

CHICKASHA MUNICIPAL AIRPORT AUTHORITY

AGENDA

LOCATION OF MEETING

CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING

5:30 P.M.

DATE OF MEETING

JANUARY 2, 2018

1. **Call to Order / Roll Call.**

2. **Consent Docket:**
 - a. Approve the minutes of the December 4, 2017 regular meeting.
 - b. Approve December/January financials.
 - c. Authorize Staff to solicit bids for janitorial supplies.
 - d. Authorize change in bank signatories removing Tina Smith and adding Mary Kay Fuqua to all accounts held by the City of Chickasha, Chickasha Municipal Authority, Chickasha Municipal Airport Authority, Chickasha Industrial Authority, or any subsidiary or entity of the governing body of the City of Chickasha has possession of at the following banks:
 - First National Bank
 - Stillwater National Bank
 - Arvest Bank
 - Community Bank of Oklahoma
 - Bank of Oklahoma

3. **Discussion/Approval of Items Removed from Consent Docket:**

4. **Consideration and Discussion Items:**
 - a. Discussion and possible action on approval for City Manager to advertise and receive bids for two airport courtesy vehicles.

5. **Motion to Adjourn.**

CMAA Action Form

Consent Item No. 2 a

Meeting Date:

January 2, 2018

Staff Contact:

Susan M. Jones, City Clerk

Agenda Item:

Approve the minutes of the December 4, 2017 regular meeting.

Department:

Administration

Staff Recommendation:

Approve minutes of December 4, 2017 regular meeting, and authorize filing thereof.

Attachment – Minutes

December 4, 2017

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 4th day of December 2017, as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Ross called the meeting to order at 6:32 p.m.

ITEM 1. **Call to Order / Roll Call:**

CHAIRMAN AND TRUSTEES

PRESENT: Hank Ross, Chairman
Kimberly Loggins, Vice-Chairman
Jerry Pittman
Jim Hopkins
Cody Turpin
Mark Keeling
Blake Elliott
R. P. Ashanti-Alexander
Howard Carpenter

ABSENT: None

STAFF

PRESENT: Ryan Riddel, City Attorney
John Noblitt, City Manager
Brian Zalewski, Fire Chief
Susan Jones, City Clerk
Rob Camp, Public Works Director
Lillie Huckaby, Library Director.
Interim Chief Music, Police Department

ITEM 2. **Consent Docket: ITEM 2a through ITEM 2b.**

ITEM 2a. **Consider approving the minutes of the November 20, 2017 regular meeting.**

ITEM 2b. **Consider approving the Purchase Order list for the utilities in the amount of \$3,503.59; and the Purchase Order list for the first half of December 2017 in the amount of \$1,686.13.**

Chickasha Municipal Airport Authority Meeting 12-4-2017
TIME 6:32 P.M.

*Motion by Trustee Elliott, second by Trustee Loggins to approve the Consent Docket:
ITEM 2a through ITEM 2b.

Roll call vote:

Ayes:" Hopkins, Turpin, Loggins, Ross, Ashanti-Alexander, Elliott,
Carpenter, Keeling and Pittman

"Nays:" None

"Abstain:" None

Motion carried. 9-0

ITEM 3. **Discussion / Approval of Items Removed from Consent Docket:**

No action taken on Item 3.

ITEM 4. **Motion to Adjourn**

Mayor Ross called for any other business, being none, the meeting was adjourned.

TIME: 6:34 PM

Hank Ross, Chairman

(ATTEST)

Susan M. Jones, City Clerk

(SEAL)

Approved this _____ day of _____, 2018.

CMAA Action Form

Consent Item No. 2 b

Meeting Date:

January 2, 2018

Staff Contact:

Mary Kay Fuqua, Finance Director

Agenda Item:

Consider approving the Purchase Order list for the first half of January, 2018 in the amount of \$15,797.17; and the Purchase Order list for the utilities in the amount of \$1,282.25.

Department:

Finance

Staff Recommendation

Consider approving the Purchase Order list for the first half of January, 2018 in the amount \$15,797.17, and the Purchase Order list for the utilities in the amount of \$1,282.25.

