

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
January 25, 2011**

The meeting was called to order at 9:00 a.m. by the Vice- Chair, David Aubrey. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

David Aubrey, Secretary
Stanley Haywood, Asst. Secretary (arrived late)
Ed Petersen, Member
David Madigan, Member
Ray Friedl, Member
Cassandra Lawson- Johnson, Member

ABSENT:

Lee Baxter, Member
Dan Mullins, Member
Toney Stricklin, Chairman

ALSO PRESENT:

The roll call confirmed that a quorum was present.

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Chris Pittman, La Sill Aviation
John Westbrook, Ft. Sill Transportation

Pat Hurley, Administrative Assistant
Sam Williams, American Eagle
Bill Tipton, La Sill Aviation
Kim McConnell, Lawton Constitution

OLD BUSINESS

a) Minutes – Aubrey asked for additions and/or corrections to the minutes of the Airport Authority meeting of December 21, 2010.

MOTION BY PETERSEN, SECOND BY AUBREY - to approve minutes of the December 21, 2010 meeting.
AYES: Aubrey, Haywood, Petersen, Madigan, Friedl. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Sam Williams, Manager) – Williams submitted a written report detailing American Eagle’s performance for December 2010 and January 2011 to date. Williams reported that December’s enplanements were 5928 with one cancellation, January TD 2721 with 3 cancellations.

Williams reported that he has accepted a General Manager’s position in Pittsburg. Williams said he will continue working in Lawton until his replacement is named.

b. LaSill Aviation (Chris Pittman) – Pittman reported that fuel sales have been slow and provided his written status report.

c. Lawton Air Traffic Control Tower (Frank Herndon) – No report.

d. Fort Sill Transportation (John Westbrook) – Westbrook said he believed the numbers at Fort Sill would continue to increase. Westbrook reported that the Leadership Lawton group was leaving today to tour the Huntsville, Alabama operation.

e. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not present.

LEASING COMMITTEE (David Aubrey, Committee Chair)

a. **LaSill Request-** Aubrey said LaSill Aviation requested that their lease that expires April 2016, be extended for an additional 5 years to 2021. Aubrey said the reason for the extension is to recoup cost of planned investments. Aubrey said it is the committee's recommendation to approve the request. Haywood commented on LaSill's good service.

MOTION BY HAYWOOD, SECOND BY FRIEDL, to approve extending LaSill Aviations lease until 2021. AYES: Friedl, Lawson – Johnson, Petersen, Aubrey, Haywood, Madigan. NAYES: None. MOTION CARRIED.

b. **Gift Shop-** Aubrey said the current tenant Audra Yocum has requested that the lease be reassigned into her partner's name. Aubrey said Mary Williams is currently operating the gift shop and paying rent. Aubrey said the committee asked for proof of financial stability of Ms. Williams before granting the request. Aubrey said the Leasing Committee will bring this back to the Authority after further investigation.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

a. Current Projects Updates:

1) **Terminal Building Roof and HVAC replacements-** McNally said all of the HVAC units are in and the roof portion is about 50% complete.

2) **Wildlife Hazard Assessment-** McNally said the Wildlife Hazard Assessment got underway in October 2010. McNally said she and the FAA get monthly reports on the project, if the Authority would care to see them. McNally said she has a meeting with the City Landfill director to determine what preventive measures can be taken about the gulls. Aubrey asked that a copy of the report be put in the Authority's folders every month.

3) **Purchase of ARFF Vehicle-** McNally said we should take delivery on the ARFF vehicle in late Spring.

4) **Terminal Renovation Project** – McNally said the Authority received an estimate back from CDBL. McNally said we are looking at this project to be over \$ 300,000.00. McNally said the committee is working on funding options.

5) **Military Welcome Center** – McNally said Welcome Center committee is meeting this afternoon and they have also enlisted CDBL to help with cost projections.

6) Lawton Beautiful Projects – Project updates

a. **Terminal Murals** – McNally said the airport maintenance has stripped and painted three walls in preparation for the murals from Comanche Sign Company. McNally also said display lights have been installed to highlight the murals.

b. Entrance Road Project – McNally said Lawton Beautiful is planning to add landscaping to the buffalo herd.

AIRPORT MANAGER’S REPORT (Barbara McNally)

a) Airport Operations Report – McNally said enplanement were down 1.7 % from last year because of ice storm last January and February.

McNally said she has been asked to attend the Chambers trip to Washington, D.C. and will be coming back to the Authority for approval.

b) Financial Report – Purchase Order’s to be approved from the Operating Account total \$ 60,032.62. Purchase Orders from the Capital Improvement Account totaled \$ 33,988.88 which includes \$9,545.00 to Coffman for the Wildlife Study and KSA in the amount of \$ 2,520.00, TSA LEO grant \$ 20,570.42 and \$ 1,363.46 TSA rent.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 456,836.14, the reconciled balance of the Operating Account (10375822) is \$ 435,095.34 and the reconciled balance of the Imprest Fund (10704778) is \$ 8, 84.71. For total of unrestricted funds available of \$ 492,816.19.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 150,932.55, Capital Improvement Account (114030) \$ 23,444.73.

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 \$ 69,001.61; YTD incomes total \$ 379,535.97 which is 48% of the total budgeted amount of \$ 823,522.70.

Expenses for the month totaled \$ 54,662.76; YTD expenses total \$ 294,566.76 which is 40% of the total budgeted amount of \$ 745,163.66. Capital Expenditures are \$ 95,236.76.

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 PETERSEN – to approve the financials and purchase orders as they were presented. AYES: Friedl, Aubrey, Madigan, Lawson-Johnson, Haywood, Petersen. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

David Aubrey, Vice- Chairman