

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
AUGUST 19, 2024

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 August 5, 2024, regular meeting.
 - b. Accept and ratify Pay Request No. 4 in the amount of \$242,155.00 - Construct T-Hangar projects to Diversified Construction of Oklahoma, Inc.
 - c. Acceptance Claims List.
 - d. Accept and ratify the Accounting Services Contract with Crawford and Associates.
 - e. Acceptance of the Financials for July 2024.
3. **Discussion/Approval of Items Removed from Consent Docket:**

4. Motion for Adjournment.

CHICKASHA

Meeting Type: CMAA Agenda 8-19-2024

Meeting Date: 8/19/2024

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the August 5, 2024, regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

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

Meeting Date:
August 19, 2024

V. ATTACHMENTS:

1. CMAA 8-5-2024

August 5, 2024

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 5th day of August 2024 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Grayson called the meeting to order at 10:35 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

Zachary Grayson, Chairman
Georgianne Hebblethwaite, Vice Chairman
Kelly Boyd
Oscar Nelson
Kea Ginn
John P. Smith
Erica Alexander
Charlie Burruss
Brian Gerdes

ABSENT:

None.

STAFF

PRESENT:

Keith Johnson, City Manager
Amanda Mullins, City Attorney
Rachel Bernish, Asst. City Manager
Susan M. McDaniel, City Clerk
Chief Music, Police Dept.
Jim Crosby, Public Works Director
Darren Martin, Chief Building Inspector
Lillie Huckaby, Library Director
Elaine Jensen, Finance Director
Spencer Winzenried, Parks & Rec Director
Tracey Austin, HR Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2c.

ITEM 2a.

Acceptance of the Minutes of July 15, 2024, regular meeting.

ITEM 2b.

Acceptance of the Claims List.

TIME 10:35 P.M.

ITEM 2c. Accept and ratify Pay Request No. 4 in the amount of \$288,420.00 – Construct 2-Box Hangars project to W. L. McNatt.

*Motion by Trustee Smith, second by Trustee Hebblethwaite to approve Items 2a – 2c.

Roll call vote:

Ayes:” Boyd, Nelson, Hebblethwaite, Smith, Alexander, Gerdes and Grayson.

“Nays:” None

“Abstain:” Ginn, Burruss

Motion carried. 7-0-2

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

No action taken on Item 3.

ITEM 4. Motion to Adjourn.

*Motion by Trustee Alexander, second by Trustee Gerdes to adjourn.

Meeting adjourned.

TIME: 10:37 PM

Approved this 19th day of August 2024.

Zachary Grayson, Chairman

(ATTEST)

Susan M. McDaniel, CMC
City Clerk

CHICKASHA

Meeting Type: CMAA Agenda 8-19-2024

Meeting Date: 8/19/2024

Department: City Clerk

Agenda Item No. 2.b.

AGENDA ITEM: Accept and ratify Pay Request No. 4 in the amount of \$242,155.00 - Construct T-Hangar projects to Diversified Construction of Oklahoma, Inc.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify Pay Request No. 4 in the amount of \$242,155.00 - Construct T-Hangar projects to Diversified Construction of Oklahoma, Inc.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Darren Martin, Airport Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: August 19, 2024	(From)		

V. ATTACHMENTS:

- 20240815160650474

PAYMENT APPLICATION

Page 1

TO: City of Chickasha
117 N 4th St.
Chickasha, OK 73018
Attn:

PROJECT T-Hangar
Construct T-Hangar
2344 Beechcraft Rd.
Chickasha, OK 73018

ARCHITECT: Parkhill
14101 Wireless Way, Ste. 350
Oklahoma City, OK 73134

FROM: Diversified Construction of Okla., Inc.
6288 Boucher Dr.
Edmond, OK 73034

FOR: AIP 3-40-0018-022-2023 | 2309039

APPLICATION # 4 Final
PERIOD THRU: 07/31/2024
PROJECT #s: AIP 3-40-0018-022-2023
DATE OF CONTRACT: 10/16/2023

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT	\$1,084,664.92
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$1,084,664.92
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$1,084,664.92
5. RETAINAGE:	
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$54,233.25
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$54,233.25
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$1,030,431.67
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$788,276.67
8. PAYMENT DUE	\$242,155.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$54,233.25

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Diversified Construction of Okla., Inc.

By: [Signature] Date: 8.12.2024

State of: Oklahoma
County of: Oklahoma
Subscribed and sworn to before me this 12th day of AUG, 2024

Notary Public, State of Oklahoma
Commission #13009143
My Commission Expires 10/3/2025

Notary Public: 13009143
My Commission Expires: 10/3/2025

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT..... 242,155.00
(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

