

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
March 25, 2008**

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

PRESENT:

Cassandra Lawson-Johnson, Chair
Steve Gilkeson, Vice-Chair
David Aubrey, Asst. Secretary
Carey Johnson, member
Stanley Haywood, member
Toney Stricklin, member

ABSENT:

George Moses, Secretary
Richard Campbell, Asst. Secretary
Ray Friedl, member

ALSO PRESENT:

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Kim McConnell, Lawton Constitution
Frank Herndon, LATCT
Machelle Sanders, ASA/Delta

Pat Hurley, Administrative Asst.
Mike Williams, AE
Chris Pittman, LaSill Aviation
Sue Schucker, ASA/Delta
Jackie Hughes, ASA/Delta

The roll call confirmed that a quorum was present.

OLD BUSINESS

- (a) **Minutes** – Lawson-Johnson asked for additions and/or corrections to the minutes of the Airport Authority meeting of February 26, 2008.

MOTION BY HAYWOOD, SECOND BY STRICKLIN, to approve the minutes of the meeting of February 26, 2008. AYES: Lawson-Johnson, Gilkeson, C. Johnson, Haywood, Stricklin. ABSTAIN: Aubrey. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Michael Williams) – Williams reported that things were going well. Williams welcomed Delta and said there is an advantage to having another carrier available when there are cancellations or schedule problems. Beazer asked if TSA had enough staff, if both carrier have full flights. Williams said probably not. McNally said we have a request into with our Federal Security Director to review staffing and operations. McNally said TSA has been working through some problems lately and is implementing new procedures like running simultaneous operations with screening and bag searches. McNally said they had also implemented “drop and go” which is a convenience for the passenger since they no longer have to stand in line and wait until their bag is searched. Beazer said if we could get them to take another look at the X-ray machine that would help a lot.

b. ASA/Delta (Sue Schucker) – Schucker said everything seems to be working it self out. Schucker said they have had some TSA issues and have taken a couple of security related delays. Schucker said they have a meeting scheduled with TSA management on Thursday morning.

Schucker said the passenger loads were great for spring break. Schucker said one of her concerns is that we haven't had a full load of duffle bags yet, the most we have had is 60 and of those had to leave twelve bags behind because they didn't get them back from TSA. Schucker said TSA conducts physical searches of the bags, and that is where the x-ray machine would be beneficial.

Stricklin asked if the threshold of passengers was 200,000 to warrant an x-ray. Schucker said she didn't know, but Hughes said they had them in McAllen, Texas. Stricklin said they also have them in Alexandria, Louisiana which is next to an army installation and they don't meet the 200,000 thousand threshold. McNally said she surveyed some airport recently and they were in airports with 150,000 enplanements and less. Beazer asked what our enplanements are now. McNally said about 50,000 but with Delta we will reach 85,000 plus. Lawson-Johnson asked McNally how we could get an x-ray. McNally said we needed to work with our TSA management in Oklahoma City. Lawson-Johnson asked why we couldn't get more TSA employees in Lawton. McNally said TSA in Washington establishes an FTE number for each airport and we are fully staff according to that number.

After some discussion, Lawson-Johnson said she would attend the meeting with TSA on Thursday morning.

Schucker thanked Chris Pittman and LaSill Aviation for doing a great job in repairing a plane during a recent mechanical delay.

c. LaSill Aviation (Chris Pittman) – Pittman said he has made the fuel flowage numbers available to the Authority and he could make the report in any format they need. Pittman said our based aircraft are down because of the death of a local pilot that had three based aircraft. Pittman said everything has been going great and he hoped everybody got the invitation to the Hangar Party on April 12, 2008, Saturday night, 7:00 p.m.

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

e. Fort Sill Transportation (Jim Beazer) – Beazer said he appreciated the cooperation from the airport. Beazer said the Army had 59 missions through the airport last year and so far this year we have had 46 in three months. Beazer said they will exceed last year's missions this year.

Beazer also reported that he had a representative from Force's Command in Lawton to review future Ft. Sill projects. Beazer said the projects at the airport are still on track.

f. Fort Sill Army Radar Approach Control (Buddy Thornton) – Not Present.

