12 months to agree to the amendment or the Board reevaluates the amendment. Humphreys 2nd. Board unanimously approved the amendment with the condition.

ITEM FIVE: Appoint Airport Advisory Board Chairman and Vice Chairman.
Smallwood motioned to re-elect Huddleston as Chairman and Small wood as Vice Chairman. Humphreys 2nd the motion. Board unanimously approved item five.

ITEM SIX: Staff Report
English gave report on the air show, t-hangar repairs, new tug, Delta Wings hangar progress, apron lights, and vacant airport property.

ITEM SEVEN: Board Comments
Freeman requested the board look at the airport layout plan to see what area is available for development.
Board recommended they look at hangar rates to see if the airport needs to adjust/increase its rates.

ITEM EIGHT: New Business
No new business

ITEM NINE: Adjournment

Humphreys motioned to adjourn. Smallwood 2nd. Board adjourned at 6:15pm.

Shawnee Airport Authority

2.

Meeting Date: 11/07/2016

T-hanger Rates

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion and consideration of increasing lease rates for T-hangers.

Fiscal Impact

Attachments

T-hanger Rates Memo



Date: November 7, 2016

To: Shawnee Airport Authority

From: Keenan English, Assistant Airport Manager

RE: Discussion and consideration of increasing lease rates for t-hangars

Nature of Situation: The Airport is proposing a rent increase on 25 individual t-hangars. Currently, the rent is \$125 per month.

Staff Analysis, Considerations: There are three reasons why the Airport feels like an increase is necessary. **1)** Staff has recently made improvements to existing hangars and would use the new revenue from the rent increase to continue improving and repairing them. **2)** Our rental rates are comparatively low compared to other airports in the state. While it is important to stay competitive, we could raise rents by a small percentage and still have lower rental fees than many airports in the state. Attached is a survey of other airports and their rents. **3)** The airport has not increased hangar rent since 2007.

Recommendation: On October 19, 2016, the Airport Advisory Board recommended an increase of 10% beginning March 1st, 2017, and another increase of 10% on March 1st, 2018. Staff also recommends approval.

Rent schedule is as follows:

Current rate - \$125/month

March 2017 10% increase - \$138/month

March 2018 10% increase - \$150/month

Staff would send out letters to all affected tenants 90 days before a rate increase went into effect.

Budget Consideration:

An increase of 10% would create \$3,900 of new revenue the first year. Another 10% the second year would create \$7,500 of new revenue.

