

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES**

November 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
Toney Stricklin, Vice-Chair
David Aubrey, Secretary
Richard Campbell, Asst. Secretary (arrived late)
Stanley Haywood, Asst. Secretary
Lee Baxter, Member
Ed Petersen, Member
David Madigan, Member
Dan Mullins, Member

ABSENT:

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

Pat Hurley, Administrative Assistant
Sam Williams, American Eagle
John Westbrook, Ft. Sill Transportation
Kim McConnell, Lawton Constitution

OLD BUSINESS

- a) Minutes** – Friedl asked for additions and/or corrections to the minutes of the Airport Authority meeting of October 26, 2010.

MOTION BY STRICKLIN, SECOND BY HAYWOOD - to approve minutes of the October 26, 2010 meeting. AYES: Friedl, Stricklin, Aubrey, Haywood, Petersen, Madigan, Baxter, Mullins. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Sam Williams, Manager)** – Williams said the load factor for November was running at about 50%. Williams said we boarded 3,950 passengers with 8,084 seats available. Williams said month to date we have had 1 cancellation.

Williams said in October there were a total of 3 cancellations, with an on time performance is running at 90%.

Williams said for the month of December, AE is booked at 95% and he is confident as it get closer we will be 100% capacity.

Baxter asked Williams if the load factors can be broken down by days. Williams said he would have his team get

that information for him. Williams also reported that system wide the ATR's performance had been better than the regional jets for the last three months.

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

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

d. Fort Sill Transportation (John Westbrook) – Friedl introduced Westbrook as the Transportation Officer and no report was given.

e. Fort Sill Army Radar Approach Control (Buddy Thornton) – Thornton reported that Fort Sill now the primary AT38 Training area.

FINANCE COMMITTEE (David Aubrey, Committee Chair)

1) FY 2009- 2010 – Aubrey said the committee met with Robert Turner, the independent auditor, hired to do the annual. Aubrey said Turner briefed the committee on the audit findings. Aubrey said there is a draft copy in front of all Authority members and hopes they reviewed before the meeting. Aubrey said on page 20, Turner said he did not find any deficiencies in internal control over financial reporting that he considered to be an internal weakness. Aubrey said on page 21, Turner said the results of his test show no instances of non-compliance or matters that are required to be reported according to our federal auditing standards. Aubrey said this shows that McNally and Hurley have done an outstanding job. Aubrey said on page 10, we show a positive cash flow for the Airport. Aubrey said on page 28 there is a typo on the draft, which will be corrected on the final draft.

MOTION BY BAXTER, SECOND BY MADIGAN – to approve the annual audit with correction on page 28 on the final draft. AYES: Stricklin, Mullins, Campbell, Petersen, Friedl, Baxter, Aubrey, Haywood, Madigan. NAYES: None. MOTION CARRIED.

NOMINATING COMMITTEE (David Aubrey, Committee Chair)

1) Recommended Slate of Officers for 2011- – Aubrey said it is the committee's recommendation to approve the following offers for 2011. Toney Stricklin, Chairman; David Aubrey, Vice Chairman; Stanley Haywood, Secretary; Lee Baxter Asst. Secretary; Ed Petersen, Asst. Secretary.

MOTION BY CAMPBELL, SECOND BY MADIGAN, to approve the officers for 2011 as slated above. AYES: Mullins, Friedl, Aubrey, Madigan, Campbell, Haywood, Stricklin, Baxter, Petersen. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a) Meetings For 2011 – McNally said the Airport Authority's 2011 board meetings have to be posted by December 10th of each year. McNally said see attachment #1 and approve the meetings for 2011.

MOTION BY HAYWOOD, SECOND BY STRICKLIN, to approve the list of Authority meetings for 2011 on attachment #1 of the agenda. AYES: Madigan, Stricklin, Friedl, Haywood, Baxter, Mullins, Petersen, Aubrey, Campbell. NAYES: None. MOTION CARRIED.

b) Airport Operations Report – McNally said the next board meeting would be on December 21st, and since it was that close to Christmas, she asked if there would be a quorum or if that date needed to be changed.

McNally said enplanements are up over last year, 4712 last year and 5,836 this year.

McNally said the auditor suggested including language in commission based leases that requires an independent auditor opinion on the tenant company. McNally said she would bring this recommendation back to the Leasing committee to see if it will be cost effective.

b) Financial Report – November 2010

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 45,984.71, 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 \$ 98,676.30 which includes 90,854.10 to Brox and two to KSA in the amount of \$ 5,879.66, 579.08, and \$ 1,363.46 TSA rent.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 452,834.53, the reconciled balance of the Operating Account (10375822) is \$ 40,760.02 and the reconciled balance of the Imprest Fund (10704778) is \$ 2,274.67. For total of unrestricted funds available of \$ 495,869.22.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 167.372/03, Capital Improvement Account (114030) \$ 13,363.70.

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 \$ 99,977.74, YTD incomes total \$ 310,534.36 which is 38% of the total budgeted amount of \$ 823,522.70.

Expenses for the month totaled \$ 80,866.50, YTD expenses total \$ 254,670.75 which is 34% of the total budgeted amount of \$ 745,163.66.

Capital Expenditures are \$ 85,543.68.

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

NEW BUSINESS

There being no further business, the meeting was adjourned.

Ray Friedl, Chairman