PROPOSED EXECUTIVE SESSION – Proposed executive session to allow members of the Authority to confer on matters pertaining to Economic Development as authorized by 25 O.S. 301(10)

Proposed Executive Secession- MOTION BY HAYWOOD, SECOND C. JOHNSON, session to allow members of the Authority to confer on matters pertaining to Economic Development as authorized by 25 O.S. 301(10)
AYES: Stricklin, Lawson-Johnson, C. Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

Return to Open Session- Lawson-Johnson stated the Authority returned to open secession. **MOTION BY AUBREY, SECOND BY HAYWOOD**, to return to open session. AYES: Aubrey, Gilkeson, Haywood, Stricklin, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

Statement of Executive Secession Minutes- Wade said the Authority convened to executive secession at 9:35 a.m. and returned to open secession at 9:55 a.m., during that time they discussed the agenda item in executive secession session to allow members of the Authority to confer on matters pertaining to Economic Development as authorized by 25 O.S. 301(10)

DEVELOPMENT COMMITTEE (George Moses)

McNally reported for Moses

- a. **Fuel Farm Project** – McNally said the attorney has some questions on this matter and we will postpone taking action on this project until a later date. McNally said we may need to call a special authority meeting prior to our regular meeting next month.
- b. **AIP 23- GA-Taxiway Reconstruction** – McNally said this project is substantially complete. McNally said Pittman has expressed concern on several sections of pavement, so she will ask the inspector to take a look at it with her. McNally said we will not accept a project that is not satisfactory.
- c. **Update Airport Improvement Program (AIP) Reauthorization** – McNally said at the recent FAA Conference the group was briefed on the legislation that authorizes our Airport Improvement Program funds. McNally said the President signed legislation that continues FAA funding to include AIP for nine months. McNally said this means that we are going to get about 75% of the funds we get each year. McNally said we will be receiving \$ 750, 000 rather than \$ 1,000,000 for this year. McNally said there is a chance that later when the address the last three months, we will get the other 25% and we would roll it over to next years funds. McNally said she didn't think this would be a problem because the only project we have for next year is the construction of the maintenance facility.
- d. **AIP24- Construction of Maintenance Facility** – McNally said this project has been planned for several years and the design of the building was substantially completed under the 2006 grant. McNally said we are able to fund this project out of AIP funds because the current maintenance facility will need to be moved to accommodate future changes to the terminal baggage claim area. McNally said we have looked at several different locations for the building, but the best location is adjacent to the fire station on the northeast corner of the airport. McNally said it would be a facility large enough to store all of the vehicles and equipment that we have stored on and around the airport. McNally said the committee has asked to review this project, we will be doing a conference call with the engineer this Friday at 9:00 a.m., if any of the members are interested. McNally said this project will need to be out for bids soon. McNally said the Authority may consider allowing the Development committee to coordinate the final plans and approve advertising this project once the coordination is complete.

MOTION BY C. JOHNSON, SECOND BY GILKESON, to approve authorizing the Development committee to authorize the final plans and approve advertising this project for bids. AYES: Gilkeson, Stricklin, Haywood, C. Johnson, Lawson-Johnson, Aubrey. NAYES: None. MOTION CARRIED.

e. **Master Planner's Opinion** – McNally said the members of the City Planning Department were involved in our public meeting and asked our master plan consultants to review the City of Lawton 2030 Land Use Plan Map to ensure that future plans and zoning agree with the planner's recommendation. McNally said our master planner's have taken a look at it and sent back some recommendations on how the Airport land should be treated with reference to noise issues and zoning. Haywood said he is not on the Development committee but he thought the airport was going south not north east. Haywood said the master planner's are advising industrial commercial zoning from 11th Street to Sheridan Road and south of Lee Boulevard and north of Bishop Road. McNally said she believes it is to protect that area from additional residential development, but that the committee will coordinate any recommendations.

