

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
APRIL 7, 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 March 3, 2025, Regular meeting and the Minutes of the March 17, 2025, Special Meeting.
 - b. Acceptance of the Claims List.
- 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

Allen Mitchell, Voice of the Flying Circus, LLC, for announcing services at the 2025 Wings & Wheels event in an amount not to exceed \$2,500 and authorize the Chairman to execute the same.

5. Motion for Adjournment.

CHICKASHA

Meeting Type: CMAA Agenda 4-7-2025

Meeting Date: 4/7/2025

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the March 3, 2025, Regular meeting and the Minutes of the March 17, 2025, Special Meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept of the Minutes of the March 3, 2025, Regular meeting and the Minutes of the March 17, 2025, Special Meeting.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Susan M. McDaniel, CMC
City Clerk

Meeting Date:

April 7, 2025

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

V. ATTACHMENTS:

1. CMAA 3-3-2025
2. CMAA 3-17-2025

March 3, 2025

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 3rd day of March 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 7:18 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
Erica Alexander
Charlie Burruss
Brian Gerdes

ABSENT:

John P. Smith

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
Spencer Winzenried, Parks & Rec Director
Edward Perez, Emergency Management Director
Jensen, Finance Director
Tracey Austin, HR Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2b.

ITEM 2a. Acceptance of the Minutes of February 17, 2025, regular meeting.

ITEM 2b. Acceptance of the Claims List.

*Motion by Trustee Alexander, second by Trustee Hebblethwaite to approve Items 2a – 2b.

Roll call vote:

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

“Nays:” None

“Abstain:” Ginn, Alexander, and Burruss

Motion carried. 5-0-3

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

ITEM 2c. Accept and ratify the Financial Audit for the Fiscal Year Ending June 30, 2022.

*Motion by Trustee Burruss, second by Trustee Gerdes to accept and ratify the Financial Audit for the Fiscal Year Ending June 30, 2022.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 2d. Accept and ratify Letter of Engagement with HSPG & Associates, LLC to perform the City of Chickasha’s audit services for the FY23 and FY24 and authorize the Mayor to execute the same.

*Motion by Trustee Alexander, second by Trustee Gerdes to accept and ratify Letter of Engagement with HSPG & Associates, LLC to perform the City of Chickasha’s audit services for the FY23 and FY24 and authorize the Mayor to execute the same.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 4. Discussion and Consideration Items:

ITEM 4a. 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.

*Motion by Trustee Alexander, second by Trustee Ginn to approve a contract with Falcon Flight for performance at the 2025 Wings & Wheels Airshow and Car Show and authorize the Chairman to execute the same.

Roll call vote:

Ayes:" Boyd, Nelson, Ginn, Hebblethwaite, Alexander, Burruss, Gerdes and Grayson.

"Nays:" None

"Abstain:" None

Motion carried. 8-0

ITEM 5. Motion to Adjourn.

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

Meeting adjourned.

TIME: 7:24 PM

Approved this 7th day of April 2025.

Zachary Grayson, Chairman

(ATTEST)

Susan M. McDaniel, CMC
City Clerk

March 17, 2025

The **SPECIAL** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 17th day of March 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 6:49 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

ABSENT:

Brian Gerdes

STAFF

PRESENT:

Jim Crosby, City Manager
Amanda Mullins, City Attorney
Susan M. McDaniel, City Clerk
Chief Music, Police Dept.
Tony Samaniego, Fire Chief
Omar Fierro, Public Works Director
Spencer Winzenried, Parks & Rec Director
Jensen, Finance Director
Tracey Austin, HR Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a.

ITEM 2a.

Acceptance of the Claims List.

*Motion by Trustee Hebblethwaite, second by Trustee Ginn to approve Items 2a.

TIME 6:49 P.M.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 3. **Motion to Adjourn.**

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

Meeting adjourned.

TIME: 6:50 PM

Approved this 7th day of April 2025.

Zachary Grayson, Chairman

(ATTEST)

Susan M. McDaniel, CMC
City Clerk

CHICKASHA

Meeting Type: CMAA Agenda 4-7-2025

Meeting Date: 4/7/2025

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:

April 7, 2025

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

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMAA Agenda 4-7-2025

Meeting Date: 4/7/2025

Department: Administration

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration and possible action to approve a contract with Allen Mitchell, Voice of the Flying Circus, LLC, for announcing services at the 2025 Wings & Wheels event in an amount not to exceed \$2,500 and authorize the Chairman to execute the same.

