

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
March 22, 2011**

The meeting was called to order at 9:00 a.m. by the Chairman, Toney Stricklin. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Toney Stricklin, Chairman
Stanley Haywood, Secretary
Ed Petersen, Asst. Secretary
David Madigan, Member
Ray Friedl, Member
Cassandra Lawson- Johnson, Member (arrived late)
Bob Milner, Member

ABSENT:

David Aubrey, Vice-Chair
Lee Baxter, Asst. Secretary

ALSO PRESENT:

The roll call confirmed that a quorum was present.

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Mike Thomas, American Eagle
John Westbrook, Ft. Sill Transportation
Buddy Thornton, FSARAC
Jean McKenty, MOAA

Pat Hurley, Administrative Assistant
Chris Pittman, La Sill Aviation
Frank Herndon, LATCT
Steve Robinson, Lawton Constitution
Betty Cerrone, MOAA
Bill Vaughn, MOAA

Stricklin welcomes Bob Milner to the Authority.

OLD BUSINESS

a) Minutes – Stricklin asked for additions and/or corrections to the minutes of the Airport Authority meeting of February 22, 2011.

MOTION BY FRIEDL, SECOND BY PETERSEN, to approve minutes of the February 22, 2011 meeting. AYES: Stricklin, Haywood, Petersen, Madigan, Friedl, Milner. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Mike Thomas, Manager)** – Stricklin welcomed Mike Thomas the new General Manager for American Eagle. Thomas submitted a written report to the Authority as well as verbal. Thomas reported for the month of February, enplanements were 3810. deplanements 4090 with 19 cancellations the majority due to snow and ice conditions. Thomas reported month to date for March enplanements were 2320, 2210 deplanements, and 4 cancellations.

Stricklin said the national average for delays and cancellations is 2.7% and Lawton is at 2.8%. Stricklin said if we remove cancellations due to weather, we are well within the national average. There was open discussion from the Authority on improvements with American Eagle and suggestions for the future.

b. LaSill Aviation (Chris Pittman) – Pittman reported starting April 1, 2011, LaSill will be having a DC9 based at the Lawton Fort Sill Regional Airport. The DC9 will be conducting charter operations for Halliburton and other companies nationwide.

c. Lawton Air Traffic Control Tower (Frank Herndon) – No report.

d. Fort Sill Transportation (John Westbrook) – Westbrook said the plane with the recently fallen Lawton soldier will be arriving at Henry Post Field, and then the aircraft will fuel at Lawton Fort Sill Regional Airport.

e. Fort Sill Army Radar Approach Control (Buddy Thornton) – No report given.

CHAIRMAN'S COMMENTS (Toney Stricklin)

Stricklin said on March 8th, the City Council approved the Authority's request for help in funding of an Airport Terminal Renovation project, in the amount of \$ 150,000.00. Stricklin said he sent the City Council and the Chamber of Commerce letters of thank for their support. McNally said the Authority requested \$ 150,000.00 from the McMahan Foundation and received \$ 100,000.00. McNally said the Authority is appreciative they considered the project and send letters thanking them for their support also. McNally said this gives the Authority a total of \$ 250,000.00 for renovations. McNally said the Authority will bid the projects out and see which projects we can complete. McNally said once the bids are in the Development committee will prioritize the projects. Stricklin said we are very fortunate to have received this money for the terminal project. Stricklin said the Authority is looking for CIP money for some long term projects.

Stricklin said next month that he, McNally and Milner were going to Washington D.C. trip to present our two Military Projects, the parking apron for wide body military aircraft and a arrival/ departure control group facility to our legislators. Stricklin said these projects are still in the queue for military funding and a decision should be made by the Army this summer.

Stricklin said the first Community Relations Committee will be on the 14th of April 2011.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

a. Current Projects Updates:

1) Terminal Building Roof and HVAC replacements-McNally said this project is nearing completion. McNally said the Engineer will be in Lawton next week to put together the punch list of the final tasks that need to be completed.

2) Wildlife Hazard Assessment- McNally said she and the FAA get monthly reports on the project and there is another eight months to completion.

3) Purchase of ARFF Vehicle- McNally said the ARFF truck is complete and we have representatives flying out today to inspect it and tour the plant. McNally said KSA Engineers and local firemen will be doing the inspection.

