

CHICKASHA MUNICIPAL AIRPORT AUTHORITY

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

TIME OF MEETING
6:30 PM

DATE OF MEETING
FEBRUARY 21, 2022

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

- 1. Call to Order / Roll Call.**
- 2. Consent Docket:**
 - a. Acceptance of the Minutes of the February 7, 2022 Regular Meeting.
 - b. Acceptance of the Claims List.
 - c. Acceptance of the Financials for January 2022.
 - d. Accept and ratify Resolution 2022-03R amending the FY21-22 Budget.
- 3. Discussion/Approval of Items Removed from Consent Docket:**
- 4. Consideration and Discussion Items:**

- a. Discussion, consideration, and possible action to accept approximately 240 acres, more or less, located in the East 1/2, Section 7 and the SE 1/4, Section 6, T7N, R7W, I.M., Grady County, Oklahoma (commonly referred to as the Chickasha Industrial Park) from the Chickasha Industrial Authority.
- b. Discussion, consideration, and possible action to authorize Staff to solicit RFQs for qualified consulting firms for the development of airport project documents, planning, construction plans and specifications, and construction oversight, and project management for various projects at the Chickasha Municipal Airport.

5. Motion for Adjournment.



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-21-2022

Meeting Date: 2/21/2022

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the February 7, 2022 Regular Meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Minutes of the February 7, 2022 Regular Meeting.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Susan M. McDaniel, City Clerk

Meeting Date:

February 21, 2022

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

V. ATTACHMENTS:

1. CMAA 2-7-2022

February 7, 2022

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 7th day of February 2022 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 6:56 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

Chris Mosley, Chairman
Zachary Grayson, Vice-Chairman
Oscar Nelson
David Sikes
R P. Ashanti-Alexander
Georgianne Hebblethwaite
Kelly Boyd
Brian Gerdes
Nate McCalla

ABSENT:

None.

STAFF

PRESENT:

Tyler Brooks, City Manager
Amanda Mullins, City Attorney
Cindy Rogers, Finance Director
Susan M. McDaniel, City Clerk
Chief Rowell, Police Chief
Tony Samaniego, Fire Chief
Rachel Bernish, Community Development Director
Shae Mortimer, Marketing & Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a thru ITEM 2b

ITEM 2a.

Acceptance of the Minutes for the January 18, 2022, regular meeting.

ITEM 2b.

Acceptance of claims list.

*Motion by Trustee Grayson, second by Trustee Gerdes to approve Item 2a thru Item 2b with typographical error corrected to the Minutes of the January 3, 2022, regular meeting.

Roll call vote:

Ayes:” Boyd, Nelson, Sikes, Grayson, Hebblethwaite, Gerdes, Ashanti-Alexander, McCalla and Mosley.

“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. **Discussion and Consideration:**

No Items Presented.

ITEM 5. **Motion to Adjourn.**

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

Meeting adjourned.

TIME: 6:58 PM

Approved this 21st day of February 2022.

Chris Mosley, Chairman

(ATTEST)

Susan M. McDaniel, City Clerk



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-21-2022

Meeting Date: 2/21/2022

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Claims List.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Cindy Rogers, Finance Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 21, 2022	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-21-2022

Meeting Date: 2/21/2022

Department: Finance

Agenda Item No. 2.c.

AGENDA ITEM: Acceptance of the Financials for January 2022.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Financials for January 2022.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Cindy Rogers, Finance Director

Meeting Date:

February 21, 2022

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-21-2022

Meeting Date: 2/21/2022

Department: Finance

Agenda Item No. 2.d.

AGENDA ITEM: Accept and ratify Resolution 2022-03R amending the FY21-22 Budget.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify Resolution 2022-03R amending the FY21-22 Budget.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
February 21, 2022

V. ATTACHMENTS:

1. Res. 2022-03R Budget Amendment
2. Exhibits A - C

RESOLUTION NO. 2022-03R

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF CHICKASHA,
GRADY COUNTY, STATE OF OKLAHOMA, AMENDING THE CITY OF
CHICKASHA ADOPTED BUDGET FOR FISCAL YEAR 2021-22**

WHEREAS, pursuant to the Oklahoma Municipal Budget Act, 11 O.S. Section 17-201 through 17-216, all steps in the process of developing the City's Budget for FY 2021-22 were followed, culminating the adoption of the Budget by the Mayor and Council on June 21, 2022; and

WHEREAS, Sections 17-215 and 17-216 of the Oklahoma Municipal Budget Act specifically authorizes amendments to the adopted budget; and

WHEREAS, the Mayor and Council have determined a need to amend the adopted budget; and

NOW THEREFORE, be it resolved by the Mayor and Council of the City of Chickasha, Grady County, Oklahoma, that:

Section 1. The adopted FY 2021-22 Budget for the Donation Fund #20 is hereby amended and attached hereto as "Exhibit A";
FY 2021-22 Budget for the CMAA Fund #39 is hereby amended and attached hereto as "Exhibit B"; and
FY 2021-22 Budget for the CMAA Fund #39 is hereby amended and attached hereto as "Exhibit C".

