

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES**

**January 24, 2012**

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

**PRESENT:**

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

**ABSENT:**

Toney Stricklin, Member

**ALSO PRESENT:**

The roll call confirmed that a quorum was present.

Barbara McNally, Airport Director  
Chuck Wade, Airport Attorney  
Mike Thomas, American Eagle

Pat Hurley, Executive Assistant  
Loretta Bogges, Fort Sill Transportation  
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 20, 2011.

**MOTION BY FRIEDL, SECOND BY PETERSEN**, to approve minutes of the December 20, 2011 meeting.

AYES: Aubrey, Milner, Baxter, Petersen, Haywood, Madigan, Friedl, Lawson-Johnson. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. American Eagle (Mike Thomas, Manager)** – Thomas reported December’s enplanements were 4844, deplanements 4049, 278 landings with 17 cancellations.

Thomas said they are looking forward to retiring the ATR’s next Tuesday and the jet service starting. Thomas said it will be a quicker and quieter ride for the passengers. Thomas also reported that they will have scanning equipment for better luggage tracking.

Baxter expressed his concerned about the jet’s limited baggage area and his excitement about the jet service. Thomas said they are working on some options with Ft. Sill to address the heavy military travel days with heavy baggage loads. Baxter asked about transporting bags earlier, Bogges said some of the units were agreeable to that and some were not. Bogges said the issue becomes the security and screening of the bags that are supposed to be in the possession of the solider until TSA clears them and turns then over to the airlines. After some discussion the group agreed to continue

the discussion to work toward a resolution.

- b. **La Sill Aviation (Chris Pittman)** – Not present.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- d. **Fort Sill Transportation (John Westbrook)** –Bogges said with the new jets will require a reevaluation of the baggage issue in order to accommodate both the military and the airlines. Bogges said each year the holiday exodus of the troops causes the load factors at LAW to go down at the airport. Bogges said traffic will be picking up again. Haywood asked what planes land at Fort Sill. Bogges said only training missions. Bogges said Henry Post doesn't have the runway length for heavy aircraft .

**Proposed Executive Session** -Proposed Executive Session to discuss matters pertaining to economic development. Public disclosure of the matter to be discussed would violate the confidentiality of the business [as authorized by 25 O.S. Section 307 (c) (10).]

Aubrey asked for a motion to approve going into Executive Session.

**MOTION BY MILNER, SECOND BY FREIDL**, to approve going into executive session. AYES: Milner, Lawson-Johnson, Petersen, Friedl, Baxter, Aubrey, Haywood, Madigan. NAYES: None. MOTION BY CARRIED.

**MOTION BY FRIEDL, SECOND BY PETERSEN**, to approve returning from executive session. AYES: Friedl, Haywood, Milner, Madigan, Lawson-Johnson, Aubrey, Baxter, Petersen. NAYES: None. MOTION CARRIED.

**Statement of Executive Session Minute:** Wade said the Authority went into executive session at 9:25 a.m. and returned to open session at 9:37 a.m., the only item discussed was a matter of economic development and no action was taken.

**MOTION BY FRIEDL, SECOND BY MADIGAN**, to approve the expenditure for Mead and Hunt to develop a marketing analysis for air service development in an amount not to exceed \$6,600. AYES: Friedl, Haywood, Milner, Madigan, Lawson-Johnson, Aubrey, Baxter, Petersen. NAYES: None. MOTION CARRIED.

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#### **DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)**

**a. Current Project: AIP 29- Pavement Rehab Project** –McNally said the project is about 90% complete. McNally said the contractor is currently sealing joints and cracks.

**b. Selection of a PFC Consultant** – McNally said there are two projects left on current applications that can be funded out of PFC's. McNally said in order to ensure no lapse in continued collections and for the matching share on the terminal projects, the committee will need to select a PFC Consultant to coordinate a new application.

**c. Selection of PFC Consultant** – McNally said for small projects like this the FAA allows an abbreviated procedure. McNally said we solicited several proposals for coordinating a new application and amending the two current ones. McNally said the consultant's fees are 100% reimbursable out of PFC's. McNally said the Authority received four proposals: Leibowitz and Horton

\$ 22,980.00, Mead and Hunt \$ 10,550.00, Ricondo & Associates \$ 18,000.00 and Garver & Associates \$30,000.00. McNally said it is the committee's recommendation to hire Mead and Hunt as consultant's in an amount not to exceed \$ 10,550.00. McNally provided an outline of the future projects and the project costs.

**MOTION BY BAXTER, SECOND BY MILNER**, to approve hiring Mead and Hunt as a consultant for the PFC's application, at an amount not to exceed \$ 10,550.00. AYES: Madigan, Petersen, Friedl, Haywood, Baxter, Milner, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

**d. Excise Tax Collection** – Baxter said the Excise tax will be brought back next month in executive session when we have more information.

