

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
June 24, 2014**

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

**PRESENT:**

Ed Petersen, Chairman  
David Madigan, Vice-Chair  
Cassandra Lawson- Johnson, Secretary (arrived late)  
Stanley Haywood, Asst. Secretary  
Ray Friedl, Member  
Jennifer Stricklin, Member  
Bob Milner, Member  
Sam Firman, Member

**ABSENT:**

Brett Lewis, Asst. Secretary

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution  
Paul Hafen, Fort Sill Approach

Pat Hurley, Executive Assistant  
Chuck Wade, Airport Attorney  
John Westbrook, Fort Sill Transportation

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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)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)**– Westbrook said we are expecting more Marine departures.
- e. **Fort Sill Approach (Paul Hafen)** – No Report

**OLD BUSINESS**

**CONSENT AGENDA ITEMS:**

- a. **Items Removed from the Consent Agenda** – Members may request items be removed from the consent agenda for separate action:
- b. **Minutes** - Approval of the minutes of the regular meeting of May 20, 2014.

**c. Monthly Financial Reports** - Approval of the Director's Financial Report, Accountant's Financial Monthly Statement, Purchase Orders, Bank statements for the month.

**MOTION BY MILNER, SECOND BY FRIEDL**, to approve the consent agenda. AYES: Petersen, Madigan, Haywood, Friedl, Stricklin, Milner, Firman. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)**

**1) AIP 31 - Runway Lighting/Electrical Upgrade Project**

A) Award of Bid –McNally said last month the board approved awarding the bid to the low bidder, F & W. Our Engineer discovered that F & W does not have the appropriate license for state of Oklahoma. McNally said the Engineer gave them until July 1<sup>st</sup> to complete this process. McNally said F & W did not complete the test in June, so they will not make the July 1<sup>st</sup> deadline. McNally said Rural Electric the second low bidder, which is Oklahoma licensed, and they have agreed to meet the low bidders price.

McNally said it is the Engineer's recommendation to rescind the previous motion and approve awarding the contract to Rural Electric.

**MOTION BY FRIEDL, SECOND BY HAYWOOD**, to approve rescinding the previous motion awarding to F & W and approve awarding the contract to Rural Electric at the lower bid price. AYES: Milner, Stricklin, Petersen, Friedl, Firman, Haywood, Madigan. NAYES: None. MOTION CARRIED.

**2) Leibowitz and Horton, Airport Management and Financial Consultants**

McNally said the airport staff has submitted all the preliminary requested information to Steve Horton.

**3) AIP 32 - Design and Construction of the Hold Room** - McNally said the committee met with the architects June 3<sup>rd</sup> to selected materials and colors for the restroom construction. McNally said the committee decided on Phase 1, Option 2. McNally showed the sample board to the board and described the design for the airside restrooms. McNally said the architects also meet on June 13<sup>th</sup> with the City of Lawton permit representative and the Asst. Fire Marshall to review the plans from a compliance stand point. McNally said final plans will be completed this week and this project will be ready to advertise. McNally said it is the committee's recommendation to advertise the project.

**RECOMMENDATION FROM THE DEVELOPMENT COMMITTEE**, to approve advertising for bids on the Phase 1 construction of the Hold Room. AYES: Friedl, Haywood, Milner, Madigan, Firman, Stricklin, Petersen. NAYES: None. MOTION CARRIED.

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**COMMUNITY RELATIONS COMMITTEE (Jennifer Stricklin, Chairman)**

**1) Select of Marketing/Advertising Consultant Firm** – Stricklin said the committee met to review responses to the RFQ's for Marketing/Advertising Consultants. Stricklin said there were three responses. Stricklin said the committee reviewed the responses and independently rated each response. It is the committee's recommendation to select Design Works.

**RECOMMENDATION BY THE COMMITTEE**, to approve using Design Works for the Marketing/Advertising project. AYES: Madigan, Petersen, Friedl, Haywood, Milner, Stricklin, Firman. NAYES: None. MOTION CARRIED

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

Consideration and actions regarding the following items:

**a. FAA Tower Lease** – McNally said the 50 year lease for the land that the Air Traffic Control Tower is on expires June 30, 2014. McNally said the FAA has submitted a Memorandum of Agreement for an extension until 2034. McNally said the MOA has been reviewed by our attorney.

**MOTION BY MILNER, SECOND BY FIRMAN**, to approve the FAA Memorandum of Agreement until 2034. AYES: Petersen, Firman, Lewis, Milner, Friedl, Haywood, Stricklin, Madigan. NAYES: None, MOTION CARRIED.

**b. FAA Equipment Shelter Project** –McNally said currently, the FAA has an MALSR equipment shelter that is inside the Runway Safety Area on the southeast portion of the airport. McNally said this shelter is being relocated to the southwest portion of the airport outside the safety area. McNally said this project will require trenching and cabling, construction and deconstruction inside the safety area for the duration of the project. McNally said the project is estimated to be 78 days starting June 24 – September 9<sup>th</sup>.

McNally said we have determined the best way to keep the airport open for all concerned is to provide them with a 1,000 ft. displaced threshold on the south end of the runway rather than requiring night work since there will be open trenches. McNally said this will make the usable runway 7,600 feet. McNally said during this project the MALSR and the glide slope will be NOTAMed out of service, but the localizer will be available.

**c. Airport Operations Report** – McNally provided the Authority with the enplanement report. McNally said enplanements are up, we are at 89%. McNally said we will be getting a fifth flight in September.

McNally said we had another fence run through at 17<sup>th</sup> and Bishop. McNally said there was substantial damage and the driver’s insurance is paying the bill.

**d. DIRECTOR’S FINANCIAL REPORT**

**Purchase Orders** - Purchase Order’s to be approved from the Operating Account total \$ 27,756.30, Capital Improvements, TSA rent transfer of 1,363.46, AIP 32 1360.00, and LEO reimbursement \$ 32,400.00.

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	334,711.42
Operating Account (10375822)		25,203.87
Imprest Fund (10704778)		625.26
Balance of unrestricted accounts	\$	360,540.55

Passenger Facility Charges (9014251) \$	224,982.19
Capital Improvement Account (114030)	57,155.43
Balance of the restricted accounts \$	282,137.62

**Income and Expense Budget Tracking**

Incomes for the month totaled \$ 66,601.80, YTD incomes total \$ 763,787.95 or 87% of the total budgeted amount of \$ 878,834.86.

Expenses for the month totaled \$ 57,486.38, YTD expenses total \$ 806,417.75 which is 99% of the total budgeted amount of \$ 814,879.28. Expenses are higher than projected due to overruns in Snow and Ice control because of inclement weather, replacement of two security DVR/NVR that failed, increased utilities rates and large equipment repairs and rental equipment.

**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 \$ 901,227.48 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

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**NEW BUSINESS (Ed Petersen, Chairman)** - There was none.

**a. Audience Participation** – There were no comments or questions.

There being no further business, the meeting was adjourned.

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**Ed Petersen, Chairman**