This Resolution shall be in full force and effect from and after the passage and approval by the Mayor and Council of the City of Chickasha, Grady County, Oklahoma.

Adopted this 21st day of February 2022.

Chris Mosley, Mayor

ATTEST:

Susan M. McDaniel, City Clerk

(SEAL)

"Exhibit A"

CITY OF CHICKASHA

BUDGET AMENDMENT FORM

<u> X </u> INCREASE	<u> </u> DECREASE	<u> </u> TRANSFER
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Fund: DONATION
Fund No.: 20
Amendment No.: 8
Fiscal Year: 2021-2022

Account #	Account Name	Estimated Revenue(s)		Appropriation(s)	
		Increase	Decrease	Increase	Decrease
4310-009	POLICE DONATIONS	50,000.00			
520-5310-009.1	POLICE-CHICKASAW NATION			50,000.00	
TOTALS		50,000.00	-	50,000.00	-

EXPLANATION: Donation from The Chickasaw Nation for Partnership Assistance
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Approved by City Manager:

Date _____ Signature _____

Approved by City Council:

Date _____ Signature _____

" Exhibit B "

CITY OF CHICKASHA

BUDGET AMENDMENT FORM

<u> X </u> INCREASE	<u> </u> DECREASE	<u> </u> TRANSFER
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Fund: CHICKASHA MUNICIPAL AIRPORT AUTHORITY (CMAA)

Fund No.: 39

Amendment No.: 2

Fiscal Year: 2021-2022

Account #	Account Name	Estimated Revenue(s)		Appropriation(s)	
		Increase	Decrease	Increase	Decrease
4500-025	TRANSFER IN-CIA	5,000.00			
539-5210-004	SPECIAL PROMOTIONS			5,000.00	
TOTALS		5,000.00	-	5,000.00	-

EXPLANATION:

Recognize proceeds from CIA (Chickasha Industrial Authority) for Airshow event

Approved by City Manager:

Date _____ Signature _____

Approved by City Council:

Date _____ Signature _____

"Exhibit C"

CITY OF CHICKASHA

BUDGET AMENDMENT FORM

<u> X </u> INCREASE	<u> </u> DECREASE	<u> </u> TRANSFER
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Fund: CHICKASHA MUNICIPAL AIRPORT AUTHORITY (CMAA)

Fund No.: 39

Amendment No.: 3

Fiscal Year: 2021-2022

Account #	Account Name	Estimated Revenue(s)		Appropriation(s)	
		Increase	Decrease	Increase	Decrease
4400-000	MISCELLANEOUS REVENUE	18,000.00			
539-5210-004	SPECIAL PROMOTIONS			18,000.00	
TOTALS		18,000.00	-	18,000.00	-

EXPLANATION:

Recognize proceeds from Sponsorships for Airshow event

Approved by City Manager:

Date

Signature

Approved by City Council:

Date

Signature



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-21-2022

Meeting Date: 2/21/2022

Department: Administration

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration, and possible action to accept approximately 240 acres, more or less, located in the East 1/2, Section 7 and the SE 1/4, Section 6, T7N, R7W, I.M., Grady County, Oklahoma (commonly referred to as the Chickasha Industrial Park) from the Chickasha Industrial Authority.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept approximately 240 acres more or less, located in the East 1/2, Section 7 and the SE 1/4, Section 6, T7N, R7W, I.M., Chickasha, Grady County, Oklahoma (commonly referred to as the Chickasha Industrial Park) from the Chickasha Industrial Authority.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Tyler Brooks, City Manager

Meeting Date:

February 21, 2022

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

V. ATTACHMENTS:

1. Quitclaim Deed CIA to CMAA

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS:

That the Chickasha Industrial Authority, a Public Trust whose sole beneficiary is the City of Chickasha (Grantor), in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant, bargain, sell, convey and quitclaim unto the Chickasha Municipal Airport Authority, a Public Trust whose sole beneficiary is the City of Chickasha (Grantee), certain tracts of real property situated in Chickasha, Grady County, Oklahoma, described as follows, to wit:

