

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
April 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
Ed Petersen, Asst. Secretary
David Madigan, Member
Stanley Haywood, Asst. Secretary
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
Kim McConnell, Lawton Constitution
Amy Proza, Betty's Café

Pat Hurley, Executive Assistant
John Westbrook, Fort Sill Transportation
Betty Albert, Betty's Café
Betty Cerrone, MOAA

OLD BUSINESS

a) Minutes – Aubrey asked for additions and/or corrections to the minutes of the Airport Authority meeting of March 20, 2012.

MOTION BY HAYWOOD, SECOND BY MADIGAN, to approve minutes of the March 20, 2012 meeting. **AYES:** Aubrey, Milner, Baxter, Petersen, Haywood, Madigan, Friedl, Lawson-Johnson. **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 no issues with the baggage and Fort Sill has an upcoming deployment.

LEASING COMMITTEE (Bob Milner, Committee Chair)

- a) Airline Service** –Milner said the committee discussed the request from Allegiant Airlines to waive the fuel flowage fee for an introductory period as a part of the airline incentive package. After some discussion the committee recommended the Authority waive the .08 for

the first two years.

MOTION BY BAXTER, SECOND BY FRIEDL, to approve to approve waiving the .08 fuel flowage fee for the first two years. AYES: Milner, Lawson-Johnson, Petersen, Friedl, Baxter, Aubrey, Haywood, Madigan. NAYES: None. MOTION CARRIED.

- b) MOU for Military Welcome Center** – Milner said the Military Welcome Center had their Grand Opening last night and made the news. Milner said the committee discussed an issue concerning the volunteers passing out water to all the travelers and interfering with car rental business. Milner said McNally spoke with Bill Vaughn at the Welcome Center and it is the recommendation of the committee to request the ASYMCA direct the volunteer’s to limit their operations to their designated areas, the counter or the lounge for dispensing drinks and snacks. Milner said the committee recommends Wade to draft a new statement of how these issues will be handled.

MOTION BY MILNER, SECOND BY FRIEDL to approve Wade drafting a letter with direction to the ASYMCA. AYES: Friedl, Haywood, Milner, Madigan, Lawson-Johnson, Aubrey, Baxter, Petersen. NAYES: None. MOTION CARRIED.

- c) Bishop School Lease** –Milner said the Bishop School Lease is reviewed every five years and it is the committee’s recommendation to increase the rent from \$ 132.25 to \$ 150.00 per month for the next five years.

MOTION BY BAXTER, SECOND BY HAYWOOD, to approve increasing the Bishop School rent to \$ 150.00 per month for the next five years. AYES: Madigan, Petersen, Friedl, Haywood, Baxter, Milner, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

- d) Liberty National Bank-** Milner said it is the committee’s recommendation to renew the current lease with the same terms and conditions for the next five years.

MOTION BY MADIGAN, SECOND BY HAYWOOD, to approve renewing the Liberty National Bank AYM lease for the next five years with the same terms and conditions, the Authority receiving \$ 1.00 per transaction. AYES: Petersen, Lawson-Johnson, Baxter, Milner, Haywood, Madigan, Aubrey. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- a) Oklahoma Honor Flight-** McNally said the Oklahoma Honor Flight is coming up on May 4. McNally said on the May 3 there will be an evening reception at the Coliseum for the veterans and sponsors that going on the Honor Flight the next morning. It is open to the public. The flight is leaving at 6:45 a.m. in the morning and the return flight at 9:30 p.m. that evening. McNally said they are working with TSA to stream line the security process to get the veterans and their guardians them on the plane.
- b) Airport Operations** – McNally said enplanements and deplanements are down a little bit this year.

McNally said there has been a recent push to ensure that the airport and other public facilities are in compliance with the Americans Disabilities Act. The airport staff is working off a checklist to ensure that our airport is in compliance.

McNally said in the new Airport Reauthorization funding bill there is a requirement for all airline and airport to develop an emergency contingency plan that has to be in place by May 14, 2012 and posted on our website. This plan lays out the activities in the case of a diverted flight to address the needs of the passengers.

c) FINANCIAL REPORT

DIRECTOR'S FINANCIAL REPORT – March 2012

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 32,539.09. Capital Improvements totaled \$ 1,970.96 which includes, AIP 29 607.50, TSA rent 1,363.46.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	291,586.92
Operating Account (10375822)		61,316.44
Imprest Fund (10704778)		194.64

Balance of unrestricted accounts	\$	<u>353,098.00</u>
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Passenger Facility Charges (9014251)	\$	313,775.89
Capital Improvement Account (114030)		-13,489.26

Balance of the restricted accounts	\$	<u>300,286.63</u>
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Income and Expense Budget Tracking - Incomes for the month totaled \$ 47,567.29, YTD incomes total \$629,416.26 or 73% of the total budgeted amount of \$ 858,869.60.

Expenses for the month totaled \$ 63,830.60, YTD expenses total \$ 609,508.28 which is 79% 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 BAXTER, SECOND BY LAWSON-JOHNSON, to approve the financials and purchase orders as they were presented. AYES: Lawson-Johnson, Petersen, Friedl, Madigan, Haywood, Baxter, Milner, Aubrey. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

David Aubrey, Chairman