

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
October 21, 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
Richard Campbell, Asst. Secretary
David Aubrey, Asst. Secretary
Carey Johnson, Member
Stanley Haywood, Member
Ray Friedl, Member
Toney Stricklin, Member

ABSENT:

Steve Gilkeson, Vice-Chair
George Moses, Secretary

ALSO PRESENT:

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Bill Tipton, La Sill Aviation

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

The roll call confirmed that a quorum was present.

OLD BUSINESS

- (a) **Minutes** – Lawson-Johnson asked for additions and/or corrections to the minutes of the Airport Authority meeting of September 23, 2008.

MOTION BY HAYWOOD, SECOND BY AUBREY– to approve minutes of the September 23, 2008. AYES: Lawson-Johnson, Campbell, Aubrey, Haywood, Friedl, Stricklin. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Michael Williams)** – Not present.
 - b. **ASA/Delta (Jackie Hughes)** – Not present.
 - c. **LaSill Aviation (Chris Pittman)** – Pittman said LaSill is up on their customer based aircraft.
 - 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.
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FINANCE COMMITTEE (David Aubrey)

- a) **Increase Line of Credit** – Aubrey said currently the Authority has a \$ 100,000.00 line of credit with Arvest Bank. Aubrey said we have approached them to increase that amount to \$ 200,000.00, to be used on PFC projects and reimbursed on a monthly basis as PFC funds accumulate. Aubrey said this is something we can draw on as the need arises. McNally said the purpose of this line of credit is to help fund each of the PFC projects as needed. McNally said the PFC's accumulate at a rate of \$ 25, 000.00 to \$ 27,000.00 per month and the principal and interest is reimbursable.

MOTION BY HAYWOOD, SECOND BY FRIEDL, to approve increasing the line of credit from \$ 100,000.00 to \$ 200,000.00. AYES: Stricklin, Campbell, Lawson-Johnson, Friedl, Aubrey, Haywood. NAYES: None. MOTION APPROVED.

- b) **Fuel Farm Project Funding** – Aubrey said the fuel farm project is going to run approximately \$ 182,180.00. Aubrey said the Authority will use the funds previously committed by CCIDA and the City of Lawton, which is \$ 75,000.00 each. Aubrey said the remainder will be Authority money of \$ 32, 000.00.
- c) **Security Project Funding** – Aubrey said the security project, which includes the fencing, gates, badges and security cameras. Aubrey said this will be funded 100% out of PFC's. Aubrey said we currently have \$166, 840.00 in the PFC account. Aubrey said the remaining balance of \$ 168,492.00; the Authority will use the line of Credit and reimburse the loan with PFC's collected monthly.
- d) **Purchase of Airport Vehicle** – Aubrey said the committee recommends replacing a 1991 Blazer that is used for runway checks and fiction testing in the winter months. Aubrey said the Authority has budgeted for the vehicle. Aubrey said it is the recommendation of the committee to develop an RFP and advertise for bids. McNally said she spoke with the City of Lawton and they use the state contract price. Wade said he believed the Authority was eligible for purchase under the state contract price, but he would get an answer for the manager today. After some discussion a motion was made.

MOTION BY FRIEDL, SECOND BY STRICKLIN, to approve the development of a RFP and going out for bids. AYES: Friedl, Aubrey, Campbell, Haywood, Stricklin, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (George Moses, committee chair)

- a. **PFC Application** – Aubrey said the PFC Application for \$ 917,000.00 was sent to the FAA and was approved on September 30, 2008. Aubrey said this application will provide funding for the security project, the emergency power generator for the terminal and the terminal building renovations. Aubrey asked if there was a time constraint. McNally said the projects have to be completed in three years.
- b. **Engineer Interviews** – Aubrey said the committee has set up interviews with three companies that were the highest rated proposals. Aubrey said the interviews will take place on October 30, 2008 at 9:00 a.m., in the Airport Conference Room. Aubrey said the Development committee will bring back a recommendation to the next Authority meeting.
- c. **Fuel Facility Expansion** – Aubrey said the committee reviewed the bids received on the fuel facility expansion. Aubrey said the bids are as follows: Unified Services of Texas \$ 229,195.75, Petroleum Marketers \$ 277,202.00, Mid South \$ 158,805.07 and Southern Company \$ 188, 495.00. Aubrey said it is the recommendation of the committee to go with the low bidder Mid South.

MOTION BY HAYWOOD, SECOND BY C. JOHNSON, to approve awarding the bid to Mid South at the bid of \$ 158,805.07. AYES: Stricklin, Friedl, Haywood, C. Johnson, Lawson-Johnson, Aubrey, Campbell. NAYES: None. MOTION CARRIED.

McNally said the committee also recommends allowing an additional \$ 5,000.00 for a reclamation system for the fuel farm requested by LaSill Aviation. After some discussion a motion was made.

