

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
MARCH 3, 2025

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 17, 2025, regular meeting.
 - b. Acceptance of the Claims List.
 - c. Accept and ratify the Financial Audit for the Fiscal Year Ending June 30, 2022.
 - d. Accept and ratify Letter of Engagement with HSPG & Associates, LLC to perform the City of Chickasha's audit services for FY23 and FY24 and authorize the Mayor to execute the same.
3. **Discussion/Approval of Items Removed from Consent Docket:**

4. Consideration and Discussion Items:

- a. Discussion, consideration and possible action to approve a contract with Falcon Flight for performance at the 2025 Wings & Wheels Airshow & Car Show and authorize the Chairman to execute the same.

5. Motion for Adjournment.

CHICKASHA

Meeting Type: CMAA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the February 17, 2025, regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:
NAME, TITLE

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

Meeting Date:
March 3, 2025

V. ATTACHMENTS:

1. CMAA 2-17-2025

February 17, 2025

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 17th day of February 2025 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 6:47 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

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

ABSENT:

Kea Ginn
Erica Alexander

STAFF

PRESENT:

Jim Crosby, City Manager
Rachel Bernish, Asst. City Manager
Amanda Mullins, City Attorney
Susan M. McDaniel, City Clerk
Chief Music, Police Dept.
Tony Samaniego, Fire Chief
Darren Martin, Chief Building Inspector & Airport Manager
Omar Fierro, Public Works Director
Lillie Huckaby, Library Director
Spencer Winzenried, Parks & Rec Director
Edward Perez, Emergency Management Director
Elaine Jensen, Finance Director
Tracey Austin, HR Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2d.

- ITEM 2a.** Acceptance of the Minutes of February 3, 2025, regular meeting.
ITEM 2b. Acceptance of the Claims List.
ITEM 2c. Accept and ratify Resolution 2025-05R to adopt the updated employee manual.
ITEM 2d. Acceptance of the Financials for January 2025.

*Motion by Trustee Boyd, second by Trustee Hebblethwaite to approve Items 2a – 2d.

Roll call vote:

Ayes:” Boyd, Nelson, Hebblethwaite, Smith, Burruss, Gerdes and Grayson.
“Nays:” None
“Abstain:” None
Motion carried. 7-0

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

No action taken on Item 3.

ITEM 4. **Discussion and Consideration Items:**

- ITEM 4a.** Discussion, consideration, and possible action to approve a contract with SRC Airshow for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$9,500.00 and authorize the Mayor to execute the same.

*Motion by Trustee Hebblethwaite, second by Trustee Nelson to approve a contract with SRC Airshow for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$9,500.00 and authorize the Mayor to execute the same.

Roll call vote:

Ayes:” Boyd, Nelson, Hebblethwaite, Smith, Burruss, Gerdes and Grayson.
“Nays:” None
“Abstain:” None
Motion carried. 7-0

- ITEM 4b.** Discussion, consideration, and possible action to approve a contract with Erik Edgren Airshows for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$7,200.00 and authorize the Mayor to execute the same.

*Motion by Trustee Smith, second by Trustee Hebblethwaite to approve a contract with Erik Edgren Airshow for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$7,200.00 and authorize the Mayor to execute the same.

Roll call vote:

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

TIME 6:47 P.M.

“Nays:” None
“Abstain:” None
Motion carried. 7-0

ITEM 4c. Discussion, consideration, and possible action to approve a contract with Twisted Texan Airshows for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$3,976.00 and authorize the Mayor to execute the same.

*Motion by Trustee Boyd, second by Trustee Hebblethwaite to approve a contract with Twisted Texan Airshow for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$3,976.00 and authorize the Mayor to execute the same.

Roll call vote:

Ayes:” Boyd, Nelson, Hebblethwaite, Smith, Burruss, Gerdes and Grayson.
“Nays:” None
“Abstain:” None
Motion carried. 7-0

ITEM 4d. Discussion, consideration, and possible action to approve a contract with Michael T. Gallaway for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$3,500.00 and authorize the Mayor to execute the same.

*Motion by Trustee Hebblethwaite, second by Trustee Smith to approve a contract with Michael T. Gallaway for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$3,500.00 and authorize the Mayor to execute the same.

