

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
March 23, 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
David Aubrey, Secretary
Stanley Haywood, Asst. Secretary
Richard Campbell, Asst. Secretary
Dana Davis, Member
Ed Petersen, Member
David Madigan, Member

ABSENT:

Toney Stricklin, Vice-Chair
Lee Baxter, Member

ALSO PRESENT:

Barbara McNally, Airport Manager	Chuck Wade, Airport Attorney
Kim McConnell, Lawton Constitution	Sam Williams, American Eagle
Pat Hurley, Administrative Assistant	
Jim Breazer, Fort Sill Transportation	

The roll call confirmed that a quorum was present.

OLD BUSINESS

- a) **Minutes** – Friedl asked for additions and/or corrections to the minutes of the Airport Authority meeting of February 23, 2010.

MOTION BY HAYWOOD, SECOND BY AUBREY - to approve minutes of the February 23, 2010 meeting.
AYES: Friedl, Haywood, Campbell, Davis, Petersen, Madigan. ABSTAIN: Aubrey NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Sam Williams, Manager)** –Williams said American Eagle had 23 cancellation month to date into Lawton. Williams said the main cause of the cancellations has been maintenance on the ATR's. Williams said AE has been using Embraer aircraft to offset some of the cancellations into Lawton. Williams said the airlines have been using busing and rescheduling to try to accommodate the passengers. Williams said he didn't want to bus passengers to Wichita Falls, TX because they are having the same problems with the ATR's.

Haywood asked if Lawton gets PFC's if the passengers are bused. Friedl expressed the Authority's concern about the delays and cancellations and asked what steps were being taken to correct the problem. Williams said he is on weekly conference calls and American Eagle is working on a solution. Davis asked about the seating capacity of the Embraer Air compared to the ATR. Williams said the ATR's carry 66 passengers and the Embraer Air carry 44-50.

- b. **LaSill Aviation (Chris Pittman)** – Not present.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.

d. Fort Sill Transportation (Jim Beazer) – Beazer said this is his next to the last meeting. Beazer said he is retiring and that he has been on the Airport Board since 1994.

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

LEASING COMMITTEE (Ray Friedl)

a) Republic Parking Lease Agreement – Friedl said it is the recommendation of the committee to execute a Lease with Republic Parking for a minimum of \$ 80,000.00 per year for five years, with the charge of \$6.00 per day for the customers. After some discussion a motion was made.

MOTION BY PETERSEN, SECOND BY MADIGAN, to approve executing a Lease with Republic Parking for a minimum of \$ 80,000.00 per year for five years, with the charge of \$6.00 per day for the customers. AYES: Davis, Campbell, Petersen, Friedl, Aubrey, Haywood, Madigan. NAYES: None. MOTION CARRIED.

b) School Land Commission Lease– Friedl said Corp of Engineers Realty Department has requested that the lease be modified to include language to protect the army's interest in the leased land. Friedl said our attorney is coordinating the amendment and will report the changes. Wade said he was waiting to hear exactly what their concerns are.

DEVELOPMENT COMMITTEE (Toney Stricklin, Committee Chair)

a) AIP 25 – Terminal Building Roof and HVAC Project –McNally said the grant offer has been received and signed by the Authority. McNally said the City Council is considering it tonight; their attorney has already reviewed it and approved it, so we will get that sent off tomorrow in time for the Thursday deadline. McNally said the Authority will have the funds available in the next week or so.

b) Ft. Sill Apron and A/DACG Facility – McNally said the project is becoming viable for future development, but before any action can be taken, DOD needs to be assured that there are no environmental/NEPA issues with the site. McNally said this will be accomplished with the appropriate environmental studies as outlined on the Attachment #1. McNally said the Authority will need to consider approval to proceed with this proposal from Coffman and Associates in the amount of \$96,000.00. McNally said this study will be a joint effort coordinated with the FAA and the Department of the Army. Aubrey asked where the funding for this project was coming from. McNally said as a part of the Military Strategic Planning Commission's Grant, our match is 10% which is \$ 34,000.00; we have already spent \$10, 000.00. McNally said our share left to contribute is \$ 24,000.00; the study came in much higher than expected. McNally said the funds would be coming out of our operating fund. Madigan asked if we are good with Coffman's proposal and price. McNally said yes. Beazer said if Ft Sill contracted to do this work the cost would be much higher. McNally requested that the Authority not proceed with the actual work until we receive a request to proceed from Ft Sill or DOD, since some of this work has a 12 month shelf life and may need to be redone if it's done too soon.

MOTION BY DAVIS, SECOND BY HAYWOOD, to approve Coffman and Associates doing the Environmental study for \$ 96,000.00 after written confirmation from Fort Sill to start. AYES: Davis, Friedl, Aubrey, Madigan, Campbell, Haywood, Petersen. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a. Airport Conferences – McNally said the Authority will need to consider approval for the manager to attend the Oklahoma Airport Operators Conference April 25-28 in Norman, Oklahoma in an amount not to exceed \$600.00 and the American Association of Airport Executives National Conference in May 16-20 in Dallas, Texas in an amount not to exceed \$ 1,700.00.

MOTION BY HAYWOOD, SECOND BY CAMPBELL, to approve the Airport Manager attending the Oklahoma Airport Operators Conference in an amount not to exceed \$600.00 and the American Association of Airport Executives National Conference in an amount not to exceed \$ 1,700.00. AYES: Madigan, Friedl, Haywood, Davis, Petersen, Aubrey, Campbell. NAYES: None. MOTION CARRIED.

b. Airport Operations Report – McNally said that Sam Williams had already covered enplanements and AE performance.

c. Financial Report – March 2010

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 30,986.09, which includes a gate repair that American eagle is reimbursing us for \$ 1,850.00.

Purchase Orders from the Capital Improvement Account totaled \$ 11,892.10, which includes \$ 10,453.82 for LEO that goes to the City of Lawton, AIP 25 was \$ 74.82 and \$ 1,363.46 TSA rent.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 454,337.76, the reconciled balance of the Operating Account (10375822) is \$ 30,535.39, and the reconciled balance of the Imprest Fund (10704778) is \$ 1,012.36. For total of unrestricted funds available of \$ 485,885.51.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 98,182.33, Capital Improvement Account (114030) \$ 9,602.29.

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 \$ 61,552.51; YTD incomes total \$ 553,370.00 which is 75% of the total budgeted amount of \$ 740,092.53.

Expenses for the month totaled \$ 65,034.77; YTD expenses total \$ 551,100.94 which is 79% of the total budgeted amount of \$ 695,875.85. Line items that have exceeded the budget are Legal and Professional service which include non budgeted engineering services for the Golf Center Roof and HVAC Project, Preliminary design for the Boarding Gate project. Other expenses costs associated with snow and Ice control, i.e., deicers, repairs to the snow plow, runway lights, and rental of snow equipment.

Capital Expenditure is the Bassco bill for the fuel facility project in the amount of \$ 82,144.15.

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 MADIGAN, SECOND BY HAYWOOD- to approve the financials and purchase orders as presented for March 23, 2010. AYES: Madigan, Aubrey, Friedl, Haywood, Davis, Petersen, Campbell. NAYES: None. MOTION CARRIED

NEW BUSINESS

There being no further business, the meeting was adjourned.

Ray Friedl, Chairman