

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
July 22, 2008**

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

**PRESENT:**

Cassandra Lawson-Johnson, Chair  
Steve Gilkeson, Vice-Chair  
George Moses, Secretary  
Richard Campbell, Asst. Secretary (left early)  
David Aubrey, Asst. Secretary  
Carey Johnson, Member  
Stanley Haywood, Member (arrived late)  
Ray Friedl, Member

**ABSENT:**

Toney Stricklin, Member

**ALSO PRESENT:**

Barbara McNally, Airport Manager	Pat Hurley, Administrative Asst.
Chuck Wade, Airport Attorney	Kim McConnell, Lawton Constitution
Jim Beazer, Fort Sill Transportation	Chris Pittman, La Sill Aviation
Chris Hughnin, Coffman & Associates	Buddy Thornton, FSARAC

The roll call confirmed that a quorum was present.

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**OLD BUSINESS**

- (a) Minutes** – Lawson-Johnson asked for additions and/or corrections to the minutes of the Airport Authority meeting of June 24, 2008.

**MOTION BY C. JOHNSON, SECOND BY MOSES** - June 24, 2008. AYES: Lawson-Johnson, Gilkeson, Moses, C. Johnson, Aubrey, Freidl. ABSTAIN: Campbell. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. **American Eagle (Michael Williams)** – Not present.
- b. **ASA/Delta (Nela Cowen)** – Not present.
- c. **LaSill Aviation (Chris Pittman)** – No report given.
- d. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- e. **Fort Sill Transportation (Jim Beazer)** – Beazer said the military has deployed about half of the helicopters, the other half will be deployed by the end of the week. Beazer said we will get more after the first of the year. Beazer said he appreciates the cooperation of the Authority and LaSill.
- f. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Thornton said the Lawton Constitution did some good articles on the helicopter arrivals. C. Johnson asked Thornton about the published approach to Runway 17 that he mentioned in an earlier meeting. Thornton said he was working with the FAA on it.
- g. **TSA (Larry Kettler)** – Not present.

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**DEVELOPMENT COMMITTEE (George Moses, committee chair)**

Moses said he has provided a hand out on projects that don't require action at this time and if the Authority has any questions Moses or McNally will be glad to answer them.

**a. Master Plan** – Moses said the completed draft of the Master Plan has been distributed to the members. Moses said the committee is recommending the Authority approve it, so it can be submitted to the FAA for approval. Moses said all the recommended changes had been incorporated. Moses introduced Chris Hughnin with Coffman & Associates. Hughnin provided an overview of the master planning process and reviewed findings to the Authority. Moses said this is a programming plan which gives a frame work of how to develop the airport in an orderly fashion. C. Johnson asked if the latest drafts are posted on Coffman's website. Hughnin said he would make sure that it is. McNally thanked Coffman & associates for an excellent job.

**MOTION BY AUBREY, SECOND BY HAYWOOD**, to approve the completed Master Plan to be submitted the FAA for approval. AYES: Moses, Campbell, Lawson-Johnson, Friedl, C. Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

**b. RFQ for Engineer for approved Short Term Projects** – McNally said the committee has developed and approved the RFQ for engineering services. McNally said we have sent 12 packages to different engineering companies. McNally said the submittals are due August 15<sup>th</sup>. McNally said the development committee will review and rate the submittal and develop a short list for interviews.

**c. Consultant PFC Application Recommendation** – Moses said the PFC consultant, Lynn Leibowitz, met with the Airport Manager and developed the list of projects for the next PFC application. Moses said the next application will include the Emergency Power Generator \$ 300,000.00, Replace the Terminal Roof and HVAC units \$ 337,000.00, Security Enhancements to meet CAT III standards \$ 250,000.00 and PFC consultant fees in the amount of \$ 30,000.00. Moses said the total for this application will be \$ 917,000.00; these will be funded out of PFC's. Moses said Friedl developed a flow chart to explain how the different types of funding worked.

Haywood asked if we are receiving \$ 4.50 per person on PFC's. McNally said yes. Haywood asked if Congress approved the increase, McNally said no that it was still at \$ 4.50. McNally said it is imperative we move quickly on this application to insure the authorization does not expire to collect PFC's. McNally said the President just signed a three month extension of the operating budget and continuing resolution. McNally said in the continuing resolution there is an expedited method for PFC applications for non hub airports.

Beazer asked if the change in classification of the Airport would affect the ARFF station. McNally said no that the new aircraft is a half a foot shorter than would be needed to change ARFF requirements.

