

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
March 24, 2009**

The meeting was called to order at 3:00 p.m. by the Chairman, George Moses. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

George Moses, Chairman
Steve Gilkeson, Vice-Chair
Richard Campbell, Secretary
David Aubrey, Asst. Secretary
Ray Friedl, Asst. Secretary
Stanley Haywood, Member
Carey Johnson, Member
Toney Stricklin, Member
Cassandra Lawson-Johnson

ABSENT:

ALSO PRESENT:

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Christine Davis, American Eagle

Pat Hurley, Administrative Asst.
Kim McConnell, Lawton Constitution
Chris Pittman, La Sill Aviation

The roll call confirmed that a quorum was present.

OLD BUSINESS

- (a) Minutes** – Moses asked for additions and/or corrections to the minutes of the Airport Authority meeting of February 24, 2009.

MOTION BY C. JOHNSON, SECOND BY HAYWOOD- to approve minutes of the February 24, 2009.
AYES: Moses, Gilkeson, Friedl, C. Johnson, Haywood, Stricklin, Lawson-Johnson. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Christine Davis)** – Davis said American Eagle Lawton has picked up another charter operated by Allegiant Air to Wendover, Nevada. Davis said this will occur in May to test the market.
- b. ASA/Delta (Jackie Hughes)** – Not present.
- c. LaSill Aviation (Chris Pittman)** – Pittman said he has provided the fuel reports. Pittman said last Saturday La Sill hosted a Fort Sill Safety meeting with a turn out of about 35 people and it all went well.

Pittman said he hired Bassco to service the fuel tanks and replace filters. Pittman said that they discovered that the interior epoxy lining of the tanks was coming loose. Pittman said that this is a serious situation that needed to be addressed. He went on to say that the fuel was safe because of the filtration systems.

McNally circulated pictures and a piece of the epoxy that was taken out of the tank. Moses asked if that was the general condition inside the tanks. Pittman and McNally said yes.

McNally said she has been in contact with Phillip Brooks from Bassco, to get estimates on repairing the tanks. McNally said the initial costs are about \$ 62,000.00 for both tanks. McNally said that the tanks would need to be done one at a time after the new tank was installed as to not reduce the capacity of the system.

McNally said she would bring a recommendation back to the Authority next month with a firm price.

d. Lawton Air Traffic Control Tower (Frank Herndon) – Not present.

e. Fort Sill Transportation (Jim Beazer) – Not present.

f. Fort Sill Army Radar Approach Control (Buddy Thornton) – Not present.

g. TSA (Larry Kettler) – Not present.

PROPOSED EXECUTIVE SESSION – Proposes Executive session for confidential communication between the Authority and its attorney concerning a pending investigation, claim or action, pursuant to Title 25, OS Section 307B.4.

a. Vote to go into Executive Session – MOTION BY HAYWOOD, SECOND BY C. JOHNSON, Stricklin, Moses, Campbell, Lawson-Johnson, Friedl, C. Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

b. Vote to return to Open Session – MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON, Moses, Friedl, Aubrey, Gilkeson, Campbell, Haywood, Stricklin, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

Statement of Executive Session Minutes – Wade said the Authority convened at 9:27 a.m. and returned to open session at 9:43 a.m., during that time they discussed the agenda item in executive session to allow members of the Authority confer on matters with the attorney as authorized by 25 O.S. 307B.4

DEVELOPMENT COMMITTEE (Ray Friedl, Committee Chair)

a. Fuel Facility Expansion – Friedl said the tank is under construction and should be complete March 27th with the ground work beginning the first of April.

b. Security Upgrade (Fence Bid and Security Systems) – Friedl said project is complete with all systems in test mode. Friedl said once TSA approves the new Airport Security Program the systems will be fully activated.

c. 2009 AIP Projects

1) Replacement of Failed Panels on Taxiway A and B – McNally said this year's AIP project will be the replacement of the failed portions of Taxiway A and B. McNally said the engineer has submitted a cost estimate to the FAA. McNally said the total cost of this project is estimated to be approximately \$ 510,591.00. McNally said the final plans will be in her office at the end of the week, the engineer wants to advertise this project on April 1st with bids due on April 23rd, which we can bring back to the Authority at the May meeting. McNally said we could have it under grant by June 15, 2009, which is the FAA's deadline.

