

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
July 20, 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
Stanley Haywood, Asst. Secretary
Richard Campbell, Asst. Secretary
Ed Petersen, Member
Lee Baxter, Member

ABSENT:

David Madigan, Member

ALSO PRESENT:

Barbara McNally, Airport Manager
Kim McConnell, Lawton Constitution
Pat Hurley, Administrative Assistant
Sam Williams, American Eagle
Michael Griffin, Garver Engineers

Chuck Wade, Airport Attorney
Dr. Rosemary Bellino, Lawton Beautiful Project
Mike Kosechequetah, Comanche Signs
Curtis Brown, Garver Engineers

The roll call confirmed that a quorum was present.

Friedl moved the Lawton Beautiful Project forward.

D) Lawton Beautiful Project – Dr. Rosemary Bellino said Lawton Beautiful has been working on projects to improve the appearance of the Lawton Airport, this includes placing the Buffalo herd and the 11th Street project. Bellino said the Lawton Beautiful Mayor’s Taskforce was agreeable to moving forward and proposing to the Airport Authority the next project, which includes placing murals and borders in the terminal building. Mike Kosechequetah with Comanche sign said the pictures were done by a local Comanche artist for this project. Kosechequetah explained the concept board and materials that will be used to the Authority. McNally said the Authority approved hiring a designer to give us some colors to repaint the terminal and do some upgrading. McNally said the designers have seen the concept board and the colors they have chosen go perfectly with the murals. Stricklin asked if we are going to do the painting first. McNally said yes. Baxter asked Bellino about funding, Bellino said she would find the money. After some discussion a motion was made.

MOTION BY PETERSEN, SECOND BY BAXTER, to approve the concept board designed by Comanche Sign Company. AYES: Friedl, Stricklin, Aubrey, Haywood, Campbell, Petersen, Baxter. NAYES: None. MOTION CARRIED.

OLD BUSINESS

- a) Minutes** – Friedl asked for additions and/or corrections to the minutes of the Airport Authority meeting of June 22, 2010.

MOTION BY STRICKLIN, SECOND BY HAYWOOD - to approve minutes of the June 22, 2010 meeting. AYES: Stricklin, Petersen, Baxter, Aubrey, Haywood. ABSTAIN: Campbell, Friedl. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Sam Williams, Manager)** –Williams said month to date our departure dependability is an 81%, which means 81 % of the flights leaving out of Lawton are on time. Williams said arrivals are at 75%. Williams said our bookings are running about 47% load factor, available seats are 6800 and we are only accommodating 3193. Williams said over the past three months it is running pretty consistent with the numbers. Williams said cancellation have decreased, May there were 17, June there were 8 and month to date in July only 1. Williams said some cancellations are due to weather and some to mechanical problems. Williams said in the previous year May 18, June 23, and July we had 28 cancellations, so there is huge improvement in performance. Haywood asked if flights were cancelled because of few seats being sold. Williams said no. Williams said American Eagle has implemented a program were we are able to carry more baggage. Friedl, Aubrey and Stricklin complimented Williams on the improved performance. Friedl asked if there was monetary compensation for cancelled flights and passengers bused to DFW. Williams said no, because we are provided alternate transportation to the destination.
 - b. **LaSill Aviation (Chris Pittman)** – Not present.
 - 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)** – Not present.
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LEASING COMMITTEE (Ray Friedl, Committee Chair)

A. **Betty's Airport Café** – Friedl said the committee issued a proposal to the current tenant for \$ 1,200.00 a month and a reduction in the square footage of the game room which will be used for another purpose . The committee also purposed assisting in making upgrades to the interior of the Café. Friedl said the counter proposal due to the reduction in sq ft. was to reduce the rent to \$ 1,050.00 plus utilities. Friedl also said that the committee asked the tenant to work on getting Starbucks products.

MOTION BY HAYWOOD, SECOND BY PETERSEN, to approve renewing the Betty's Café lease at \$ 1,050.00 per month plus utilities and a Starbucks franchise. AYES: Friedl, Aubrey, Campbell, Haywood, Stricklin, Baxter, Petersen. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Toney Stricklin, Committee Chair)

1) AIP 25 (FY10 Federal Project) (*) Motion needed.

A) Terminal Building Roof and HVAC Replacement – Stricklin said the equipment and materials are on order, this project is slated to begin as soon as the equipment is delivered.

B) Consultant Selection for the Wildlife Management Assessment – Stricklin said the committee is reviewing and rating the proposals that were received. Stricklin said the committee will have a recommendation for the Wildlife

Consultant at the next board meeting.

C) Purchase of the ARFF Vehicle – McNally said the engineer has met with the Fire Department representatives to develop the specifications for the vehicle and is working on a draft for review.

AIRPORT MANAGER’S REPORT (Barbara McNally)

a) Airport Operations Report – McNally said our FAA certification inspection is going on right now. McNally said that is why LaSill and the Tower are not at this meeting. McNally said it is a three day inspection and it is going well but she expects some recommendations.

b) Financial Report – July 2010

Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 101,224.59, which includes KSA Engineer for terminal design, purchase of 15 foot mower and the final payment on the fuel farm project.

Purchase Orders from the Capital Improvement Account totaled \$ 11,537.22 which includes \$ 10,116.60 for LEO that goes to the City of Lawton, AIP 25 was 57.16, and \$ 1,363.46 TSA rent.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 476,989.02, the reconciled balance of the Operating Account (10375822) is \$ 68,373.47 and the reconciled balance of the Imprest Fund (10704778) is \$ 715.43 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) \$ 183,858.32, Capital Improvement Account (114030) \$ 13,231.69.

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 \$ 64,205.28, YTD incomes total \$ 843,195.76 which is 114% of the total budgeted amount of \$ 740,092.53.

Expenses for the month totaled \$ 58,908.44YTD expenses total \$ 742,550.19 which is 107% 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 \$ 139,283.52.

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

NEW BUSINESS

Curtis Brown with Garver Engineers introduced himself and his director of aviation Mike Griffin to the Authority

and talked about his company.

There being no further business, the meeting was adjourned.

Ray Friedl, Chairman