

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
June 24, 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  
Steve Gilkeson, Vice-Chair  
George Moses, Secretary  
Carey Johnson, Member  
David Aubrey, Asst. Secretary  
Stanley Haywood, Member  
Ray Friedl, Member

**ABSENT:**

Toney Stricklin, Member  
Richard Campbell, Asst. Secretary

**ALSO PRESENT:**

Barbara McNally, Airport Manager  
Chuck Wade, Airport Attorney  
Larry Kettler, TSA-FSD  
Curtis Brown, Garver Engineers  
Ray Jude, Fort Sill Transportation  
Nela Cowen, ASA/Delta

Pat Hurley, Administrative Asst.  
Kim McConnell, Lawton Constitution  
Ken Fell, TSA-Asst. FSD  
Doug Townsend, TSA Screening Manager  
Chris Pittman, La Sill Aviation

The roll call confirmed that a quorum was present.

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**OLD BUSINESS**

- (a) Minutes** – Lawson-Johnson asked for additions and/or corrections to the minutes of the Airport Authority meeting of May 20, 2008.

**MOTION BY HAYWOOD, SECOND BY AUBREY**, to approve the minutes of the meeting of May 20, 2008.  
AYES: Lawson-Johnson, Gilkeson, Moses, Aubrey, Haywood, Freidl. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. **American Eagle (Michael Williams)** – Not present.
- b. **ASA/Delta (Nela Cowen)** – Cowen reported that operation are going well and enplanement numbers are up.
- c. **LaSill Aviation (Chris Pittman)** – No report given.
- d. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- e. **Fort Sill Transportation (Ray Jude)** – Jude said he had nothing to report.
- f. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not present.
- g. **TSA (Larry Kettler)** – Kettler introduced Doug Townsend who will be replacing Roberts Potts as TSA Screening Manager in Lawton. Kettler also introduced Ken Fell the Asst. Federal Security Director for Regulatory issues. Kettler said that he and Fell were the first two hired on for TSA and Fell has prior FAA

experience and has worked with McNally for many years.

Kettler said Fell was here to answer any questions concerning the upgrade of the airport security category from a CAT IV to a CAT III.

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**DEVELOPMENT COMMITTEE (George Moses, committee chair)**

**a. Master Plan Input** – Moses said the Master Plan will be complete in the next month. Moses said last meeting with our consultants they presented projects for short, intermediate and long terms. Moses said the final draft of the Master Plan will be complete and ready for review at the July board meeting. Moses said the Authority will have to approve the Master Plan before it is sent to the FAA.

**b. Short Term Master Plan Projects** – Moses said the committee recommended approving the short term list. Moses said these projects will be submitted to the FAA as our priority for the next five years and will also be the projects that we select an engineer for. Moses said projects are not listed in firm order rather they will be accomplished as funding becomes available. Moses asked McNally to brief the Authority on the different types of Capitol Improvement Funding available. McNally briefed the board on the categories and sources of funding for capital improvement projects. C. Johnson asked if the amount of entitlement money changed with the change in the security classification of the airport. McNally said entitlement funding was based on the number of enplanements.

**MOTION BY GILKESON, SECOND BY C. JOHNSON**, to approve the short term Master Plan projects. AYES: Moses, Lawson-Johnson, Friedl, C. Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

**c. RFQ for Engineer for short term projects** – Moses said the FAA requires airports to go through a selection process for an engineer every five years. Moses said this is the work the Horizon Engineering is currently doing for us. Moses said it is the committee's recommendation to approve proceeding with the RFQ process for an engineer for the short term projects.

**MOTION BY MOSES, SECOND BY HAYWOOD**, to approve proceeding with the RFQ process for an engineer for the short term projects on the Master Plan list. AYES: Moses, Friedl, Aubrey, Gilkeson, Haywood, C. Johnson, Lawson-Johnson. NAYES: None MOTION CARRIED.

