

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
August 25, 2009**

The meeting was called to order at 9:00 a.m. by the Chairman, George Moses. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

George Moses, Chairman
Richard Campbell, Secretary
Ray Friedl, Asst. Sec.
Carey Johnson, member
Cassandra Lawson-Johnson
Stanley Haywood, Member (arrived late)

ABSENT:

Steve Gilkeson, Vice-Chair
David Aubrey, Asst. Secretary
Toney Stricklin, member

ALSO PRESENT:

Barbara McNally, Airport Manager
Kim McConnell, Lawton Constitution
Chris Pittman, La Sill Aviation
Pat Grill, LaSill Golf Center
Deb Boggus, LaSill Golf Center

Chuck Wade, Airport Attorney
Sam Williams, American Eagle
Ray Jude, Fort Sill Transportation
Larry Bogas, Fort Sill Transportation
Ken Issac, businessman

The roll call confirmed that a quorum was present.

OLD BUSINESS

(a) Minutes – Moses asked for additions and/or corrections to the minutes of the Airport Authority meeting of July 21, 2009.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON- to approve minutes of the July 21, 2009. AYES: Moses, Campbell, Friedl, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Sam Williams, Manager) –Williams said he is aware of some issues in Lawton and he is taking measures to correct them. Williams said he is hiring more staff, in order to decrease baggage wait time for deplaning passengers. Williams said there were eight cancellations last month, compared to the 28 the previous month. McNally asked how many were weather related, Williams replied four. Campbell asked what the difference was, Williams explained that weather cancellations were considered uncontrollable versus other type of cancellations that were termed controllable.

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

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

d. Fort Sill Transportation (Jim Beazer) – No report.

e. Fort Sill Army Radar Approach Control (Buddy Thornton) –Thornton said Ft Sill airport was having a couple of big exercises which will bring people into the Lawton area. Campbell asked if the windmills were bothering air traffic at Fort Sill. Thornton said the military dealt with the windmill contractor to lower them, so they would not interfere with air traffic.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

1) Repairs on Golf Center Building – Johnson said on the Golf Center building the tenant has requested that the Authority repair the roof and the HVAC systems in order for them to continue leasing under the terms of the contract that we entered into. Johnson said we are investigating the costs of what it will take to fix these problems. McNally said she received a proposal from Horizon Engineers for drawing up the plans and specifications for an amount not to exceed \$ 6,000.00. McNally said the other estimate was \$ 40,000.00 for plans and specifications for that building.

MOTION BY JOHNSON, SECOND BY FRIEDL, to approve an engineering plan for roof and HVAC on the Golf Center building not to exceed \$ 6,000.00. AYES: Moses, Campbell, Lawson-Johnson, Friedl, Johnson, Haywood. NAYES: None. MOTION CARRIED.

2) RFP for Parking Services – Johnson said we have been on a month to month extension with Republic Parking, in order to get an RFP together. Johnson said McNally has put one together and the committee recommends issuing the RFP after they have another look at it.

MOTION BY JOHNSON, SECOND BY HAYWOOD- to approve issuing the RFP after the committee has another review. AYES: Moses, Friedl, Campbell, Haywood, Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

3) Lee’s Janitorial – Johnson said Lee’s Janitorial is the service that provides our janitorial service in the terminal and they are towards the end of their five year contract Johnson said they have requested an additional amount of \$ 335.00 per month due to the increase in passengers in the terminal and the increase of the cost of products. McNally said the cleaning service provides all the paper products in the terminal.

MOTION BY CAMPBELL, SECOND BY FRIEDL, to approve the additional amount of \$ 335.00 per month to Lee’s Janitorial Service. AYES: Friedl, Haywood, Johnson, Moses, Lawson-Johnson, Campbell. NAYES: None. MOTION CARRIED.

4) ATM relocation – Johnson said Liberty National Bank would like to relocate the ATM to a different place in the terminal. Johnson said they want to move it out more into the main terminal. Johnson said it is the committee’s recommendation to allow Liberty National Bank to move the ATM.

MOTION BY FRIEDL, SECOND BY JOHNSON- to approve Liberty National Bank moving the ATM to a more visible location in the Terminal. AYES: Lawson-Johnson, Campbell, Johnson, Moses, Friedl, Haywood. NAYES: None. MOTION CARRIED

DEVELOPMENT COMMITTEE (Ray Friedl, Committee Chair)

1) AIP 24 - Replacement of Failed Panels on Taxiway A and B, Design of Runway Project and Design work for Runway overlay project – McNally said the project is underway and we are still under the 60 day completion time.

2) Terminal Building Renovations (Roof and HVAC replacement) - Friedl said McNally negotiated a cost reduction in developing the plans and specifications for the terminal project. Friedl said they reduced their cost by \$ 5,000.00 for the rate of \$ 53,200.00. Friedl said it is the committee's recommendation to proceed with this project. McNally said this for the roof plan and replacing the HVAC on the terminal, which will be funded completely out of PFC's.

