

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
March 26, 2013**

The meeting was called to order at 8:00 a.m. by the Chair, Bob Milner. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Bob Milner, Chair
Ed Petersen, Vice-Chair
David Madigan, Secretary
Stanley Haywood, Asst. Secretary (arrived late)
Cassandra Lawson- Johnson, Asst. Secretary
David Aubrey, Member
Brett Lewis, Member
Jennifer Stricklin, Member

ABSENT:

Ray Friedl, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director	Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney	Kim McConnell, Lawton Constitution
John Westbrook, Fort Sill Transportation	Richard Hickman, LATCT
Buddy Thornton, Fort Sill Approach	

OLD BUSINESS

a) Minutes – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of March 1, 2013.

MOTION BY MADIGAN, SECOND BY LAWSON-JOHNSON, to approve minutes of the March 1, 2013 meetings. AYES: Milner, Petersen, Madigan, Lawson-Johnson, Lewis, Stricklin. ABSTAIN: Aubrey. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Mike Thomas, Manager)** – McNally said American Eagle has not named a new General Manager yet.
- b. La Sill Aviation (Chris Pittman)** –Not Present.

c. Lawton Air Traffic Control Tower (Frank Herndon) – McNally said the Air Traffic Control Tower is closing on May 5th. Madigan asked who owns the building, McNally said the FAA.

d. **Fort Sill Transportation (John Westbrook)** – No Report.

e. **Fort Sill Approach (Buddy Thornton)** – No Report.

DEVELOPMENT COMMITTEE (David Aubrey)

a) **Updated CIP** - Aubrey said we meet with our engineer, Steve Creamer from KSA. The committee reviewed and updated the 5 year CIP Plan.

Aubrey said the runway overlay project is complete. Aubrey said that we have developed a problem with the runway lighting system. The south end lights are directly buried and not in conduit. The committee recommended moving a runway electrical project to this year's project.

Aubrey said the terminal design will be completed this year. Aubrey said the next few years will include the terminal renovation projects which will be done in phases as funding is available.

Lewis asked if the federal money rolls over, McNally said yes.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

a) **Airport Operations Report** – McNally said enplanements are still down but they are up from last month.

McNally provided the members with a copy of the Golf Course Wildlife report.

McNally said the FAA is doing a project on their equipment at the airport. They are replacing some old Visual Approach Slope Indicator lights with new Precision Approach Path Indicator's.

b) Financial Reports –

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 64,316.09 Capital Improvements totaled \$ 30,227.88 which includes TSA rent transfer 1,363.46, AIP 30 (Runway Project) 28,864.42.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	338,794.39
Operating Account (10375822)		32,871.87
Imprest Fund (10704778)		1,123.31
Balance of unrestricted accounts	\$	<u>372,789.57</u>
Passenger Facility Charges (9014251)	\$	179,475.06
Capital Improvement Account (114030)		15,711.97
Balance of the restricted accounts	\$	<u>196,187.03</u>

Income and Expense Budget Tracking - Incomes for the month totaled \$ 49,882.20, YTD incomes total \$ 596,389.33 or 65% of the total budgeted amount of \$ 913,533.89. Expenses for the month totaled \$ 61,666.51, YTD expenses total \$ 603,225.69 which is 73% 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: Milner, Stricklin, Lawson-Johnson, Petersen, Lewis, Aubrey, Madigan. NAYES: None. MOTION CARRIED.

Proposed Executive Session under OS 307 (B) 4

MOTION BY LAWSON-JOHNSON, SECOND BY LEWIS, to approve convening a Proposed Executive Session to determine that based on communication between the Authority and its attorney is necessary because disclosure of the potential action would seriously impair the ability of the Authority to conduct its business in the public interest. AYES: Milner, Madigan, Lawson-Johnson, Aubrey, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON, to approve reconvening to open session. AYES: Madigan, Petersen, Haywood, Lewis, Milner, Stricklin, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

MOTION BY MADIGAN, SECOND BY AUBREY, to approve authorizing our legal council to engage in a lawsuit for an amount not to exceed \$ 10,000.00. AYES: Petersen, Lawson-Johnson, Lewis, Milner, Haywood, Stricklin, Madigan, Aubrey. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Bob Milner, Chairman