MOTION BY LAWSON-JOHNSON, SECOND BY CAMPBELL, to approve advertising the Taxiway A and B project. AYES: Gilkeson, Stricklin, Freidl, Haywood, C. Johnson, Moses, Lawson-Johnson, Aubrey, Campbell. NAYES: None. MOTION CARRIED.

- 2) **Design Phase of Overlay 2400 ft. of Runway Project** – McNally said during the FAA Conference, she and our engineer met with our program manager Bill Bell to discuss the Runway overlay project. McNally said in order to get a project cost estimate we will need to begin the testing of the runway. McNally said the cost of the testing is \$ 13,248.00. McNally said Bell suggested that we get that work accomplished now in order to qualify for FAA discretionary funding. McNally said the Authority needs to approve the amendment to Task Order #1. After some discussion a motion was made.

MOTION BY C. JOHNSON, SECOND BY FRIEDL, to approve amendment to Task Order #1 for \$ 13, 248.00. AYES: Lawson- Johnson, Campbell, C. Johnson, Moses, Friedl, Haywood, Stricklin, Gilkeson, Aubrey. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

- a) **Airport Gift Shop Concession-** C. Johnson said the Airport Gift Shop Concession RFP is due in on Friday, March 27, at 3:00 p.m. and we hope to have some options for the Gift Shop.
- b) **Lawton Golf Center** – C. Johnson said the Lawton Golf Center is also being advertised and the RFP will be due April 3rd.
- c) **Parking Service RFP** – C. Johnson said the Parking RFP has not been completed. C. Johnson said it should be complete next month.
- d) **ATM RFP** – C. Johnson said we received two proposals, which the committee will evaluate them on Friday.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a. Airport Operations –

1) **Installation of new CTX machine** – McNally said the CTX machine is the terminal and the TSA employees are being trained on the use of it for the next two weeks.

2) **Financial Report** – Purchase Order's to be approved from the Operating Account total \$ 25,235.97. Purchase Order's from the Capital Improvement Account totaled \$ 50,553.83 which includes \$ 44,369.31 for the security project, \$4,821.60 for the fence project and \$ 1,336.40 for the TSA reimbursement.

Bank Balances - The reconciled balance of the * Money Market Account (10976043) is \$ 413,003.95, the reconciled balance of the Operating Account (10375822) is \$ (-3,579.60) which includes \$ 79,810.33 of the City's and CCIDA funds for the matching share on the SCASD grant), the reconciled balance of the Imprest Fund (10704778) is \$ 1,311.31. For a total cash on hand less committed \$ 410,735.66.

Investment include the Arvest Management account \$ 114,480.76 which a portion is committed to the fuel facility project.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ - 0-, Capital Improvement Account (114030) \$ 34,462.13.

The CD with the land lease payment was liquated, \$ 343,265.87 was paid to the Oklahoma School Land Commission and the interest (\$ 26,880.21) was deposited into the Capital Improvement account.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 59,537.03, YTD incomes total \$ 608,167.32 which is 80% of the total budgeted amount of \$ 761,178.30.

Expenses for the month totaled \$ 49,873.02, YTD expenses total \$ 522,945.23 which is 75% of the total budgeted amount of \$ 700,544.22

Collateralized Accounts - Arvest has pledged \$ 500,000 above the FDIC limit. City National has pledged \$ 1,750,000.00 above the FDIC limit. These amounts have been confirmed with the Federal Reserve Bank.

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

NEW BUSINESS

There being no further business, the meeting was adjourned.

George Moses, Chairman