

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
February 23, 2010**

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

PRESENT:

Ray Friedl, Chairman
Toney Stricklin, Vice-Chair
Stanley Haywood, Asst. Secretary
Richard Campbell, Asst. Secretary
Dana Davis, Member
Ed Petersen, Member
David Madigan, Member

ABSENT:

David Aubrey, Secretary
Lee Baxter, Member

ALSO PRESENT:

Barbara McNally, Airport Manager
Kim McConnell, Lawton Constitution
Chris Pittman, La Sill Aviation
Jim Breazer, Fort Sill Transportation

Chuck Wade, Airport Attorney
Sam Williams, American Eagle
Pat Hurley, Administrative Assistant

The roll call confirmed that a quorum was present.

OLD BUSINESS

- a) **Minutes** – Friedl asked for additions and/or corrections to the minutes of the Airport Authority meeting of January 26, 2010.

MOTION BY HAYWOOD, SECOND BY - to approve minutes of the January 26, 2010 meeting. AYES: Friedl, Stricklin, Haywood, Campbell, Davis, Petersen, Madigan. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Sam Williams, Manager)** –Williams said after a review of the performance over the past 22 days, there have been 19 cancellations due to weather either here or in Dallas.
- b. **LaSill Aviation (Chris Pittman)** – No Report.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- d. **Fort Sill Transportation (Jim Beazer)** – No Report.
- e. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not Present.

LEASING COMMITTEE (Ray Friedl)

- a) **LaSill Golf Center Lease** – Friedl said the lease with LaSill for the Golf Center Building has had some issues since its conception. Friedl said essentially the building is not inhabitable for the use LaSill intended.

Friedl said they have made some improvements to the facility and our staff has cost those out. Friedl said the committee believed that \$ 6,000.00 had been put into the building that directly benefits the Airport Authority. Friedl said it is the recommendation of the Leasing committee that LaSill Aviation be allowed to end their lease and be reimbursed \$ 6,000.00 for the improvements they made that directly benefits the Airport Authority.

MOTION BY HAYWOOD, SECOND BY DAVIS, to approve allowing LaSill Aviation out of the Golf Center Lease and reimbursing them \$ 6,000.00 for the improvements that benefit the Authority. AYES: Stricklin, Davis, Campbell, Petersen, Haywood, Madigan. ABSTAIN: Friedl. NAYES: None. MOTION CARRIED.

b) Janitorial Contract – Friedl said the Janitorial contract expires January 30, 2010. Friedl said the current provided of service is doing an excellent job and it is the recommendation of the committee to approve renewing the contract at the current rate of \$ 3,819.80 per month in a five year contract with a five year option.

MOTION BY PETERSEN, SECOND BY MADIGAN, to approve renewing the contract with Lee's Janitorial Service at the current rate of \$ 3,819.80 per month in a five year contract with a five year option. AYES: Davis, Friedl, Madigan, Campbell, Haywood, Stricklin, Petersen. NAYES: None. MOTION CARRIED.

c) Gift Shop – Friedl said the current tenant is making improvements and updating the facility. Friedl said he is taking up the carpet and installing hard wood floors. Friedl said his total cost is \$1,100.00 and he is requesting the Authority assist in the cost to help in the carpet removal in an amount not to exceed \$ 300.00. Friedl said it is the recommendation of the committee to accept the tenant proposal.

MOTION BY MADIGAN, SECOND BY HAYWOOD, to approve giving the Gift Shop tenant \$ 300.00 to help with the cost of installing hard wood floors. AYES: Madigan, Stricklin, Friedl, Haywood, Davis, Petersen, Campbell. NAYES: None. MOTION CARRIED.

d) Skycap Services – Friedl said the Skycap provides assistance to the passengers for tips only. Friedl said the last Skycap retired last year. Friedl said another individual Charlie Hagler has requested to be allowed to take over the Skycap Contract on a trial basis of 90 days beginning March 1, 2010.

DEVELOPMENT COMMITTEE (Toney Stricklin, Committee Chair)

a) AIP 25 – Terminal Building Roof and HVAC Project – Stricklin asked McNally to report on the bid opening. McNally said we had two bids received yesterday one from Brox Industries in the amount of \$ 759,764.00 and one from RCJ Construction in the amount of \$ 789,253.00. McNally said the Authority needs to approve accepting the low bid and executing the Grant Agreement with the FAA.