Roll call vote:

Ayes:” Boyd, Nelson, Hebblethwaite, Smith, Burruss, Gerdes and Grayson.
“Nays:” None
“Abstain:” None
Motion carried. 7-0

ITEM 4e. Discussion, consideration, and possible action to approve a contract with Leland Kracher Enterprises, LLC for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$2,500.00 and authorize the Mayor to execute the same.

*Motion by Trustee Nelson, second by Trustee Hebblethwaite to approve a contract with Leland Kracher Enterprises, LLC for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$2,500.00 and authorize the Mayor to execute the same.

Roll call vote:

TIME 6:47 P.M.

Ayes:"	Boyd, Nelson, Hebblethwaite, Smith, Burruss, Gerdes and Grayson.
"Nays:"	None
"Abstain:"	None
Motion carried.	7-0

ITEM 4f. Discussion, consideration, and possible action to approve a contract with Paul Richmond for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$1,450.00 and authorize the Mayor to execute the same.

*Motion by Trustee Boyd, second by Trustee Gerdes to approve a contract with Paul Richmond for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$1,450.00 and authorize the Mayor to execute the same.

Roll call vote:

Ayes:"	Boyd, Nelson, Hebblethwaite, Smith, Burruss, Gerdes and Grayson.
"Nays:"	None
"Abstain:"	None
Motion carried.	7-0

ITEM 4g. Discussion, consideration, and possible action to approve a contract with Jeff Cain for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$500.00 and authorize the Mayor to execute the same.

*Motion by Trustee Boyd, second by Trustee Hebblethwaite to approve a contract with Jeff Cain for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$500.00 and authorize the Mayor to execute the same.

Roll call vote:

Ayes:"	Boyd, Nelson, Hebblethwaite, Smith, Burruss, Gerdes and Grayson.
"Nays:"	None
"Abstain:"	None
Motion carried.	7-0

ITEM 4h. Discussion, consideration, and possible action to approve a contract with Lady Liberty Squadron for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$1,800.00 and authorize the Mayor to execute the same.

*Motion by Trustee Hebblethwaite, second by Trustee Smith to approve a contract with Lady Liberty Squadron for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$1,800.00 and authorize the Mayor to execute the same.

TIME 6:47 P.M.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 7-0

ITEM 4i. Discussion, consideration, and possible action to approve a contract with Instant Decibels Inc. for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$3,950.00 and authorize the Mayor to execute the same.

*Motion by Trustee Hebblethwaite, second by Trustee Boyd to approve a contract with Instant Decibels Inc. for the 2025 Wings & Wheels Airshow & Car Show for an amount not to exceed \$3,950.00 and authorize the Mayor to execute the same.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 7-0

ITEM 5. Motion to Adjourn.

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

Meeting adjourned.

TIME: 6:55 PM

Approved this 3rd day of March 2025.

Zachary Grayson, Chairman

(ATTEST)

Susan M. McDaniel, CMC
City Clerk

CHICKASHA

Meeting Type: CMAA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept the Claims List.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Elaine Jensen, Finance Director

Meeting Date:

March 3, 2025

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

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMAA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: Finance

Agenda Item No. 2.c.

AGENDA ITEM: Accept and ratify the Financial Audit for the Fiscal Year Ending June 30, 2022.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify the Financial Audit for the Fiscal Year Ending June 30, 2022.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Elaine Jensen, Finance Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: March 3, 2025	(From)		

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMAA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: Finance

Agenda Item No. 2.d.

AGENDA ITEM: Accept and ratify Letter of Engagement with HSPG & Associates, LLC to perform the City of Chickasha's audit services for FY23 and FY24 and authorize the Mayor to execute the same.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify Letter of Engagement with HSPG & Associates, LLC to perform the City of Chickasha's audit services for FY23 and FY24 and authorize the Mayor to execute the same.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Elaine Jensen, Finance Director

Meeting Date:

March 3, 2025

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

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMAA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: Administration

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration and possible action to approve a contract with Falcon Flight for performance at the 2025 Wings & Wheels Airshow & Car Show and authorize the Chairman to execute the same.

I. BACKGROUND/DESCRIPTION:

Discussion, consideration and possible action to approve a contract with Falcon Flight for performance at the 2025 Wings & Wheels Airshow & Car Show and authorize the Mayor to execute the same.

