

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
December 19, 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 (arrived Late)
David Aubrey, Asst. Secretary
Steve Gilkeson, Vice-Chair
George Moses, Secretary
Carey Johnson, Member
Stanley Haywood, Member
Ray Friedl, Member
Toney Stricklin, Member

ABSENT:

Richard Campbell, Asst. Secretary
David Aubrey

ALSO PRESENT:

Barbara McNally, Airport Manager	Pat Hurley, Administrative Asst.
Chuck Wade, Airport Attorney	Chris Pittman, La Sill Aviation
Kim McConnell, Lawton Constitution	Jim Beazer, Fort Sill Transportation
Christine Davis, American Eagle	

The roll call confirmed that a quorum was present.

OLD BUSINESS

(a) Minutes – Gilkeson asked for additions and/or corrections to the minutes of the Airport Authority meeting of November 25, 2008.

MOTION BY C. JOHNSON, SECOND BY HAYWOOD– to approve minutes of the November 25, 2008. AYES: Gilkeson, Moses, C. Johnson, Haywood, Friedl. ABSTAIN: Moses, Stricklin. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Acting Manager)** – No report given.
- b. **ASA/Delta (Jackie Hughes)** – Not present.
- c. **LaSill Aviation (Chris Pittman)** – No report given.
- d. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- e. **Fort Sill Transportation (Jim Beazer)** – Beazer said that this last operation the military had 7 aircraft, 6 C-5's and one MD11. Beazer said one C-5 broke on the taxiway and it sat on the ground for 148.7 hours. Beazer said the pictures taken will show 4 aircraft but at one point there were actually five heavy aircraft on the ground

at the same time. Beazer said the military loaded helicopters in those aircraft. Beazer thanked the airport for the cooperation. Beazer said there was some damage to airport equipment which they will pay to repair.

McNally circulated some pictures of the operations. McNally said that this should help us make our case to build the military staging area.

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

g. TSA (Larry Kettler) – Not present.

DEVELOPMENT COMMITTEE (George Moses, committee chair)

- a. Fuel Facility Expansion** – Moses said the project is underway and the tank has been ordered. C. Johnson said the delay in start up is because the City Of Lawton has misplaced the permit application. C. Johnson said the contractor had to reapply.
- b. Security Upgrade (Fence Bid and Security Systems)** – McNally said the fence work is complete and the security systems are being installed with a completion date of January 28, 2009.
- c. KSA Engineering Contract** – Moses said Wade reviewed the contract with KSA. Wade said the original contract limited their liability to the amount of their fee on a project, Wade said after we objected the contract was revised to so that they are responsible for all damages, if their work is faulty.

MOTION BY FRIEDL, SECOND BY GILKESON, to approve and sign the contract with KSA Engineering. AYES: Stricklin, Lawson-Johnson, Friedl, Gilkeson, Haywood, Moses, Johnson. NAYES: None. MOTION CARRIED.

- d. Future Projects** – Moses said the committee will meet after the first of the year to discuss the priority of the project for 2009 and the funding.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

- a) Airport Gift Shop Concession-** C. Johnson said the Airport Gift Shop RFP is still a work in progress.
- b) Lawton Golf Center** –C. Johnson said the current lease expires January 31, 2009. C. Johnson said there has been some interest in that lease. C. Johnson said we would like to put together an RFP and go out for bids.
- c) Republic Parking** – C. Johnson said the lease with Republic Parking expires February 28, 2009. C. Johnson said the committee is also preparing an RFP for this lease.
- d) Airline Leases** – C. Johnson said the current leases expire January 31, 2009. C. Johnson said due to new transitions, problems in the industry and the revenue guarantee with Delta which is in effective until February 2010, it is the committee's recommendation to freeze the current rates and charges until January 2010. C. Johnson said the committee will begin negotiations with the airlines in the fall of 2009.

MOTION BY GILKESON, SECOND BY HAYWOOD, to approve extending the airline leases at the current rate and charges until January 2010. AYES: Haywood, Friedl, Johnson, Lawson-Johnson, Moses, Stricklin, Gilkeson. NAYES: None. MOTION CARRIED.

