

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
May 22, 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
David Madigan, Member
Toney Stricklin, Member (arrived late)

ABSENT:

Ray Friedl, 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 April 24, 2012.

MOTION BY HAYWOOD, SECOND BY BAXTER, to approve minutes of the April 24, 2012 meeting. AYES: Aubrey, Milner, Baxter, Petersen, Haywood, Madigan. 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 Fort Sill will have a redeployment mission on the 30th of May.
- e. **Fort Sill Approach(Buddy Thornton)**- Thornton said he hopes to bring a packet to the Authority next month about restricting airspace at Henry Post by a NOTAM so they can fly UAS's unrestricted. Thornton said it will also take place to the northwest, in the West Range and the Quannah Range, to support missions out of Sheppard and Fort Worth. Milner said he thought all air space at Fort Sill was restricted, Thornton said it is, this would be privately

owned land with the military having the air space above it.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

- a) **Terminal Exterior Renovation** –Baxter said the committee review series of potential options and gave CDBL some direction. Baxter said CDBL will come back with a couple of options and pricing to bring back to the committee. Baxter said the committee wants to make the exterior of the building consistent with the interior.

- b) **Runway Overlay Project** – Baxter said the committee recommends the current timeline for the project. Baxter said the bid-out in June, bid opening in mid-July and a start date of September 1, 2012. Baxter said it is 90 days for the runway project. McNally said it is another 30 for marking and rubber removal.

MOTION BY MILNER, SECOND BY STRICKLIN to approve bidding the project in June for a September 1st start date. AYES: Milner, Stricklin, Haywood, Madigan, Aubrey, Baxter, Petersen. NAYES: None. MOTION CARRIED.

- c) **Task Order # 8** –McNally said Task Order # 8 is the engineer’s fees, the resident inspector and material testing in the amount of \$ 148,747.00 McNally said the Authority has a schedule of fees in their packet. McNally said the amount is included in the project costs and approved by the FAA.

MOTION BY BAXTER, SECOND BY HAYWOOD, to approve task order # 8 in the amount of \$ 148,747.00 for project administration, resident inspector and material testing. AYES: Madigan, Petersen, Haywood, Baxter, Milner, Aubrey, Stricklin. NAYES: None. MOTION CARRIED.

FINANCE AND PERSONNEL COMMITTEE (David Madigan and Stanley Haywood, Committee Chairs)

- a) **FY13 Budget**- Haywood said the joint committee’s would bring the budget to the Authority next month. Madigan said the committee’s met and reviewed the projected incomes and expenses but asked for additional information on wage recommendations. Baxter asked if Madigan anticipates any increases in revenue for the next year. McNally said yes, the addition of the third car rental will increase incomes.
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AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- a) **Oklahoma Honor Flight**- McNally said the Oklahoma Honor Flight went really well and working with that group and having been able to meet the veterans was absolutely touching and an honor. McNally said she hopes to have the opportunity again.

- b) **Airport Operations** – McNally reported that we received a check from American Eagle for landing fees since January in the amount of \$ 28, 000.

McNally reported that Enplanement are still a little down from last year. McNally said she contributes that to less seats on the RJ's and enplanements should pick up in May. McNally said American Eagle is adding back the 5th Saturday flight.

c) DIRECTOR'S FINANCIAL REPORT – May 2012

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 43,045.62. 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)	\$	331,931.73
Operating Account (10375822)		65,827.30
Imprest Fund (10704778)		91.25

Balance of unrestricted accounts	\$	397,850.28
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Passenger Facility Charges (9014251)	\$	335,302.39
Capital Improvement Account (114030)		-1,245.38

Balance of the restricted accounts	\$	336,547.77
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Income and Expense Budget Tracking - Incomes for the month totaled \$ 100,844.81, YTD incomes total \$ 729,961.07 or 85% of the total budgeted amount of \$ 858,869.60.

Expenses for the month totaled \$ 52,381.41 YTD expenses total \$ 661,889.69 which is 86% 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 MADIGAN, to approve the financials and purchase orders as they were presented. AYES: Stricklin, Petersen, Madigan, Haywood, Baxter, Milner, Aubrey. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

David Aubrey, Chairman