

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
September 25, 2012**

The meeting was called to order at 9:00 a.m. by the Chair, David Aubrey. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

David Aubrey, Chair
Bob Milner, Vice-Chair
Ed Petersen, Asst. Secretary
Stanley Haywood, Asst. Secretary
David Madigan, Member
Ray Friedl, Member
Cassandra Lawson- Johnson, Member

ABSENT:

Lee Baxter, Secretary
Toney Stricklin, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Airport Attorney
Chris Pittman, La Sill Aviation
Gail Turner, County Commissioner

Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution
Loretta Bogus, Fort Sill Transportation

OLD BUSINESS

a) Minutes – Aubrey asked for additions and/or corrections to the minutes of the Airport Authority meeting of August 21, 2012.

MOTION BY BAXTER, SECOND BY LAWSON-JOHNSON, to approve minutes of the August 21, 2012 meeting. AYES: Aubrey, Milner, Petersen, Haywood, Madigan, Friedl, Lawson-Johnson. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Mike Thomas, Manager)** – Not Present.
- b. **La Sill Aviation (Chris Pittman)** – No Report.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not Present.
- d. **Fort Sill Transportation (Loretta Bogus)** – Bogus said there maybe 3 missions diverting to Oklahoma City Airport in October. McNally said Jude e-mailed her and LaSill about two flights that diverted to Oklahoma City in September.

Sponsorship Request

Aubrey moved up the sponsorship request as not to delay Turner.

1. Comanche County Website- Turner said the County was working with an advertising firm to promote Comanche County and their website. Turner said the firm has advertising opportunities for a limited about of entities that want to be included on the county website.

McNally said the cost includes a professional video production and includes hosting on the county website and we would own it. McNally said the promotional airport video could be linked to the City's website and our website to promote the airport.

Petersen asked if they were selling advertising of the County website for us to promote the airport. McNally said yes, that they were asking the airport to advertise on the County website with the video. McNally said there was a letter attached to the agenda detailing the request and the cost. Petersen asked if we could put it on the City's website. McNally said yes we could link to the City of Lawton site and on our own. Madigan asked how we plan to maximize our return on this project. McNally said we could put it on the Chamber's website, and the economic development's website. After some discussion a motion was made.

MOTION BY PETERSEN, SECOND BY FRIEDL, to approve the one year of advertising for \$ 5,495.00. AYES: Milner, Lawson-Johnson, Petersen, Friedl, Aubrey, Haywood, Madigan. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

a) AIP 30- Runway Overlay Project

1) Change Order 1 – McNally said during excavation the contractor found sub grade materials that allow us to reduce the cost of the materials for the project. McNally said this change order is for a \$ 139,637.27.

MOTION BY MADIGAN, SECOND BY LAWSON-JOHNSON, to approve reducing the cost of the project by \$ 139, 637.27. AYES: Friedl, Haywood, Milner, Madigan, Lawson-Johnson, Aubrey, Petersen. NAYES: None. MOTION CARRIED.

2) Additional Project Inspectors Time- Amendment 1 to Contract – McNally said the engineer is requesting additional time for the project inspector. McNally said portions of this project will allow both day and night work. McNally said we are asking for an additional \$ 27,000, McNally said it will bring the total amount to \$ 176,347.00, with the money saved on materials; we will have ample money left in the Grant. McNally said the FAA has approved both the additional inspector time and the change order.

MOTION BY PETERSEN, SECOND BY MADIGAN, to approve the change order in the amount of \$ 27,000. AYES: Madigan, Petersen, Friedl, Haywood, Milner, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

3) Status of Runway Project – McNally said the runway project is in the 28th day of a 90 day contract. McNally said the construction is on schedule and demolition is 100% complete. McNally said the batch plant is being set up to begin concrete production for the overlay. Petersen asked how traffic was. McNally said traffic is down for several reasons the band on opposite landing and the ILS being down. McNally said Frederick has an ILS that the military use for now.

LEASING COMMITTEE (Bob Milner, Committee Chair)

1). La Sill Aviation Request – Milner said La Sill has submitted a request for a rent reduction for the month of September and fuel flowage for August due to loss of business because of the runway reduction. Milner said look at attachment #1.

Milner said the committee reviewed the request and recommends the Authority not reduce or waive the September rent or August fuel flowage. Milner said we will take a look at it on a month to month basis.

