

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
September 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
Richard Campbell, Secretary
Ray Friedl, Asst. Sec.
Toney Stricklin, member
Carey Johnson, member

ABSENT:

David Aubrey, Asst. Secretary
Cassandra Lawson-Johnson
Stanley Haywood, Member

ALSO PRESENT:

Barbara McNally, Airport Manager
Kim McConnell, Lawton Constitution
Chris Pittman, La Sill Aviation
Pat Grill, LaSill Golf Center
Deb Boggus, LaSill Golf Center

Chuck Wade, Airport Attorney
Sam Williams, American Eagle
Jim Beazer, Fort Sill Transportation
Larry Bogas, Fort Sill Transportation
Ken Issac, businessman

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 August 25, 2009.

MOTION BY C. JOHNSON, SECOND BY FRIEDL- to approve minutes of the August 25, 2009. AYES: Moses, Campbell, Friedl, C. Johnson. ABSTAIN: Gilkeson, Stricklin. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Sam Williams, Manager)** –No report given.
 - 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 report.
 - e. Fort Sill Army Radar Approach Control (Buddy Thornton)** – Not present.
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LEASING COMMITTEE (Carey Johnson, Committee Chair)

- 1) Repairs on Golf Center Building** – Johnson said the engineer is working on plans for the roof and HVAC replacement.
- 2) RFP for Parking Services** – Johnson said this RFP has been advertised and posted on our website. Johnson said the mandatory prebid on October 13, 2009 with bids due on November 12, 2009. Johnson said the committee will review the responses and make a recommendation to the Authority in November.
- 3) American Eagle Lease negotiation** – Johnson said the committee reviewed a new rate and fee structure for the airlines. Johnson said the committee will meet with American Eagle's Corporate Real Estate to discuss lease terms for the new lease in October.
- 4) Hangar # 5** – Johnson said La Sill has requested to have their lease to Hangar # 5 run concurrently to their primary lease April 30, 2016. Johnson said the committee proposed the rent to be \$ 3,000.00 a month with an annual escalator of 1.5%. Johnson said that La Sill has not responded to the proposal yet.

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 project has been slightly delayed do to bad weather days and rain.
 - a) Change Order # 1** – Friedl said the inspector has discovered an additional 8 panels (21 ft. x 19 ft.) that have more cracks, it is the engineer's recommendation to replace those panels as a change order to this project. Friedl said with the reduction of line items in which quantities were under and the increase if the line items needed for the additional panels, the final amount of the Change Order One is \$ 7,817.22. Friedl said it is the committee's recommendation to approve Change Order One in the amount of \$ 7,817.22.

MOTION BY JOHNSON, SECOND BY GILKESON, to approve Change Order One in the amount of \$ 7,817.22. AYES: Stricklin, Moses, Campbell, Friedl, Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

- 2) Fuel Facility Expansion** – Friedl said the skid mounted equipment will be delivered and installed this week.
- 3) Terminal Building Roof and HVAC replacement** - Friedl said the engineer is working on the plans and this project will be funded completely out of PFC's.
- 4) Boarding Gate Renovation & Terminal Conceptual Design** – Friedl said the committee considered a proposal from KSA/Corgan and Associates to develop a conceptual design of the terminal building development and detailed planning of the boarding gate and restroom expansion. Friedl said the cost for this design is \$ 32,200. Friedl said this cost will be reimbursed once a construction grant is issued for this project. Friedl said it is the committee's recommendation to proceed with this plan and design.

MOTIONBY STRICKLIN, SECOND BY JOHNSON, to approve KSA/Corgan and Associates to proceed wit the plan and design at the cost of \$ 32, 200. AYES: Moses, Friedl, Gilkeson, Campbell, Stricklin, Johnson.

CHAIRMAN'S REPORT (George Moses)

- 1) Recommendation to Amend Board Members Terms** – Moses said after reviewing the Authority's Trust Indenture it is clear that the intent was to run the terms of each board member until the end of the calendar year. Moses said this would allow members to serve the entire year as an officer of the Authority without concern of a term terminating mid year. Moses said in order to align the current member's terms to begin January 1, and end December 31 of a designated year; it will require action of the Authority and a recommendation to the Mayor to amend the current terms.

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

- 2) Recommendation to extend the Chamber Appointment's Terms/ Amendment to Trust Indenture** – Moses said in the Trust Indenture, the term of the Chamber's appointment is one (1) year with a one (1) year extension. Moses said it has recommended to extend the term of the Chamber appointment to a two or three year term with a like option. Moses said it is the feeling of some members, that in order to fully understand the complexities of the airport and its operations, finance and administration, a member needs more than two years. Moses said this change would require an amendment to the Trust Indenture and would require approval of the Authority and City Council.

MOTION BY STRICKLIN, SECOND BY FRIEDL, to approve amending the Trust Indenture to extend the Chamber appointment to a three year term. AYES: Campbell, Johnson, Moses, Friedl, Stricklin, Gilkeson. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a. Airport Conferences – The manager requested funding to attend a national AAAE Workshop on the rental car industry, parking facilities and national landside trends in Atlanta in an amount not to exceed \$ 1,800.00. McNally said she believed both topics were very timely concerning leases that we will be dealing with.

MOTION BY STRICKLIN, SECOND BY JOHNSON, to approve McNally going to the conferences in Dallas and Atlanta in an amount not to exceed \$ 1800.00 AYES: Johnson, Stricklin, Friedl, Gilkeson, Moses, Campbell. NAYES: None. MOTION CARRIED.

b. FAA Conference - McNally said the annual FAA Conference will be held in Dallas/ Ft Worth to cost to attend will not exceed \$ 700.00.

MOTION BY GILKESON, SECOND BY FRIEDL, to approve McNally attending the FAA Conference in Dallas/ Fort Worth in an amount not to exceed \$ 700.00.

b. MANAGER'S FINANCIAL REPORT –

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 40,471.77.

Purchase Order's from the Capital Improvement Account totaled \$ 95,804.04 this total includes expenses for AIP 24 \$ 84,323.98, TSA LEO reimbursement paid to the City 10,116.60 and the TSA rent transfer 1,363.46.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 322,167.79, the reconciled balance of the Operating Account (10375822) is \$ 49,843.76, and the reconciled balance of the Imprest Fund (10704778) is \$ 2,332.81. For total of unrestricted funds available of \$ 374,344.36.

Investment include the Arvest Management account \$ 114,731.70 which is being used as collateral for the line of credit.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 29,857.17, Capital Improvement Account (114030) \$ 71,230.39.

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 \$ 62,822.70, YTD incomes total \$ 83,708.04 which is 20% of the total budgeted amount of \$ 740,092.53.

Expenses for the month totaled \$ 59,884.06, YTD expenses total \$ 125,902.03 which is 18% 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 GILKESON- to approve the financials and purchase orders as presented. AYES: Gilkeson, Stricklin, Campbell, Johnson, Friedl, Moses. NAYES: None. MOTION CARRIED

NEW BUSINESS

There being no further business, the meeting was adjourned.

George Moses, Chairman