



July 05, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 5th day of July 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 6:16 p.m.

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

**CHAIRMAN AND TRUSTEES**

**PRESENT:**                      Hank Ross, Mayor  
Jerry Pittman  
Phylis Steelman  
Howard Carpenter  
Blake Elliott  
Ashanti-Alexander

**STAFF**

Alan Guard, City Manager  
Lena Smith, Assistant City Manager  
Tom Frailey Attorney  
Brian Zalewski, Fire Chief  
Stewart Steele, Police Chief  
Susan Jones, Executive Assistant  
Gina Snedeker, Finance Director  
Lillie Huckaby, Library Director  
Jim McClain, Public Works Director  
Kim Kohler, Special Event Manager

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

**ITEM 2a.**                      **Consider approving the minutes of the June 20, 2016, regular meeting.**

Approval is requested for the minutes of the June 20, 2016 regular meeting.

**ITEM 2b. Consider approving the Purchase Order list for the first half of July 2016 in the amount of \$13,438.56.**

The Purchase Order list for the first half of July 2016 in the amount of \$13,438.56 needs approval by Chairman and Trustees.

**Staff Recommendation:** Approve the Purchase Order list for the first half of July 2016 in the amount of \$13,438.56.

**ITEM 2c. Consider authorizing staff to solicit bids for the Beechcraft and Commander Road Airport Project**

Chickasha Municipal Airport is an entitlement airport which means that we receive \$150,000 annually in federal funding for airport projects as part of the FAA Airport Improvement Program. Over the last three years the Airport has saved the entitlement funds for the purpose of reconstructing the entrance roads (Beechcraft and Commander Dr.) to the airport.

The project is eligible for 90% FAA reimbursement through the AIP program. The construction cost estimate for the project is approximately \$532,800.00.

Airport Staff has been working with CEC, the Airport engineering firm, to engineer the airport entrance roads since 2013. Council approved two agreements with CEC for engineering and construction administration on January 7, 2013 and the amendment specific to this project was passed by Council on October 6, 2014.

CEC has prepared the bid documents for the airport entrance road project. The project includes reconstructing and widening the roads and improving drainage.

**Staff Recommendation:** Authorize Staff to solicit bids for the Beechcraft and Commander Road improvement projects.

**ITEM 2d. Consider authorizing Staff to solicit quotes for annual purchase of Diesel and Unleaded fuel; and authorize payment of the invoice within 10 days.**

Due to the volatile nature of fuel pricing, Staff has received permission from the Council in the past to solicit quotes for the purchase of fuel for city use at the time of purchase rather than soliciting bids from vendors. Quotes are solicited from several vendors and the lowest written quote is awarded the purchase of fuel in the quantity requested. The invoice is then paid within ten days of delivery to avoid penalties enforced by the vendor as part of their quote.

Staff will review this policy each year and will continue to follow these guidelines until such time as changes need to be made and then this item will be brought back to Council

for additional action. If no changes are made to the policy this practice will continue on from year to year as needed.

**Staff Recommendation:** Authorize staff to solicit written quotes for Diesel and Unleaded fuel when a purchase needs to Be made and award the purchase to the vendor offering the lowest price at the time of delivery; And authorize staff to pay the invoice within the required 10 days.

\*Motion by Trustee Steelman. second by Trustee Elliott to approve the Consent Docket: ITEM 2a through ITEM 2d.

Roll call vote:

|                 |   |
|-----------------|---|
| Ayes:"          | Steelman, Ross, Elliott, Ashanti-Alexander, Carpenter and Pittman |
| "Nays:"         | None  |
| "Abstain:"      | None  |
| Motion carried. | 6-0   |

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

No action taken on ITEM 3.

**Motion to Adjourn**

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

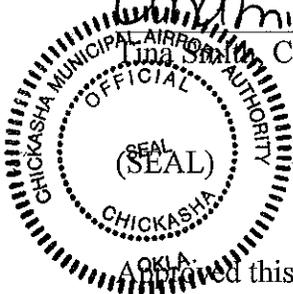
TIME: 7:17 PM

*[Handwritten initials]*

\_\_\_\_\_  
Hank Ross, Mayor

(ATTEST)

*[Handwritten signature]*  
\_\_\_\_\_  
Tina Smith City Clerk



Witnessed this 18<sup>th</sup> day of July, 2016.