

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
May 20, 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
Richard Campbell, Asst. Secretary
David Aubrey, Asst. Secretary
Stanley Haywood, Member (arrived late)
Ray Friedl, Member

ABSENT:

Toney Stricklin, Member
Steve Gilkeson, Vice-Chair
Carey Johnson, Member

ALSO PRESENT:

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Robbie Potts, TSA Screening Manager
Ray Jude, Fort Sill Transportation

Pat Hurley, Administrative Asst.
Kim McConnell, Lawton Constitution
Curtis Brown, Garver Engineers
Kelly Fricannon, Garver Engineers

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 April 22, 2008.

MOTION BY CAMPBELL, SECOND BY MOSES, to approve the minutes of the meeting of April 22, 2008.
AYES: Lawson-Johnson, Moses, Campbell, Aubrey, Freidl. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Michael Williams)** – Not present.
- b. **ASA/Delta (Jackie Hughes)** – Not present.
- c. **LaSill Aviation (Chris Pittman)** – Pittman explained the fuel report to the Authority. Pittman said the report reflects the numbers through the board meeting. Pittman said the flowage is broken down to by airline, unscheduled and military. Moses said he requested these numbers from Pittman to help determine the amount of time we had before we get into operational crisis with the fuel farm. Moses said he believes we have about a short time before the expansion becomes critical.
- d. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- e. **Fort Sill Transportation (Ray Jude)** – Jude said in the next few months military air traffic at the Lawton/ Fort Sill Airport will increase due to the return and redeployment of troops.
- f. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not present. McNally said last month Thornton mentioned requesting a published approach to Runway 17. McNally said she put in the request with the Airspace Division of the FAA, the response was it could not be done because of the restricted airspace over Fort Sill. McNally said she passed that information on to Thornton. McNally said Thornton is

- g. TSA (Robert Potts)** – Potts undated the Authority on the staff increase. Potts said they have one person left in job training and then all three new people will be working on shift. Potts said all is going well.

DEVELOPMENT COMMITTEE (George Moses, committee chair)

- a. Fuel Farm Expansion Project** – Moses said the Development committee and the special task force met on May 19, 2008 to discuss the specifications on the fuel facility expansion. The committees discussed re-bidding the project and current and future engineering and inspection services for that project. Moses said it is the committee's recommendation to approve rebidding this project once the new specifications have been reviewed and approved by an engineer.

MOTION BY HAYWOOD, SECOND BY FRIEDL, to approve advertise the re-bid of the Fuel Farm Project after engineer review and approval.. AYES: Lawson-Johnson, Campbell, Moses, Friedl, Haywood, Aubrey. NAYES: None. MOTION CARRIED.

- b. AIP 23- GA-Taxiway Reconstruction** – McNally said the pavement that was reported on last month has been replaced. McNally said this project is complete.
- c. AIP 24- Construction of Maintenance Facility** – McNally said this project has been advertised and the pre-bid conference will be held at 10:00 a.m. in the Airport conference room May 20, 2008. McNally said the sealed bids will be opened and read aloud on May 28, 2008 at 10:00 a.m.

McNally said the Authority will need to meet in a special meeting to consider the bids for this project, since the FAA grant application must be based on bids that have been approved and be under grant by June 15, 2008.

- d. Master Plan Input** – Moses said the Master planners will be holding the next Public Advisory Committee meeting will be held at 3:30 p.m. on May 29th in the Council Chambers at City Hall. Moses said following that meeting there will be a public meeting from 5:30 – 7:00 p.m. Moses encouraged everyone to attend.
- e. Taxiway A-Excessive Pavement Cracking** – Moses said Horizon Engineering has provided all the documentation for the pavement engineer to analyze and render an opinion on the possible cause of the pavement failure. Moses said the FAA has said that replacement of that section of pavement will be fundable. Moses said the FAA has requested the pavement analysis prior to replacement.

LEASING COMMITTEE (Carey Johnson, committee chair)

Haywood reported for C. Johnson

- a. Gift Shop Lease** – Haywood said it is the recommendation of the committee that we extent the Gift Shop lease on a month to month basis for a period of four months, during which time the committee will develop a RFP for the gift shop concession and advertise out for proposals.

MOTION BY HAYWOOD, SECOND BY AUBREY, to approve continuing the Gift Shop lease on a month to month for four months while the leasing committee develops a RFP for the gift shop concession and advertises for proposals. AYES: Moses, Friedl, Aubrey, Campbell, Haywood, Lawson-Johnson. NAYES: None. MOTION CARRIED.

- b. Farming Lease** – McNally said the 80 acres that is leased from the School Land Commission is being farmed through a lease with the commission. McNally said the attorney has been in contact with the commission to

- c. **Candy Machine Concession-** Haywood said this lease expires on August 1st, and it is the recommendation of the committee to advertise out for proposals at that time.