City of Chickasha does not pay Falcon Flight directly. We will instead provide:

- Fuel
- Lodging for up to 6
- Transportation (2 midsize cars or 1 minivan)
- Tiedown or hangar space
- 5 gallons of smoke oil per flight per aircraft

II. RECOMMENDED ACTION:

Approve a contract with Falcon Flight for performance at the 2025 Wings & Wheels Airshow & Car Show and authorize the Mayor to execute the same.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Shae Mortimer, Marketing and Civic Engagement Manage	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: March 3, 2025	(From)		

V. ATTACHMENTS:

1. Falcon FlightShow Contract

Falcon Flight Formation Team

Operational Requirements

Aircraft Fuel: Fuel shall be available on the flight line for refueling between airshow flights. The Formation Team aircraft require 100 octane low lead aviation fuel. Refueling operations are not permitted without the pilot or approved ground crew at the aircraft. Fuel requirements are as follows:

Fuel top off when arriving / Fuel top off on departing
Approximately 35 gallons per aircraft for Rehearsal and show

Lodging: Hotel/motel accommodations shall be provided for the performer in the form of one (1) room/**non-smoking** per aircraft arriving. Rooms should be reserved beginning the evening of the first media day or prior to rehearsal day (unless otherwise notified in advance regarding a day-of-the-show arrival) and extend through the evening following the last performance unless the team desires to depart after their last performance on the last show day. The sponsor is not expected to pay any miscellaneous room charges nor damages.

Vehicles: Arrangements shall be made for a late model sedan (or equivalent) to be available at the airshow airport upon arrival. Vehicle should be marked or have windshield passes with appropriate authority to allow access to all secured areas of the airport and the flight line at any time.

Aircraft Security: Arrangements shall be made to provide secure tie down areas unless inclement weather is expected. Secure hangar space for each aircraft is required should inclement weather be forecast or observed. Tie downs or hangar space commences upon arrival and runs through duration of stay. Crowd control measures must be available to protect the aircraft while in the hangar and on the flight line. No person may move any aircraft without permission or supervision by the pilot.

Aircraft Smoke Oil (paraffin based): Five (5) Gallons of Smoke Oil (paraffin based) is required for each performance for each aircraft. Smoke Oil (paraffin based) will be available before the first flight and available at the conclusion of each performance. The barrels shall be portable in either the back of a pickup truck or on a hand cart. Smoke Oil (paraffin based) will be available with a convenient method for transferring it to the aircraft smoke oil tank. Acceptable Paraffin Based Smoke Oils are:

Cannopus Corvus Oil 13 or 519
Texaco Regal iBi
Shell Carnea 10 or 22
Circle X Union Oil Unax 105
LubeSpar 107

Exxon Faxam 40
Standard Oil Facto 39
Sun Oil

Additional Request (show specific):

- o Practice time in the "box" the day prior to the show (Rehearsal Day)
- o Airfield and box layout prior to day of arrival
- o To insure that possible mechanical problems can be remedied, a qualified aircraft mechanic (A & P), with tools, should be available during the show or standing by

Airshow Agreement

Falcon Flight agrees to provide the following:

- Performance:** Falcon Flight has developed a unique, inclined Figure 8 pattern for airshows in which the shape of the formation changes on the high side turn at the back of each pass to show the public the intricacies of changing formation position while conducting steep banked maneuvers. The show can be tailored in size from 6 to 9 aircraft. The Main Performance is a 15 minute performance that requires a ground start. Main performance can be modified based on weather requirement. "Teaser" acts, Dawn Patrol, Flybys, media flights etc. are also included at the airshow Sponsor's option at no additional cost.
- Liability Insurance:** Each performer carries public liability insurance on each aircraft for all activities including airshows in the amount of \$1,000,000.00 (One Million Dollars). Each performer will amend their policy to include the City of Chickasha as a named insured on said policy for the dates of 6/6 & 6/7 2025.
- Press:** Media information and photos are available on the Falcon Flight Formation Team Facebook page and our website at www.falconflight.com.