Engineer: [Signature] Date: 08/12/2024

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

Construct T-Hangar AIP 3-40-0018-022-2023				PAY REQUEST NO: 4 DATE: 8/12/2024			
Chickasha Municipal Airport				For Period Ending: 7/31/2024			
Item	Description	Quantity	Unit Price \$	Amount \$	Total Work Completed Quantity	Amount \$	Quantity Remaining
Base Bid							
1	MOBILIZATION	1	LS \$ 6,500.00	\$ 6,500.00	1.00	\$ 6,500.00	0.00
2	LOW PROFILE FLAG AND FLASHER BARRICADES	1	LS \$ 6,000.00	\$ 6,000.00	1.00	\$ 6,000.00	0.00
3	CONSTRUCT 8-UNIT NESTED T-HANGAR	1	LS \$ 931,688.58	\$ 931,688.58	1.00	\$ 931,688.58	0.00
4	THIRD PARTY INSURANCE	1	LS \$ -	\$ -	1.00	\$ -	0.00
Base Bid Total				\$944,188.58		\$944,188.58	
Alternate No. 1							
5	CONSTRUCT ADDITIONAL T-HANGAR UNIT (UNIT 9)	1	LS \$ 54,348.04	\$ 54,348.04	1.00	\$ 54,348.04	0.00
Alternate No. 1 Total				\$54,348.04		\$54,348.04	
Alternate No. 2							
6	CONSTRUCT ADDITIONAL T-HANGAR UNIT (UNIT 10)	1	LS \$ 86,128.30	\$ 86,128.30	1.00	\$ 86,128.30	0.00
Alternate No. 2 Total				\$86,128.30		\$86,128.30	
Base Bid + Alternate No. 1 + Alternate No. 2 Total				\$1,084,664.92		\$1,084,664.92	

TOTAL WORK TO DATE:	\$1,084,664.92
LESS RETAINAGE @ 5%:	\$54,233.25
LESS PREVIOUS PAYMENTS RECOMMENDED:	\$788,276.67
PAYMENT RECOMMENDED THIS ESTIMATE:	\$242,155.00

Contractor:
Diversified Construction of Oklahoma
6288 Boucher Drive
Edmond, OK 73034

Approved By:

Toby J. Baker

Parkhill

08/12/2024

Date

APPLICATION DATE: 12-Aug-2024

PERIOD TO: 31-Jul-2024

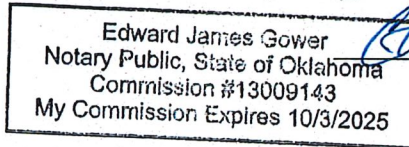
PROJECT NO: 2309039

Page 9 of 18

AFFIDAVIT FOR PAYMENT OF \$1,000.00 OR MORE

STATE OF Oklahoma)
) SS.
COUNTY OF Oklahoma)

Undersigned Contractor, lawful age, first duly sworn on oath, says this invoice/claim is true and correct. Affiant further states (work, services, or materials) as shown by this invoice/claim have been completed or supplied in accordance with Plans, Specifications, orders, or requests furnished affiant. Affiant further states (s)he made no payment directly/indirectly to any elected official, officer, or employee of the State of Oklahoma, and county or local subdivision of state, money, or any other thing of value to obtain payment.



[Signature]
(Contractor, Supplier, or Engineer)

Subscribes and sworn to before me this 12th day of August, 20 24.

[Signature]
(Notary Public, Clerk, or Judge)

My Commission Expires October 3, 20 25.

Note:

Attach a copy of this Affidavit to any invoice submitted by Architect, Contractor, Engineer, or Supplier for material of \$1,000.00 or more.

CHICKASHA

Meeting Type: CMAA Agenda 8-19-2024

Meeting Date: 8/19/2024

Department: Finance

Agenda Item No. 2.c.

AGENDA ITEM: Acceptance Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Claims List.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: August 19, 2024	(From)		

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMAA Agenda 8-19-2024

Meeting Date: 8/19/2024

Department: Finance

Agenda Item No. 2.d.

AGENDA ITEM: Accept and ratify the Accounting Services Contract with Crawford and Associates.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify the Accounting Services Contract with Crawford and Associates.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

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

Meeting Date:
August 19, 2024

V. ATTACHMENTS:

- 20240815170141307



July 1, 2024

Honorable Mayor and Members of the City Council
City of Chickasha
117th N. 4th St.
Chickasha, OK 73018

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Chickasha (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Chickasha management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Chickasha contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Chickasha are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Chickasha, Oklahoma as of and for the years ended June 30, 2022, June 30, 2023 and June 30, 2024. Such financial statements will include the following to the extent they apply to the applicable financial reporting framework defined below:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements referred to above in accordance with *a modification of the cash basis of accounting which is a special purpose financial reporting framework other than accounting principles generally accepted in the United States of America*, based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements referred to above in accordance with the applicable financial reporting framework defined above. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSs:

- a. The selection of the modified cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities

d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements referred to above

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements referred to above, and
- iii. Unrestricted access to persons within the City of Chickasha, Oklahoma, of whom we determine necessary to communicate.

The financial statements referred to above will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements referred to above) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document

reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$265
- Shareholders \$180
- Senior Managers \$160
- Managers \$140
- Senior Professional Staff \$120
- Professional Staff \$80
- Clerical Staff \$50

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request. In the event we complete FY 2022, FY 2023, and FY 2024 prior to the end of FY 2025, we may begin interim preparations in the spring of 2025 to facilitate a more timely issuance of FY 2025's financial statements.

The term of this engagement is a period from July 1, 2024 through June 30, 2025. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Chickasha.

Respectfully submitted and agreed to by,


Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Chickasha:

By: _____

Title: _____

Date: _____

CHICKASHA

Meeting Type: CMAA Agenda 8-19-2024

Meeting Date: 8/19/2024

Department: Finance

Agenda Item No. 2.e.

AGENDA ITEM: Acceptance of the Financials for July 2024.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

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

Meeting Date:

V. ATTACHMENTS: