

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
October 26, 2010**

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

PRESENT:

Ray Friedl, Chairman
Toney Stricklin, Vice-Chair
David Aubrey, Secretary
Richard Campbell, Asst. Secretary
Stanley Haywood, Asst. Secretary
Lee Baxter, Member
Ed Petersen, Member
Dan Mullins, Member (Arrived Late)

ABSENT:

David Madigan, Member

ALSO PRESENT:

The roll call confirmed that a quorum was present.

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Chris Pittman, La Sill Aviation
Buddy Thornton, Ft. Sill Approach
Kim McConnell, Lawton Constitution

Pat Hurley, Administrative Assistant
Sam Williams, American Eagle
Dale Morris, American Eagle
Frank Herndon, LATCT

OLD BUSINESS

- a) **Minutes** – Friedl asked for additions and/or corrections to the minutes of the Airport Authority meeting of September 21, 2010.

MOTION BY STRICKLIN, SECOND BY HAYWOOD - to approve minutes of the September 21, 2010 meeting. AYES: Friedl, Stricklin, Haywood, Petersen. ABSTAIN: Aubrey, Campbell, Baxter. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. **American Eagle (Sam Williams, Manager)** – Williams said load factors for September dependability was at 95% and the load factor at 51% for the month. Williams said what that means is we provided 11,086 seats for the community and only sold 5,504 month. Williams said we had 8 cancellations this month due to weather and 2 due to mechanical. Williams said arrivals are at 82%. Williams said the load factor for October was running at about 41%. Williams said to date October has had 3 cancellations this month and arrival rate was at 91%, our critical departures are at 100%. Williams said effective December 16, 2010 we are losing one flight a day. Williams and the Authority discussed options to improve filling the flights. Baxter suggested that the Airport Manager schedule a meeting with the Garrison Commander at Fort Sill to discuss military travel out of Lawton. Morris said American Eagle is committed to the Lawton community and will help any way he can.

b. **LaSill Aviation (Chris Pittman)** – No report.

c. **Lawton Air Traffic Control Tower (Frank Herndon)** – No report.

d. **Fort Sill Transportation (Ray Jude)** – Not present.

e. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Thornton reported that Fort Sill now has Ultra Light Radio Controlled Aircraft.

DEVELOPMENT COMMITTEE (Toney Stricklin, Committee Chair)

1) FEDERAL PROJECTS

a) **Terminal Building Roof and HVAC Replacement** – Stricklin said there are two change orders to present to the Authority. Stricklin said the first is the roof, the engineers recommend going from a 45 mil. to a 60 mil, thickness as recommended by a new industry standard, this change will be \$ 4,400.00. Stricklin said the second change is an additional A/C unit to be installed in the security server room, this will be a stand alone unit controlled in that room to maintain the optimum temperature for the equipment. Stricklin said this change will be \$ 9,713.00 for a total of \$ 14, 113.00. Stricklin said it is the committee’s recommendation to approve Change Order No. 1 to AIP 25.

MOTION BY HAYWOOD, SECOND BY BAXTER – to approve Change Order No. 1 to AIP 25 in the amount of \$ 14,113.00.

b) **Consultant Selection for the Wildlife Management Assessment** – Stricklin said the preliminary meeting with the wildlife biologist will be November 5th at 9:00a.m.

c) **Purchase of the ARFF Vehicle** – Stricklin said the Fire Fighting Truck has been ordered and will be in place in 6 to 9 months.

2) TERMINAL PROJECTS-

a) **Lawton Beautiful Project** – Stricklin said the placement of the murals is on hold until the roof project and the terminal painting are completed.

b) **Request from the Military Officers Association of America (MOAA)** – Stricklin said the MOAA and the Armed Service YMCA have provided the Authority with a scaled floor plan of how they want to set up the Military Welcome Center. Stricklin said we are still waiting for the more detailed proposal that addresses a number of questions that the Authority requested.

c) **Existing Terminal Renovations** – Stricklin said the committee discussed hiring someone to provide technical direction on the specific construction projects to put together scope and construction cost estimates. McNally said Mike Brown gave us a proposal of \$ 8,500.00 and Fritz-Baily gave a proposal of \$ 10,000.00. McNally said if the Authority wants to move forward with this project her recommendation would be to accept Mike Brown’s proposal of \$ 8,500.00 for project management and consulting on

MOTION BY BAXTER, SECOND BY PETERSEN, to approve hiring Mike Brown as consultant on the Terminal Renovation project, in the amount of \$ 8,500.00. AYES: Friedl, Aubrey, Campbell, Haywood, Stricklin, Baxter, Petersen. NAYES: None. MOTION CARRIED.

- d) **New Capital Improvement Plan for 2011-2015-** McNally said the committee reviewed the next five years of federally funded projects that have been coordinated with the FAA. McNally said the FAA is in completely agrees with the plan, as long as we get our pavement projects completed in the first two years of the plan.

LEASING COMMITTEE (Ray Friedl, Committee Chair)

- 1) **Bids for Flooring in Café** – Friedl said as part of the restaurant lease the Authority agreed to do some upgrades to the Restaurant. Friedl said we received some bids for the flooring. Friedl said the committee is recommending the low bid from Brown’s Carpet be accepted at \$ 11,735.68.

MOTION BY HAYWOOD, SECOND BY STRICKLIN, to approve the bid from Browns Carpet of \$ 11, 735.68 for the restaurant flooring. AYES: Stricklin, Friedl, Haywood, Baxter, Mullins, Petersen, Aubrey, Campbell. NAYES: None. MOTION CARRIED.

- 2) **ODOT Lease** –Friedl said ODOT rents a small building from the Authority and it is the recommendation of the committee to extent the lease at the current rate of \$685.00.

MOTION BY HAYWOOD, SECOND BY PETERSEN, to approve extended the ODOT Lease at the current rent of \$ 685.00 per month for an additional year. AYES: Petersen, Campbell, Baxter, Mullins, Friedl, Haywood, Stricklin, Aubrey. NAYES: None. MOTION CARRIED.

- 3) **Gift Shop Lease** – Friedl said the current tenant is an active duty military person and has orders to be deployed and has asked to be let out of his lease. Friedl said Audra Yocum is agreeable to assuming the lease but has asked for a 3 month reduction to \$ 375.00. Friedl said it is the committee’s recommendation to reassign the lease to Audra Yocum at the reduced rate of \$ 375.00 for three months.

MOTION BY FRIEDL, SECOND BY CAMPBELL, to approve reassigning the Airport Gift Shop this to Audra Yocum at the reduced rate of \$ 375.00 for the first three months of operation. AYES: Aubrey, Baxter, Stricklin, Friedl, Petersen, Mullins, Campbell, Haywood. NAYES: None MOTION CARRIED.

AIRPORT MANAGER’S REPORT (Barbara McNally)

- a) **Airport Operations Report** – McNally said the audit has completed the fieldwork for the annual audit and the preliminary report should be ready for the November board meeting.
- b) **Financial Report – October 2010 - Purchase Orders** - Purchase Order’s to be approved from the Operating Account total \$ 63,441.14, which includes \$ 13,700.00 for landscaping the island areas around the parking lot in front of the terminal. Purchase Orders from the Capital Improvement Account totaled \$ 276,797.60 which includes two payments to Brox and one to KSA on AIP25 in the amount of \$ 264,980.32, the LEO payment to the City Of Lawton in the amount of \$ 10,453.82, and \$ 1,363.46 TSA rent.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 429,856.79, , the reconciled balance of the Operating Account (10375822) is \$ 48,399.78 and the reconciled balance of the Imprest Fund (10704778) is \$ 515.33. For total of unrestricted funds available of \$ 478,771.19. The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 257,538.28, Capital Improvement Account (114030) \$ 3,465.30.

Line of Credit - The balance of the line of credits used for the PFC projects is -0-.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 46,752.10, YTD incomes total \$ 210,556.62 which is 26% of the total budgeted amount of \$ 823,522.70. Expenses for the month totaled \$ 49,716.28, YTD expenses total \$ 173,804.25 which is 24% of the total budgeted amount of \$ 724,143.56. Capital Expenditures are \$ 64,249.34.

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 \$ 500,000 above the FDIC limit. City National has pledged \$ 1,750,000.00 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

MOTION BY PETERSEN, SECOND BY MULLINS – to approve the financials and purchase orders as they were presented. AYES: Stricklin, Haywood, Mullins, Baxter, Campbell, Aubrey, Petersen, Friedl. NAYES: None. MOTION CARRIED.

CHAIRMAN’S REPORT – Selection of the Nominating Committee- Friedl appointed David Aubrey, Ed Petersen, and Stanley Haywood to the Nominating Committee to recommend a slate of officers for 2011.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Ray Friedl, Chairman