

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
June 25, 2013**

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

**PRESENT:**

Bob Milner, Chairman  
Ed Petersen, Vice-Chairman  
Stanley Haywood, Asst. Secretary  
David Aubrey, Member  
Cassandra Lawson- Johnson, Asst. Secretary  
Jennifer Stricklin, Member  
Brett Lewis, Member

**ABSENT:**

David Madigan, Secretary  
Ray Friedl, Member

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant  
Loretta Bogus, Fort Sill Transportation

**OLD BUSINESS**

**a) Minutes** – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of May 21, 2013.

**MOTION BY LEWIS, SECOND BY LAWSON-JOHNSON**, to approve minutes of the May 21, 2013 meetings. AYES: Milner, Petersen, Lawson-Johnson, Haywood, Aubrey, Stricklin, Lewis. ABSTAIN: Haywood, Aubrey .NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

**a. American Eagle (Heather Barrett, General Manager)** –Not Present.

**b. La Sill Aviation (Chris Pittman)** –Not Present.

**c. Lawton Air Traffic Control Tower (Frank Herndon)** –Milner said proposed FY 14 budgets show continued funding for the contract tower program.

**d. Fort Sill Transportation (John Westbrook)** – Bogus said there are 4 units, two outbound and two inbound in to the Lawton Airport in the near future.

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**FINANCE COMMITTEE (David Madigan)**

**a) FY 2014 Budget** – McNally said the Finance and Personnel Committee met to finalize the FY 2014 Budget. McNally said it is the committee’s recommendation to approve the FY 14 Budget as submitted. McNally answered question from members and said that FY 14 projected incomes exceed projected expenses.

**MOTION BY HAYWOOD, SECOND BY STRICKLIN**, to approve the FY 14 Budget as submitted to the Authority. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Lewis, Aubrey, Haywood. NAYES: None. MOTION CARRIED.

**b) Purchase Tractor/Mower, pallet forks and Front Loader** – McNally said the FY 14 Budget reflects the purchase of a replacement tractor that is urgently needed. McNally said the state contract price is \$ 77,895.00 from Standridge of Duncan. McNally said it is the recommendation of the committee to approve the purchase and contract price.

**MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON**, to approve the purchase and contract price of \$ 77,895.00, of a tractor and equipment. Haywood, Milner, Lawson-Johnson, Aubrey, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

**c) Finance of Tractor/Mower and equipment** – McNally said it is the committee’s recommendation to finance \$ 70,000.00 for 60 months at the lowest interest rate which is 2.65% from City National Bank. McNally said Arvest bid 2.99 %. McNally said the remainder to be paid out of the airport’s money market account.

**MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON-** to approve financing \$ 70,000.00 with City National Bank at 2.65% interest and the \$ 7.895.00 to be paid out of the airport’s money market account. AYES: Petersen, Haywood, Lewis, Stricklin, Aubrey, Lawson-Johnson. ABSTAIN: Milner. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (David Aubrey, Committee Chair)**

**a) Terminal Project Master Plan** - Aubrey said KSA/Corgan has completed the conceptual terminal master plan and cost estimate. Aubrey said the authority members have received a copy. McNally said the total estimated cost of all phases is 5.4 million.

**b) Airport Fire Station** – Aubrey said the CIP is an ever changing document. Aubrey said the City Manager has asked the Authority to move the construction of a new Fire Station up on the Airports CIP list because the current building has structural and other issues that need to be handled. Aubrey said we are asking for 2014. McNally said the FAA will only fund a portion of the building. Aubrey said this will cause the terminal project to slide a year or so. After some discussion a motion was made.

**MOTION BY LAWSON-JOHNSON, SECOND BY STRICKLIN-**to approve placing the Fire Station as a priority project on the airport’s CIP list for 2014. AYES: Petersen, Lawson-Johnson, Lewis, Milner, Haywood, Stricklin, Aubrey. NAYES: None. MOTION CARRIED.

**c) FAA project-Airfield lighting Project** – Aubrey said this year’s project will be an upgrade to electrical projects and airfield lighting. Aubrey said this airport lighting project is important because the south end runway lights have been a source of concern for some time. McNally said the power lines are direct bury not in conduit, which cause lighting problems in rainy weather. McNally said the airport beacon will replace with one that you can lay down to repair instead of climb up, the windsocks and all fixtures relating to the lighting. McNally said it is very needed project. Aubrey said the final plans should be complete in August.

**AIRPORT DIRECTOR’S REPORT (Barbara McNally)**

**a) Airport Operations Report** – McNally said enplanes are going up. McNally said we have 6 flights again on Saturday.

**b) Financial Reports – Purchase Orders** - Purchase Order’s to be approved from the Operating Account total \$ 35,004.10, Capital Improvements totaled \$ 24,700.21 which includes TSA rent transfer 1,363.46, AIP 30 (Runway Project) 23,336.75.

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	361,911.71
Operating Account (10375822)		49,011.92
Imprest Fund (10704778)		687.63
Balance of unrestricted accounts	\$	<u>411,611.26</u>
Passenger Facility Charges (9014251)	\$	113,146.70
Capital Improvement Account (114030)		10,981.74
Balance of the restricted accounts	\$	<u>124,128.04</u>

**Income and Expense Budget Tracking**

Incomes for the month totaled \$ 83,537.60, YTD incomes total \$ 729,506.65 or 80% of the total budgeted amount of \$ 913,533.89. Expenses for the month totaled \$ 62,710.94 YTD expenses total \$ 749,892.84 which is 91% of the total budgeted amount of \$ 821,355.84. The YTD Expense total includes several large expenditures, 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, repairs to Hangar #5’s roof and replace windows.

**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: Haywood, Milner, Lawson-Johnson, Petersen, Aubrey, Lewis. NAYES: None. MOTION CARRIED.

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**NEW BUSINESS**

There being no further business, the meeting was adjourned.

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**Bob Milner, Chairman**