

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
February 25, 2014**

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

**PRESENT:**

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

**ABSENT:**

Jennifer Stricklin, Member  
Bob Milner, Member  
Sam Firman, Member

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution  
John Westbrook, Ft. Sill Transportation  
Curtis Brown, Garver Engineer

Pat Hurley, Executive Assistant  
Chuck Wade, Airport Attorney  
Paul Hafen, Ft. Sill Approach  
Joe English, Lawton Golf Course

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**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 he didn't expect any activity until May.
- e. **Fort Sill Approach (Paul Hafen)** – Petersen introduced Hafen as Thornton's replacement.
- f. **Lawton Municipal Golf Course (Joe English)** – English said they made a year and the geese have been run off. English said the lake has been cleaned out. English said the play has increased from last year. English said we have opened the driving range; coaches bring teenagers to learn the game.

## **OLD BUSINESS**

### **CONSENT AGENDA ITEMS:**

**a. Items Removed from the Consent Agenda** – Members may request items be removed from the consent agenda for separate action:

**b. Minutes** - Approval of the minutes of the regular meeting of January 21, 2014.

**c. Monthly Financial Reports** - Approval of the Director's Financial Report, Accountant's Financial Monthly Statement, Purchase Orders, Bank statements for the month.

**MOTION BY HAYWOOD, SECOND BY LEWIS**, to approve the consent agenda.

AYES: Petersen, Madigan, Lawson-Johnson, Haywood, Friedl, Lewis. NAYES: None. MOTION CARRIED.

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### **LEASING COMMITTEE (Bob Milner, Committee Chair)**

**a. Betty's Café Amendment to lease** – Petersen said it is the committee's recommendation to reduce Betty Albert's rent to \$ 600.00 per month or 6% of total sales (whichever is greater) plus 4.8% of the utilities for the term of her current lease. Petersen said we would like to make this retroactive as of February 2014. Madigan asked what the rent is currently. McNally said \$ 1,050.00 plus utilities. McNally said she did survey's of similar airport to get a price base and we charge more than any airport our size.

**MOTION BY THE LEASING COMMITTEE**, to approve reducing Betty's café rent to \$ 600.00 per month or 10% of gross, whichever is greater and utilizes at 4.8 %. MOTION CARRIED.

**b. Gift Shop** – Petersen said there were no responses to the advertisement for the available area. McNally said it will be advertised again and the committee discussed some alternate revenue producing ideas. McNally said this item will be brought back to the Authority.

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### **DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)**

**a. Airport Engineer** – Lewis said the committee interviewed the top two candidates, KSA and Garver Engineers, for the Airport Engineer's position for the next five years of AIP projects. Lewis said it is the recommendation of the Development Committee to enter into a contract with Garver.

**MOTION BY DEVELOPMENT COMMITTEE**, to approve Garver Engineers for the next five years of projects. MOTION CARRIED.

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### **AIRPORT DIRECTOR'S REPORT (Barbara McNally)**

Consideration and actions regarding the following items:

**a. Airport Operations Report** – McNally said enplanements are averaging about what they have been. McNally said we will be getting a 50 seater for the last flight in and the first flight out in the mornings.

McNally said the FAA is moving the equipment building out of the safety area. McNally said there may be a short time that the ILS is turned off at night because of the work being done. McNally said this will be a 60 day project.

**b. Director's Financial Reports** –

**NEW BUSINESS (Ed Petersen, Chairman)** - There was none.

**a. Audience Participation** – There were no comments or questions.

There being no further business, the meeting was adjourned.

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**Ed Petersen, Chairman**