

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
March 1, 2013**

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

PRESENT:

Bob Milner, Chair
Ed Petersen, Vice-Chair
David Madigan, Secretary
Stanley Haywood, Asst. Secretary
Cassandra Lawson- Johnson, Asst. Secretary
Ray Friedl, Member
Brett Lewis, Member
Jennifer Stricklin, Member

ABSENT:

David Aubrey, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

| | |
|--|------------------------------------|
| Barbara McNally, Airport Director | Pat Hurley, Executive Assistant |
| Chuck Wade, Airport Attorney | Kim McConnell, Lawton Constitution |
| John Westbrook, Fort Sill Transportation | Chris Pittman, La Sill Aviation |
| Buddy Thornton, Fort Sill Approach | |

OLD BUSINESS

a) Minutes – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of January 22, 2013.

MOTION BY PETERSEN, SECOND BY MADIGAN, to approve minutes of the January 22, 2013 meetings. AYES: Milner, Petersen, Madigan, Haywood, Lawson-Johnson, Lewis, Stricklin. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Mike Thomas, Manager)** – McNally said American Eagle has not named a new General Manager yet. There is some discussion if this will be joint GM with Wichita Falls, TX. again or one for each location.
- b. La Sill Aviation (Chris Pittman)** – Pittman said the “Wings of Freedom Tour” will be on the ramp displaying several of their WWII aircraft on April 3rd, 4th and 5th. Pittman said there is a charge for a tour and for a flight. Pitman said the fleet includes a B17 G, P51 Mustang and Me262.

Pittman reported that there was damage to La Sill's rental plane in May. It has been repaired and will be ready to rent. Pittman also reported that Air Methods, the new medical evacuation team, will be based out of Hangar #5.

c. Lawton Air Traffic Control Tower (Frank Herndon) – McNally said the FAA has announced that many contract towers will be closed due to budget cuts after April 1, 2013. McNally said she doesn't not think the closure will effect American Eagle since they land after tower hours . McNally said that Fort Sill Approach controls and monitors air space and hands off Lawton traffic to the LAW ATC. Pilots will be talking to Ft Fort Sill Approach.

d. Fort Sill Transportation (John Westbrook) – No Report.

e. Fort Sill Approach (Buddy Thornton) – No Report.

DEVELOPMENT COMMITTEE (David Aubrey)

a) 2013 AIP Projects - McNally said this year's projects will include Final Design of three projects; Hold Room Renovation, Baggage Claim Expansion and the Snow Removal Equipment Building. McNally said this year's AIP will also include the first phase of Hold Room Renovation which will be the construction of the restrooms with a temporary walk way.

b) Preliminary Design for Final Phase of Terminal Projects – McNally said the Airport Authority has completed the preliminary design and cost estimates for the projects listed in 6a. McNally said the final phase of the terminal projects will include exterior aesthetics and canopy, address central entrance and overall passenger flow, re-organizing the ticket counter area and allow the EDS device to relocate out of the lobby, redefine the overall aesthetics of the airport. McNally said the cost of this preliminary design is \$ 19,750. McNally said this cost will be 100% reimbursable on the next PFC application.

MOTION BY LAWSON-JOHNSON, SECOND BY LEWIS, to approve the preliminary design in the amount of \$ 19,750.00. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Friedl, Lewis, Haywood, Madigan. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Cassandra Lawson- Johnson, Committee Chair)

a) Betty's Café –Lawson-Johnson said Betty Albert requested to extend the rent reduction for an additional three months. Lawson-Johnson said the committee recommends no additional reductions at this time or until Betty's provide us with a profit and loss statement. Lawson-Johnson said we have not received any financials at this time.

MOTION BY LAWSON-JOHNSON, SECOND BY PETERSEN, to approve no reduction in rent at this time. AYES: Madigan, Petersen, Friedl, Haywood, Lewis, Milner, Stricklin, Lawson-Johnson. NAYES: None. MOTION CARRIED.

b) Golf Course - Lawson-Johnson said the golf course is running full force, better than ever. Lawson-Johnson said the Department of Wildlife is doing a monthly inspection. McNally said English is cutting down brush and clearing vegetation and hazing geese. McNally said our maintenance department is inspecting the lake and the numbers are down. Milner asked about a written report Lawson-Johnson said English has until next month.

COMMUNITY RELATIONS COMMITTEE (Jennifer Stricklin, Committee Chair)

a. Small Community Air Service Development Grant – Stricklin said the committee discussed pursuing a SCASD

grant for marketing and advertising the airport. Stricklin said we are discussing where to get financing and the matching share. Stricklin said she would bring something back to the board. McNally said she is working with Mead and Hunt to find out more about this years grant availability.

Milner said we want to be proactive in our catchment area. Milner said we will be getting larger aircraft. Milner said we need to promote American Eagle and the Airport.

The board discussed marketing strategy.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

a) Washington D.C. / Chamber Trip –McNally Said she is requesting approval for an amount not to exceed \$ 2,600.00 for the Chamber trip to Washington D.C.

MOTION BY MADIGAN, SECOND BY LAWSON-JOHNSON, to approve the Airport Director going on the Chamber trip to Washington, D.C. in an amount not to exceed \$ 2,600.00. AYES: Madigan, Petersen, Friedl, Haywood, Lewis, Milner, Stricklin, Lawson-Johnson. NAYES: None. MOTION CARRIED.

b) Airport Operations Report – McNally said January was down. Petersen asked why we have been down since 2008. McNally said Delta left in 2009. Milner asked when the larger planes where coming. McNally said March 1st.

c) Financial Reports – Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 40,155.74, Capital Improvements totaled \$ 184,059.58 which includes TSA rent transfer 1,363.46, AIP 30 (Runway Project) 182,696.12.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

| | | |
|--------------------------------------|----|-------------------|
| Money Market Account (10976043) | \$ | 288,914.19 |
| Operating Account (10375822) | | 21,497.93 |
| Imprest Fund (10704778) | | 25,231.28 |
| Balance of unrestricted accounts | \$ | <u>335,643.40</u> |
| Passenger Facility Charges (9014251) | \$ | 189,049.93 |
| Capital Improvement Account (114030) | | 15,720.90 |
| Balance of the restricted accounts | \$ | <u>204,770.83</u> |

Income and Expense Budget Tracking - Incomes for the month totaled \$ 64,280.63, YTD incomes total \$ 546,507.13 or 58% of the total budgeted amount of \$ 913,533.89.

Expenses for the month totaled \$ 90,973.71, YTD expenses total \$ 541,559.18 which is 66% of the total budgeted amount of \$ 821,355.84. The YTD total includes several large expenses, i.e. \$55,004.66 for the removal and repainting of the taxiways and aprons markings which was not eligible for federal participation, Expenses also include stocking up on deicer for the winter season, annual insurance renewals, repairs to the airside emergency power generator.

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 \$ 632,644.53 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

Barbara McNally, Airport Director

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

NEW BUSINESS

There being no further business, the meeting was adjourned.

Bob Milner, Chairman