

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
May 25, 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
Stanley Haywood, Asst. Secretary
Richard Campbell, Asst. Secretary (arrived late)
Dana Davis, Member
Ed Petersen, Member
David Madigan, Member (arrived late)
Lee Baxter, Member

ABSENT:

David Aubrey, Secretary

ALSO PRESENT:

Barbara McNally, Airport Manager	Chuck Wade, Airport Attorney
Kim McConnell, Lawton Constitution	Sam Williams, American Eagle
Pat Hurley, Administrative Assistant	Chris Pittman, La Sill Aviation
Buddy Thornton, Fort Sill Approach	

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 April 20, 2010.

MOTION BY DAVIS, SECOND BY BAXTER - to approve minutes of the April 20, 2010 meeting. AYES: Friedl, Stricklin, Haywood, Davis, Petersen, Madigan, Baxter. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Sam Williams, Manager)** –Williams reported that American Eagle had 12 cancellations last month, 6 were due to weather and 6 were mechanical. Williams said enplanements were up from last year this time. Stricklin asked if there were going to be additional flights or RJ's, Williams said he had not received confirmation yet. Baxter asked if a meeting had been arranged with American Eagle corporate executives, William's said not that he was made aware of. Baxter said it was his understanding that Dale Morris was going to assist in facilitating a meeting for a group to discuss our concerns with decision makers. McNally suggested that she contact Morris to check on the status of that meeting . Davis asked if American Eagle tracks delayed arrivals and departures, Williams said he did.

- b. **LaSill Aviation (Chris Pittman)** – No Report.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- d. **Fort Sill Transportation (Ray Jude)** – Not present.
- e. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Thornton said that ARAC has received final confirmation from that the ARAC operations will be continued and the equipment upgraded. McNally said that was excellent news, for years the continuing operation has been in debate. There had been several proposals to remote this airspace’s operation from OKC or Sheppard AFB, but to continue the current operations from Ft. Sill gives them control over the Lawton-F t. Sill airspace.

DEVELOPMENT and FINANCE COMMITTEES (Toney Stricklin and David Aubrey, Committee Chairs)

- a) **AIP 24 – (FY09 Federal Project) Taxiway A & B and Design of Runway Project** – Stricklin said the Authority needs to approve Change Order # 2 to increase quantities of paint and reflective beads in the amount of \$ 18,788.46. Stricklin said the original contract called for painting only the area of new pavement. Stricklin said as the work was being done on the project, we noticed the old paint and bead work looked really bad. Stricklin said we coordinated the additional quantities with the FAA and they approve painting the entire taxiway for it to be uniformed as required by Part 139 regulations. Stricklin said it is the committee’s recommendation to approve Change Order # 2.

MOTION BY BAXTER, SECOND BY HAYWOOD, to approve AIP Project 24 Change Order # 2 in the amount of \$ 18,788.46. AYES: Stricklin, Davis, Campbell, Petersen, Friedl, Baxter, Haywood, Madigan. NAYES: None. MOTION CARRIED.

- 1. **AIP 25 (FY 10 Federal Project) - Engineering Service for the Purchase of the Aircraft Rescue and Firefighting Vehicle** – Stricklin said the second project the committee is asking approval on is the engineering services on the Aircraft Rescue and Firefighting Vehicle, Task Order #6 in the amount of \$ 13,450.00. Stricklin said this project is 95% fundable by the FAA and 5% PFC application. McNally said this firefighting vehicle was noted in previous FAA inspections has needing to be replaced. McNally said the engineers will be coordinating the vehicles specifications with the Lawton Fire Department and putting together the necessary bid documents, answering any technical questions from the bidder on the design of the vehicle and conducting a final inspection. Campbell asked if this was something that we needed to do or if we could use another airport’s specifications for the bid. McNally said that these trucks are highly specialized and the specifications are very technical. She said she assisted in putting together specifications on last truck and discovered that having someone with technical expertise to oversee the project was critical. McNally reminded the members that the use of a consultant to put together the specifications was funded by the FAA, they encourage the airports to use outside expertise. After some discussion and debate concerning the necessity of using a hired consultant, a motion was made.

