

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
October 22, 2013**

The meeting was called to order at 9:00 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 Chair
Cassandra Lawson- Johnson, Asst. Secretary
Stanley Haywood, Asst. Secretary
Ray Friedl, Member
David Aubrey, Member (arrived late)
Brett Lewis, Member

ABSENT:

David Madigan, Secretary
Jennifer Stricklin, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
John Westbrook, Fort Sill Transportation

Pat Hurley, Executive Assistant
Chris Pittman, La Sill Aviation
Chuck Wade, Airport Attorney

OLD BUSINESS

a. Minutes – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of September 24, 2013.

MOTION BY HAYWOOD, SECOND BY LEWIS, to approve minutes of the September 24, 2013 meeting with a change of meeting time from 8:00 a.m. to 9:00 a.m. AYES: Milner, Petersen, Lawson-Johnson, Haywood, Friedl, Lewis. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Heather Barrett, General Manager) – Not present. McNally said American Eagle is having a system wide crisis. McNally said they are retiring 26 of their 37 seat aircraft. McNally said American Eagle is back filling with their remaining aircraft, which is causing a shortage and a reduction in AE scheduled flights system wide. McNally said AE also have a shortage of pilots. Lawton will see a reduction of flights from 5 to 4 daily.

McNally said up until now, there has been a dramatic increase in enplanements. She and Barrett are lobbying for more flights.

b. La Sill Aviation (Chris Pittman) – Not present

c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present

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

DEVELOPMENT COMMITTEE (David Aubrey, Committee Chair)

a. **Repairs to the Airport Fire Station** – McNally said earlier this year the Authority approved moving the Fire Station up on the priority list due to the age and condition of Fire Station # 2. McNally said since it will be several years before the design and construction can occur. The City Manager has asked that we make some immediate improvements, which include removal of the existing flooring, roof repairs, sheet rock and window repairs. McNally said the City of Lawton had Ronald Barnett, ASCOG field Coordinator conduct an inspection. McNally said the inspection recommended the removal and disposal of the flooring, to EPA standards, at the cost of \$ 9,918.72.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON- to approve removal and disposal by ASCOG, at the cost of \$ 9,918.72. AYES: Milner, Lawson-Johnson, Petersen, Friedl, Lewis, Aubrey, Haywood. NAYES None. MOTION CARRIED.

McNally said the Authority recommends approving Brox Industries to repair the roof at the cost of \$ 7,660.00. McNally said the rest of the repairs will be done in house.

MOTION BY FRIEDL, SECOND BY PETERSEN- to approve Fire Station #2 roof repairs by Brox in the amount of \$ 7,660.00. AYES: Friedl, Haywood, Milner, Lawson-Johnson, Aubrey, Lewis, Petersen. NAYES: None. MOTION CARRIED.

COMMUNITY RELATIONS COMMITTEE (Jennifer Stricklin, Committee Chair)

a. **Small Community Air Service Development Grant-** McNally said Lawton was announced as a recipient of the SCASD grant in the amount of \$ 195,000 to fund a marketing and service awareness campaign. McNally said the grant has a community and state match of \$ 40,600 and an airport match of \$ 15,000. For a total cash funding of \$ 250,000. McNally said the Authority needs to approve executing and returning the grant offer once it is received.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON- to approve executing and returning the grant offer. AYES: Petersen, Friedl, Haywood, Lewis, Milner, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. **Airport Operations Report** – McNally said enplanements are up.

McNally said the field work for the audit is complete. McNally said the audit when well and Turner will be meeting with the Finance Committee to review the report. The final audit will be brought to the November meeting for approval.

b. **National DBE Conference** – McNally is requesting to attend the National Disadvantaged Business Enterprise Conference. McNally said the purpose is to learn new requirements for our DBE program and to be able to update the DBE program and goals. McNally said the cost to attend not to exceed \$ 1,800.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON-to approve the Director attending DBE training at the cost of \$1,800. AYES: Petersen, Lawson-Johnson, Lewis, Milner, Friedl, Haywood, Aubrey. NAYES: None. MOTION CARRIED.

c. Financial Reports - Consideration and approval of the manager’s report, purchase orders, review of the bank statements and financial reports for this month.

Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 76,510.44, Capital Improvements includes Engineering on the AIP 31 (which does not have a grant yet) \$ 60,219.35 and TSA rent transfer of 1,363.46.

Bank Balances: The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	533,030.83
Operating Account (10375822)		5,337.92
Imprest Fund (10704778)		2,014.48

Balance of unrestricted accounts \$ 540,383.23

Passenger Facility Charges (9014251)	\$	41,253.42
Capital Improvement Account (114030)		15,700.17

Balance of the restricted accounts \$ 56,953.59

Income and Expense Budget Tracking - Incomes for the month totaled \$ 83,598.37, YTD incomes total \$ 228,363.94 or 26% of the total budgeted amount of \$ 913,533.89. Expenses for the month totaled \$ 73,487.20, YTD expenses total \$ 233,905.03 which is 29% 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 PETERSEN, SECOND BY FRIEDL, to approve the financial reports and purchase orders as presented. AYES: Milner, Petersen, Madigan, Haywood, Lawson-Johnson, Friedl, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

PROPOSED EXECUTIVE SESSION (Bon Milner)

Consideration and action to convene in executive session to confer on a matter involving economic development because public disclosure would violate the confidentiality of the business. As authorized by Title 25, O.S. SECTION 307 (C) (10).

a. Vote to Convene in Executive Session.

MOTION BY FRIEDL, SECOND BY AUBREY- to Convene in Executive Session. AYES: Haywood, Petersen, Lawson-Johnson, Lewis, Aubrey, Milner, Friedl. NAYES: None. MOTION CARRIED.

B. Vote to Acknowledge Return to Open Session.

MOTION BY AUBREY, SECOND BY PETERSEN, to approve returning to Open Session. AYES: Aubrey, Friedl, Haywood, Petersen, Lawson-Johnson, Lewis, Milner. NAYES: None. MOTION CARRIED.

Wade said no motion was made in Executive Session.

NEW BUSINESS (Robert Milner, Chairman) - There was none.

b. Audience Participation – There were no comments or questions.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Bob Milner, Chairman