C. Johnson asked what we were getting for our \$ 30,000.00 to the consultant. McNally said she is developing a plan for the next five years, closing out all of our current projects, she is doing all the coordination with the airlines and the FAA, she making recommendation which projects should be funded totally out of PFC's and which should be matching share. C. Johnson asked if McNally has already had good ideas come out of this. McNally said absolutely, she spent the day with us; we have already reviewed our CIP projects on the short term list. McNally said she came highly recommended from the FAA.

**MOTION BY HAYWOOD, SECOND BY FRIEDL**, to approve proceeding with the new PFC application and amending the old applications in order to close them out. AYES: Moses, Friedl, Aubrey, Gilkeson, Haywood, C. Johnson, Lawson-Johnson. NAYES: None MOTION CARRIED.

**D. Garver Engineering** – Moses said at the last meeting the Authority asked the attorney to negotiate the bill for the additional services related to the fuel facility expansion with Garver. Moses said Garver has agreed to a reduced amount of \$ 2,725.00. Wade said the original bill was for \$ 5,450.00. Wade said he contacted Michael Griffin, the directed of Aviation for Garver in Little Rock and we had a frank discussion that there were issues with what services were requested and what was provided. Wade recommended accepting the reduced amount of \$ 2,725.00. Lawson-Johnson said this bill is reasonable and suggest moving on with this matter.

**MOTION BY MOSES, SECOND BY HAYWOOD**, to approve paying the reduced amount of \$ 2,750.00 to Garver Engineers for services rendered. AYES: Friedl, Haywood, Moses, Lawson-Johnson, Aubrey, Campbell. NAYES: Gilkeson, C. Johnson. MOTION CARRIED.

**i. Security Project** – Moses said we are working on upgrading our security to ready ourselves for the change to a CAT III Airport. McNally said we have been working with a couple of the companies that will be providing the equipment for the security systems. McNally said they have done site visits to develop recommendations. McNally said the RFP we have put together is very generic and it is causing some problems with the bidders. McNally said the committee suggested getting a security consultant to help us with the RFP. McNally said she spoke with Aaron Hallmark that used to be with Dowley Systems and he suggested C. H. Guernsey, who is a security consultant for industrial security. Moses said we should table this until next month so the Authority could look it over.

Moses asked C. Johnson how the fuel farm project was coming. C. Johnson said the RFP for the Fuel Farm is almost complete. C. Johnson said our current Engineer will look over the RFP at no charge, to insure no oversights have been made. C. Johnson said we still have the inspection piece to work on. McNally said that was included in the RFP for the new engineer's projects. Friedl asked if a date can be established. C. Johnson said they will have that within six weeks.

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**LEASING COMMITTEE (Carey Johnson)**

- a. Gift Shop Lease** – C. Johnson said the Gift Shop lease is up for renewal and we are working on a month to month extension until the new RFP out there to see how many interested parties will send in a proposal. C. Johnson said it will have an RFP by next Authority meeting.
- b. Candy and Gum Machine Concession** – C. Johnson said the RFP for the candy and gum concession will be advertised in the near future. C. Johnson said a recommendation that McNally be allowed to do the advertising and bring back the proposals to the Authority for action.

**MOTION BY FRIEDL, SECOND BY HAYWOOD**, to approve advertising for bids and bring the proposals back to the Authority for action. AYES: Aubrey, C. Johnson, Friedl, Gilkeson, Lawson-Johnson, Moses, Campbell, Haywood. NAYES: None. MOTION CARRIED.

- c. Agricultural Lease** – C. Johnson said the committee discussed entering into an agricultural lease with the current tenant on the 80 acres leased from the School Land Commission. C. Johnson said the tenant on that land would like to continue with the same lease rate of \$ 25.00 per acre/per year. After some discussion a motion was made.

**MOTION BY GILKESON, SECOND BY CAMPBELL**, to approve entering into a year to year agricultural lease with Mr. John for 80 acres at \$ 25.00 per acre/per year. AYES: Haywood, Moses, C. Johnson, Campbell, Aubrey, Gilkeson, Lawson-Johnson, Friedl. NAYES: None. MOTION CARRIED.

