

City of Shawnee, OK

Request Visibility:  Unpublished

Request 25-68 ☒ Closed



Dates

Received

February 04, 2025 via web

Requester

 Kenneth Crawford kenneth@bcmssports.net 1308 Castle Creek St, Shawnee, OK, 74804 405-642-9592 Doctoral Research

Request

Subject: Amendment to Public Records Request 24-315 – Land Transfers, Lease Income, and Financial Records for Instrument of Transfer (1947) Property in Shawnee, OK
Dear City Clerk's Office – Shawnee, OK,

I am submitting this amendment to my existing public records request (Request 24-315) under the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.) and the Freedom of Information Act (FOIA). This amendment expands my original request to include additional financial documentation related to lease income, property ownership, and FAA compliance concerning land transferred to the City of Shawnee under the 1947 Instrument of Transfer.

Expanded Scope of Requested Records

1. Lease Income Documentation

Please provide records of all income the City of Shawnee has received from leases or rentals of land covered under the Instrument of Transfer (1947), specifically including:

Additional information

Ending Date

No data entered

Starting Date

No data entered

Purpose of Request: (select one)

No data entered

Purpose of Request (if selected 'Other' or 'News Media')

No data entered

Invoices

No invoices due

Staff assigned

Departments

No departments available

Point of contact

Kacie Eck

- Pitt Stop, YMCA, Oklahoma Jet Works, and any other commercial tenants operating on this land.
- Lease agreements, rent schedules, and payment records for businesses or entities leasing this property.
- Documentation showing where lease income is recorded in the city's financial statements and how it has been allocated.

2. FAA Compliance and Federal Approvals

- Any FAA or U.S. Department of Transportation approvals granted for the sale or lease of Instrument of Transfer land.
- Any FAA oversight reports, audits, or compliance determinations regarding the use of the transferred land.
- Any federal government correspondence regarding the conditions of sale or lease of this land.

3. Property Ownership and Transfers

- Current and historical ownership records for the 80-acre parcel at W Independence & Kickapoo, including:
 - Pitt Stop
 - YMCA
 - Oklahoma Jet Works
- Any sales records, deeds, or property transfer documentation showing whether these parcels were sold by the City of Shawnee.

4. Budget & Financial Reports

- Copies of Comprehensive Annual Financial Reports (CAFR) from the last 10 years, specifically identifying:
 - Revenue from land leases on Instrument of Transfer properties.
 - How lease or sale revenue has been allocated (e.g., airport improvements, general fund, other uses).
- Any special fund accounts or enterprise fund allocations related to income from this land.

5. Property Tax & Exemption History

- Property tax history and assessment records for parcels within the Instrument of Transfer (1947) land area.
- Any changes in tax-exempt status or ownership transfers affecting these properties.

Purpose of Amendment

This amendment is necessary to clarify:

- Whether the City of Shawnee has lawfully transferred ownership or leases of Instrument of Transfer land as per FAA and federal guidelines.
- If lease or sale income has been recorded properly and whether it aligns with municipal financial transparency obligations.
- How the City of Shawnee is allocating revenue from these properties.

I request these records in electronic format (PDF or scanned copies) via email if available. If any of these documents are not readily available, please provide an estimated timeframe for when they can be provided. If any portion of this request

is denied, please specify the reason for denial and provide the relevant legal exemption.

I appreciate your timely response to this request in accordance with Oklahoma's Open Records Act and FOIA guidelines. Please confirm receipt and provide an expected timeline for fulfillment.

[Show less](#)

Timeline

Documents



Request closed ^

Anyone with access to this request

Good afternoon,
Please be advised we are closing this request as no prepayment has been received.

This concludes the City's response to your public records request.

Thank you,
Shelby Starkey, Executive Assistant
City Clerk's Office
City of Shawnee

August 5, 2025, 4:23pm by Staff



Message to requester ^

Requester + Staff

Mr. Crawford,
Due to the substantial amount of staff time required to complete this request, we will be requiring a prepayment per the Oklahoma Open Records Act Title 51 O.S. Sec.

24A.5(4)(b). Please see the attached invoice document for more information.

Thank you,
Kacie Eck, CMC
Senior Deputy City Clerk
City of Shawnee

March 12, 2025, 5:09pm by Staff



Document(s) released to requester Requester + Staff

Request 25-68 Invoice - Prepayment.pdf

March 12, 2025, 5:09pm by Staff



Request opened Anyone with access to this request

Request received via web

February 4, 2025, 5:29pm by the requester