

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

The meeting was called to order at 3:00 p.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:

George Moses, Chairman
Richard Campbell, Secretary
David Aubrey, Asst. Secretary
Ray Friedl, Asst. Secretary
Stanley Haywood, Member
Carey Johnson, Member (arrived late)
Cassandra Lawson-Johnson

ABSENT:

Steve Gilkeson, Vice-Chair
Toney Stricklin, Member

ALSO PRESENT:

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

Pat Hurley, Administrative Asst.
Kim McConnell, Lawton Constitution

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 January 30, 2009.

MOTION BY FRIEDL, SECOND BY HAYWOOD- to approve minutes of the January 30, 2009. AYES: Aubrey, Friedl, Haywood, Lawson-Johnson. ABSTAIN: Moses, Campbell. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Christine Davis)** – Davis said American Eagle will be adding extra sections on Thursday and Friday starting in April 2009.
- b. **ASA/Delta (Jackie Hughes)** – Not present.
- c. **LaSill Aviation (Chris Pittman)** – Not present.
- d. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- e. **Fort Sill Transportation (Jim Beazer)** – McNally reported that a delegation from Korean Air was here week before last. McNally said they spent the day here doing a site survey in preparation of military missions that they will be flying. McNally said Korean Air would be operating flights directly to Korea from Lawton/Fort Sill, with the first mission starting this Sunday.
- f. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not present.

g. TSA (Larry Kettler) – Not present.

h. Authority Acknowledgement of Cassandra Lawson-Johnson

Moses expressed his appreciation to Lawson-Johnson for her leadership and accomplishments as Chairman over the past year and presented her the Chairman's plaque. Lawson-Johnson thanked the Authority members and Airport staff for making it a good year.

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 installation is almost complete and testing is underway.
- c. KSA Engineering- Replace failed Panels on Taxiway A and B** – Friedl said the task order to begin the design of this project has been approved. Friedl said KSA has started the preliminary work and this project will be underway when FAA funding is approved.
- d. 11th Street Project** – McNally said the Lawton Beautification committee is working with the City of Lawton on the 11th Street project from the Airport down to Bishop. McNally said in conjunction with this plan, we are getting estimates on landscaping around the entrance sign which will include the new Lawton branding, a life size buffalo. McNally said the landscaping will cost around \$ 6,200.00 and she anticipates receiving funding for about half on this project. McNally asked the Authority for an amount not to exceed \$ 3,500.00 for funding the entrance sign project. After some discussion a motion was made.

MOTION BY C. JOHNSON, SECOND BY FRIEDL, to approve an amount not to exceed \$ 3,500.00 for he entrance sign project. AYES: Moses, Campbell, Lawson-Johnson, Freidl, C. Johnson, Aubrey, Haywood. 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 complete and being advertised.
- b) Lawton Golf Center** – C. Johnson said the Lawton Golf Center is also being advertised and the RFP will be available shortly. C. Johnson said the building and land could be used for something new or its present use.
- c) Parking Service RFP** – C. Johnson said the Parking RFP has not been completed. C. Johnson it should be complete next month.
- d) ATM RFP** – C. Johnson said the proposals are due February 26, 2009 and will be brought back to the Authority.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a. Airport Operations –

1) Test of the Airport Emergency Plan – McNally said the FAA requires Part 139 airports to conduct a full scale test of the airport emergency plan every three years. McNally said the exercise includes all the agencies from the city and county that would respond in an actual emergency. The exercise is scheduled for April 1.

2) Ice/ Snow Removal – McNally reported that the snow and ice event in February cost approximately 12,000.00 in deicer and overtime.

3) Upgrade TSA equipment - McNally reported that TSA will be installing the new baggage x-ray machine in the near future,

b. Financial Report –

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 37,796.50.

Purchase Order's from the Capital Improvement Account totaled \$ 61,959.01 which includes \$ 58,822.61 for the security project, \$1,800.00 for the fence project and \$1,336.40 for the TSA reimbursement.

Bank Balances - The reconciled balance of the * Money Market Account (10976043) is \$ 353,858.85, the reconciled balance of the Operating Account (10375822) is \$ 54,873.40 (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 \$ 1,329.12. For a total cash on hand less committed \$ 330,251.04.

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) \$ 140,015.96, Capital Improvement Account (114030) \$ -92,488.39. The negative balance was due to a delayed board meeting Jan 30 and the transfer being made after the board meeting.

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 \$ 81,365. 73, YTD incomes total \$ 548,630.28 which is 72% of the total budgeted amount of \$ 761,178.30.

Expenses for the month totaled \$ 57,836.58, YTD expenses total \$ 473,071.41 which is 68% 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 HAYWOOD, to approve the financials and purchase orders as presented. AYES: Moses, Friedl, Aubrey, Haywood, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

NEW BUSINESS

1). Personnel Policy – McNally said that the current Personnel Policy allows an employee to accumulate sick time of 160 hours and then employee losses anything above that time. McNally said she has recently had two employees that have had surgeries and needed additional time for recovery. One employee has returned back to work but the second is still out under doctor's orders. McNally requested that the Authority make an exception to the Personnel Policy and approved an additional 120 hours of paid time for this employee since he has been with the Airport for 18 years. McNally also asked that other Airport employees be allowed to donate some of their sick time to this employee.

Moses asked Wade if there was any legal issue we needed to be concerned about. Wade said the Authority does not buy or pay for the sick leave. Wade said the Authority can make changes and exceptions as they see fit.

C Johnson asked at what rate employees accumulate sick time, McNally said 8 hours a month/96 hours a year. C. Johnson said he thought that was fairly generous, Johnson when on to say he had no problem with employees donating their sick time.

Wade said he thought it would be wise for the Personnel Committee to consider a revision to the policy, since this type of event will happen again and the Authority is not liable for monetary compensation.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON, to approve an exception to the Personnel Policy and allow an additional 120 hours for the employee and allow other employees to contribute time. AYES: Friedl, Haywood, Moses, Lawson Johnson. NAYES: C. Johnson, ABSTAIN: Aubrey. MOTION CARRIED.

There being no further business, the meeting was adjourned.

George Moses, Chairman