

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
August 23, 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
Lee Baxter, Asst. Secretary
Ed Petersen, Asst. Secretary
David Madigan, Member
Ray Friedl, Member
Cassandra Lawson- Johnson, Member
Bob Milner, Member

ABSENT:

Stanley Haywood, Secretary

ALSO PRESENT:

The roll call confirmed that a quorum was present.

Barbara McNally, Airport Director	Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney	John Westbrook, Ft. Sill Transportation
Kim McConnell, Lawton Constitution	Mike Thomas, American Eagle
Chris Pittman, La Sill Aviation	Bill Tipton, La Sill Aviation

OLD BUSINESS

a) Minutes – Stricklin asked for additions and/or corrections to the minutes of the Airport Authority meeting of July 26, 2011 and special meeting August 12, 2011.

MOTION BY MADIGAN, SECOND BY LAWSON-JOHNSON, to approve minutes of the July 26, 2011 meeting. AYES: Stricklin, Aubrey, Baxter, Petersen, Madigan, Friedl, Lawson-Johnson, Milner. NAYES: None. MOTION CARRIED.

MOTION BY FRIEDL, SECOND BY AUBREY, to approve minutes of the special meeting August 12, 2011. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Friedl, Baxter, Aubrey, Madigan. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Mike Thomas, Manager)** – Thomas submitted a written report as well as verbal. Thomas said for the month of July enplanements were 5796, deplanements were 5832. Thomas said there were 278 arrivals and departures, 3 cancellation and 30 delays due to Dallas weather or crew legalities.

Thomas said month to date we have had 2867 departing passengers and 2763 arriving passengers. Thomas said there has been 1 cancellation, 140 total arrivals and departures and 22 delays due to

Dallas. Thomas said he was looking forward to the additional flight and was ramping up staffing and planning on the increase in luggage.

- b. **LaSill Aviation (Chris Pittman)** – No Report.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- d. **Fort Sill Transportation (John Westbrook)** –No report.

CHAIRMAN'S COMMENTS (Toney Stricklin)

Stricklin said American Eagle's representatives visited Fort Sill and with the Commanding General in May. One of the topics of conversation was the volume of soldiers being bussed to Oklahoma City from Ft Sill. Stricklin said American Eagle has been working on a plan to make it more affordable and easier to move soldier out of Lawton. American Eagle has proposed to add an additional Saturday flight beginning in November. Stricklin said this may not seem like much but, it will take care of a third of the leakage. Stricklin said if we can sustain the flight at 95% load factor. American Eagle has agreed to consider additional Saturday flights Stricklin said initially this proposal did not have adjusted pricing. Stricklin said he went back to American Eagle and said without an adjustment in pricing the extra flights will not do us any good. Stricklin said they came back with aggressive changes in pricing. Stricklin asked John Westbrook to address the pricing.

Westbrook said American Eagle came back with a price that is \$ 50.00 more than Oklahoma City fares, which is the price of the bus to the City. Westbrook said this gives us a direct route to major hubs and is a better choice for the military. Westbrook said as soon as the fares kick in they will be flying out of the Lawton Airport.

Stricklin said there has been considerable work inside the terminal. Stricklin said General Baxter and the development committee has done a good job with the terminal project. Stricklin said McNally and her staff did an excellent job on the FAA inspection, which we had a month and a half ago and with being able to increase the number of soldiers flying out of Lawton, it's been a good three months and congratulations to everyone.

Baxter asked how long a period of time would American Eagle allowed to gauge the effectiveness of the new fares and flight. Westbrook said this was discussed with American Eagle, because of the Holiday Exodus coming up, and they are aware of the down time. Westbrook said the new flight starts November 16, 2011 and exodus starts mid December through mid January. Stricklin said the soldiers currently at Fort Sill could avail themselves of this flight but that this is also available to the Lawton community.

LEASING COMMITTEE (David Aubrey, Committee Chair)

a. Car Rental Lease- Aubrey said this item is still being discussed in committee and will be brought back at next month's meeting.

b. Candy Machine Lease – Aubrey said the committee recommends that the Authority renew the Candy Machine Lease at the current rate of 55 % of the revenues for three years.

