

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
September 24, 2013**

The meeting was called to order at 9:00 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 Chair
David Madigan, Secretary
Cassandra Lawson- Johnson, Asst. Secretary
Stanley Haywood, Asst. Secretary
Ray Friedl, Member
Jennifer Stricklin, Member
Brett Lewis, Member

ABSENT:

David Aubrey, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
Bob Linehart, Republic Parking
John Westbrook, Fort Sill Transportation

Pat Hurley, Executive Assistant
Chris Pittman, La Aviation
Buddy Thornton, Ft Sill ARAC
Greg Simmons, Republic Parking

OLD BUSINESS

a. Minutes – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of August 20, 2013.

MOTION BY LAWSON – JOHNSON, SECOND BY STRICKLIN, to approve minutes of the August 20, 2013 meeting with a change of meeting time from 8:00 a.m. to 9:00 a.m. AYES: Milner, Petersen, Madigan, Haywood, Lawson-Johnson, Friedl, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Heather Barrett, General 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 Ft. Sill has several redeployments scheduled in October.

LEASING COMMITTEE (Cassandra Lawson Johnson, Committee Chair)

a. Betty Café – Lawson Johnson said the committee is recommending a three year term with the two year option. The rent will be \$ 1050.00, plus utilities, for the first three years and \$ 1060.50, plus utilities year four and \$ 1,071.11 the last year. This is a 1% escalator for the last two years. The committee agrees that the MWC lease amendment will be in place. The amendment allows volunteers to only provide water in their areas.

Petersen asked if the vouchers were allowed. McNally said she understood that the vouchers provided by the Chamber’s Military Affairs Committee will continue but they are not addressed in the lease since the Authority has no control over that program continuing. **MOTION BY FRIEDL, SECOND BY LEWIS**, to approve renewal of Betty’s Café lease with the terms as stated above. AYES: Milner, Petersen, Madigan, Haywood, Lawson-Johnson, Friedl, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

b. Buffalo Boutique – Lawson- Johnson said this lease expires October 31, 2013. The committee proposed a two year extension at the same terms for Mary Williams. The current rent is \$ 479.95 plus 1.1% of the utilities with a 1% annual escalator. **MOTION BY LEWIS, SECOND BY STRICKLIN**, to approve renewal of Buffalo Boutique as the terms as stated above. AYES: Milner, Petersen, Madigan, Haywood, Lawson-Johnson, Friedl, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

c. Airport Parking and the Pike Pass System – Lawson–Johnson turned over this topic to McNally. McNally said after the Turnpike Director addressed a recent Chamber group she received several inquiries into linking our parking system to the Pike pass as was done in Tulsa. McNally said initially she contact the Tulsa Airport to discuss their experience with the Pike Pass system, and then contacted Bob Linehart, COO of Republic Parking. Linehart said that he and McNally spoke about the possibility of linking to the state Pike pass system so he put together some estimates of actual costs to accomplish that.

Linehart said that Republic Parking serves 66 airports across the US and they have done theses studies for many airports, several in Florida. Linehart said that even though it is a convenience to some customers, most airports find that the cost of the equipment and the percentage paid to the toll system reduces their profits so many do not install them.

Members thanked Linehart for his time and effort. After some discussion the Authority tables taking any actions on this item.

Petersen asked if by Robert Rules, it was necessary to motion and second a committee’s recommendation. Wade said he would check on the requirement and report back.

7. AIRPORT DIRECTOR’S REPORT (Barbara McNally) Consideration and actions regarding the following items:

a. Airport Operations Report – McNally presented the enplanement report which shown a substantial increase for the month of August. There was some discussion on the reason for the increase. McNally said this was the end of the summer leisure travel and continued Ft Sill graduations.

McNally reported that American Eagle will be implementing a system wide reduction of flights in the fall schedule. The reduction is due to retiring their 37 seat aircraft which will cause a fleet shortage. They are also dealing with a pilot shortage, due to new training requirements from the FAA.

McNally said she will keep the Authority informed on any changes as they occur.

b. Financial Reports - Consideration and approval of the manager’s report, purchase orders, review of the bank statements and financial reports for this month.

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	450,802.31
Operating Account (10375822)		68,161.54
Imprest Fund (10704778)		2,035.43
Balance of unrestricted accounts	\$	<u>520,999.28</u>
Passenger Facility Charges (9014251)	\$	15,324.95
Capital Improvement Account (114030)		15,702.50
Balance of the restricted accounts	\$	<u>31,027.45</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 61,868.10, YTD incomes total \$ 145,765.57 or 17% of the total budgeted amount of \$ 913,533.89. Expenses for the month totaled \$ 76,923.39, YTD expenses total \$ 160,417.83 which is 20% of the total budgeted amount of \$ 821,355.84.

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

NEW BUSINESS (Robert Milner, Chairman) - Milner asked if there was any news on the Small Community Air Service Development grant. McNally said that she expected the announcement any day now. As soon as the recipients names were released the information will be in everyone’s inbox.

b. Audience Participation – There were no comments or questions.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Bob Milner, Chairman