MOTION BY HAYWOOD, SECOND BY FRIEDL, to approve the additional funds not to exceed \$ 5, 000.00, for a reclamation system at the fuel farm. AYES: Lawson-Johnson, Campbell, Freidl, Haywood, Stricklin, Aubrey. NAYES: C. Johnson. MOTION CARRIED.

d. Security Upgrade (Fence Bid and Security Systems) – Aubrey said the committee reviewed the bids received on the fence project which where as follows: Quality Fence \$ 123, 569.00 and DSR Services \$ 132,856.00. Aubrey said it is the recommendation of the committee to award the bid to Quality Fence. After some discussion a motion was made.

MOTION BY CAMPBELL, SECOND BY FRIEDL, to approve the fence bid of \$ 123,569.00 from Quality Fence Company. AYES: Aubrey, C. Johnson, Stricklin, Friedl, Lawson-Johnson, Campbell, Haywood. NAYES: None. MOTION CARRIED.

Aubrey said the committee reviewed the bids received on the security systems as follows: Diebold \$ 432,100.00, Secure Net \$ 238,278.77, Johnson Controls, \$ 388,000.00 and Wiring Solutions \$ 202,770.25. Aubrey said it is the recommendation of the committee to award the bid to the low bidder Wiring Solutions.

MOTION BY C. JOHNSON, SECOND BY HAYWOOD, to approve awarding the security systems bid to Wiring Solutions for \$ 202,770.25. AYES: Stricklin, Haywood, C. Johnson, Campbell, Aubrey, Lawson-Johnson, Friedl. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (C. Johnson, Committee Chair)

a) Airport Gift Shop Concession- C. Johnson said the committee is working on an RFP for the Airport Gift Shop lease.

b) Candy/Gum Concession – C. Johnson said the Authority received one response for the Candy/ Gum concession from Hanna Gum Company. C. Johnson said it is the recommendation of the committee to award the Candy/Gum concession to Hanna Gum Company for 55% of receipts on the vending machines in the terminal.

MOTION BY STRICKLIN, SECOND BY HAYWOOD, to approve awarding the Candy/Gum concession to Hanna Gum Company for 55% of the receipts on the vending machines in the terminal. AYES: Aubrey, Haywood, Stricklin, Lawson-Johnson, Campbell, C. Johnson, Friedl. NAYES: None. MOTION CARRIED.

c) Mowing Lease – C. Johnson said the mowing lease is up for renewal and it is the committee's recommendation to extend the Lease to the current lessee for another five years at \$ 600.00 per year. C. Johnson said he mows and bails the grass in several areas of the Airport.

MOTION BY FRIEDL, SECOND BY CAMPBELL, to approve the mowing lease with Eldon Eberhart for the next five years at \$ 600.00 per year. AYES: Lawson-Johnson, Campbell, Aubrey, C. Johnson, Haywood, Friedl, Stricklin. NAYES: None. MOTION CARRIED.

d) Republic Parking – C. Johnson said the lease with the parking concession expires February 28, 2009. C. Johnson said the operator of the Parking Concession, Republic Parking, has requested to extend the current lease for another five year period. C. Johnson said the committee believes this is a valuable concession to the Airport and its patrons, so it is the committee's recommendation to solicit requests for proposals for this lease.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a. Airport Operations - McNally said the local media asked about our schedules during the Thanksgiving holiday in response to an AP a story that major carriers are cutting flights. McNally said she learned that Delta is actually starting back to two flights a day.

McNally said that field work for the audit is complete, the auditor will be meeting with the Finance committee and the final audit will be ready for approval at the next meeting.

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

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 61,788.97. This includes KSA pavement analysis 6,656.25, the PFC consultant \$ 11,427.05 which will be reimbursed from the PFC's and General Liability insurance in the amount of \$ 7,128.50 and Designworks \$ 3,667.13 which will be paid out of the SCASD grant.

Purchase Order's from the Capital Improvement Account total \$ 1,336.40 the TSA rent which is transferred to the operating fund and \$ 54,978.67 for LEO reimbursement grant.

Bank Balances - The reconciled balance of the * Money Market Account (10976043) is \$ 163,830.39. The reconciled balance of the Operating Account (10375822) is \$ 120,194.88 (which includes \$ 80,357.83 of the City's and CCIDA funds for the matching share on the SCASD grant), the reconciled balance of the Imprest Fund (10704778) is \$ 1,994.48. For a total cash on hand less committed \$ 205,661.92. Investment include the Arvest Management account \$ 114,235.42 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) \$ 143,574.89, Capital Improvement Account (114030) \$ 58,668.98 and restricted for land lease (invested in C.D.) \$ 343,266.00 plus interest.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 78,649.24, YTD incomes total \$ 225,875.15 which is 30% of the total budgeted amount of \$ 761,178.30.

Expenses for the month totaled \$ 76,484.74, YTD expenses total \$ 215,082.17 which is 31% of the total budgeted amount of \$ 700,544.22

Accounts Receivable - AIP 23 exceeded the grant amount by \$ 58,713.05, which was paid by the Authority and will be reimbursed by the FAA.

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 HAYWOOD, to approve the financials and purchase orders as presented. AYES: Campbell, Haywood, Lawson-Johnson, C. Johnson, Aubrey. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Cassandra Lawson-Johnson, Chairman