**d. PFC Consultant** – Moses said after looking at the upcoming projects and various ways of funding them, he believes it is prudent to hire a PFC Consultant. Moses said there are some funds we have missed out on because we did not have a current PFC application. Moses said he believed that we needed that management expertise to assist in capitalizing our funding options. Moses said the consultant fees are totally reimbursable out of PFC's. Moses said the consultant would work with the Authority to make recommendations on funding options for these projects. Moses said the consultant will also amend and close the current applications and develop the new PFC applications for the FAA's approval. Moses said the manager has received three proposals for consultants and it is the manager's recommendation to select Leibowitz and Horton in the amount of \$ 30,580.00.

**MOTION BY AUBREY, SECOND BY GILKESON**, to approve hiring Leibowitz and Horton in the amount of 30,580.00. AYES: Gilkeson, Friedl, Haywood, C. Johnson, Moses, Lawson-Johnson, Aubrey. NAYES: None. MOTION CARRIED.

**e. Drainage Pipe Problem** – McNally said that we have a sink hole in one of the medians on the airside. McNally said during a recent project we installed underground drainage pipes that are separating at the joints causing sink holes in several areas of the airport. McNally said the project inspector is working with the contractor to coordinate repair of the failing pipes.

**f. Taxiway Evaluation-** Moses said Taxiway A is cracked and KSA, the pavement engineers, have submitted a proposal for an amount not to exceed \$ 12,400.00 for the evaluation of the data submitted to identify the problem causing pavement failure. Moses said this evaluation is necessary to identify the problem before we request funding from the FAA for repairs. McNally said \$ 7,400.00 is for the analysis and \$5,000.00 is for

additional boring and testing. Aubrey and C. Johnson asked if these were common problems with all airports. Wade said he believed they were soil related. McNally said this evaluation will give us an understanding of what the problem is, whether it is engineering, construction or natural causes. McNally said the evaluation fees will be refundable out of the reconstruction project.

**MOTION BY C. JOHNSON, SECOND BY FRIEDL**, to approve the proposal from KSA Pavement Engineers in the amount of \$ 12,400.00. AYES: Lawson-Johnson, C. Johnson, Moses, Friedl, Haywood, Gilkeson, Aubrey. NAYES: None. MOTION CARRIED.

**g. Fuel Facility Expansion** – C. Johnson said he should be able to have an RFP together by the next board meeting. C. Johnson said he has been gathering information and that the one bidder we had last time would be willing to bid again. Gilkeson said in order to fast track the RFP process; he proposed the task force be allowed to hire an engineer to review the RFP for the fuel farm, in the amount not to exceed \$ 7,500.00. Gilkeson said Garver turned down the offer to inspect the project.

**MOTION BY MOSES, SECOND BY AUBREY**, to approve hiring an engineer to review the RFP in an amount not to exceed \$ 7,500.00. AYES: Aubrey, C. Johnson, Friedl, Gilkeson, Lawson-Johnson, Moses, Haywood. NAYES: None. MOTION CARRIED.

**h. Garver Engineering** – Moses said the committee discussed an invoice from Garver Engineers for additional services provided in the second bid process, attendance of additional meetings and work they were asked to do by the committee. Moses said he proposes we turn the invoice over to the attorney to negotiate a final payment.

C. Johnson said based on what he read in our initial agreement he does not believe the Authority owes them any additional funds. C. Johnson said secondarily, he does not believe their performance merits it. Wade said he understands C. Johnson's opinion. C. Johnson asked if the Authority was giving the attorney authority to pay the invoice or bring the negotiated invoice back to the Authority for a vote. Wade said it would be brought back to the Authority.

**MOTION BY MOSES, SECOND BY HAYWOOD**, to approve turning the Garver Engineer invoice over to the attorney to negotiate a final payment. AYES: Haywood, Moses, C. Johnson, Aubrey, Gilkeson, Lawson-Johnson. NAYES: Friedl. MOTION CARRIED.

**i. Maintenance Building** – Moses said the Maintenance Building project has been delayed. McNally said we have had some technical difficulties with the Maintenance Building. McNally said it is still a viable project; we just have to do a little more coordination with our FAA Program Manager.

**j. Security Upgrades** – Moses said with the addition of the ATR72 for American Eagle, a 66 passenger jet, the Airport enters a different domain by classification by the TSA. Moses said that new domain requires security upgrades we need to proceed with. Moses said the Airport will increase their category from an IV to a III. Moses said this will require an investment to install the required access system. Moses said the equipment and the required upgrades are eligible for AIP/PFC funding.

