

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
April 26, 2011**

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

PRESENT:

Toney Stricklin, Chairman
David Aubrey, Vice-Chair
Stanley Haywood, Secretary
Lee Baxter, Asst. Secretary
Ed Petersen, Asst. Secretary
David Madigan, Member
Ray Friedl, Member
Cassandra Lawson- Johnson, Member
Bob Milner, Member

ABSENT:

ALSO PRESENT:

The roll call confirmed that a quorum was present.

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Mike Thomas, American Eagle
John Westbrook, Ft. Sill Transportation
Buddy Thornton, FSARAC

Pat Hurley, Administrative Assistant
Chris Pittman, La Sill Aviation
Frank Herndon, LATCT
Kim McConnell, Lawton Constitution

OLD BUSINESS

a) Minutes – Stricklin asked for additions and/or corrections to the minutes of the Airport Authority meeting of March 22, 2011.

MOTION BY FRIEDL, SECOND BY PETERSEN, to approve minutes of the March 22, 2011 meeting. AYES: Stricklin, Haywood, Baxter, Petersen, Madigan, Friedl, Lawson-Johnson, Milner. ABSTAIN: Aubrey. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Mike Thomas, Manager)** – Thomas submitted a written report to the Authority as well as verbal. Thomas reported for the month of March, enplanements were 5040, deplanements 4790 with 8 cancellations with 5 being replace by regional jets. Thomas reported month to date for April enplanements were 2357, 2439 deplanements, and 2 cancellations, with 1 being replaced by a R J. Thomas said we have had some challenges because of weather in Dallas. Stricklin asked if the substitution was done in a timely manner. Thomas said yes American Eagle puts them in the same time slot as the cancelled plane. Petersen asked for a comparison report from last year’s month to

month. Stricklin asked if there is a standard in tracking delayed flights. Thomas said American Eagle does not track by minutes; they track by controllable or uncontrollable as in weather. Baxter asked where the Authority was in meeting with American Eagle on extra flights for military graduation days. Stricklin asked Thomas to report on the Lawton location awards. Thomas said this location was awarded on MAKE THE GATE GREAT. Thomas said on our size Airport we are measured on our baggage handling, customer service in delays, and others areas. Thomas said Lawton location won for 2nd, 3rd, and 4th quarters and also for the year. Thomas said they had a celebration with the Regional Director and the VP of customer service. The Authority congratulated Thomas on a job well done. Stricklin thanked Kim McConnell for coming out and covering the celebration.

Stricklin said he had the opportunity to speak With Dave Brown of American Eagle on the flight in for the award presentation. Stricklin said Brown is willing to send a Senior Vice-President of sales to Lawton. Stricklin said with Authority's approval, he will take him to spend the day at Fort Sill to get the experience the basic trainees get. Stricklin said Brown has no problem arranging flights for larger load capacity. Stricklin said he thinks this can be accomplished..

b. LaSill Aviation (Chris Pittman) – Pittman said he change the fuel report to included US Jet, which is now operating out of Lawton Airport. Pittman said the service has been going well. Pittman said La Sill has been fueling the helicopters putting out the fires. Pittman said they are expecting 16 helicopters tomorrow.

c. Lawton Air Traffic Control Tower (Frank Herndon) – Herndon said McNally is assisting us in acquiring some radar equipment. McNally said at the Airport Conference, she spoke with Mike Feely, who is the Director of RVA, our tower contractor. McNally said that Feely told her there is AIP money available to assist Airports in purchasing contract tower equipment. McNally said it would be in the interest of safety to look into putting tower equipment in a future AIP project. McNally said the Tower needs to expand their hours at least until the last commercial flight into Lawton.

d. Fort Sill Transportation (John Westbrook) – Westbrook said there will be a the C17 and the C130 coming in this week. Westbrook said they are going on a mission and will return.

e. Fort Sill Army Radar Approach Control (Buddy Thornton) – Thornton said they have equipment for the Lawton Tower at his Fort Sill facility. Thornton said if the FAA would allow the Lawton Tower to slave off the Army's radar. Thornton explained different types of radar and maintenance on the equipment. Stricklin asked McNally to gather more information.