MOTION BY CAMPBELL, SECOND BY HAYWOOD, to approve accepting the bid from Brox for the amount of \$ 759,764.00. AYES: Friedl, Stricklin, Haywood, Campbell, Davis, Petersen, Madigan. NAYES: None. MOTION CARRIED.

MOTION BY PETERSEN, SECOND BY HAYWOOD, to approve executing the FAA Grant agreement when it is received. AYES: Stricklin, Friedl, Madigan, Petersen, Davis, Campbell, Haywood. NAYES: None. MOTION CARRIED.

b) Preliminary Design – Boarding Gate Renovation Project – Stricklin said the Authority will need to review the design option the architect has present for the new boarding gate area. Stricklin said it is committee's recommendation the Authority to direct the Engineer to proceed with Option #4 to provide cost estimates for the boarding gate expansion project. After some discussion a motion was made.

MOTION BY CAMPBELL, SECOND BY DAVIS, to approve directing the engineer to proceed with

option #4 to provide cost estimates for the new boarding gate area. AYES: Stricklin, Haywood, Davis, Campbell, Madigan, Petersen, Friedl. NAYES: None. MOTION CARRIED.

- c) **Preliminary Design – Baggage Claim Area Project** - Stricklin said our baggage claim area has come in to some criticism from the public. Stricklin said it is not an esthetically pleasing nor is it very functional. Stricklin said it is the recommendation of the committee to approve proceeding with the preliminary design and cost the project in an amount not to exceed \$ 17,700.00. Stricklin said this money will be paid back out of the next PFC application.

MOTION BY DAVIS, SECOND BY MADIGAN, to approve proceeding with the preliminary design and cost of the baggage claim area project. AYES: Madigan, Haywood, Stricklin, Petersen, Campbell, Friedl, Davis. NAYES: None. MOTION CARRIED.

- d) **Lawton Beautiful Terminal Project** – Stricklin said the Authority gave the Development Committee the authority to work with Dr. Bellino on this project and they are continuing to do so, he will let the Authority know how that project is going in the future.

AIRPORT MANAGER'S REPORT (Barbara McNally)

- a. **Airport Operations Report** – McNally said that Sam William had already covered enplanements and AE performance. Madigan asked William how Lawton cancellations compared to Wichita Falls. Williams said that their cancellations are usually higher.

b. FINANCIAL REPORT –

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 59,914.43, which includes \$ 10,886.87, \$ 5,864.00 for repair of the airfield regulator that powers the runway lights and additional expenses related to the snow and ice storm.

Purchase Orders from the Capital Improvement Account totaled \$ 23,883.88, which includes 20,570.42 for LEO that goes to the City of Lawton, AIP 24 was \$ 1,950.00 and \$ 1363.46 TSA rent.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 383,285.45, the reconciled balance of the Operating Account (10375822) is \$ 73,027.36, and the reconciled balance of the Imprest Fund (10704778) is \$ 1,144.84. For total of unrestricted funds available of \$ 457,457.65.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges- 9014251) \$ 83,149.20, Capital Improvement Account (114030) \$ 21,662.11.

Line of Credit - The balance of the line of credits used for the PFC projects is -0-.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 47,858.42, YTD incomes total \$ 491,820.44 which is 66% of the total budgeted amount of \$ 740,092.53.

Expenses for the month totaled \$ 75,832.45, YTD expenses total \$ 486402.75 which is 70% of the total budgeted amount of \$ 695,875.85. Line items that have exceeded the budget are Legal and Professional service which include non budgeted engineering services for the Golf Center Roof and HVAC center and the Preliminary design for the Boarding Gate project. Other expenses costs associated with snow and Ice control, i.e., deicers, repairs to the snow plow, runway lights, and rental of snow equipment.

Capital Expenditure is the Bassco bill for the fuel facility project in the amount of \$ 82,144.15.

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 \$ 500,000 above the FDIC limit. City National has pledged \$ 1,750,000.00 above the FDIC limit. These

amounts are reported monthly from Federal Reserve Bank.

MOTION BY HAYWOOD, SECOND BY STRICKLIN- to approve the financials and purchase orders as presented for January 26, 2010. AYES: Madigan, Stricklin, Friedl, Haywood, Davis, Petersen, Campbell. NAYES: None. MOTION CARRIED

NEW BUSINESS

There being no further business, the meeting was adjourned.

Ray Friedl, Chairman