A part of the East 1/2, Section 7 and the SE 1/4, Section 6, T7N, R7W, I. M., Chickasha, Grady County, Oklahoma, said part being more particularly described as follows:

Commencing at the SW corner of said East 1/2, Section 7, thence N89°53'56"E along the South line of said Section 7 a distance of 1400.13 feet, thence N0°02'27"W a distance of 1321.26 feet; to the point or place of beginning; thence S89°55'04"W a distance of 1397.37 feet to the West line of said East 1/2; thence N0°04'43"E along said West line a distance of 3960.08 feet; to the NW corner of said East 1/2 Section 7 and the SW corner SE 1/4, Section 6; thence N0°02'25"E along the West line of said SE 1/4 a distance of 1321.81 feet; thence N89°54'59"E a distance of 1947.24 feet; thence S0°02'27"E a distance of 1320.04 feet to a point on the South line of said SE 1/4, said point also being on the North line of the East 1/2 said Section 7; thence S0°02'27"E a distance of 3961.89 feet; thence S89°55'04"W a distance of 560.0 feet; to the point or place of beginning. Containing 236.5852 acres ±.

The basis of bearing for this description is N89°53'56"E along the South line of the SE 1/4, Section 7

together with all the improvements thereon and appurtenances thereunto belonging.

TO HAVE AND TO HOLD said described premises unto the Grantee, and Grantee's successors and assigns forever.

EXECUTED and delivered this 8th day of February, 2022.

CHICKASHA INDUSTRIAL AUTHORITY,
a Public Trust

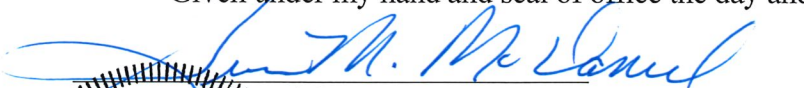
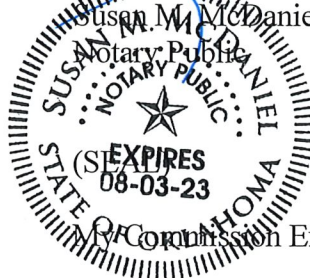
By: Chris Mosley
Chris Mosley, Chairman of Board of Trustees


Susan M. McDaniel, Secretary
(SEAL)

STATE OF OKLAHOMA)
)
COUNTY OF GRADY) ss.

Before me, the undersigned Notary Public in and for said County and State, on this 8th day of February 2022, personally appeared Chris Mosley, Chairman of the Board of Trustees for Chickasha Industrial Authority, a Public Trust, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year last above written.


Susan M. McDaniel
Notary Public

My Commission Expires: 8/3/2023

Commission No.: 11007049



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-21-2022

Meeting Date: 2/21/2022

Department: Administration

Agenda Item No. 4.b.

AGENDA ITEM: Discussion, consideration, and possible action to authorize Staff to solicit RFQs for qualified consulting firms for the development of airport project documents, planning, construction plans and specifications, and construction oversight, and project management for various projects at the Chickasha Municipal Airport.

I. BACKGROUND/DESCRIPTION:

This is required for us to be able to use FAA Grant funds for engineering costs. This will be a five-year agreement.

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
Tyler Brooks, City Manager	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 21, 2022	(From)		

V. ATTACHMENTS:

1. 2022 Chickasha RFQ - CMAA Engineer

Request for Qualifications (RFQ)

Chickasha Municipal Airport

The City of Chickasha will accept statements of qualifications from qualified consulting firms for the development of airport project documents, planning, construction plans and specifications, and construction oversight, and project management for various projects at the Chickasha Municipal Airport. The selected consulting firm will also assist in preparation and submittal of required federal and state administrative documents related to the projects. The consultant shall have the ability and capacity to complete the projects referenced below as the airport's Engineer of Record. Services include engineering and planning for all phases and required incidental services. Subject to receipt of federal, state, and/or local funding, these projects may include the following:

GENERAL

Develop and Update five-year Capital Improvement Plan (cost and estimated quantities)

Prepare all project administrative requirements which includes:

- a. Sponsor Certification(s)
- b. Airport Capital Improvement Datasheet with costs and estimated quantities
- c. NEPA Coordination with resource agencies.
- d. Airspace study and CSPP development
- e. General FAA and OAC Grant Administration

