

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
November 25, 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
Stanley Haywood, Asst. Secretary
Brett Lewis, Asst. Secretary
Ray Friedl, Member
Jennifer Stricklin, Member
Bob Milner, Member
Sam Firman, Member

ABSENT:

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director	Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution	Chuck Wade, Airport Attorney
John Westbrook, Fort Sill Transportation	Rick Elerbee, LATCT
Yolanda Lee, Intern	

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Erick Rodriguez, General Manager) –Not Present**
- b. La Sill Aviation (Chris Pittman) – Not present.**
- c. Lawton Air Traffic Control Tower (Rick Elerbee) –Elerbee said Herndon was medically retired November 10, 2014.**
- d. Fort Sill Transportation (John Westbrook) – 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 October 21, 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 HAYWOOD, SECOND BY FIRMAN, to approve the consent agenda. AYES: Petersen, Madigan, Lawson-Johnson, Haywood, Lewis, Stricklin, Milner, Firman. ABSTAIN: Friedl. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)

a. AIP 31 (Runway Lighting and Airside Electrical Upgrade) – Lewis said this project has been under way since November. Lewis said he believed they have finished with the north end and are now working on the south end.

b. AIP 32 (Terminal Project- Phase 1- Airside Restrooms) – Lewis said this project was delayed by weather. Lewis said the contractor plans to start on Monday. Lewis said this is a 120 day project time.

c. Program Development for the Snow Removal Equipment Building and construction of the new Fire Station (ARFF) Building – The board will need to consider a work order for the preliminary development of these FY 2015 projects.

SRE Building - The Maintenance/Operation Department employees and the airport owned equipment will need to be relocated to expand the baggage claim area in the terminal. This work order will provide a site analysis, preliminary design and cost estimates. The current plan is to use the existing building on Airport Industrial Road as the maintenance shop and add on the snow removal equipment bays to house the snow plows and tractors. Portions of this project will not be eligible for federal participation. Lewis said this work order will help in determining costs and eligibility. Lewis said the cost of this work order is \$14,000.00.

ARFF Building – This work order will provide a site analysis, workshops with stakeholders, preliminary design and cost estimates. This project is the construction of a new fire firefighting facility and will need to be coordinated closely with the City of Lawton and the FAA. Portions of this project will also not be eligible for federal participation. Lewis said this work order will help in determining costs and eligibility. Lewis said the cost of this work order is \$20,000.00.

Lewis said the total cost of Work Order 2015-02 will be \$ 34,000.00. This cost will be recouped on the next PFC application.

MOTION BY DEVELOPMENT COMMITTEE, to approve SRE Building and ARFF Building work orders in the amount of \$ 34,000. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Friedl, Lewis, Firman, Haywood, Madigan. NAYES: None. MOTION CARRIED.

d. Wildlife Fencing Design – The board will need to consider a work order for Wildlife Fencing Design. This will be an FY 2015 project and was recommended in the Airport's Wildlife Hazard Management Plan and by the FAA. The project will include incorporating wildlife deterrent elements to the fence and making changes to the drainage ditches and swales to keep wild and domestic animals out.

Lewis said the total cost of Work Order 2015-1 will be \$ 71,800.00. Lewis said this will be reimbursed with the FAA grant/ PFC's at 90/10.

MOTION BY DEVELOPMENT COMMITTEE, to approve Wildlife fencing design in the amount of \$ 71,800. AYES: Friedl, Milner, Madigan, Haywood, Lewis, Stricklin, Firman, Lawson-Johnson, Petersen. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Bob Milner, Committee Chair)

a. American Eagle – McNally said the current lease expires December 31, 2014. McNally we have successfully negotiated a new lease with increases in rent and landing fees. McNally said American Eagle asked that we add a non- discrimination clause for other airlines to include same rates and charges. New rate for American Eagle: 1672 sq ft @ \$25.16 psfpy or \$ 3,505.63 p/m
Common Space Fee- .30 per enplaned passenger (billed monthly)
Utility Reimbursement-5% of utilities
Landing Fees- .77 per 1,000 of gross authorized landing weight.
1.75% escalator per year January 1st.

b. TSA Lease – McNally said the current lease expires December 2014. McNally said we have successfully negotiated a new lease with increases to the per sq. ft & operating costs.
New rate for TSA: 1068sq ft @ \$ 25.16 or \$ 26,870.88
\$ 300.00 per month for janitorial
\$ 250.00 per month for utilities
Total recommended \$ 31.34 psfpy or \$ 33,470.88 Or 2,789.24 p/m.
1.75% escalator per year.

c. ODOT Building – McNally said the current lease expires July 1, 2015 but changes to the lease need to be negotiated by December 2014. McNally said we have successfully negotiated a new lease with an increase from \$ 685.00 p/m to \$ 720.00 p/m.

MOTION BY THE LEASING COMMITTEE, to approve the new American Eagle Lease, TSA Lease and the ODOT Lease at above stated rates. AYES: Haywood, Milner, Madigan, Lawson-Johnson, Firman, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

CHAIRMAN'S REPORT (Ed Petersen, Chairman)

a. Selection Committee – 2015 Slate of Officer – Petersen said the appointment committee to develop a slate of officer for 2015 to bring back to the board in December. Petersen said members are Madigan, Lewis and Milner.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

Airport Operations Report – McNally provided the current enplanement roster and reported that enplanements were doing well.

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 68,271.78,

Capital Improvements include, TSA rent transfer of 1,363.46, AIP 31 94.339.45, LEO reimbursement \$12,400.00 a total of \$ 108,102.91.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	336,839.66
Operating Account (10375822)		23,360.75
Imprest Fund (10704778)		2,259.40

Balance of unrestricted accounts	\$	<u>362,459.81</u>
----------------------------------	----	-------------------

Passenger Facility Charges (9014251)	\$	233,136.59
Capital Improvement Account (114030)		145,130.57

Balance of the restricted accounts	\$	<u>377,267.16</u>
------------------------------------	----	-------------------

Income and Expense Budget Tracking

Incomes for the month totaled \$ 69,903.83, YTD incomes total 314,220.22 or 38% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 77,120.67, YTD expenses total \$ 310,122.67 which is 39% of the total budgeted amount of \$ 798,596.38.

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.

a. **2015 Schedule of Airport Authority Meetings** – McNally said State law requires the Authority to post its regularly scheduled meetings by December 15th each year.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON, to approve the Notice of Meetings for 2015.
AYES: Petersen, Firman, Lawson-Johnson, Lewis, Milner, Friedl, Haywood, Stricklin, Madigan. NAYES: None. MOTION CARRIED.

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.

Ed Petersen, Chairman