Attachment – Purchase Order Lists

PURCHASE ORDER LISTING

January 2, 2018 AGENDA

P.O. #	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	TRUCK#	AMOUNT
DEPARTMENT: 99		AIRPORT				
18-30017	99-139	PETROLEUM MARKETERS EQUIP	LEGG DETECTOR, FILTERS	12/2017	0161273	3,373.86
18-30039	99-44	RUSS SEED & GRAIN	KNIVES, BAGS, ROPE ETC.	12/2017	441307	97.63
18-30039	99-6060	COLUMBIAN/BRIGHT WATER	COOLER RENT	12/2017	55617	9.00
18-30040	99-7918	HELICOP HELICOPTER JOHNSON, LLC	AMHS MAINT	12/2017	12012017	300.00
DEPARTMENT TOTAL:						3,780.49
FUND TOTAL:						3,780.49

P.O. #	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	AMOUNT	AMOUNT
DEPARTMENT: R/A		NON-DEPARTMENTAL				
18-10976	99-1336	CITY OF CHICKASAW	NOV TRANSFER	12/2017	201712157745	841.67
18-10977	99-1336	CITY OF CHICKASAW	DEC TRANSFER	12/2017	201712157749	841.67
18-10978	99-1329	CITY OF CHICKASAW	NOV TRANSFER	12/2017	201712157752	3,500.00
18-10979	99-1378	CITY OF CHICKASAW	DECEMBER TRANSFER	12/2017	201712157753	3,500.00
18-10974	99-8477	CITY OF CHICKASAW	TRANSFER/PROPERTY LIABOU.	12/2017	201712157740	1,566.57
18-10975	99-8477	CITY OF CHICKASAW	DEC TRANSFER	12/2017	201712157743	1,566.57
18-10980	99-8804	CITY OF CHICKASAW	NOVEMBER TRANSFER	12/2017	201712157758	100.00
18-10981	99-8804	CITY OF CHICKASAW	DECEMBER TRANSFER	12/2017	201712157761	100.00
DEPARTMENT TOTAL:						12,016.68
FUND TOTAL:						12,016.68

CMAA Action Form

Consent Item No. 2 c

Meeting Date:

January 2, 2018

Staff Contact:

Robinson Camp, Public Works Director

Agenda Item:

Authorize Staff to Solicit Bids for Janitorial Supplies

Department:

Public Works

Background/Description of Item:

Throughout the City of Chickasha, various departments require other janitorial supplies that are required for daily operations. Some of these supplies are paper towels, toilet paper, soap, etc. These supplies are not covered in our Janitorial Contract.

Funding Source:

Janitorial Supplies in various departments – 5201-004

Staff Recommendation:

Recommended Motion: Authorize Staff to Solicit Bids for Janitorial Supplies

CMAA Action Form

Consent Item No. 2 d

Meeting Date:

January 2, 2018

Staff Contact:

John Noblitt, City Manager

Agenda Item:

Approve change in bank signatories removing Tina Smith and adding Mary Kay Fuqua to all accounts held by the City of Chickasha, Chickasha Municipal Authority, Chickasha Municipal Airport Authority, Chickasha Industrial Authority, or any subsidiary or entity of the governing body of the City of Chickasha has possession of at the following banks:

- First National Bank
- Stillwater National Bank
- Arvest Bank
- Community Bank of Oklahoma
- Bank of Oklahoma

Department:

Administration

Background/Description of Item:

Staff Recommendation: Recommended Motion: Approve change in bank signatories removing Tina Smith and adding Mary Kay Fuqua to all accounts held by the City of Chickasha, Chickasha Municipal Authority, Chickasha Municipal Airport Authority, Chickasha Industrial Authority, or any subsidiary or entity of the governing body of the City of Chickasha has possession of at the following banks:

CMAA Action Form

Consent Item No. 4 a

Meeting Date:

January 2, 2018

Staff Contact:

John Noblitt, City Manager

Agenda Item:

Discussion and possible action on approval for City Manager to advertise and receive bids for two airport courtesy vehicles.

Department:

Administration

Background/Description of Item:

- At the December 13th Airport Advisory Board Meeting the advisory board unanimously approved a recommendation to look in to the purchase of up to two courtesy cars.
- As the airport serves as one of the city's gateways, board feels that nicer working vehicles presents a better image to visitors and businesses who fly into Chickasha.
- Operational courtesy vehicles provide a means for visitors to the airport to access the amenities of the city, and increase dollars spent in Chickasha.
- At least one of the current vehicles will be retired from the fleet once new vehicles are added.
- There has been a request that at least one of the vehicles be a mini-van, or similar multi-passenger vehicle.
- Advisory board request that we look at all options for vehicles, and that goals could be achieved with lightly used vehicles.

Financial: This is an undesignated budgeted capital equipment expense. Funds have been budgeted for this type purchase, and funds will be appropriately designated upon approval of request.

Staff Recommendation:

Authorize City Manager to bid out for airport courtesy vehicles.