

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
November 22, 2011**

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

**PRESENT:**

Toney Stricklin, Chairman  
David Aubrey, Vice-Chair  
Stanley Haywood, Secretary  
Lee Baxter, Asst. Secretary  
Ed Petersen, Asst. Secretary  
David Madigan, Member  
Ray Friedl, Member  
Cassandra Lawson- Johnson, Member

**ABSENT:**

Bob Milner, Member

**ALSO PRESENT:**

The roll call confirmed that a quorum was present.

|                                    |                                 |
|------------------------------------|---------------------------------|
| Barbara McNally, Airport Director  | Pat Hurley, Executive Assistant |
| Chuck Wade, Airport Attorney       | Frank Herndon, LATCT            |
| Kim McConnell, Lawton Constitution | Mike Thomas, American Eagle     |

**OLD BUSINESS**

**a) Minutes** – Stricklin asked for additions and/or corrections to the minutes of the Airport Authority meeting of October 25, 2011.

**MOTION BY FRIEDL, SECOND BY LAWSON-JOHNSON**, to approve minutes of the October 25, 2011 meeting. AYES: Stricklin, Aubrey, Haywood, Baxter, Petersen, Madigan, Friedl, Lawson-Johnson. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. American Eagle (Mike Thomas, Manager)** – Thomas submitted a written report. Madigan asked if it was a correct observation that cancellations have decreased over the last year. McNally said yes but we are going into the winter season when most cancellations occur. McNally said the new flight started last Thursday and it was full. Stricklin asked McNally to have Thomas track the progress of the new flight. Stricklin said if this goes well perhaps we can start the second new flight.
- b. La Sill Aviation (Chris Pittman)** – Not present. McNally said Pittman sent the fuel flowage report and fuel sales are down. McNally reported that the US Air jet lost its contract with Halliburton, so they are no longer based out of Lawton. McNally said this is one of the factors that are reflected in the report.

- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – No report.
- d. **Fort Sill Transportation (John Westbrook)** –Not present.

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**CHAIRMAN’S REPORT (Toney Stricklin)**

**a. Nominating Committee-** Stricklin said the Nominating Committee has developed recommendations for 2012 officers. The nominations are as follows: Chairman-David Aubrey, Vice-Chair-Bob Milner, Secretary-Lee Baxter, Assistant Secretary-Ed Petersen, Assistant Secretary-Stanley Haywood.

**MOTION BY FRIEDL, SECOND BY MADIGAN,** to approve the slate of officers as stated above. AYES: Aubrey, Haywood, Baxter, Petersen, Madigan, Friedl, Lawson-Johnson, Stricklin. NAYES: None. MOTION CARRIED.

**b. Open House-** Stricklin reported that the Airport will be hosting a Ribbon Cutting/Open House on Wednesday, December 14 from 5 to 7 p.m. to recognize the new terminal renovations. Stricklin said invitations will go out soon.

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**FINANCE COMMITTEE (David Madigan, Committee Chair)**

**a. FY 10-11 Audit-** Madigan said the Finance Committee met with Robert Turner, the airport’s independent auditor. Madigan said Turner reviewed the complete audit which was an unqualified audit. Madigan said it was an excellent audit with no write ups or recommendations. Madigan said Turner was very complimentary of Director, staff, the accounting firm the Authority contracts. Madigan said it is the recommendation of the committee to accept the Audit for FY10-11.

**MOTION BY, MADIGAN, SECOND BY HAYWOOD,** to approve the audit as presented. AYES: Haywood, Baxter, Petersen, Madigan, Friedl, Lawson-Johnson, Stricklin, Aubrey. NAYES: None. MOTION CARRIED.

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

**a. Car Rental Lease** – Aubrey said the responses from the car rental will be in December 14, 2011 at 2:00 p.m. and the committee is hoping to have a recommendation for the next Authority meeting.

**b. American Eagle assignment of lease to American Airlines-** Aubrey said the Authority has received a request from American Eagle to assign the current lease to American Airlines which the attorney was reviewing. Wade said he hasn’t yet had an opportunity to investigate the situation. After some discussion Wade said he would bring a decision back to the next meeting.

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**DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)**

**a. Current Projects Updates:**

**1) Bathroom Project** – McNally said this project is complete.

**b. Federal Project:**

**2) AIP 29- Pavement Rehab Project** –McNally said the project is about 40% complete. McNally said contract was working on panel replacement and joint sealing.

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

**a) Approval of 2012 schedule of Meetings** – McNally asked Authority members to approve next year's schedule of meeting so it could be posted in accordance with State law.

**MOTION BY HAYWOOD, SECOND BY AUBREY, to** approve 2012 meeting schedule as presented. AYES: Petersen, Madigan, Friedl, Lawson-Johnson, Stricklin, Aubrey, Haywood, Baxter. NAYES: None. MOTION CARRIED.

**b) FINANCIAL REPORT – November 2011 - Purchase Orders** - Purchase Order's to be approved from the Operating Account total \$ 82,793.42, of which \$ 40,930.15 are expenses on the Terminal Project Contracts.

Expenses to date on the Terminal Project Contracts are \$ 274,562.32.

Purchase Orders from the Capital Improvement Account totaled \$ 1,363.46 for TSA rent and City of Lawton LEO grant 11,027.10, for a total 12,390.56.

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

|                                 |    |            |
|---------------------------------|----|------------|
| Money Market Account (10976043) | \$ | 396,662.81 |
| Operating Account (10375822)    |    | 51,476.63  |
| Imprest Fund (10704778)         |    | 2,314.04   |

|                                  |    |            |
|----------------------------------|----|------------|
| Balance of unrestricted accounts | \$ | 450,453.48 |
|----------------------------------|----|------------|

|                                      |    |            |
|--------------------------------------|----|------------|
| Passenger Facility Charges (9014251) | \$ | 213,621.35 |
| Capital Improvement Account (114030) |    | 33,760.63  |

|                                    |    |            |
|------------------------------------|----|------------|
| Balance of the restricted accounts | \$ | 247,381.98 |
|------------------------------------|----|------------|

**Line of Credit** - The Authority has a \$ 200,000 line of credit available, the current balance is -0-.

**Income and Expense Budget Tracking** - Incomes for the month totaled \$ 80,211.04, YTD incomes total \$ 341,675.06 or 40% of the total budgeted amount of \$ 858,869.60.

Expenses for the month totaled \$ 95,769.70; YTD expenses total \$ 303,787.43 which is 39% of the total budgeted amount of \$ 770,385.20.

**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 \$ 1,750,000.00 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

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

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**NEW BUSINESS**

There being no further business, the meeting was adjourned.

**Toney Stricklin, Chairman**