



August 01, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 1st day of August 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 6:12 p.m.

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

CHAIRMAN AND TRUSTEES

PRESENT: Hank Ross, Mayor
Jerry Pittman
Kimberly Loggins
John Toland
Mike Sutterfield
Howard Carpenter
Blake Elliott
Phylis Steelman

STAFF

Alan Guard, City Manager
Tom Frailey Attorney
Lena Smith, Assistant City Manager
Brian Zalewski, Fire Chief
Stewart Steele, Police Chief
Susan Jones, Executive Assistant
Gina Snedeker, Finance Director
Tina Smith, City Clerk
Summer Sanders, Recreation Coordinator
Lillie Huckaby, Library Director
Jim McClain, Public Works Director
Kim Kohler, Special Event Manager
Steve Chapman, Park and Recreation Director
Kathleen Easley, Community Development Director
Rob Camp, Capital Project Manager
Kristal Kuhn, Emergency Management Director

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

ITEM 2a. Consider approving the minutes of the July 18, 2016, regular meeting.

Approval is requested for the minutes of the July 18, 2016 regular meeting.

ITEM 2b. Consider approving the Purchase Order List for the first half of August 2016 in the amount of \$306.94.

The Purchase Order List for the first half of August 2016 in the amount of \$306.94 needs approval by Chairman and Trustees.

Staff Recommendation: Approve the Purchase Order for the first half of August 2016 in the amount of \$306.94.

ITEM 2c. Consider authorizing staff to solicit bids to retain a contractor for tree trimming and removal service at various locations throughout the City.

Staff is requesting permission to solicit bids to retain a contractor for tree trimming and removal service at various locations throughout the City.

The Contractor will respond to specific requests for tree work from the Parks and Recreation Department and must receive authorization for additional work that may come to the Contractor's attention that was not requested by the City. Throughout the term of the contract, it may become necessary for the Contractor to assist the Department in providing emergency tree service.

Bid documents and specifications will be available for review in the Parks and Recreation office.

Staff Recommendation: Authorize staff to solicit bids to retain a contractor for tree trimming and removal service at various locations throughout the City.

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

Roll call vote:

Ayes:"	Pittman, Loggins, Steelman, Toland, Ross, Sutterfield, Elliott and Carpenter
"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. **Consider terminating the lease agreement with
Chickasha Wings**

Chickasha Wings is a flight school that operates at Chickasha Municipal Airport (CHK) out of Hangar #4. Chickasha Wings has operated at CHK since 2007. The last contractual agreement made with Chickasha Wings was in 2009, and therefore Chickasha Wings is on a month-to-month rental basis under the terms of the 2009 agreement.

The previous Airport Manager, Steve Chapman, negotiated the Chickasha Wings rental contract for the north 84 feet of Hangar #4 (8,000 sq. ft.) including the north 84 feet of both lean-to areas on West and East sides of Hangar #4. Chickasha Wings pays rent of \$550 monthly.

In 2009, the owner of Chickasha Wings, Mitch Williams, requested that his next contract include rental of the entire hangar to store aircraft. The City intended to rent the south 84 feet of aircraft parking space directly to airport tenants and was not willing to lease the entire hangar. Over a period of time Chickasha Wings occupied the entire hangar, including the full length of both lean-to areas without permission of the City. Some of the aircraft that currently occupy Hangar #4 are not the property of Chickasha Wings. These aircraft not owned by Chickasha Wings use the facility by sub-leasing through Chickasha Wings which is a violation of the last contract. Steve Chapman approached previous City Manager Larry Shelton about removing Chickasha Wings the south 84 feet of Hangar #4. Mr. Shelton declined to remove Chickasha Wings from the south 84 feet.

In August, 2015 the City Manager named Assistant City Manager Lena Smith as the Airport Manager. In February, 2016 ACM Smith and City Manager Guard, met with the Mr. Williams in order to determine what needs Chickasha Wings had that were not being met by the last contractual agreement. Staff drafted a new contract for the whole 168 feet of aircraft parking space in Hangar #4 which included the entirety of Hangar #4 and the entire West lean-to area. Staff had been waiting for the development of the Airport Strategic Plan before initiating the contract with Chickasha Wings.

Recently, the safety and working conditions of the office area on the West side of Hangar #4, where Chickasha Wings does business, came into question. Ms. Smith obtained an inspection from the Chickasha Building Inspectors who determined that the office area required significant improvements to be fit for occupants. Ms. Smith also obtained an engineer's structural report of Hangar #4 to determine if the building was sound and worthy

of repair. Plans to repair the office area began, and Ms. Smith set aside an area in the Airport Armory for Chickasha Wings to operate in while repairs are done on the office area of Hangar #4.

Recently, Chickasha Wings has not met their financial obligations to the City. Also, airport staff have experienced multiple unprofessional exchanges with Chickasha Wings contractors and sub-lesers when attempting to enforce airport policies and the past contractual agreement. Staff have reported five instances of verbal abuse to Ms. Smith and Mr. Guard over a period of six months (February – July 2016). On June 20, 2016 Mr. Guard called Mr. Williams to advise him of the verbal abuse and requested that it stop. Chickasha Wings contractors and sub-lesers continue to be confrontational and verbally abusive even after that conversation.

Staff recommends suspending contract negotiations with Chickasha Wings and ending the month-to-month lease at this time and provide Chickasha Wings 60 days to remove all aircraft and equipment from the Airport Property.

1. Chickasha Wings assumed control of the south 84 feet of Hangar #4 without permission and has sublet the space in violation of the contract.
2. Chickasha Wings paid their rent 30 days late for the month of June and fuel payments have been late in both May and June. Chickasha Wings has an outstanding balance of \$1200 on their fuel account, which is used to purchase fuel at the pump and functions as a running credit. Fuel account balances are to be paid in full within 10 days of receiving the invoice.
3. Chickasha Wings' independent contractors and sub-lesers have been verbally abusive to airport staff over a period of six months, and after communicating the abuse to Mr. Williams it continues.
4. Airport staff are hesitant to enforce airport safety and security policies because of the confrontational nature of Chickasha Wings contractors and sub-lesers. Chickasha Wings contractors and sub-lesers are repeat violators of Airport and FAA policy and are disagreeable and unreasonable when approached by airport staff about safety concerns, specifically not parking vehicles on the airport ramp per the last contractual agreement.
5. Vehicle access to the airfield is restricted by regulation of the Transportation Security Administration. Vehicle access to the airfield is available to Chickasha Wings sub-lesers via the sharing of a gate card for the West airport security gate. Staff have reported an instance in which a previous sub-leaser returned to the airport after years of not using Hangar #4 to "look around" and drive on the airfield. Staff will have to overhaul the entire security gate system to limit access to the airfield because gate cards have been inappropriately shared.

This is also an opportunity to test the market for a better lease arrangement to maximize revenue for the Airport and its operations. Staff further recommends to solicit a Request

for Proposals for a new flight school and/or tenants for Hangar #4. Chickasha Wings may participate in that process.

Staff Recommendation: Approve terminating the lease agreement with Chickasha Wings.

*Motion by Trustee Carpenter, second by Trustee Loggins to table 4a. *

Roll call vote:

Ayes:"	Loggins, Steelman, Toland, Ross, Sutterfield, Elliott, Carpenter and Pittman
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

TABLED

Motion to Adjourn

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

TIME: 6:14 PM

[Handwritten signature]

Hank Ross, Mayor

(ATTEST)

[Handwritten signature]

Lisa Smith, City Clerk



Approved this 15th day of August, 2016.