MOTION BY HAYWOOD, SECOND BY CAMPBELL – to approve task order # 6 in the amount of \$ 13,450.00 for the engineers to put together a Design Document on the Aircraft Rescue and Firefighting Vehicle. AYES: Davis, Friedl, Madigan, Campbell, Haywood, Stricklin, Baxter, Petersen. NAYES: None. MOTION CARRIED.

- 2. **Terminal Building Roof and HVAC Project** –Stricklin said the contractor has equipment on order and the

3. Wildlife Hazard Management Study and Wildlife Management Plan – Stricklin said the Wildlife Study and Management Plan has been advertized and responses are due June 4th. Stricklin said the Development Committee will review those and bring a determination back to the Authority.

FINANCE COMMITTEE (David Aubrey, Committee Chair)

FY11 BUDGET – McNally said Finance and Personnel committees met and reviewed the proposed FY11 Budget and it is the committee’s recommendation to approve the FY11 Budget as presented.

MOTION BY HAYWOOD, SECOND BY MADIGAN – to approve the FY11 Budget as submitted. AYES: Madigan, Stricklin, Friedl, Haywood, Baxter, Davis, Petersen, Campbell. NAYES: None. MOTION CARRIED.

PERSONNEL COMMITTEE (Stanley Haywood, Committee Chair)

Manager’s Acknowledgement – Haywood said the committee would like to acknowledge McNally for receiving the Outstanding Oklahoma Airport Manager of the Year award with a bonus of \$ 1,000.00. Haywood said for her committed service to the community and the airport, it is the Personnel and Finance committee’s recommendation to award her this bonus.

MOTION BY DAVIS, SECOND BY MADIGAN – to approve giving the Airport Manager \$ 1,000.00 bonus for receiving OAOA’s Airport Manager of the Year. AYES: Petersen, Campbell, Baxter, Davis, Friedl, Haywood, Stricklin, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER’S REPORT (Barbara McNally)

a) Airport Operations Report – McNally said we are preparing to do a rubber removal project. McNally said we have been cited on several inspections to address the build up on the runway since it could hydroplane an aircraft in inclement conditions. McNally said that this is a \$ 40,000.00 project, but Fort Sill purchased \$ 25,0000 of the chemicals last year which has been in storage. McNally said we purchased the rest of the chemical and will be closing down the runway at night to do the project and this will not be affecting commercial flights. McNally said the project should last about a week.

McNally said the Military Officers of America is proposing to do a welcome and farewell lounge at the Airport. McNally said they want to provide snacks and books. McNally suggested that the Development Committee consider the request at its next meeting.

b) Financial Report – Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 44,748.29, which includes \$ 14,540.91 which was approved last year on the fuel tank project.

Purchase Orders from the Capital Improvement Account totaled \$ 11,965.63, which includes \$ 9,442.16 for LEO that goes to the City of Lawton, AIP 24 was \$ 1,060.01 and AIP 25 was \$ 100.00 and \$ 1,363.46 TSA rent.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 510,690.37, the reconciled balance of the Operating Account (10375822) is \$ 44,848.29 and the reconciled balance of the Imprest Fund (10704778) is \$ 862.91. For total of unrestricted funds available of \$ 505,760.45.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 135,539.79, Capital Improvement Account (114030) \$ -1,627.50.

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 \$ 76,625.61, YTD incomes total \$ 694,977.89 which is 94% of the total budgeted amount of \$ 740,092.53.

Expenses for the month totaled \$ 48,146.02 YTD expenses total \$ 636,594.86 which is 91% 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 Expenditures are for the fuel facility project in the amount of \$ 124,742.6.

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 CAMPBELL – to approve the financials and purchase orders as they stand. AYES: Baxter, Stricklin, Friedl, Madigan, Petersen, Davis, Campbell, Haywood. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Ray Friedl, Chairman