MOTION BY PETERSEN, SECOND BY FRIEDL, to decline to waive or reduce LaSill Aviations rent since there has not been any actual losses. AYES: Petersen, Lawson-Johnson, Milner, Friedl, Haywood, Madigan, Aubrey. NAYES: None. MOTION CARRIED.

2) Military Welcome Center Expansion – Milner said the MWC has requested preliminary permission to be allowed to expand their area. Milner said the 12 X 18 feet expansion would be on the back of the building. Milner said the additional area will give them space to store soldier’s bags while they are in the lounge. Milner said they have applied for a grant to fund the expansion.

Milner said this is a very preliminary approval and they would need to come back to the Authority with final plans to include specifications. McNally said they would have to get the appropriate city permits and the Fire Marshall approval to move the fire exit door. Milner said it is the recommendation of the committee to allow the preliminary permission to expand the MWC.

MOTION BY MADIGAN, SECOND BY LAWSON-JOHNSON, to approve the preliminary permission to expand the Military Welcome Center. AYES: Lawson-Johnson, Friedl, Madigan, Petersen, Milner, Aubrey, Haywood. NAYES: None. MOTION CARRIED.

ATTORNEY’S REPORT (Chuck Wade, Airport Attorney)

a. Compatible Land Use and Airspace Protection of the Airport – Wade said the Authority at its last meeting approved requesting that the City Council rezone the property at Bishop and 11th to Commercial use 2 & 3. Wade said after meeting with the City Planner and the Planning Commission, it was further recommended that the Authority request that the City of Lawton withdraw the support for the developer seeking tax credits and that the area be rezoned to Commercial which is compatible with the FAA guidelines.

MOTION BY MILNER, SECOND BY PETERSEN, to approve asking the City Council to withdrawal the letter of support for the developer seeking tax credits for developing the area at Bishop and 11th. AYES: Friedl, Lawson-Johnson, Petersen, Milner, Aubrey, Madigan. NAYES: Haywood. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

a) Airport Operations Report – McNally said the annual audit will start October 16-26, 2012 and we should be able to bring a draft audit to the Finance Committee in November.

b) DIRECTOR’S FINANCIAL REPORT – Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 35,058.40. Capital Improvements totaled \$ 172,817.65 which includes TSA rent 1,363.46, LEO Reimbursement \$ 9,522.89, Wildlife plan \$ 2,338.00 and AIP 30 (Runway Project) 159,593.30.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	378,060.83
Operating Account (10375822)		49,399.03
Imprest Fund (10704778)		1,777.02
Balance of unrestricted accounts	\$	<u>429,236.88</u>
Passenger Facility Charges (9014251)	\$	418,534.26
Capital Improvement Account (114030)		21,711.31
Balance of the restricted accounts	\$	<u>440,245.57</u>

Income and Expense Budget Tracking - Incomes for the month totaled \$ 66,223.33, YTD incomes total \$ 163,388.34 or 18% of the total budgeted amount of \$ 913,533.89

Expenses for the month totaled \$ 79,586.13, YTD expenses total \$ 133,048.53 which is 16% of the total budgeted amount of \$ 821,355.84.

Collateralized Accounts – Currently, the FDIC insures the Authority’s accounts up to \$ 250,000.00 per account.

The following are pledged dollars above the current insured amounts. Arvest has pledged \$ 600,000 above the FDIC limit. City National has pledged \$ 632,644.53 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

MOTION BY MADIGAN, SECOND BY HAYWOOD, to approve the financials and purchase orders as they were presented. AYES: Petersen, Friedl, Madigan, Haywood, Lawson-Johnson, Milner, Aubrey. NAYES: None. MOTION CARRIED.

c. Lawton Ft. Sill Economic Development Corporation – McNally said the Lawton Economic Development Corp has asked the airport to sponsor marketing items with logos that will be distributed to the Ft. Sill teams attending the AUSA Expo in Washington DC, October 22-24 in the amount of \$ 500.00 or 1,000.00.

MOTION BY MADIGAN, SECOND BY HAYWOOD, to approve \$ 1, 000.00 for the sponsorship of marketing items with the airport’s logo, that will be disturbed to the Ft. Sill teams attending the AUSA Expo in Washington, DC in October 22-24. AYES: Aubrey, Milner, Petersen, Haywood, Madigan, Friedl, Lawson-Johnson. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

David Aubrey, Chairman