

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
January 30, 2009**

The meeting was called to order at 3:00 p.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:

Steve Gilkeson, Vice-Chair
David Aubrey, Asst. Secretary
Ray Friedl, Asst. Secretary
Stanley Haywood, Member (arrived late)
Toney Stricklin, Member
Cassandra Lawson-Johnson

ABSENT:

Richard Campbell, Secretary
George Moses, Chairman
Carey Johnson, Member

ALSO PRESENT:

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Jim Beazer, Fort Sill Transportation

Pat Hurley, Administrative Asst.
Kim McConnell, Lawton Constitution

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 December 19, 2008.

MOTION BY FRIEDL, SECOND BY LAWSON- JOHNSON- to approve minutes of the December 19, 2008.
AYES: Gilkeson, Aubrey, Friedl, Stricklin, Lawson-Johnson. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Acting Manager)** – Not present.
- b. **ASA/Delta (Jackie Hughes)** – Not present.
- c. **LaSill Aviation (Chris Pittman)** – Not present.
- d. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- e. **Fort Sill Transportation (Jim Beazer)** – Beazer said they have a C-5 on the ground today and expect activity to pick up soon.
- f. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not present.
- g. **TSA (Larry Kettler)** – Not present.

DEVELOPMENT COMMITTEE (Ray Friedl, committee chair)

- a. **Fuel Facility Expansion** – Friedl said the plans have been approved by the City of Lawton and the tank has been ordered.
- b. **Security Upgrade (Fence Bid and Security Systems)** – Friedl said the fence work is complete and the security system is being installed with a completion date of January 30, 2009.
- c. **Capital Improvement Project List 2009-2010-** Friedl said the committee reviewed and approved the Capital Improvement Project List/ Funding flow chart as seen in Attachment #1. Friedl said it is the recommendation of the committee to adopt this project list.

MOTION BY GILKESON, SECOND BY LAWSON-JOHNSON, to approve and adopt the Capital Improvement Project List/ Funding Flow Chart. AYES: Stricklin, Lawson-Johnson, Friedl, Aubrey, Gilkeson. NAYES: None. MOTION CARRIED.

- d. **KSA Engineering- Task Order 1** – Friedl said the FY 2009 project will be the replacement of the panels on Taxiway A and B. Friedl said KSA has submitted a task order for this project in the amount of \$ 86,270.00. Friedl said this includes their engineering fees for the entire project from design to the post construction phase. Friedl said it is the committee's recommendation to approve Task Order #1.

MOTION BY LAWSON-JOHNSON, SECOND BY STRICKLIN, to approve Task Order # 1 with KSA Engineers. AYES: Friedl, Aubrey, Gilkeson, Stricklin, Lawson-Johnson. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

- a) **Airport Gift Shop Concession-** McNally said the committee is working on an RFP for the Airport Gift Shop.
- b) **Lawton Golf Center** – McNally said the current lease expires January 31, 2009. McNally said the committee is working on an RFP.
- c) **Parking RFP** – McNally said the lease with Republic Parking expires February 28, 2009. McNally said the committee is working on an RFP for this lease. McNally said Authority will have a month to month lease with Republic Parking until the RFP process is complete.
- d) **ATM RFP** – McNally said the IBC- ATM lease expires on March 1, 2009 and will be advertised.

AIRPORT MANAGER'S REPORT (Barbara McNally)

- a. **Airport Operations** – No report given.
- b. **Financial Report** – McNally presented the following written report:

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 31,580.42. .

Purchase Order's from the Capital Improvement Account totaled \$ 128,291.80 which includes \$126,955.40 for the fencing project and \$ 1,336.40 for the TSA reimbursement. .

Bank Balances - The reconciled balance of the * Money Market Account (10976043) is \$ 227,493.12, the reconciled balance of the Operating Account (10375822) is \$ 93,194.89 (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 \$ 1,598.90. For total cash on hand less committed \$ 305,286.91.

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) \$ 198,254.66, Capital Improvement Account (114030) \$ 55,707.21

The CD with the land lease payment was liquated, \$ 343,265.87 was paid to the Oklahoma School Land Commission and the interest (\$ 26,880.21) was deposited into the Capital Improvement account.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 68,123.94; YTD incomes total \$ 472,071.31 which is 62% of the total budgeted amount of \$ 761,178.30.

Expenses for the month totaled \$ 69,704.28; YTD expenses total \$ 415,205.43 which is 59% of the total budgeted amount of \$ 700,544.22

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

NEW BUSINESS

There being no further business, the meeting was adjourned.

Steve Gilkeson, Vice Chairman