Develop/Update Airport Layout Plan

Develop/Update Airport Miscellaneous Planning Study

Assistance with Land Acquisition

Topographic Surveys

Obstruction Surveys

DBE Program and Goal Preparation

GRADING AND DRAINAGE

Improve Airfield Drainage and Erosion Control

Improve Runway/Taxiway Safety Areas

PAVEMENT

Rehabilitate/Reconstruct Runway, Taxiway, Taxilane, Apron, and other airport pavements

Construct New Taxiways, Taxilanes, Aprons and Entrance Road

Extend Runway

AIRFIELD LIGHTING

Rehabilitate/Install Rotating Beacon and Tower

Rehabilitate/Install Runway Lights, Taxiway Lights, REILs, and PAPIs

Rehabilitate/Install Segmented Circle and Lighted Wind Cone

Rehabilitate/Install Electrical Vault and Cabling

EQUIPMENT AND BUILDINGS

Construct Hangars
Construct Terminal Building
Remodel Existing Facilities
Construct/Improve Access Gate and Perimeter Fence
Fuel System Improvements

PROJECT FUNDING: The projects will be funded using Federal Funds, State Funds and/or Local Funds.

SUBMITTAL OF QUALIFICATIONS:

1. Qualifications shall be submitted to:
City of Chickasha
Attn: Tyler Brooks
117 N. 4th St.
Chickasha, OK 73018

The submittal shall be marked “RFQ – Chickasha Municipal Airport” and delivered to the above address by Monday, March 14, 2022.

2. Three (3) copies of the qualifications shall be submitted as directed above. The consulting firm shall submit all information it feels necessary for the city to select a qualified consultant.
3. The City reserves the right to reject any and all submittals.

CONFLICT OF INTEREST: The firm, by submitting qualifications, certifies that to the best of its knowledge or belief, no elected or appointed official is financially interested, directly or indirectly, in the purchase of services specified in this submittal of qualifications.

SELECTION: The City will make its selection based on the information provided in the RFQ and background/reference checks made by the City. The submittals responding to this RFQ request shall not include any cost information. The City may elect to invite a small group of firms to interview for the RFQ to assist with the final selection, but may also make selection based solely on the statements of qualifications submitted. Once a firm is selected, the fees for the services to be provided will be negotiated. Should an agreement on negotiated fees not be reached with the top ranked firm, the City may elect to move to the next highest ranked firm and begin fee negotiations with that entity.

PREPARATION OF SUBMITTAL OF QUALIFICATIONS:

Please format your submittal into the following sections and providing the information that is listed:

1. Qualification Statement: Each firm shall include in its submittal a statement covering the firms’ qualifications to provide the services requested above.

Emphasis will be placed on firms who have extensive prior experience in airport planning and design and are familiar with federal specifications.

2. CLIENT REFERRAL: A list of current and past clients for which the firm has provided similar services as required under this RFQ. The list shall include the name of the client, location of the project, size of the project, date, and contact party with telephone number and address.
3. EXPERIENCE: Submittal of qualifications shall include detail discussion of the experience of the firm in providing similar work.
4. RESUMES: Resumes shall be included on each administrative, engineering or technical staff member assigned to the project. The firm shall identify the project leader and experience directly related to that individual.

INFORMATION TO BE SUPPLIED BY THE CITY:

1. In the preparation of the Submittal of Qualifications, the firm may review all public files and maps available at the city. The firms are asked not to request information to be researched by City staff, as time constraints would prohibit this action. Firms requesting to inspect or review city files and maps shall schedule this action with Susan McDaniel, City Clerk, 117 N. 4th St., Chickasha, OK 73018 to eliminate all conflicts with other firms or city operations.
2. The selected consultant shall have access to city files, maps, plans, and other documents pertaining to the airport.

SELECTION CRITERIA: Selection of a firm shall be completed by review from City personnel with assistance from others as requested by the City. Selection shall be based on professional completeness and technical merits with primary emphasis (weighted) placed on capability, experience, and key personnel with lesser emphasis to be placed on technical approach, ability to meet schedules and budgets, location of offices, and other considerations. Selection criteria will include:

- Firm's experience on similar projects
- Key personnel that will be assigned to the project including relevant experience and professional background
- Familiarity with FAA and OAC funding and requirements
- Familiarity with projects proposed for Chickasha Municipal Airport
- Current Workload

NEGOTIATED CONTRACT: It is the intent of the City to select a firm that best fits the needs of the City. A contract may or may not be negotiated as a result of this submittal as determined by the City. The City Council has final determination of any contract approval.