

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
SEPTEMBER 20, 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, Vice-Chair
Stanley Haywood, Secretary
Lee Baxter, Asst. Secretary
Ed Petersen, Asst. Secretary
David Madigan, Member
Ray Friedl, Member
Cassandra Lawson- Johnson, Member

ABSENT:

Toney Stricklin, Chairman
Bob Milner, Member

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	Chris Pittman, La Sill Aviation

OLD BUSINESS

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

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

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Mike Thomas, Manager)** – Thomas was not present, but submitted a written report.
- 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.

LEASING COMMITTEE (David Aubrey, Committee Chair)

a. Military Assistance- Aubrey said he missed the committee meeting but McNally, Westbrook and Stricklin met to discuss the Military Assistance counter and we have an alternative location. McNally

said the new counter will be adjacent to the gift shop. McNally said the counter will have a back office and will face east, so as not to disturb the security lines for boarding Aircraft. McNally said the purpose for relocating the Military Assistance is to make room for an additional car rental. Petersen asked if the new counter would take space away from the Boutique. McNally said no. McNally said we would be doing all the construction in house. McNally said the project would be under \$ 5,000.00.

MOTION BY FRIEDL, SECOND BY BAXTER, to approve building a new Military Assistance counter and office with a cost not to exceed \$ 5,000.00. AYES: Petersen, Friedl, Baxter, Aubrey, Haywood, Madigan, Lawson-Johnson. NAYES: None. MOTION CARRIED.

b. Car Rental Lease – McNally said THE CAR RENTAL LEASES EXPIRED ON September 30, 2001. McNally said with the relocation of the Military Assistance a third counter will be available and another car rental company has been interested for years. Baxter asked if the bidding would be limited to just one additional bidder. McNally said no. McNally said she hopes to have a lease in place by January. McNally said the committee’s intention to proceed with the current tenants on a month to month agreement until bids are received; reviewed and new leases are signed. McNally said a tentative schedule of events for the car rental invitation to bid is Attachment #1. McNally said the invitation to bid will be posted on our website and sent to the corporate offices of the other car rentals. McNally said she will have the RFP out by the end of the month. McNally said there will be a voluntary pre-bid meeting October 14, 2011 at 2:00 p.m. Friedl asked if this will change the lease cycle. McNally said yes.

MOTION BY MADIGAN, SECOND BY BAXTER, to approve proceeding on a month to month agreement with the current tenants until bids are received, reviewed and new leases are signed and to approve the car rental schedule of events. AYES: Friedl, Haywood, Madigan, Lawson-Johnson, Aubrey, Baxter, Petersen. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

a. Current Projects Updates:

- 1) **Bathroom Project** – McNally said the project has begun; the contract is for 30 days. McNally said this will include new tile, new fixtures and partitions.

b. Federal Project-

- 2) **AIP 29- Pavement Rehab Project** – McNally said the grant application has been executed and returned to the FAA. McNally said the pre-construction conference will be held in early October.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- a) **Airport Operations Report** – McNally said our enplanements are still up and deplanements are also. McNally said it looks to be about 400 passengers over the previous year, previous month.

- b) **Director’s Financial Reports**

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

NEW BUSINESS

There being no further business, the meeting was adjourned.

David Aubrey, Vice- Chair