FINANCE COMMITTEE (David Aubrey)

a. **FY 2009 Budget** – Aubrey said the finance committee met last Thursday and reviewed the preliminary FY 2009 budget. Aubrey said the budget looks good for next year and with incomes up for FY 2008's budget. Aubrey said the committee would have the final draft available for vote at next month's Authority meeting.

b. **Matching share on Construction of the Maintenance Building-** Aubrey said the authority's matching share for federal projects is 5% that comes out of our Passenger Facility Charge. Aubrey said the maintenance building was to come out of the 2004 PFC application, which is expired. Aubrey said our FAA Program Manager suggested we put up the 5% to proceed with this project and reimburse ourselves out of the next application. Aubrey said our share comes to \$ 35, 000.00.

MOTION BY AUBREY, SECOND BY HAYWOOD, to approve proceeding the maintenance building and reimbursing ourselves out of the next PFC application. AYES: Friedl, Haywood, Moses, Lawson-Johnson, Aubrey, Campbell. NAYES: None. MOTION CARRIED.

c. **Passenger Facility Charge Consultant Services** – Aubrey said our FAA Program Manager suggested that the Authority consider hiring a PFC consultant to assist in developing the next application and advise us on the uses of PFC's. Aubrey said the consultant's fees are payable out of the PFC's and we have actually lost money by not knowing how and when to use the PFC's. Aubrey said the consultant would provide services for one year, they would review the completed Master Plan and develop strategies for the use of future PFC's, explore opportunities to collect PFC's on completed or current projects and develop the next application. Aubrey said McNally has already received a few proposals and we will bring them back to the Authority next month. Campbell asked how much money are we looking at. McNally said the airlines collect \$ 4.50 per passenger, which amount to about \$ 25,000.00 per month. Moses said we are developing a wonderful Master Plan, what we are missing is a consultant to find the resources for them. McNally said some projects can be funded completely out of PFC's. McNally said this why we are hiring a consultant to make sure the application is current and funding available. McNally said the application process takes about six to seven months. Aubrey said it is one of those deals if we don't use we lose it.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a. **Operations Report** – McNally said she had nothing to report at this time.

b. **Financial Report** – The manager reported that Purchase Order's to be approved from the Operating Account total \$ 68,082.13, of this is \$ 39,820.69 is an expense on the Small Community Air Service Development grant. It was the recommendation of our accountant to move transactions on this project from our Capital Improvement account to our Operating account since this is a reimbursable grant and to keep from comingling federal funds with other dollars. 85% of this project is funded through the SCASD grant and 15% is the local match that was pledged by the City and CCIDA. These are the funds being used for this project. Actual expenses from the Operating Account totaled \$ 28,261.40. Purchase Order's from the Capital Improvement Account total \$ 241,074.77 which includes the final payment on GA Taxiway project and the Master Plan project.

The reconciled balance of the * Money Market Account (10976043) is \$ 225,093.11, the reconciled balance of the Operating Account (10375822) is \$ -18,971.32, the reconciled balance of the Imprest Fund (10704778) is \$ 1,236.55. For a total cash on hand \$ 207,358.34. The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$48,200.29, Capital Improvement Account (114030) \$

69,700.43 and restricted for land lease (invested in C.D.) \$ 343,266.00.

The C.D. has matured with a final amount of \$ 109,830.00, those funds are currently in an interest bearing Money Market account.

* The Authority received the FAA reimbursement on AIP 22 for \$ 46,141.64 and it has been deposited in the Money Market Account.

* The Authority will also be reimbursed \$ 40,388.00 to the Money Market account from the PFC account, which was the matching share the Authority paid on the Drainage project. This was approved on the recent PFC application.

Incomes for the month of April 2008 totaled \$ 71,937.69, YTD incomes total \$ 564,038.64 which 85% of the total budgeted amount of \$ 661,972.74. Expenses for the month of April 2008 totaled \$ 54,868.94, YTD expenses total \$ 610,276.57 which is 97% of the total budgeted amount of \$ 632,350.22. Capital Expenditures totaled \$47,105.00. (tractor and mower) of the 50,000.00 reserved. Expenses are up due to one time payments and special projects i.e. engineering on the fuel farm, re-roof the golf center building and replace water damaged ceiling tiles, landscaping - front of the terminal & airside beds, equipment/ tractor rentals during the summer month when our equipment was down and to clean out drainage ditches, sealing the cracks in the taxiways A&E, renovation to boarding gate area to accommodate additional passengers, renovation to the TSA area to accommodate the additional , renovations to the Delta/ area (paint, repairs to scales and baggage belt, carpeting in office, costs to run dedicated electrical lines to boarding gates and offices area) additional attorney fees to defend Regional Air suit to Wade and the \$10,000.00 deductible to McAfee and Taft.

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

NEW BUSINESS

There being no further business, the meeting was adjourned.

Cassandra Lawson-Johnson, Chairman