

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
August 24, 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  
Ed Petersen, Member

**ABSENT:**

David Madigan, Member  
David Aubrey, Secretary  
Lee Baxter, Member  
Dan Mullins, Member

**ALSO PRESENT:**

Barbara McNally, Airport Manager	Chuck Wade, Airport Attorney
Kim McConnell, Lawton Constitution	Chris Pittman, La Sill Aviation
Pat Hurley, Administrative Assistant	Sam Williams, American Eagle
Ray Jude, Fort Sill Transportation	Martha Brady, Brady's Decorating
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 July 20, 2010.

**MOTION BY CAMPBELL, SECOND BY STRICKLIN** - to approve minutes of the July 20, 2010 meeting. AYES: Friedl, Stricklin, Haywood, Campbell, Petersen. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. American Eagle (Sam Williams, Manager)** –Williams said each station is measured by a specific matrix which includes on-time factor, completion factor and load factors. Williams reported that on time for May was 71%, June was 77%; July was at 81.3% and month to-date we are operating at 76%.

Williams said the load factor is the measure of seat available versus ticketed a passenger, which has dropped off significantly. Williams said the average load factor last year was 50%, this year it has been between 44%- 49%, meaning less passengers traveling. Williams said enplanements are down over last year, especially early in the year due to snow and ice.

Williams said overall American Eagle's cancellation performance has improved, with fewer cancellations

due to the initiatives that were put in place to improve performance liability of the aircraft. Williams said the ATR's have actually been covering for the regional jet markets when the RJ's cancel. Haywood asked Williams if he is working with Fort Sill to keep the soldiers here rather than flying out of OKC. Williams said he has spoken with Ray Jude and other travel personnel, but he has not contacted anyone else. Members suggested advertising the improved performance to win back travelers; Williams said he is working with his marketing department to see what they can do.

**b. LaSill Aviation (Chris Pittman)** – Not present.

**c. Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.

**d. Fort Sill Transportation (Ray Jude)** – Jude said the military missions will be slowing down for awhile.

**e. Fort Sill Army Radar Approach Control (Buddy Thornton)** – No report.

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#### **DEVELOPMENT COMMITTEE (Toney Stricklin, Committee Chair)**

**1) Terminal Interior Renovation Project** – McNally said we hired the interior designers and they gave us some great recommendations that the committee reviewed. McNally said Brady's Design presented their ideas to the Development committee and Martha Brady was available to answer any questions. McNally handed out the "concept statement" and review the designer's color board recommendation with the Authority.

#### **2) FEDERAL PROJECTS (\*) Motion needed.**

**a) Terminal Building Roof and HVAC Replacement** – Stricklin said we have had another setback with the HVAC units. Stricklin said the manufacturer has recalled all the units and it will be approximately two weeks before the units will be delivered.

#### **b) Consultant Selection for the Wildlife Management Assessment**

- 1. Selection of Consultant** – Stricklin said the committee met and the members assessed the RFP's. Stricklin said that Coffman and Associates ranked higher than the others submitted. Stricklin said it is the committee's recommendation to select Coffman and Associates to conduct our Wildlife Management Assessment.

**MOTION BY PETERSEN, SECOND BY HAYWOOD, to approve Coffman and Associates to conduct our Wildlife Management Assessment. AYES: Stricklin, Campbell, Petersen, Friedl, Haywood. NAYES: None. MOTION CARRIED.**

- 2. Coffman and Associates** – Stricklin said the consultants have submitted a proposal for the Wildlife Management Assessment in the amount of \$ 94, 970.00. Stricklin said the Authority has been asked by the FAA to expedite submitting a grant application to get this project under grant by the end of the month. Stricklin said it is the committee's recommendation to accept Coffman and Associates proposal of \$ 94,970.00 and approve submitting the grant application.

**MOTION BY HAYWOOD, SECOND BY PETERSEN, to approve Coffman and Associates proposal of \$ 94,970.00 and**

approve submitting the grant application. AYES: Friedl, Campbell, Haywood, Stricklin, Petersen. NAYES: None. MOTION CARRIED.