LEASING COMMITTEE (Carey Johnson, Chairperson)

- a. **Gift Shop Lease** – C. Johnson said the gift shop lease will be up at the end of May and they would like to continue the lease. C. Johnson said the Leasing committee will discuss some options because there may be other interested parties. C. Johnson said the committee would meet and bring a recommendation to the Authority.
- b. **Budget Lease Option** – C. Johnson said Budget Car Rental is exercising their option for another three year period and no action is required.

- c. **FAA Navigational Aid Lease** – C. Johnson said the FAA leases property for a navigational aid south of the airport. C. Johnson said this property is part of the City of Lawton, not the airport and we have forwarded this request to the City Attorney's office.

AIRPORT MANAGER'S REPORT

- a. **Operations Report-** McNally said Congressman Cole will be at the airport to welcome ASA/Delta on Thursday at 2:30, McNally said he was very supportive on the Delta project and members are encouraged to attend.
- b. **Conference** – McNally said the American Association of Airport executives National Conference will be held June 7-11 in New Orleans, La. McNally said the cost for her to attend is \$ 2,200.00 for hotel and registration and she will pay the cost of travel. Lawson-Johnson said the Authority should pay for travel.

MOTION BY AUBREY, SECOND BY STRICKLIN, to approve McNally attending the conference to include the cost of registration, hotel and transportation. AYES: Lawson-Johnson, C. Johnson, Haywood, Stricklin, Gilkeson, Aubrey. NAYES: None. MOTION CARRIED.

- c. **Financial Report** - Purchase Order's to be approved from the Operating Account total \$ 32,464.83. Purchase Order's from the Capital Improvement Account total \$ 81,021.18 which includes payments on Small Community Air Service Development grant and the Master Plan project.

Bank Balances - The reconciled balance of the * Money Market Account (10976043) is \$ 132,686.61, the reconciled balance of the Operating Account (10375822) is \$ 13,364.97 and the reconciled balance of the Imprest Fund (10704778) is \$ 1,600.78. For a total cash on hand \$147,652.36. The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$26,266.11, Capital Improvement Account (114030) \$ 8,078.33 and restricted for land lease (invested in C.D.) \$ 343,266.00.

The current value of C.D. investments total \$ 112,390.00 will be available on 4/1/2008.

* The Authority paid the final payment on project AIP 22. This project exceeded the federal funds available because of the change order to build the pad for the fuel trucks. The Authority paid \$ 46,141.64 out of this account which will be reimbursed by the FAA in the near future. This change order and reimbursement have been approved by the FAA.

* The Authority will also be reimbursed \$ 40,388.00 to the Money Market account from the PFC account, which was the matching share the Authority paid on the Drainage project. This was approved on the recent PFC application

Income and Expense Budget Tracking - Incomes for the month of February 2008 totaled \$ 51,083.03, YTD incomes total \$ 442,773.64 which 67% of the total budgeted amount of \$ 661,972.74.

Expenses for the month of February 2008 totaled \$ 106,515.91, YTD expenses total \$ 552,758.82 which is 87% of the total budgeted amount of \$ 632,350.22. This includes the tractor payment which was not included in the budget.

Expenses are up due to several one time payments and special projects i.e. liability insurances, worker compensation insurance, engineering on the fuel farm, re-roof the golf center building and replace water damaged ceiling tiles, landscaping - front of the terminal & airside beds, purchase of mower (pull type for tractor on order) and equipment/ tractor rentals during the summer month when our equipment was down and to clean out drainage ditches, sealing the cracks in the taxiways A&E. Renovation to boarding gate area to accommodate additional passengers, Delta/ASA start up – paint, repairs to scales and baggage belt, carpeting in office, costs to run dedicated electrical lines to boarding gates and offices area.

Collateralized Accounts - Arvest has pledged \$ 500,000 above the FDIC limit. City National has pledged \$

500,000 above the FDIC limit. These amounts have been confirmed with the Federal Reserve Bank.

MOTION BY C, AUBREY, SECOND BY GILKESON, to approve the financials and purchase orders as presented. AYES: Aubrey, C. Johnson, Stricklin, Gilkeson, Lawson-Johnson, Haywood. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Cassandra Lawson-Johnson, Chairman