

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
November 22, 2009**

The meeting was called to order at 9:00 a.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
David Aubrey, Asst. Secretary
Ray Friedl, Asst. Sec.
Cassandra Lawson-Johnson
Stanley Haywood, Member
Toney Stricklin, member
Carey Johnson, member

ABSENT:

Richard Campbell, Secretary

ALSO PRESENT:

Barbara McNally, Airport Manager
Kim McConnell, Lawton Constitution
Chris Pittman, La Sill Aviation

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 – Moses asked for additions and/or corrections to the minutes of the Airport Authority meeting of September 24, 2009.

MOTION BY C. JOHNSON, SECOND BY GILKESON- to approve minutes of the September 24, 2009.
AYES: Moses, Gilkeson, Friedl, C. Johnson, Stricklin, Lawson-Johnson. ABSTAIN: Aubrey. NAYES: None.
MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Sam Williams, Manager)** –Williams said American Eagle had 6 cancellations for the month. Williams said starting 19th of November we increased our flight service to six flights a day through the new year.
 - b. LaSill Aviation (Chris Pittman)** – No report given.
 - c. Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
 - d. Fort Sill Transportation (Jim Beazer)** – No present.
 - e. Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not present.
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LEASING COMMITTEE (Carey Johnson, Committee Chair)

- 1) **Selection of Parking Services** – Johnson said two responses to the RFP were received. Johnson said the committee has some additional question to resolve before making a recommendation.
- 2) **American Eagle Lease negotiation** – Johnson said the committee has been working with American Eagle on a new lease with new lease terms. Johnsons said he hoped to have this lease complete next month for approval.
- 3) **TSA Office Lease** – Johnson said the TSA office area is up for renewal and the committee has come to an agreement with TSA on a lease rate of \$ 22.17 per sq. ft. per year for 1546 sq.ft. With a 3% annual escalator. Johnson said it is the committee’s recommendation to approve the TSA Lease.

MOTION BY GILKESON, SECOND BY LAWSON-JOHNSON, to approve the TSA Office space lease at the stated rate. AYES: Stricklin, Moses, Lawson-Johnson, Friedl, Johnson, Aubrey, Gilkeson. NAYES: None. MOTION CARRIED.

- 4) **Repairs on Golf Center Building** – McNally said we received 8 bids for HVAC they ranged from \$ 34, 650.00 to \$ 46,119.00. McNally said the roof bids ranged from \$ 45,000.00 to \$ 62,000.00. McNally said she is checking references. McNally said we are still working out issues will the tenant.

DEVELOPMENT COMMITTEE (Ray Friedl, Committee Chair)

- 1) **AIP 24 - Replacement of Failed Panels on Taxiway A and B, Design of Runway Project and Design work for Runway overlay project** – Friedl said the concrete has been poured for taxiway A and B. Friedl said there is some separation in some of the panels. Friedl said the contractor with the assistance of our engineer is patching those with an FAA approve patch. Friedl said the runway design is complete and waiting for FAA funding.
- 2) **Fuel Facility Expansion** – Friedl said the new tank is installed and being tested and will be operational once the testing is complete.
- 3) **Bids to Repair Existing Fuel Tanks** – Friedl said there was one bid received from BASCCO in the amount of \$ 49, 112.22 to repair the existing tanks. Friedl said it is the committee’s recommendation to accept the bid.

MOTION BY, STRICKLIN, SECOND BY LAWSON-JOHNSON, to approve the repair the existing tanks at the amount of \$ 49,112.22. AYES: Moses, Friedl, Aubrey, Gilkeson, Stricklin, Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

- 4) **Terminal Building Roof and HVAC replacement** - Friedl said these plans are complete and ready to bid out. Friedl said the engineer’s estimate for the project is \$ 990,000.00. Friedl said project was originally slated for PFC funds but exceeds the original estimate and McNally will have to work with the FAA for funding.
- 5) **Boarding Gate Renovation & Terminal Conceptual Design** – Friedl said the committee reviewed the first of the preliminary plans for the renovation of the boarding gate area, which will be brought to the Authority for recommendation, then selves until the FAA funds become available.
- 6) **Golf Center Building-** Friedl said the committee reviewed the bids that were received and forwarded them to the engineer for review and recommendations.