I. BACKGROUND/DESCRIPTION:

Discussion, consideration and possible action to approve a contract with Allen Mitchell, Voice of the Flying Circus, LLC, for announcing services at the 2025 Wings & Wheels event.

Allen will be announcing during the airshow and emceeing pre-event activities. He will also provide media interviews.

City to provide lodging, transportation, water/private restroom access, and \$2,500 payment (discounted rate).

II. RECOMMENDED ACTION:

Approve a contract with Allen Mitchell, Voice of the Flying Circus, LLC, for announcing services at the 2025 Wings & Wheels event in an amount not to exceed \$2,500 and authorize the Chairman to execute the same.

III. FISCAL INFORMATION - Approve a contract with Allen Mitchell, Voice of the Flying Circus, LLC, for announcing services at the 2025 Wings & Wheels event in an amount not to exceed \$2,500 and authorize the Chairman to execute the same.

IV. FUND INFORMATION:

Dept. Director: Shae Mortimer, Marketing & Civic Engagement Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 7, 2025	(39-539-5210-004)		\$2500

V. ATTACHMENTS:

1. Contract_Chickasha_2025_Allen Mitchell



Allen Mitchell
Voice of the Flying Circus, LLC
allen@voiceoftheflyingcircus.com
(405)408-5900

AIRSHOW CONTRACT AGREEMENT

ALLEN MITCHELL, VOICE OF THE FLYING CIRCUS, LLC agrees to provide the following:

1. Announcing services for the 1-day air show.
2. Emceeing (if required) for any VIP/Sponsor/performer event during the show period.
3. Press biography can be provided to coordinator of airshow. The biography can be forwarded to any and all news, radio stations or newspapers. Interviews are available weeks in advance via phone and prior arrangements. In-person interviews can be scheduled, with advance notice, one day prior to the airshow. Other event appearances can be conducted with prior arrangement.

AIRSHOW COORDINATOR agrees to provide the following:

1. Lodging: ONE non-smoking room from the time of arrival at the event location until a safe departure can be made. **Lodging must be available 1 day before any related airshow event or appearance and continue until the day after the last related airshow event or appearance or until performer can safely depart show location (whichever is later).**
2. Automobile: Automobile with full tank of gas for performer use from time of arrival until such time that performer can make a safe departure from show location.
3. Environment: During all performance-related activities, show coordinator must provide bottled water and access to a non-public use restroom facility to be located at the performance location (Airboss/Announcer stand).

4. Compensation:

Performance Fee:	<u>\$4000</u>
Discount applied:	<u>(\$1500)</u>
Total fee:	<u>\$2500</u>
20% non-refundable deposit required to confirm contract:	<u>\$ 500</u>
(Mail to: Allen Mitchell, 10201 Shannon Dr., Oklahoma City, OK 73165)	
Remainder of payment to be paid in full at time of performance:	<u>\$2000</u>

*The full performance fee is billed and becomes non-refundable 2 days prior to airshow performance date regardless of weather or cancellation of events.

**Electronic credit card payments subject to 3.4% service charge.



Allen Mitchell
Voice of the Flying Circus, LLC
allen@voiceoftheflyingcircus.com
(405)408-5900

AIRSHOW INFORMATION:

- Name of Airshow: Wings and Wheels Airshow
- Producer/POC: Shae Mortimer
- Airport & Location: Chickasha Municipal Airport, Chickasha, OK
- Airshow Performance Dates: 6 - 7 June 2025

Printed

Name _____ Signature _____ Date _____

Airshow Representative

By signing, you are agreeing to the terms and conditions of this contract.

Printed

Name Allen Mitchell Signature  Date 24 Mar 2025

Allen Mitchell, Voice of the Flying Circus, LLC Representative

By signing, Allen Mitchell, Voice of the Flying Circus, LLC is agreeing to the terms and conditions of this contract.

Please sign this agreement and return to Allen Mitchell, Voice of the Flying Circus email to allen@voiceoftheflyingcircus.com. Make checks payable to Allen Mitchell.