

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
July 26, 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 (arrived late)
Lee Baxter, Asst. Secretary
Ed Petersen, Asst. Secretary
David Madigan, Member
Ray Friedl, Member
Bob Milner, Member

ABSENT:

David Aubrey, Vice-Chair
Cassandra Lawson- Johnson, Member

ALSO PRESENT:

The roll call confirmed that a quorum was present.

Barbara McNally, Airport Director	Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney	John Westbrook, Ft. Sill Transportation
Kim McConnell, Lawton Constitution	Mike Thomas, American Eagle
Mike Brown, CDBL	

OLD BUSINESS

a) Minutes – Stricklin asked for additions and/or corrections to the minutes of the Airport Authority meeting of June 26, 2011.

MOTION BY FRIEDL, SECOND BY MADIGAN, to approve minutes of the June 26, 2011 meeting. AYES: Stricklin, Baxter, Petersen, Madigan, Friedl, Milner. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Mike Thomas, Manager)** – Thomas submitted a written report as well as verbal. Thomas said for the month of June enplanements were 5998, deplanements were 5994 .

Thomas said there were 282 arrivals and departures, 1 cancellation and 27 delays due to Dallas weather or crew legalities. Thomas said month to date we have had 2808 departing passengers and 2727 arriving passengers. Thomas said there have been no cancellations, 136 total arrivals and

departures and 15 delays due to Dallas.

Petersen asked who the source of historical information was. McNally said she provided the board with the enplanements/deplanements sheet showing data from 2004-2011. McNally said enplanements last year were 5033, this year is a 16 % increase over last year.

- b. LaSill Aviation (Chris Pittman)** – Not present.
- c. Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- d. Fort Sill Transportation (John Westbrook)** – No report.

CHAIRMAN'S COMMENTS (Toney Stricklin)

Stricklin said that AMR Corp. recently announced the intent to divest American Eagle. Stricklin said it is too early to tell how this will impact Lawton. Stricklin said early indications are that this may be a good step for our community. Stricklin said McNally will continue to monitor the situation and report back. Stricklin said it appears our community may support an increased number of aircraft. Madigan agreed, stating we need to be proactive with American Eagle. Baxter said he understands now American Eagle can partner with other airlines, possibly opening new markets.

Stricklin said he is continuing to work with Brian Coutts at American Airlines concerning the Fort Sill visit and the issues that were discussed during his visit.

Stricklin said we had our annual FAA inspection last week. Stricklin said we did well on the inspection. Stricklin said he visited the tower last month and talked to Frank Herndon to make sure his staff could cover the extended hours that have been request to RVA and the FAA. Stricklin said during his visit they called a timed drill for ARFF, which was an issue during a previous inspection. Stricklin said they had a very good response time.

Petersen said he was not aware the tower was not an FAA tower. Stricklin said the FAA contracts out the Air Traffic Controls Towers for smaller facilities. McNally said RVA is the contractor.

DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)

a. Current Projects Updates:

- 1) Terminal Renovation Project** – Baxter reported that the terminal project is on schedule to be complete August 6th and the terminal is really looking good.

Baxter said the committee discussed the budget and the possibility of doing additional work. Baxter said the committee felt that completing the terminal and not addressing the restrooms was mistake since there was still available funding.

Mike Brown said the committee would like to retile the restrooms, replacing the bathroom partitions, and replace fixtures with automatic flush fixtures. Brown said the lighting needs to be updated, but the counters and sinks have already been replaced.

McNally said so far the total contracted amount is 164,740.80 and the funds available are 250,000.00. McNally said we will also need to install new hand dryers.

After some discussion, Stricklin asked Wade how to proceed. Wade said if the work exceeds 15% of the original contract, it will have to be a separate project. McNally asked if we could seek competitive quotes since the project was under \$50,000.00. Wade said yes. Wade recommended bringing back the quotes to a Special Board meeting.

Brown recommended ordering the partitions since the lead time for those were 6-8 weeks. After some discussion the committee recommended ordering the bathroom partitions in the amount of \$ 7,669.00.

MOTION BY BAXTER, SECOND BY MADIGAN, to approve ordering the bathroom partitions in the amount of \$ 7,669.00. AYES: Milner, Stricklin, Petersen, Friedl, Baxter, Haywood, Madigan. NAYES: None. MOTION CARRIED.

2) Federal Projects

- a. **AIP 25 -Terminal Roof and HVAC Project** – McNally said the reconciling change order for this project is \$ 30,030.00, which has been approved by the FAA. McNally said this change order covers all additional work needed over the duration of the project.

MOTION BY BAXTER, SECOND BY MADIGAN, to approve the change order for AIP 25 for additional work \$ 30,030.00. AYES: Friedl, Haywood, Milner, Madigan, Stricklin, Baxter, Petersen. NAYES: None. MOTION CARRIED.

- b. **AIP 29- Pavement Rehab Project** – McNally said we had a bid opening on the 21st of July at 2:00p.m. McNally said there were two bidders; Nash Construction was the low bidder at 484,044.00. McNally said it is the engineer’s recommendation to accept the low bid from Nash Construction at \$ 484,044.00. McNally asked the Authority to approve executing the Grant agreement for AIP 29.

MOTION BY FRIEDL, SECOND BY HAYWOOD, to approve accepting the bid from Nash Construction in the amount of \$ 484,044.00. AYES: Madigan, Petersen, Friedl, Haywood, Baxter, Milner, Stricklin. NAYES: None. MOTION CARRIED.

MOTION BY BAXTER, SECOND BY HAYWOOD, to approve executing Grant Agreement AIP 29. AYES: Haywood, Madigan, Petersen, Baxter, Stricklin, Milner, Friedl. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- a) **Airport Operations Report** – McNally said Purchase Order’s to be approved from the Operating Account totaled \$ 104,260.51 of which \$ 51,004.07 is on the terminal project.

Purchase Orders from the Capital Improvement Account totaled \$ 141,366.19, which includes AIP 25 Brox in the amount of \$ 137,091.28, AIP 28 2,911.45 and \$ 1,363.46 TSA rent.

Bank Balances The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$ 627,502.83 (includes the \$ 250,000 for the terminal project)
Operating Account (10375822)	37,662.73
Imprest Fund (10704778)	678.08

Balance of unrestricted accounts	<u>\$ 725,843.64</u>
----------------------------------	----------------------

Passenger Facility Charges (9014251)	\$ 136,950.18
Capital Improvement Account (114030)	2,675.64

Balance of the restricted accounts	<u>\$ 139,625.82</u>
------------------------------------	----------------------

Line of Credit - The Authority has a \$ 200,000 line of credit available, the current balance is -0-.

Income and Expense Budget Tracking - Incomes for the month totaled \$ 90,371.40, YTD incomes total \$ 850,701.15 which is 103% of the total budgeted amount of \$ 823,522.70.

Expenses for the month totaled \$ 64,818.87, YTD expenses total \$ 755,700.30 which is 101% of the total budgeted amount of \$ 745,163.66.

Capital Expenditures are \$ 119,217.38.

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 \$ 600,000 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 MADIGAN, SECOND BY PETERSEN, - to approve the financials and purchase orders as they were presented. AYES: Baxter, Stricklin, Friedl, Madigan, Petersen, Milner, Haywood. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Toney Stricklin, Chairman