- e) **LaSill Aviation** – C. Johnson said LaSill Aviation submitted a request for partial reimbursement for replacing damaged flooring due to roof leaks. C. Johnson said it is the recommendation of the committee of offer \$ 1,366.00 toward the replacement cost. C. Johnson said LaSill is agreeable to this settlement.

MOTION BY HAYWOOD, SECOND BY STRICKLIN, to approve giving LaSill Aviation \$ 1,366.00 for reimbursement of damages caused by roof leaks. AYES: Friedl, Stricklin, Lawson-Johnson, C. Johnson, Gilkeson, Moses, Haywood. NAYES: None. MOTION CARRIED.

- f) **ODOT Lease** – C. Johnson said it is the recommendation of the committee to request an increase from \$ 672.00 to \$ 685.00. C. Johnson said we are awaiting a response from ODOT.

- g) **Skycap Contract** – C. Johnson said we have a contract with Julius Hill to help people with their bags and he works for tips. C. Johnson said Hill wishes to end his contract. There was some discussion on baggage carts.

PROPOSED EXECUTIVE SECESSION – Title 25, OS Section 307 (C10). Proposed Executive session for the purpose of conferring on matters pertaining to economic development.

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

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

Statement of Executive Minutes – Wade said the Authority convened to executive session at 9:43 a.m. and returned to open session at 9:58 a.m., during that time they discussed the agenda item in executive secession to allow members of the to confer on matters pertaining to Economic Development as authorized by 25 O.S. 301(10)

NOMINATING COMMITTEE (Carey Johnson)

- a. **Officers for 2009** – Haywood said the committee recommends George Moses-Chairman, Steve Gilkeson-Vice-Chair, Richard Campbell-Secretary, David Aubrey-Asst. Secretary, Ray Friedl-Asst. Secretary as the officers for 2009..

MOTION BY C.JOHNSON, SECOND BY GILKESON, to approve the slate of officers for 2009. AYES: C. Johnson, Gilkeson, Moses, Lawson-Johnson, Haywood, Friedl, Stricklin. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER’S REPORT (Barbara McNally)

- a. **Airport Operations** - McNally distributed the year to date enplanements, McNally said that enplanements were up in 2008. C. Johnson said that American Eagle has also shown an increase, so the new airline has not hurt them.

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

Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 36,821.10. This includes one time payments for vehicle insurance \$ 8,099.00, repair of the retaining wall \$ 4500.00.

Purchase Order’s from the Capital Improvement Account totaled \$ 103,819.29 which included the final payment

for design of the Maintenance Building \$ 9,863.25, Wiring Solutions \$ 82,503.04 for security upgrades, \$ 1,336.40 for TSA rent which is transferred to the operating fund and \$ 10,116.60 for Law Enforcement Officer reimbursement grant.

Bank Balances - The reconciled balance of the * Money Market Account (10976043) is \$ 288,656.94, the reconciled balance of the Operating Account (10375822) is \$ 38,527.49 (which includes \$ 79,810.33 of the City's and CCIDA funds for the matching share on the SCASD grant), the reconciled balance of the Imprest Fund (10704778) is \$ 1,764.08. For a total cash on hand less committed \$ 249,138.18.

Investment include the Arvest Management account \$ 114,480.76 which a portion is committed to the fuel facility project.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 168,816.20, Capital Improvement Account (114030) \$ 13,824.07 and restricted for land lease (invested in C.D.) \$ 343,266.00 plus interest.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 73,387.83, YTD incomes total \$ 403,947.30 which is 53% of the total budgeted amount of \$ 761,178.30.

Expenses for the month totaled \$ 78,309.72, YTD expenses total \$ 350,478.65 which is 50% 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 in the near future.

Collateralized Accounts - Arvest has pledged \$ 500,000 above the FDIC limit. City National has pledged \$ 1,750,000.00 above the FDIC limit. These amounts have been confirmed with the Federal Reserve Bank.

MOTION BY C. JOHNSON, SECOND BY HAYWOOD, to approve the financials and purchase orders as presented. AYES: Lawson-Johnson, Stricklin, Gilkeson, Friedl, Moses, Haywood, C. Johnson. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Cassandra Lawson-Johnson, Chairman