4) **AIP 28** – McNally said the FAA has sent a grant agreement for the design work on this year’s federal project. McNally said it is the Design, Construction, Rehabilitation and Resealing of all the taxiways and aprons. McNally said the grant is for the design work only, construction to be done under a separate grant. It is the recommendation of the committee to approve executing the Grant Agreement for AIP 28 in the amount of \$ 52,640.

MOTION BY PETERSEN, SECOND BY HAYWOOD, to approve executing the Grant Agreement for AIP28 in the amount of \$ 52,640.00. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Friedl, Haywood, Madigan. NAYES: None. MOTION CARRIED.

b. Terminal Renovation Project – McNally said she is working with CDBL on the bid documents.

c. Request form the Armed Services YMCA and MOAA – Military Welcome Center (MWC) – McNally said the committee reviewed the proposal submitted by Bill Vaughn of the ASYMCA, to enter into an agreement for the purpose of establishing a Military Welcome Center reception counter and lounge with the principal purpose of serving active duty military and their families. McNally said it is the recommendation of the committee to enter into an agreement with ASYMCA for the purpose stated above. McNally said we still need to enter into a revocable year to year contract with MOAA.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON, to approve entering into an agreement with ASYMCA for a welcome counter and center for active duty military and their families. AYES: Milner, Friedl, Madigan, Lawson-Johnson, Haywood, Stricklin, Petersen. NAYES: None. MOTION CARRIRD

d. City of Lawton CIP Request – McNally said the committee discussed several projects that are needed but do not have funding identified. McNally said these projects are not eligible for federal assistance since they are considered revenue producing areas. McNally said the two projects that were identified were a parking lot expansion to the east of the existing parking lot in the amount of \$ 384,000 and the construction of 8 T-Hangars in the amount of \$ 250,000. McNally said it is the recommendation of the committee to request that these projects be included in the City of Lawton 2012 CIP. After some discussion a motion was made.

MOTION BY PETERSEN, SECOND BY MILNER, to approve requesting a parking lot expansion and 8 T-Hangars in the amount of \$ 634,000.00 is included in the City of Lawton 2012 CIP. AYES: Madigan, Stricklin, Friedl, Haywood, Milner, Petersen, Lawson-Johnson. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (David Aubrey, Committee Chair)

a. Gift Shop Lease - McNally said the current tenant has requested that she be allowed to assign her lease to her partner Mary Williams. McNally said Mrs. Williams has been operating the gift shop since November and paid the rent and provided staffing. McNally said the committee requested a letter of financial stability from her bank, which has been provided. McNally said it is the recommendation of the committee to allow the gift shop lease to be reassigned to Mary Williams.

MOTION BY MADIGAN, SECOND BY FRIEDL, to approve reassigning the gift shop lease to Mary Williams. AYES: Petersen, Lawson-Johnson, Milner, Friedl, Haywood, Stricklin, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER'S REPORT (Barbara McNally)

a) Airport Operations Report – McNally said her topics have already been covered during this meeting..

b) Financial Report– Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 51,728.39.

Purchase Orders from the Capital Improvement Account totaled \$ 65,663.80 which includes Brox Roofing \$ 63,020.34, KSA in the amount of \$1280.00, and \$ 1,363.46 TSA rent.

Bank Balances - The reconciled balance of the Money Market Account (10976043) is \$ 424,810.21, the reconciled balance of the Operating Account (10375822) is \$ 27,174.05 and the reconciled balance of the Imprest Fund (10704778) is \$ 207.04. For total of unrestricted funds available of \$ 452,191,30.

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges-9014251) \$ 141.325.36, Capital Improvement Account (114030) \$ 27,696.97.

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

Income and Expense Budget Tracking - Incomes for the month totaled \$ 52,427.92, YTD incomes total \$ 573,873.63 which is 70% of the total budgeted amount of \$ 823,522.70.

Expenses for the month totaled \$ 65,062.48, YTD expenses total \$ 515,539.42 which is 69% of the total budgeted amount of \$ 745,163.66.

Capital Expenditures are \$ 100,300.64.

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 PETERSEN, SECOND BY LAWSON-JOHNSON, – to approve the financials and purchase orders as they were presented. AYES: Stricklin, Friedl, Madigan, Petersen, Milner, Lawson-Johnson, Haywood. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Toney Stricklin, Chairman