FINANCE COMMITTEE (David Aubrey)

- 1) **FY09 Audit Report** – Aubrey said the committee met with the Auditor and reviewed the annual audit and

MOTION BY AUBREY, SECOND BY C. JOHNSON, to approve realigning the current Authority members terms with the calendar year. AYES: Gilkeson, Stricklin, Friedl, Johnson, Moses, Campbell. NAYES: None. MOTION CARRIED.

NOMINATING COMMITTEE (Cassandra Lawson-Johnson)

- 1) Nomination of the Officers for 2010** – Lawson-Johnson said the committee is recommending the following slate of Officers for 2010: Friedl, Chairman; Stricklin, Vice-Chair; Aubrey, Secretary; Haywood, Asst. Secretary and Campbell Asst. Secretary.

MOTION BY JOHNSON, SECOND BY GILKESON, to approve the slate of officers for 2010 as listed above. AYES: Lawson-Johnson, Johnson, Moses, Friedl, Stricklin, Gilkeson, Aubrey. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER'S REPORT (Barbara McNally)

- a. Airport Authority Regular Board meetings for 2010** – McNally asked the Authority members to approve the meetings for 2010.

MOTION BY AUBREY, SECOND BY FRIEDL, to approve the Authority Board meetings for 2010. AYES: Aubrey, C. Johnson, Stricklin, Friedl, Gilkeson, Lawson-Johnson, Moses, Haywood. NAYES: None. MOTION CARRIED.

b. Lawton Beautiful Project – McNally said the herd of buffalo (7 large and 5 small) between the entrance and exit roads are slated to be set in place on December 3rd at 2:30 p.m. McNally said the committee is requesting a proposal to put a mural in the terminal building. McNally is requesting the Authority be able to review and approve any plan before it is implemented.

c. Airport Operations Report – McNally said Williams already updated the airline report.

d. Request to attend DBE class - McNally said the Disadvantage Business Enterprise Program is critical compliance component for our AIP grants. McNally said each airport must designate a DBELO, Disadvantaged Business Enterprise Liaison officer and Pat Hurly will be taking over that position. McNally said Pat will need to attend a DBE Conference in Dallas; the cost of the conference is an amount not to exceed \$ 1,200.00.

MOTION BY FRIEDL, SECOND BY HAYWOOD, to approve Hurley attending the DBE conference in Dallas for an amount not to exceed \$ 1,200.00. AYES: Stricklin, Haywood, Moses, C. Johnson, Aubrey, Gilkeson, Lawson-Johnson, Friedl. NAYES: None. MOTION CARRIED.

e. FINANCIAL REPORT – Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 67,525.87. Purchase Orders from the Capital Improvement Account totaled \$ 1,363.46 for the TSA rent transfer.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 470,925.85, the reconciled balance of the Operating Account (10375822) is \$43,431.67, and the reconciled balance of the Imprest Fund (10704778) is \$ 1,678.08. For total of unrestricted funds available of \$ 516,035.60.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 75,760.18, Capital Improvement Account (114030) \$ 19,849.93.

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

Income and Expense Budget Tracking - Incomes for the month totaled \$ 69,096.33; YTD incomes total \$ 295,690.84 which is 40% of the total budgeted amount of \$ 740,092.53.

Expenses for the month totaled \$ 71,848.29; YTD expenses total \$ 253,200.18 which is 36% of the total budgeted amount of \$ 695,875.85.

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 C. JOHNSON, SECOND BY HAYWOOD- to approve the financials and purchase orders as presented for October 20, 2009 and November 24, 2009. AYES: Moses, Gilkeson, Aubrey, Friedl, Johnson, Haywood, Stricklin, Lawson-Johnson. NAYES: None. MOTION CARRIED

NEW BUSINESS

There being no further business, the meeting was adjourned.

George Moses, Chairman