

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
December 18, 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
Cassandra Lawson- Johnson, Member

ABSENT:

Toney Stricklin, Member
Lee Baxter, Secretary
David Madigan, Member
Ray Friedl, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Airport Attorney
John Westbrook, Fort Sill Transportation
Joe English
Thomas Lavendusky

Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution
Brett Lewis, G.A. Pilot
Don Dittsworth

OLD BUSINESS

a) Minutes – Aubrey asked for additions and/or corrections to the minutes of the Airport Authority meeting of November 20, 2012.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON, to approve minutes of the November 20, 2012 meeting. AYES: Aubrey, Milner, Haywood, Lawson-Johnson. ABSTAIN: Petersen. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Mike Thomas, Manager)** – Not Present.
- b. **La Sill Aviation (Chris Pittman)** – Not present.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook said there are missions coming up after Christmas.
- e. **Fort Sill Approach (Buddy Thornton)** – Not present.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

a) AIP 30- Runway Overlay Project – McNally said the runway is open for daytime operations. McNally said the contractor is still doing crack sealing and painting at night. McNally said weather permitting, the project will be complete the 27th or 28th of December. McNally said the final inspection will be Friday.

LEASING COMMITTEE (Bob Milner, Committee Chair)

a) Lawton Municipal Golf Course – Milner said the Golf Course will be closed on January 1st and we need a motion to transfer the utilities into the Authority's name.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON, to approve allowing Nunn/Greer's out of their lease and closing the golf course. AYES: Milner, Lawson-Johnson, Petersen, Aubrey, Haywood. NAYES: None. MOTION CARRIED.

b) Betty's Cafe – Milner said Betty Albert of Betty's Café has requested some consideration on her rent for December, January and February due to the low enplanements. Milner said Betty has been running the Café at the Airport for 22 years and we can't afford to lose it as a service for our customers. Milner said it is the Airport Director's recommendation to reduce the rent to \$ 550.00 per month plus utilities.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON- to approve reducing Betty's rent to \$550.00 per month plus utilities for December, January and February. AYES: Haywood, Milner, Lawson-Johnson, Aubrey, Petersen. NAYES: None. MOTION CARRIED.

NOMINATING COMMITTEE (DAVID AUBREY, COMMITTEE CHAIR)

a) Nominating Committee Recommendations – Aubrey said the Nominating Committee is recommending the following slate of officers for 2013: Milner- Chairman, Petersen- Vice-Chair, Madigan-Secretary, Lawson-Johnson- Asst. Secretary and Haywood- Asst. Secretary.

MOTION BY LAWSON-JOHNSON, SECOND BY HAYWOOD, to approve the 2013 Slate of Officers. AYES: Petersen, Haywood, Milner, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

a) Repairs to Hangar 5- McNally said Hangar 5 needs some structural repairs that the Authority is responsible for. McNally said the north facing windows need to be replaced and the ridge cap on the roof needs to be replaced. McNally said we are currently seeking bids which we hope to have by the next authority meeting.

b) Airport Operations Report – McNally said enplanements are down because of the runway construction and smaller aircraft to accommodate the shorter length of the runway that is available. McNally said enplanements are down 17% year to date.

c) Financial Reports –

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 37,236.61, Capital Improvements totaled \$ 2,834,962.49 which includes TSA rent transfer 1,363.46, LEO Reimbursement \$ 7,472.15, Wildlife plan \$ 2,310.00 and AIP 30 (Runway Project) 2,823,816.88

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	339,749.28
Operating Account (10375822)		1,767.28
Imprest Fund (10704778)		1,400.65
Balance of unrestricted accounts	\$	<u>342,917.21</u>
Passenger Facility Charges (9014251)	\$	479,851.37
Capital Improvement Account (114030)		979,431.59
Balance of the restricted accounts	\$	<u>1,459,282.96</u>

Income and Expense Budget Tracking - Incomes for the month totaled \$ 53,182.59, YTD incomes total \$ 402,342.22 or 44% of the total budgeted amount of \$ 913,533.89

Expenses for the month totaled \$ 62,017.32; YTD expenses total \$ 390,489.54 which is 48% of the total budgeted amount of \$ 821,355.84. The YTD total includes several large expenses, i.e. \$55,004.66 for the removal and repainting of the taxiways and aprons markings which was not eligible for federal participation, Expenses also include stocking up on deicer for the winter season, annual insurance renewals, repairs to the airside emergency power generator.

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

ACKNOWLEDGEMENT OF CHAIRMAN’S TERM (Bob Milner)

Milner presented David Aubrey with the Chairman’s plaque. Milner thanked Aubrey for his service and his guidance during the past year’s challenges. Aubrey thanked the board and said that many of our issues are positive, like the construction projects that are positive steps to the future. Aubrey said he is looking forward to next year when we start the terminal projects.

NEW BUSINESS

a) Golf Course- English said he would like to keep the Lawton Municipal Golf Course open. English said he has done studies to mitigate wildlife and look for a new source of water. English said he believes he can do it. English outlined the improvements he plans to make to the Authority. After some discussion the authority said they would have a special meeting to further discuss the possibility of assigning the Greer’s lease to English.

There being no further business, the meeting was adjourned.

David Aubrey, Chairman