CHAIRMAN'S COMMENTS (Toney Stricklin)

Stricklin said we have already talked about the American Eagle award and thanks to the media for covering the celebration. Stricklin said invitation for American Eagle's leadership to come to Lawton is in the works. Stricklin said the cancellation rate is 2.66 %, which is lower than the national average. Stricklin said we want to track the cancellations and we want to track the pricing.

COMMUNITY RELATIONS COMMITTEE (Toney Stricklin, Committee Chair)

Airfare Monitoring Report – Stricklin said the Community Relations committee met for the first time this last month. Stricklin said he did some checking internally, because people say it is cheaper to fly out of Oklahoma City. Stricklin said the days he checked it was less expensive to

fly out of Lawton. Stricklin said the committee discussed a proposal from Mead & Hunt, our airline consultant, to conduct an airfare monitoring report. Stricklin said we would like to have a base line and different snap shots during the year. Stricklin said the cost for this service is 1,200.00 and it is the recommendation of the committee. After some discussion a motion was made.

MOTION BY FRIEL, SECOND BY MADIGAN, to approve hiring Mead & Hunt to do an airfare monitoring report at the cost of \$ 1,200.00. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Friedl, Baxter, Aubrey, Haywood, Madigan. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

a. Current Projects Updates:

1) Terminal Building Roof and HVAC replacements-Baxter said this project is 99% completion. McNally said the contractor is working on punch list of the final tasks that need to be completed.

2) Wildlife Hazard Assessment- Baxter said the FAA and the Airport Manager get monthly reports on the project.

3) Purchase of ARFF Vehicle- Baxter said the ARFF truck has been delivered and the firemen will received training on it the 14th of April 2011.

4) Terminal Renovation Project - Baxter said McNally was talking to the contractor this morning and the bids are out with the responses due back the 20th of May. Baxter said we will know how this is going to line out and when we can start. McNally said we will be adverting it in the paper starting tomorrow and it will be available on a box net website and the contractor will be able to put down all the plans and specks. McNally said the engineer will be able to track who has logged into it. McNally said there will be a mandatory pre-bid and walk through the Airport.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a) Airport Operations Report - McNally said m Garver Engineering has provided some information on their company. McNally said we select an Engineer every five years and they would like to work with us. McNally reported that she will be taking some time off the first week in May.

b) Financial Report- Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 39,268.29.

Purchase Orders from the Capital Improvement Account totaled \$ 700,697.32 which includes Brox Roofing \$ 58,569.26, KSA in the amount of \$ 420.00, Oshkosh \$ 635,228.00, KSA Engineering \$ 5,116.60 and \$ 1,363.46 TSA rent.

Bank Balances -

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043) \$ 645,445.25 (includes the \$ 250,000 for the terminal project)
Operating Account (10375822) 27,371.93

Imprest Fund (10704778)	1,083.46
Balance of unrestricted accounts	\$ 673,900.64
Passenger Facility Charges (9014251)	\$ 159,850.49
Capital Improvement Account (114030)	682.59
Balance of the restricted accounts	\$ 160,533.08

Line of Credit - The Authority has a \$ 200,000 line of credit available, the current balance is -0-.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 50,271.58, YTD incomes total \$ 624,145.21 which is 76% of the total budgeted amount of \$ 823,522.70.

Expenses for the month totaled \$ 57,921.65, YTD expenses total \$ 636,044.79 which is 85% of the total budgeted amount of \$ 745,163.66.

Capital Expenditures are \$ 100,300.64.

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 \$ 600,000 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 were presented. AYES: Friedl, Haywood, Milner, Madigan, Lawson-Johnson, Aubrey, Stricklin, Baxter, Petersen. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Toney Stricklin, Chairman