MOTION BY AUBREY, SECOND BY BAXTER, to approve renewing the Candy Machine lease at the current rate for three years. AYES: Friedl, Milner, Madigan, Lawson- Johnson, Aubrey, Stricklin,

Baxter, Petersen. NAYES: None. MOTION CARRIED.

c. Pin High Investment –Aubrey said the Pin High Lease is up for renewal and last year we exceeded the budgeted amount of expected revenue. Aubrey said the Authority receives 60% of their income from airport advertizing space rental. Aubrey said it is the committee’s recommendation to renew the Pin High Lease at the current rate for 5 years. After some discussion a motion was made.

MOTION BY BAXTER SECOND BY MILNER, to approve renewing the current agreement with Pin High for five years, at the rate of 609% of revenue. AYES: Madigan, Petersen, Friedl, Baxter, Milner, Stricklin, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

d. TSA Office Area and Gift Shop floor covering – Aubrey said it is the Authority’s responsibility for the up keep of the TSA office area and also the gift shop area is in dire need of replacing. Madigan said TSA has sited the Airport during leasehold inspections for the last two years for the condition of the flooring in the TSA Office area. Aubrey said we got cost estimates for replacement materials and the maintenance department at the Airport will provide the labor. Aubrey said it is the committee’s recommendation to replace the flooring at a cost of \$ 3,273.55. After some discussion a motion was made.

MOTION BY BAXTER, SECOND BY PETERSEN, to approve floor covering for the Gift Shop and the TSA Office area at the cost not to exceed \$ 3,273.55 and the labor will be provided by the maintenance. AYES: Petersen, Lawson-Johnson, Baxter, Milner, Friedl, Stricklin, Madigan, Aubrey. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

a. Current Projects Updates:

- 1) Terminal Renovation Project** – Baxter said the Airport is looking better than it has ever looked and once the restrooms are in place it will be even better. McNally said the terminal project is substantially complete. McNally said we will do a walk through and make a punch item list of the last things to be done.
- 2) Bathroom Project** – McNally said the restroom project will start in two or three weeks. McNally said Brown wants to have all materials on site, in order not to prolong disruption on use for the public.
- 3) Federal Project-**
 - a. AIP 29- Pavement Rehab Project** –McNally said the grant application has been submitted and the FAA is processing the request and it will go before the City Council September 13, 2011.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- a) Airport Operations Report** – McNally said prior to the Authority meeting the City Manager dropped off the CIP breakdown sheet in front of the members. McNally said each of the projects will be voted on separately on the CIP ballot. McNally said the Airport has two project included the construction of 8 T-hangars and a parking lot expansion project.

b) Director's Financial Reports - Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 139,098.67 of \$ 91,580.49 are expenses on the Terminal Project Contracts. Expenses to date on the Terminal Project Contracts are \$ 142,584.56.

Purchase Orders from the Capital Improvement Account totaled \$ 76,788.60, which includes AIP 25 Brox in the amount of \$ 3,357.00, AIP 26 7,051.00, AIP 28 2,457.50, 62,559.64 from TSA for the City of Lawton for law enforcement services and \$ 1,363.46 for TSA rent.

Bank Balances: The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$ 595,296.81 (includes the grants for terminal project)
Operating Account (10375822)	109,170.56
Imprest Fund (10704778)	545.90
Balance of unrestricted accounts	\$ 705,013.27

Passenger Facility Charges (9014251)	\$ 161,023.87
Capital Improvement Account (114030)	69,593.55
Balance of the restricted accounts	\$ 230,617.42

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 \$ 108,309.06 YTD incomes total \$ 108,309.06 or 13% of the total budgeted amount of \$ 858,869.60. Expenses for the month totaled \$ 75,800.17, YTD expenses total \$ 75,800.17 which is 10% of the total budgeted amount of \$ 770,385.20.

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 FRIEDL, SECOND BY LAWSON-JOHNSON, to approve the financials and purchase orders as they were presented. AYES: Lawson-Johnson, Baxter, Stricklin, Friedl, Madigan, Petersen, Milner, Aubrey. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Toney Stricklin, Chairman