Kettler said the FAA provides funding for the TSA requirements when security enhancements are justified for an airport. Kettler said this change in category will also increase TSA staffing. Kettler said McNally is well on the way with security measures to becoming a CAT III airport. Moses asked if there is a time limit on upgrading the security. Kettler said the Authority could ask for an extension as long the airport can prove work is being done. McNally said we are working with TSA and the security consultants in order to get this done quickly. Haywood asked if we are hiring a Airport Security Coordinator. McNally said one of our employees will be going to Airport Security Coordinator training in Atlanta to be certified.

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#### **PERSONNEL COMMITTEE (Steve Gilkeson, Committee Chair)**

**a) Job Descriptions** – Gilkeson said the committee reviewed the updated job descriptions for the airport employees. Gilkeson said it is the committee's recommendation to approve the job descriptions and make

**MOTION BY FRIEDL, SECOND BY HAYWOOD**, to approve the job descriptions and make them a part of the Personnel policy and the Airport Operations Manuel. AYES: Aubrey, Gilkeson, Haywood, Lawson-Johnson, C. Johnson, Friedl, Moses. NAYES: None. MOTION CARRIED.

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**FINANCE COMMITTEE (David Aubrey)**

**a. FY 2009 Budget** – Aubrey said Authority has received a copy of the proposed FY2009 budget approval. Aubrey said we had several unbudgeted items in FY2008. Aubrey said it is the committee’s recommendation that the Authority approve the FY 2009 Budget as presented. .

**MOTION BY HAYWOOD, SECOND BY C. JOHNSON**, to approve the FY2009 budget. AYES: Lawson-Johnson, Gilkeson, Moses, Aubrey, C. Johnson, Haywood, Freidl. NAYES: None. MOTION CARRIED.

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**AIRPORT MANAGER’S REPORT (Barbara McNally)**

**Operations Report** – McNally said enplanements are up. McNally thanked Kim McConnell on an excellent article concerning airport operations. McNally said there was also an article about the 11<sup>th</sup> Street Project, the Lawton Enhancement Trust Authority and Lawton Beautiful, Inc. have adopted 11<sup>th</sup> Street from the Airport to Lee Blvd. McNally said they are going to be doing a quarter of a mile at a time on both sides with landscaping, so that it beautifies Lawton to the down town area. McNally said Kevin Jackson with the City of Lawton is drawing up the plans. Haywood asked why they were not going from Highway 44. McNally said she believed that eventually they will.

**b. Financial Report** – McNally presented the following report:

**Purchase Orders** - Purchase Order’s to be approved from the Operating Account total \$ 45,133.40 of the \$ 14,230.78 is an expenses 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 \$ 30,902.62.

Purchase Order’s from the Capital Improvement Account total \$ 56,606.65.

**Bank Balances** - The reconciled balance of the \* Money Market Account (10976043) is \$ 199,022.49, the reconciled balance of the Operating Account (10375822) is \$ 67,078.40, the reconciled balance of the Imprest Fund (10704778) is \$ 1,116.70. For a total cash on hand \$ 267,217.59.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges- 9014251) \$34,891.53, Capital Improvement Account (114030) \$ 20,772.61 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 finds are currently in an interest bearing 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.

**Income and Expense Budget Tracking** - Incomes for the month of May 2008 totaled \$ 68,929.38, YTD incomes total \$ 632,968.02 which 96% of the total budgeted amount of \$ 661,972.74.

Expenses for the month of May 2008 totaled \$ 45,450.16, YTD expenses total \$ 655,726.73 which is 104% 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.

**Collateralized Accounts** - 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 C. JOHNSON, SECOND BY GILKESON**, to approve the financials and purchase orders as presented. AYES: Aubrey, Friedl, Haywood, Lawson-Johnson, Moses. NAYES: None. MOTION CARRIED.

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## **NEW BUSINESS**

There being no further business, the meeting was adjourned.

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**Cassandra Lawson-Johnson, Chairman**