- d. Amendment to the Restaurant Lease** – C. Johnson said McNally advised the committee that TSA requires a Security Operation Room with access control. C. Johnson said there is no space available at the airport without making some changes. C. Johnson said McNally recommended annexing a portion of the game room that is currently under lease to the restaurant and makes the necessary changes to secure the area. C. Johnson said this room would be the Security Coordinator's office and contain the badging equipment, monitors, recording equipment and equipment for training. C. Johnson said Albert is agreeable to this change. C. Johnson said it is the committee's recommendation to reduce the rent by \$ 100.00 per month and making an adjustment on the sq. ft. that Albert pays on the utilities from 5.2% to 5.1%.

**MOTION BY GILKESON, SECOND BY HAYWOOD**, to approve annexing a portion of the game room and reduced Albert's rent by \$ 100.00 per month and reducing her utilities from 5.2% to 5.1%. AYES: Aubrey, Gilkeson, Haywood, Lawson-Johnson, C. Johnson, Friedl, Moses. NAYES: None. MOTION CARRIED.

**AIRPORT MANAGER'S REPORT (Barbara McNally)**

**a. Runway Safety Action Team meeting** – McNally said that the FAA will be conducting a Runway Safety Action meeting on July 22 from 1-2 at La Sill Aviation and pilots and the public are encouraged to attend.

**b. FAA Certification Inspection** – McNally said the annual Certification Inspection will be conducted July 28-30.

**c. Enplanements and Airline Schedules** - McNally said that the airlines have announced some schedule changes that will take effect this Fall. Delta is reducing to 1 flight a day on three days and AE will have 5 a day, 4 ATR72's and one R.J. McNally said so far this summer e has only seen a slight reduction in enplanements.

**d. Financial Report** – McNally presented the following report:

Purchase Order's to be approved from the Operating Account total \$ 54,354.12 of the \$ 10,111.71 is an expense on the Small Community Air Service Development grant. It was the recommendation of our accountant to move transactions on this project from our Capital Improvement account to our Operating account since this is a reimbursable grant and to keep from comingling federal funds with other dollars. 85% of this project is funded through the SCASD grant and 15% is the local match that was pledged by the City and CCIDA. These are the funds being used for this project. Actual expenses from the Operating Account totaled \$ 44,242.95. Purchase Order's from the Capital Improvement Account total \$ 42,260.31.

The reconciled bank balance of the \* Money Market Account (10976043) is \$ 160,635.44. the reconciled balance of the Operating Account (10375822) is \$ 124,631.64, the reconciled balance of the Imprest Fund (10704778) is \$ 722.91. For a total cash on hand \$ 285,989.99, less \$ 83,904.26 which is committed.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$65,087.74, Capital Improvement Account (114030) \$ 65,087.74 and restricted for land lease (invested in C.D.) \$ 343,266.00. The C.D. has matured with a final amount of \$ 109,830.00, those finds are currently in an interest bearing Money Market account.

Incomes for the month of June 2008 totaled \$ 75,086.58, YTD incomes total \$ 708,084.60 which is 107% of the total budgeted amount of \$ 661,972.74. Expenses for the month of June 2008 totaled \$ 50,235.04, YTD expenses total \$ 705,961.77 which is 112% of the total budgeted amount of \$ 632,350.22. Capital Expenditures totaled \$47,105.00. (tractor and mower) of the 50,000.00 reserved.

Expenses are up due to one time payments and special projects i.e. engineering on the fuel farm, re-roof the golf center building and replace water damaged ceiling tiles, landscaping - front of the terminal & airside beds, equipment/ tractor rentals during the summer month when our equipment was down and to clean out drainage ditches, sealing the cracks in the taxiways A&E, renovation to boarding gate area to accommodate additional passengers, renovation to the TSA area to accommodate the additional , renovations to the Delta/ area (paint, repairs to scales and baggage belt, carpeting in office, costs to run dedicated electrical lines to boarding gates and offices area). Additional attorney fees to defend Regional Air suit to Wade and the \$10,000.00 deductible to McAfee and Taft.

**Collateralized Accounts** - Arvest has pledged \$ 500,000 above the FDIC limit. City National has pledged \$ 500,000 above the FDIC limit. These amounts have been confirmed with the Federal Reserve Bank.

**MOTION BY C. JOHNSON, SECOND BY HAYWOOD**, to approve the financials and purchase orders as presented. AYES: Lawson-Johnson, Gilkeson, Moses, Aubrey, Haywood, Friedl. NAYES: None. MOTION CARRIED.

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## NEW BUSINESS

There being no further business, the meeting was adjourned.

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**Cassandra Lawson-Johnson, Chairman**