MOTIONBY FRIEDL, SECOND BY HAYWOOD, to approve the engineer developing the plans and specifications for the terminal project as stated above. AYES: Johnson, Friedl, Lawson-Johnson, Moses, Campbell, Haywood.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a. Airport Operations

a. Irregular Operations - McNally said she recently attended an Irregular Operations Conference in DFW. The purpose of this meeting was to coordinate with the smaller airports that are affected with diverted aircraft during bad weather days in DFW. McNally said during the conference they discussed the need to coordinate with airport stakeholders to prevent a situation similar to the one that occurred in Rochester, MN in which passengers were held on the tarmac for an extended period of time because of the lack of communications. McNally said an airline that did not serve that community diverted after hours to avoid weather, the aircraft was low on fuel and during that time on the ground the crew time restrictions timed out and the terminal was locked after the last flight. McNally said in order to assure that a situation like that did not occur in Lawton, she has coordinated with Ft Sill Approach (which would be handling any after hours diverted flights) for the them to contact her or airport operations in order for the terminal to be opened for the passengers.

b. H1N1 Flu Prevention – McNally said also in this conference, DFW Operations briefed on the measures and the efforts to educate employees and the public on preventive measures concerning the flu. McNally said that Dallas had an outbreak that closed their school systems at the end of last summer and there are reported cases all through out the US. The CDC is predicting a bad flu season with possible very high number of cases.

McNally said that she will be implementing additional measures to clean public areas in the terminal and to educate the employees on the CDC recommendations on the best ways to deal with the pandemic. Moses asked McNally to report back on this issue.

b. MANAGER'S FINANCIAL REPORT – August 2009

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 76,136.06.

Purchase Order's from the Capital Improvement Account totaled \$ 14,367.28 this total includes expenses for AIP 24 \$ 2,550.00, TSA LEO reimbursement paid to the City 10,453.82 and the TSA rent transfer 1,363.46 for a total of \$ 14,367.28.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 380,974.43, the reconciled balance of the Operating Account (10375822) is \$ (2,008.65), the reconciled balance of the Imprest Fund (10704778) is \$ 495.21. For total "cash on hand" less committed \$ 379,460.99.

Investment include the Arvest Management account \$ 114,731.32 which is being used as collateral for the line of credit.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 7,453.84, Capital Improvement Account (114030) \$ 44,260.09.

Line of Credit - The balance of the line of credit used for the PFC projects is -0-.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 83,708.04, YTD incomes total \$

83,708.04 which is 13% of the total budgeted amount of \$ 740,092.53.

Expenses for the month totaled \$ 66,018.76, YTD expenses total \$ 66,018.76 which is 9% of the total budgeted amount of \$ 695,875.85.

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 C. JOHNSON, SECOND BY HAYWOOD- to approve the financials and purchase orders as presented. AYES: Haywood, Moses, C. Johnson, Campbell, Lawson-Johnson, Friedl. NAYES: None. MOTION CARRIED

NEW BUSINESS

Ken Issac's addressed the Authority with some concerns with the terminal and airlines. Issac said that he traveled in and out of the Lawton airport frequently and would like to share some of his observations concerning the terminal and its management. Issac said that he believes the terminal needs to modernize. He said he has been in Lawton since 1985 and the terminal has not changed since that time. Issac said he wants to relay comments that he has heard from other travelers

Issac said that McNally discussed being stranded and that he had been stranded in the boarding gate area before. He said that the plane had been delayed and that passengers wanted to go back into the terminal area and TSA told them that they could not leave the area, because they could not be rescreened.

Issac said he does not agree with the Airport charging for parking and not having free access to wifi in the terminal. Issac said he recently saw McNally in the terminal and told her that she addressed a Leadership Lawton class in 1998 and made the same excuse for the not modernizing the terminal then.

Moses thanked Issac for his comments. Moses said that the Authority just completed an update of the Master Plan in which we asked for public participation and there was little. Moses said that plan lays out a detailed and well thought out schedule of development and the funding as it becomes available.

McNally said she when she saw Mr. Issac in the terminal and he made that comment, she pointed out that during 1993 -1997 completed a 2.5 million dollar terminal expansion, a complete renovation of the terminal.

McNally said that TSA should never block or prohibit anyone from leaving the secured area and being rescreened, screening passengers is their job. McNally said she could see them advising again if they thought that a passenger might not make it back in time for a plane that was on the ground and boarding. McNally said she would check into this allegation and report back to the board.

McNally said we have been working to put a vending machine in the boarding gate are to accommodate passengers.

Johnson thanked Issac for his comments and said he hopes that we do not sound defensive. Johnson said some things sound simple to implement that really are not, for instance putting in water fountains. This is a simple idea that becomes complicated since there is not water source in that area. Johnson said he hoped that everyone takes away from this discussion, that we are trying to make things better.

There being no further business, the meeting was adjourned.

George Moses, Chairman