

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
August 26, 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
George Moses, Secretary
David Aubrey, Asst. Secretary
Carey Johnson, Member (arrived late)
Stanley Haywood, Member
Ray Friedl, Member
Toney Stricklin, Member

ABSENT:

Steve Gilkeson, Vice-Chair
Richard Campbell, Asst. Secretary

ALSO PRESENT:

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Ray Jude, Fort Sill Transportation
Buddy Thornton, FSARAC

Pat Hurley, Administrative Asst.
Kim McConnell, Lawton Constitution
Chris Pittman, La Sill Aviation
Mike Williams, American Eagle

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 July 22, 2008.

MOTION BY HAYWOOD, SECOND BY FRIEDL – July 22, 2008. AYES: Lawson-Johnson, Moses, Aubrey, Haywood. ABSTAIN: Stricklin. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Michael Williams)** – Williams reported that the first of the ATR- 72's are scheduled for September 3rd and that in October the SAAB's will be totally retired and the flights will be the ATR's and a regional a jet.
- b. **ASA/Delta (Jackie Hughes)** – Not present.
- c. **LaSill Aviation (Chris Pittman)** – Pittman said that LaSill had a record month in fuel flowage and military operations.
- d. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- e. **Fort Sill Transportation (Jim Beazer)** – Jude said they have been busy this last month and expect to get busier.
- f. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Thornton reported on an outage for power backup.

g. **TSA (Larry Kettler)** – Not present.

DEVELOPMENT COMMITTEE (George Moses, committee chair)

- a. **Review for Engineer RFQ for Engineer** – Moses said the Authority received seven submittals to the RFQ's for engineering services. Moses said the committee will review and rate each submittal and based on the cumulative ratings the committee will develop a short list for interviews.
- b. **Taxiway A evaluation** – Moses said the pavement engineer has completed the evaluation of the data on this project. Moses said during a recent site visit the recommended physical testing and boring on that section of pavement. Moses said the testing is complete and the results are being analyzed.
- c. **Fuel Facility Expansion** – C. Johnson said the RFP is complete and out for bids. C. Johnson said a proposal conference will be held September 8th at 11:00 a. m. C. Johnson said the bids are due September 26, 2008, 2008 at 3:00 p.m.
- d. **Security Upgrade** – Moses said the bids on this project are due on August 27, 2008 at 2:00 p.m.

LEASING COMMITTEE (Carey Johnson)

- a. **Operating Agreement with Executive Airlines** – C. Johnson said the new Atr-72's that American Eagle will be bringing into Lawton are under a separate operating certificate to Executive Airlines which is also an AMR Corporation. American Airlines has requested that we enter into a separate operating agreement. After some clarification from Wade and some discussion a motion was made.

MOTION BY HAYWOOD, SECOND BY MOSES, to approve entering into an operating agreement with Executive Airlines, which is also an AMR Corporation, for services in Lawton, OK. AYES: Stricklin, Moses, Lawson-Johnson, Friedl, C. Johnson, Aubrey, Haywood. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER'S REPORT (Barbara McNally)

- a. **FAA Certification Inspection** – McNally said the annual Certification Inspection will be conducted July 28-30.
- b. **Annual Audit** – McNally said the annual audit will begin September 2, 2008; field work is scheduled to be completed by September 19, 2008. McNally said the preliminary audit should be ready for the October board meeting.
- c. **Enplanements and Airline Schedules** - McNally said the airlines have made adjustments to their Fall schedule. AE was bringing in five flights a day with 4 ATR's and 1 RJ and Delta was reducing their schedule 3 days a week to one round trip flight and 4 days a week two round trip flights day.

McNally said enplanements for July were good at 6,620 for out bound passengers.

- d. **Financial Report** – McNally presented the following report:

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 46,361.27. This includes repairs to the F150 that was in an accident in the amount of \$ 6,257.79, these repairs were reimbursed by the insurance company.

Purchase Order's from the Capital Improvement Account total \$ 53,684.83. This includes the final payment of

\$35,782.00 on the Master Plan and 6,080.55 for the PFC consultant, the LEO reimbursement to the City \$ 10,453.82.

Bank Balances - The reconciled balance of the * Money Market Account (10976043) is \$ 175,876.56. the reconciled balance of the Operating Account (10375822) is \$ 116,915.44 (which includes \$ 82,394.06 of the City's and CCIDA funds for the matching share on the SCASD grant), the reconciled balance of the Imprest Fund (10704778) is \$ 661.80. For a total cash on hand \$ 293,453.80, less \$ 82,394.06 which is committed.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 88,986.01, Capital Improvement Account (114030) \$ 65,087.74 and restricted for land lease (invested in C.D.) \$ 343,266.00 plus interest.

The C.D. has matured with a final amount of \$ 113,964.41; those funds are currently in an interest bearing Money Market account and are ear marked for the fuel facility expansion.

Income and Expense Budget Tracking- Incomes for the month totaled \$ 75,921.32; YTD incomes total \$ 75,921.32 which is 10% of the total budgeted amount of \$ 761,178.30.

Expenses for the month totaled \$ 72,087.39; YTD expenses total \$ 71,662.39 which is 10% of the total budgeted amount of \$ 700,544.22

Accounts Receivable - AIP 23 exceeded the grant amount by \$ 58,713.05, which was paid by the Authority and will be reimbursed by the FAA.

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 FRIEDL, to approve the financials and purchase orders as presented. AYES: Moses, Friedl, Aubrey, Haywood, Stricklin, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Cassandra Lawson-Johnson, Chairman