

CHICKASHA MUNICIPAL AIRPORT AUTHORITY

AGENDA

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

TIME OF MEETING

6:30 P.M.

DATE OF MEETING

JUNE 17, 2019

1. **Call to Order / Roll Call.**
2. **Consent Docket:**
 - a. Acceptance of the minutes for the June 3, 2019 regular meeting.
 - b. Acceptance of Claims List.
 - c. Acceptance of Financial Reports for the month of May 2019.
 - d. Acceptance and ratification of amendment to the FY 2019-2020 Pay Classifications and Revised Job Descriptions for the Chickasha Municipal Airport Authority
 - e. Acceptance and ratification of the renewal of the Workers' Compensation Plan with the Oklahoma Municipal Assurance Group (OMAG) for the FY 2019-20 in the amount of \$559,553.00.
3. **Discussion/Approval of Items Removed from Consent Docket:**
4. **Motion to Adjourn.**

CMAA Action Form

Consent Item No. 2 a

Meeting Date:

June 17, 2019

Staff Contact:

Susan M. McDaniel, City Clerk

Agenda Item:

Acceptance of the minutes for the June 3, 2019 regular meeting.

Department:

Finance

Background/Description of Item:

Staff Recommendation:

Attachment - Minutes



*Office of the
City Clerk*

June 3, 2019

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 3rd day of June 2019 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Mosley called the meeting to order at 7:40 p.m.

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

CHAIRMAN AND TRUSTEES

PRESENT: Chris Mosley, Chairman
 Kimberly Loggins, Vice-Chairman
 Jim Hopkins
 Oscar Nelson
 David Sikes
 Zachary Grayson
 R. P. Ashanti-Alexander
 Tom Rose

ABSENT: Joseph Molder

STAFF

PRESENT: Amanda Mullins, City Attorney
 John Noblitt, City Manager
 Susan M. McDaniel, City Clerk
 Gene Winsett, Community Development Director
 Brian Zalewski, Fire Chief
 Kathryn Rowell, Police Chief
 Leasa Furr, Administrative Services Director
 Lillie Huckaby, Library Director
 Shae Mortimer, Marketing & Civic Engagement Manager

ABSENT: David Buchanan, Public Works Director

ITEM 2. **Consent Docket: ITEM 2a thru ITEM 2f**

ITEM 2a. **Acceptance of the minutes for the May 20, 2019 regular meeting.**

- ITEM 2b. Acceptance of Claims List.**
- ITEM 2c. Acceptance and ratification of Ordinance 2019-15; Annual Fee Schedule; and 2019-2020 fee schedule.**
- ITEM 2d. Acceptance of ratification of the Letter of Engagement between the City of Chickasha and Angel, Johnston & Blasingame, P.C. for auditing services for fiscal year ending June 30, 2019; and authorize Mayor and City Manager to execute the same.**
- ITEM 2e. Acceptance and ratification of change to Sun Life Assurance Company for the City’s Health Insurance Stop Loss/Claims Coverage.**
- ITEM 2f. Acceptance and ratification of Resolution 2019-13R adopting the Budget for FY 2019-2020.**

*Motion by Trustee Sikes, second by Trustee Loggins to approve Consent Docket: ITEM 2a – ITEM 2f.

Roll call vote:

- Ayes:” Hopkins, Nelson, Sikes, Loggins, Grayson, Ashanti-Alexander, Rose and Mosley.
- “Nays:” None
- “Abstain:” None
- Motion carried. 8-0

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

No action taken on Item 3.

ITEM 4. Consideration and Discussion:

ITEM 4a. Discussion, consideration and possible action to authorize Staff to solicit bids to construct a Taxilane at the Chickasha Municipal Airport.

*Motion by Trustee Ashanti-Alexander, second by Trustee Loggins to authorize Staff to solicit bids to construct a Taxilane at the Chickasha Municipal Airport.

Roll call vote:

- Ayes:” Hopkins, Nelson, Sikes, Loggins, Grayson, Ashanti-Alexander, Rose and Mosley.
- “Nays:” None
- “Abstain:” None
- Motion carried. 8-0

Chickasha Municipal Airport Authority Meeting 6-3-2019
TIME 7:40 P.M.

ITEM 5. **Motion to Adjourn**

*Motion by Trustee Nelson, second by Trustee Ashanti-Alexander to adjourn.

Roll call vote:

Ayes:"	Sikes, Loggins, Grayson, Ashanti-Alexander, Rose, Nelson, Hopkins and Mosley
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

TIME: 7:41 PM

Approved this 17th day of June 2019.

Chris Mosley, Chairman

(ATTEST)

Susan M. McDaniel, City Clerk

CMAA Action Form

Consent Item No. 2 b

Meeting Date:

June 17, 2019

Staff Contact:

Leasa Furr, Administrative Services Director

Agenda Item:

Acceptance of Claims List.

Department:

Finance

Recommendation:

CMAA Action Form

Consent Item No. 2 c

Meeting Date:

June 17, 2019

Staff Contact:

Leasa Furr, Administrative Services Director

Agenda Item:

Acceptance of Financial Reports for the month of May 2019.

Department:

Finance

Background/Description of Item:

Staff Recommendation:

Attachment – P O List

CMAA Action Form

Consent Item No. 2 d

Meeting Date:

June 17, 2019

Staff Contact:

Leasa Furr, Administrative Services Director

Agenda Item:

Acceptance and ratification of amendment to the FY 2019-2020 Pay Classifications and Revised Job Descriptions for the Chickasha Municipal Airport Authority

Department:

Administration

Background/Description of Item:

- The City of Chickasha Classification and Pay Plan establishes pay ranges and job classifications for employees of the City of Chickasha.
- The pay ranges allow for flexibility in starting pay.
- The amendments to the pay plan include the addition of a pay class to the Non-Exempt plan that allows for alignment with market data, organizational structure and job duties.
- The revised job descriptions for Head Billing Clerk and HR Generalist reflect the pay grade from the amended pay scale

Recommendation:

Accept amendment to pay classification plan and revised job descriptions.

CMAA Action Form

Consent Item No. 2 e

Meeting Date:

June 17, 2019

Staff Contact:

Leasa Furr, Administrative Services Director

Agenda Item:

Acceptance and ratification of the renewal of the Workers' Compensation Plan with the Oklahoma Municipal Assurance Group (OMAG) for the FY 2019-20 in the amount of \$559,553.00.

Department:

Human Resources

Background/Description of Item:

Staff has received the FY 2018-2019 Workers' Compensation Plan Renewal Agreement and invoice for the City of Chickasha. The premium for the FY 2019-2020 is in the amount of \$559,553.00 with an escrow credit in the amount of \$4,601.33.

Total amount due for FY 2019-2020 is in the amount of **\$559,553.00.**

Recommendation:

Approve renewing the participation for the Workers' Compensation Plan with OMAG for FY 2019-2020 with the premium amount of \$559,553.00.