

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
May 21, 2013**

The meeting was called to order at 8:00 a.m. by the Chair, Rob Milner. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Bob Milner, Chairman
Ed Petersen, Vice-Chairman
David Madigan, Secretary
Cassandra Lawson- Johnson, Asst. Secretary
Ray Friedl, Member
Brett Lewis, Member

ABSENT:

Stanley Haywood, Asst. Secretary
David Aubrey, Member
Jennifer Stricklin, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant

OLD BUSINESS

a) Minutes – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of April 23, 2013.

MOTION BY FRIEDL, SECOND BY LEWIS, to approve minutes of the April 23, 2013 meetings. AYES: Milner, Petersen, Madigan, Lawson-Johnson, Friedl, Lewis. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Heather Barrett, General Manager) – McNally said Barrett sends her regrets. She is training new hires and working charters this morning. McNally said in June, the extra Saturday flight will be back. McNally said enplanements have still not recovered, she and Barrett believe summertime travel will bring the numbers up.

b. La Sill Aviation (Chris Pittman) –Not Present.

c. Lawton Air Traffic Control Tower (Frank Herndon) –Not Present.

d. Fort Sill Transportation (John Westbrook) – Not Present.

e. Fort Sill Approach (Buddy Thornton) – Not Present.

FINANCE COMMITTEE (David Madigan)

a) FY 2014 Budget – Madigan said we had a joint Finance and Personnel. Madigan said the board has the preliminary draft of the FY 14 Budget. Madigan said if we stay on course this should be close to what it will be in the end. Madigan said the incomes are down due to the decreased activity at the airport. Madigan said McNally does an incredible job of doing more with less. Madigan said the committees will come back next month with a final budget.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

a) Airport Operations Report – McNally said discussion was covered earlier.

b) Financial Reports –Purchase Order’s to be approved from the Operating Account total \$ 35,004.10, Capital Improvements totaled \$ 24,700.21 which includes TSA rent transfer 1,363.46, AIP 30 (Runway Project) 23,336.75.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	361,911.71
Operating Account (10375822)		49,011.92
Imprest Fund (10704778)		687.63
Balance of unrestricted accounts	\$	<u>411,611.26</u>
Passenger Facility Charges (9014251)	\$	113,146.70
Capital Improvement Account (114030)		10,981.74
Balance of the restricted accounts	\$	<u>124,128.04</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 83,537.60, YTD incomes total \$ 729,506.65 or 80% of the total budgeted amount of \$ 913,533.89. Expenses for the month totaled \$ 62,710.94 YTD expenses total \$ 749,892.84 which is 91% of the total budgeted amount of \$ 821,355.84. The YTD Expense total includes several large expenditures, 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, repairs to Hangar #5’s roof and replace windows.

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.

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

c) Lawton Urban Renewal Lots- McNally said City Planning contacted her to see if the Authority had any interest in purchasing five lots across the street from the airport on Bishop Road. McNally said this land is current owned by the Lawton Urban Renewal Authority and will be sold or auctioned in the near future. McNally said it is not uncommon for airports to purchase land surrounding the airport to keep from development of incompatible uses.

McNally said this property is in the 65 DNL noise contour, which is significant. McNally said the FAA would be supportive of the purchase and in many cases they allow the airport to use AIP funds to purchase land.

McNally said the Zoe Christian Center has purchased several lots in this area. Lewis asked about the zoning in the area. McNally said she was not sure what the current zoning was. Lewis asked about Haywood's view on the land. McNally said she has not from him.

McNally said the amount of \$ 1,000.00 per lot was discussed with the City Planner. Madigan asked McNally to research the price of the lots to see if it is the fair market value. Wade asked McNally to go back to the Planning Commission and request an extension. Milner said if we are going to develop a plan, the purchase makes sense. Lawson-Johnson asked if we need to take it to the Development Committee. After some discussion a motion was made.

MOTION BY LEWIS, SECOND BY PETERSEN, to approve giving the Development Committee and /or McNally purchasing the available lots at a rate not to exceed \$ 1,000 per lot or fair market value. In addition develop a plan to purchase adjacent land. AYES: Friedl, Milner, Lawson-Johnson, Lewis, Petersen. NAYES: Madigan. MOTION CARRIED.

Madigan said he believed the Airport Authority should develop a plan for purchasing of off airport properties first. Madigan said he would assist researching property values.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Bob Milner, Chairman