PERFORMANCE LOCATION: Chickasha OK

AIRPORT ID: KCHK

DATES OF SHOW (INCLUDING MEDIA DAYS): 6/6 – 6/7 2025

Airshow/ Event Sponsor agrees to Provide the Following:

- ALL ITEMS on "Operational Requirements" page.
Summary of "Operational Requirements" page is as follows:
 - up to SIX (6) non-smoking, single/dual occupancy rooms
 - TWO (2) Midsize Cars, or ONE (1) minivan
 - Secure Tiedown or Hangar Space for all aircraft
 - Fuel for all flights with top off before leaving show
 - Five (5) gallons of Smoke Oil per flight / per aircraft
 - 15 min performance, plus media

By signing this agreement, ALL ITEMS on the "Operational Requirements" page and "Airshow Agreement" page are agreed to, in their entirety, by both parties involved (Airshow/Event Sponsor, and Falcon Flight Formation Team). This the contract is governed by Oklahoma law with venue in Grady County.

AIRSHOW NAME Chickasha Municipal Airport Authority

ADDRESS CITY HALL 117 N 4TH STREET

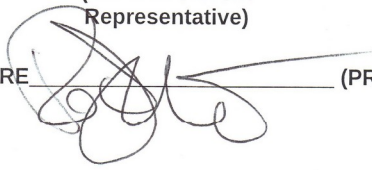
CITY CHICKASHA **STATE** OK **ZIP** 73018

PHONE (405) 222-6020 **FAX** **E-MAIL**

CONTACT PERSON and TITLE Shae Mortimer

SIGNATURE _____ **(PRINT NAME)** _____ **DATE** _____

(Airshow / Event
Representative)

SIGNATURE  **(PRINT NAME)** Ron Walker **DATE** 2/15/25

Chickasha Wings & Wheels Airshow & Car Show Contract Addendum

In consideration for the cooperation of the City of Chickasha and the Chickasha Municipal Airport Authority (hereinafter collectively "City") in allowing FALCON FLIGHT to participate in the Chickasha Wings & Wheels Airshow & Car Show on June 6-7, 2025;

FALCON FLIGHT shall indemnify, save, and hold harmless the City from and against all loss, damages, liability, expenses (including attorney's fees), and costs arising from any activity, condition or event;

FALCON FLIGHT agrees to indemnify, save and hold harmless the City from and against any and all claims, demands, causes of action, losses, judgments, costs, expenses, including attorney fees, damages injuries or losses which may be brought by an agent, servant or employee of performer or any third party for any reason against the City or any of the City's agents, servants or employees, including but not limited to damages to real property, personal property, or for personal injury arising out of or as a result of performer's participation in the Chickasha Wings & Wheels Airshow & Car Show;

FALCON FLIGHT hereby releases, quits and discharges the City from each, every, any and all right, claim, debt, demand, action, cause of action, suit, and proceeding of every kind at law or at equity, whether known or unknown, and releases and discharges the City from each, every, any and all injuries, damages, and losses whatsoever nature or character which may hereinafter be sustained as a result of attendance and/or participation at the Chickasha Wings & Wheels Airshow & Car Show.

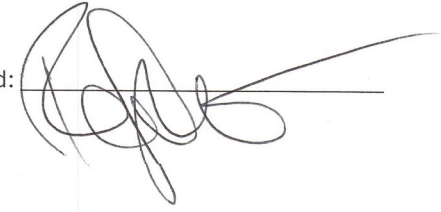
EXCEPTION: Death, injury, loss or damages to persons or property resulting solely from the willful misconduct and/or negligence of the City or any of the City's agents, servants or employees; and, in addition, any liability from another contract concerning the attendance and/or participation at the Chickasha Wings & Wheels Airshow & Car Show, shall not be affected by this Defense, Indemnification, Hold Harmless Agreement.

Additional requirements:

- The City, if providing hotel accommodations, is not responsible for damage or incidental charges and FALCON FLIGHT must provide a card on file to the hotel for any such charges.
- The City will be listed as named insured on FALCON FLIGHT's policy covering participation in Chickasha Wings & Wheels Airshow & Car Show.

If terms conflict between a contract and this addendum, the addendum supersedes the contract. Any contract and this addendum are governed by the laws of the State of Oklahoma and any litigation should occur in the District Court of Grady County, Oklahoma.

The undersigned acknowledges that s/he has the authority and is authorized by POW WALKER to bind FALCON FLIGHT in this Agreement by his/her signature below.

Signed: 

Dated this 15 day of FEB, 2025