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**LEASING COMMITTEE LEASING COMMITTEE (Bob Milner, Committee Chair)**

**a) American Eagle Rent and Landing Fees Consideration** – Milner said AMR is going through a bankruptcy and has asked all of their locations for some leniency on airport fees. Milner said it is the recommendation of the committee not to charge landing fees on the additional flight on Saturdays for six months, which amounts to \$1,105.00. Aubrey asked McNally to find out what other airports are doing to help AMR.

**MOTION BY LAWSON-JOHNSON, SECOND BY PETERSEN**, to approve waiving landing fees for one flight for six months in the amount of \$1,105.00 and for any new flights added in that time frame. AYES: Lawson-Johnson, Baxter, Friedl, Madigan, Petersen, Madigan, Milner, Aubrey, Haywood. NAYES: None. MOTION CARRIED.

**b) American Eagle Marketing Campaign** – Milner said American Eagle has asked for a marketing campaign to advertise the new jet service. Milner said the airport does not have a marketing budget but the Chamber has funds available earmarked for the airport. McNally said she has been in contact with Debra Burch at the Chamber and the airport has “Fly Lawton” dollars available through dedicated hotel/motel funds. McNally said she has contacted an advertising company, Design Works, for a proposal within the available funding. McNally said she would get back to the board on the final details.

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**AIRPORT DIRECTOR'S REPORT (Barbara McNally)**

**a) Airport Operations** – McNally said the airport is preparing for the test of the Airport Emergency Plan. The FAA requires a full scale Mass Casualty exercise every three years which involves all the entities that would be involved in an emergency at the airport. McNally said it is currently scheduled for March 17<sup>th</sup>. McNally said the media will be notified prior to the exercise because there will be a lot of noise headed toward the airport that day.

**b) Oklahoma Airport Operators Association/ FAA Conference** – McNally said the annual conference will be held in Tulsa, February 27-29. McNally said the cost for Hurley and I to attend is an amount not to exceed \$ 500.00.

**MOTION BY MADIGAN, SECOND BY LAWSON-JOHNSON**, to approve attending the OAOA/ FAA conference in an amount not to exceed \$ 500.00. AYES: Haywood, Madigan, Petersen, Lawson-Johnson, Baxter, Aubrey, Milner, Friedl. NAYES: None. MOTION CARRIED.

**c) Airport Service Development 101-** McNally said that at the conference she attended in Phoenix that there were five airlines that reported on the state of their industry. The topics ranged from what an airline wanted in order to consider starting service in a new community to new trends in equipment. McNally said it was a very informative conference.

**d) Oklahoma Honor Flights** – McNally said she attended a meeting with State Representative Gary Banz and volunteers who are coordinating the first Oklahoma Honor Flight out of the Lawton Ft. Sill Regional Airport on May 4, 2012. McNally said the purpose of this organization is to take every Oklahoma WWII veteran who is willing and able to visit their memorial in Washington D.C., at no cost to the veteran.

**e) AIRPORT DIRECTOR'S FINANCIAL REPORT**

**Purchase Orders** - Purchase Order's to be approved from the Operating Account total \$ 52,812.41.

Capital Improvements totaled \$ 173,384.00 with payment to AIP 28 – 8,988.75, AIP 29, \$163,031.79, TSA rent 1,363.46.

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

|                                 |               |
|---------------------------------|---------------|
| Money Market Account (10976043) | \$ 358,330.08 |
| Operating Account (10375822)    | 42,864.06     |
| Imprest Fund (10704778)         | 1,224.88      |

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|----------------------------------|---------------|
| Balance of unrestricted accounts | \$ 402,419.02 |
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| Passenger Facility Charges (9014251) | \$ 258,475.48 |
| Capital Improvement Account (114030) | 198,042.86    |

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|------------------------------------|---------------|
| Balance of the restricted accounts | \$ 456,518.34 |
|------------------------------------|---------------|

**Income and Expense Budget Tracking** - Incomes for the month totaled \$ 76,157.49, YTD incomes total \$ 478,036.94 or 56% of the total budgeted amount of \$ 858,869.60.

Expenses for the month totaled \$ 55,918.38, YTD expenses total \$ 427,356.26 which is 55% 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 PETERSEN, SECOND BY MILNER**, to approve the financials and purchase orders as they were presented. AYES: Aubrey, Friedl, Haywood, Petersen, Lawson-Johnson, Baxter, Milner, Madigan. NAYES: None. MOTION CARRIED.

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**NEW BUSINESS**

here being no further business, the meeting was adjourned.

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**David Aubrey, Chairman**