

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
March 20, 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
Ed Petersen, Asst. Secretary
Stanley Haywood, Asst. Secretary
Ray Friedl, Member
Toney Stricklin, Member

ABSENT:

David Madigan, Member
Cassandra Lawson- Johnson, Member

ALSO PRESENT:

The roll call confirmed that a quorum was present.

Barbara McNally, Airport Director
Chuck Wade, Airport Attorney
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant
John Westbrook, Fort Sill Transportation
Buddy Thornton, Fort Sill Approach

OLD BUSINESS

a) Minutes – Aubrey asked for additions and/or corrections to the minutes of the Airport Authority meeting of February 21, 2012.

Stricklin said he was not present at the last Authority meeting but he was surprised at the language in the minutes and in the follow up article in the newspaper indicating that there was a problem with baggage on the regional jets. Westbrook said the only thing that was brought up on the topic of baggage was that it has not been an issue. Westbrook said he has been working Thomas to have a system in place to prevent problems.

Baxter said he just wanted to anticipate any problems before they happened. Westbrook said there haven't been any issues. Stricklin said he is sensitive to articles that might offend the airlines. Aubrey said he felt that both Ft Sill and the airlines were being proactive, rather than reactive. McNally said the actual article did not indicate a problem, but the headline did. McNally said we received phone calls from airline customers concerned if their bags were not going to make it to their final destination.

MOTION BY BAXTER, SECOND BY HAYWOOD, to approve minutes of the February 21, 2012 meeting. AYES: Aubrey, Milner, Baxter, Petersen, Haywood, Friedl, Stricklin. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Mike Thomas, Manager)** – Not Present.
- b. **La Sill Aviation (Chris Pittman)** – Not present.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook said all flights are full of soldiers this week.
- e. **Fort Sill Approach (Buddy Thornton)** – No report.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

- a) **Terminal Exterior Renovation Project** – Baxter said the Development Committee met prior to this meeting. The committee discussed beginning preliminary design work to renovate the terminal's exterior.

Baxter said that the committee feels that this project is essentially an extension of the interior renovation project. Baxter said the committee is recommending that CDBL provide the Authority with three designs and with construction cost estimates for the exterior non-air side of the terminal in the amount of \$ 6,750.00. Baxter said this will give the Authority an idea of funding needed for the project. Baxter said the interior looks so good, we need to do something with the exterior.

McNally said the design the Authority chooses for the front of the terminal, will set the style and the standard that the new boarding gate and baggage area expansion projects will be able to use.

Aubrey said we have completed some preliminary design work. McNally said those projects are focused on design ideas, this project will select the specific materials we will use. McNally said this is what CDBL will be doing for us. Stricklin asked exactly what is the Authority getting out of the design study. McNally said three design renderings, costs and a 3-d mockup. Stricklin said after we get the results of the design, the Authority will have enough information to go out for an RFP. McNally said correct.

MOTION BY BAXTER, SECOND BY HAYWOOD, to approve CDBL doing three designs for the non-air side of the terminal in the amount of \$ 6,750.00. AYES: Milner, Stricklin, Petersen, Friedl, Baxter, Aubrey, Haywood. NAYES: None. MOTION CARRIED.

- b) **Future CIP Projects, Projected Costs and Funding** – McNally said the members have in there handouts the updated CIP project list. The Engineer has updated costs and added new projects and cost estimates. McNally said she and the engineer will be meeting with the FAA tomorrow in Ft. Worth to review the 5 year plan and discuss tis years project the Runway Overlay project. McNally said the committee recommended approval of the updated CIP to be submitted to the FAA.

MOTION BY HAYWOOD, SECOND BY PETERSEN to approve presenting the updated CIP to the FAA for approval. AYES: Petersen, Friedl, Haywood, Baxter, Milner, Stricklin, Aubrey. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

a) **Airport Operations** – McNally said the Airport conducted the tri annual test of the Airport Emergency Plan with a mass casualty exercise last weekend. McNally said the exercise involved every emergency response agency in the Federal, County and City that would respond in the aircraft accident at the airport.

McNally said the exercise was very successful and also exercised a security/terrorism aspect that included the response of the FBI and TSA.

McNally said unfortunately one of the volunteers during the course of the exercise broke her leg. McNally said the volunteers all signed waivers, but this was a first. McNally said there will be a formal debriefing with all the agencies on April 12th.

b) FINANCIAL REPORT

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 52,079.59. Capital Improvements totaled \$ 23,861.70 which includes, AIP 27 5601.00, AIP 29 16,897.24, TSA rent 1,363.46.

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

Money Market Account (10976043)	\$	384,358.98
Operating Account (10375822)		-8,534.94
Imprest Fund (10704778)		829.09
Balance of unrestricted accounts	\$	<u>376,653.13</u>
Passenger Facility Charges (9014251)	\$	294,311.84
Capital Improvement Account (114030)		10,792.46
Balance of the restricted accounts	\$	<u>305,104.30</u>

Income and Expense Budget Tracking - Incomes for the month totaled \$ 47,001.65, YTD incomes total \$ 581,848.97 or 68% of the total budgeted amount of \$ 858,869.60. Expenses for the month totaled \$ 48,576.14, YTD expenses total \$ 545,677.68 which is 71% 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 FRIEDL, to approve the financials and purchase orders as they were presented. AYES: Petersen, Friedl, Haywood, Baxter, Milner, Stricklin, Aubrey. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

David Aubrey, Chairman