- c) **Purchase of the ARFF Vehicle** – Stricklin said the bids for the fire truck are due on August 26<sup>th</sup>. Stricklin recommended that the Authority allow the Development committee to review the bids and approve the low bid rather than have to convene a full Authority meeting. Stricklin said the engineer will confirm that the low bid meets all of the requirements before the contract is awarded.

**MOTION BY CAMPBELL, SECOND BY HAYWOOD**, to approve the committee awarding the ARFF Vehicle bid after the engineers assurance of compliance with the specifications. AYES: Stricklin, Friedl, Haywood, Petersen, Campbell. NAYES: None. MOTION CARRIED.

- d) **Accepting FAA Grant Offers** – Stricklin said since it is the close of the FAA’s fiscal year, they are requesting that we expedite the grant applications and execute and return the grant offers as soon as they are received. Stricklin said it is the manager’s recommendation that the Authority approve submitting the grant applications for the Wildlife Hazard Assessment and the ARFF Truck and accepting, executing and returning the grant offer upon receipt.

**MOTION BY HAYWOOD, SECONG BY CAMPBELL**, to approve submitting the grant applications for the above mentioned projects and accepting, executing and returning the grant offers upon receipt. AYES: Petersen, Campbell, Friedl, Haywood, Stricklin. NAYES: None. MOTION CARRIED.

- e) **Lawton Beautiful** – McNally said the Lawton Beautiful committee meet and they discussed making a few changes to the murals the Authority approved. McNally said rather than the two buffalos in two different areas, we asked them to put something a little more scenic, a picture of Mount Scott or the Wildlife refuge, along the wall by the restrooms. McNally said Comanche sign is working on that and it will be brought back to the Authority for approval. McNally said they are also talking about limiting the buffalo border.

- f) **Request from the Military Officers Association of America (MOAA)** – McNally said the MOAA has the Armed Services YMCA working with them on the welcome center for the soldiers. McNally said the area that we are looking at, is the old game room. McNally said they have some great ideas they want to incorporate and will be coming back to the committee with them.

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

- a) **Airport Operations Report** – McNally said we will be beginning our annual audit the end of September. McNally said that usually last two or three weeks, then the Auditor will present his finding to the Authority, probably at the October meeting.

**b) Financial Report – August 2010**

**Purchase Orders** - Purchase Order’s to be approved from the Operating Account total \$ 54,229.22, which includes \$13,632.00 to Wiring Solution which will be paid out of PFC’s on the security project and \$5,805.80 on the boarding gate project which will be reimbursed on a future PFC application.

Purchase Orders from the Capital Improvement Account totaled \$ 17,747.75 which includes \$ 10,453.83 for LEO

that goes to the City of Lawton, AIP 24 was \$1,327.98. AIP 25 was 2,492.97 and AIP 26 was \$2,109.52, and \$ 1,363.46 TSA rent.

**Bank Balances** - The reconciled balance of the Money Market Account (10976043) is \$ 440,847.02, the reconciled balance of the Operating Account (10375822) is \$ 75,561.54 and the reconciled balance of the Imprest Fund (10704778) is \$ 685.75. For total of unrestricted funds available of \$ 546,077.92.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 204,370.28, Capital Improvement Account (114030) \$ 13,508.76.

**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 \$ 91,359.85; YTD incomes total \$ 91,359.80 which is 11% of the total budgeted amount of \$ 823,522.70.

Expenses for the month totaled \$ 74,705.82; YTD expenses total \$ 74,705.82 which is 10% of the total budgeted amount of \$ 724,143.56.

Capital Expenditures are \$ 43,955.00.

**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 STRICKLIN** – to approve the financials and purchase orders as they were presented. AYES: Stricklin, Friedl, Petersen, Campbell, Haywood. NAYES: None. MOTION CARRIED.

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**NEW BUSINESS**

There being no further business, the meeting was adjourned.

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**Ray Friedl, Chairman**