



April 18, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 18th day of April 2016, as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Mayor Ross called the meeting to order at 7:25 p.m.

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

**CHAIRMAN AND TRUSTEES**

**PRESENT:**                Hank Ross, Mayor  
Jerry Pittman  
Kimberly Loggins  
Phylis Steelman  
Mike Sutterfield  
John Toland  
Howard Carpenter  
Ashanti-Alexander

**STAFF**

Alan Guard, Manager  
Lena Smith, Asst. City Manager  
Tom Frailey, Attorney  
Steve Chapman, Park and Recreation Director  
Gina Snedeker, Finance Director  
Tina Smith, City Clerk  
Brian Zalewski, Fire Chief  
Shannon McClain, Asst. Police Chief  
Susan Jones, Executive Assistant  
Kathleen Easley, Community Development Director  
Jim McClain, Public Works Director  
Lillie Huckaby, Library Director

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

**ITEM 2a. Consider approving the minutes of the April 4, 2016, regular meeting.**

Approval is requested for the minutes of the April 4, 2016 regular meeting.

**ITEM 2b. Consider approving the Purchase Order list ratifying special utility payments made on April 6, 2016 in the amount of \$1,055.12; and Purchase Order list for the last half of April 2016 in the amount of \$8,991.73.**

Approve the Purchase Order list ratifying special utility payments made on April 6, 2016 in the amount of \$1,055.12; and Purchase Order list for the last half of April 2016 in the amount of \$8,991.73.

**Staff Recommendation:** Authorize staff to make payment of normal monthly invoices received in for the last half of April 2016; and utilities made on April 6, 2016 in the amount of \$1,055.12;

**ITEM 2c. Consider authorizing Staff to solicit bids for improvements to Hangar #3 lean-to area.**

Hangar #3 and Hangar #4 are World War II Hangars located ramp-side at the Chickasha Municipal Airport. The hangars were constructed in approximately 1942 when the Airport was used as a World War II Flight School/Training Base. Hangar #3 was the first hangar constructed at the Airport, and all building materials from the original construction of the hangar are still in use today. Hangar #3 is composed of two distinct parts: the aircraft storage/hangar area and the lean-to space that spans the South side of the Hangar which was used for administrative tasks. Hangar #3 has an iconic WWII hangar roofline and is easily recognized as WWII design, even from an aerial viewpoint. According to Airport staff there has not been any significant investment in Hangar #3 since it was built, save minor electrical work and minor exterior envelope repairs.

Hangar #3 has a concrete slab foundation that is in excellent condition, the drainage around the building is adequate, and the internal structure of the building is sound in the lean-to area. The current layout of the lean-to area is suitable for commercial use as it has multiple restrooms, in-tact windows, full-length front-door parking, and is conveniently located on the ramp, on the airfield.

7:25 p.m.

The surfaces surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway, also known as the Runway Safety Area (RSA), has greatly increased since 1942 and will continue to increase as safety dictates. Two hangars constructed at the Airport (the T-Hangars and Hangar #4) are located within the current Federal Aviation Administration (FAA) RSA. The Airport currently has use of the two hangars in the RSA because they were grandfathered in by the FAA, however FAA Regulations dictate that those buildings be removed as part of the Airport's long-term Master Plan in order to maintain safety standards. Hangar #3 is the only World War II Hangar at the Airport that is not located next to the main runway and the current RSA which means its location will withstand any more increase in RSA put forth by the FAA and could be used for many lifetimes.

Hangar #3 renovation has been budgeted for by the previous Airport Manager, Steve Chapman, because FAA regulations will not require the Airport to eliminate it in the long-term, and therefore Mr. Chapman determined Hangar #3 to be worthy of significant long-term investment.

Hangar #3, where the aircraft are stored, is rented at full capacity and has historically generated approximately \$12,000 in Airport revenue annually. There have been no tenants in the approximately 3,800 square foot lean-to area in Hangar # 3 since 2006, and therefore the area has not generated any revenue since 2006. The lean-to area has been unoccupied because it is in disrepair. Approximately six companies have been offered the lean-to space for use since 2006, however they turned down the opportunity.

The airport has a need for increased revenue and for a meeting space large enough for approximately 30 people for airport emergency drills, airport events, community meetings, hosting business meetings or conferences, and to generate interest at the airport. Hangar #3 lean-to areas are the ideal place to meet those needs.

According to Chickasha Building Code a fire wall will need to be installed between the area where the aircraft and fuel are stored and the unoccupied lean-to areas before the lean-to areas can be occupied. Other non-structural repairs are needed, such as roof patching, installing insulation and drywall, electrical updates, restroom renovation for ADA compliance, exterior repairs, and the addition of heating and air conditioning. Staff suggests renovating approximately half of the interior lean-to area (approx. 1,800 sq. ft.) in order to generate interest in the space, and will develop the other half of the lean-to area as potential commercial interest grows. Staff does not suggest doing structural changes to the area, and suggests using the space with its current layout.

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The suggested use of the space is for a meeting area with presentation technology and adequate storage space, however the space can easily be manipulated into different configurations as commercial needs dictate.

Community members and visitors have approached Airport staff for many years to suggest that the area be improved and used, as it plays a part in Chickasha history and World War II aviation history. This is the first time the area has been considered for interior renovation.

**Staff Recommendation:** Authorize Staff to solicit bids for improvements to Hangar #3 lean-to area.

\*Motion by Trustee Sutterfield, second by Trustee Carpenter to approve the Consent Docket: ITEM 2a through ITEM 2c.

Roll call vote:

Ayes:"	Loggins, Steelman, Toland, Ross Sutterfield, Ashanti-Alexander, Carpenter, Pittman
"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.**                    **Motion to Adjourn**

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

**TIME: 7:27 PM**

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Hank Ross, Mayor

(ATTEST)

Tina Smith  
Tina Smith, Secretary



Approved this 2<sup>nd</sup> day of May, 2016.