

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
October 25, 2011**

The meeting was called to order at 9:00 a.m. by the Vice-Chair, David Aubrey. The agenda along with the time and place of the meeting was posted in accordance with State Law.

**PRESENT:**

David Aubrey, Vice-Chair  
Stanley Haywood, Secretary (arrived late)  
Ed Petersen, Asst. Secretary  
David Madigan, Member  
Ray Friedl, Member  
Cassandra Lawson- Johnson, Member  
Bob Milner, Member

**ABSENT:**

Toney Stricklin, Chairman  
Lee Baxter, Asst. Secretary

**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
Steve Robinson, Lawton Constitution	Curtis Brown, Garver Engineers

**OLD BUSINESS**

**a) Minutes** – Aubrey asked for additions and/or corrections to the minutes of the Airport Authority meeting of September 20, 2011.

**MOTION BY FRIEDL, SECOND BY LAWSON-JOHNSON**, to approve minutes of the September 20, 2011 meeting. AYES: Aubrey, Petersen, Madigan, Friedl, Lawson-Johnson, Milner. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. **American Eagle (Mike Thomas, Manager)** – Thomas was not present, but submitted a written report.
- b. **LaSill Aviation (Chris Pittman)** – Not present.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook said there will be a C-5 in this week. Westbrook said the 19<sup>th</sup> of November is when American Eagle starts the new flight and he believes between Fort Sill and Lawton travelers, we should be able to fill the seats. Westbrook said American Eagle will be able to carry 50 extra soldiers a week and this will save the Army on busing fees to OKC. Westbrook said he thinks this flight will be a good thing.

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**CHAIRMAN'S REPORT (Toney Stricklin)**

**a. Appointment of the Nominating Committee-** McNally said Stricklin has nominated himself, Friedl and Lawson-Johnson as the Nominating Committee for the slate of Officers for 2012.

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**LEASING COMMITTEE (David Aubrey, Committee Chair)**

**a. Car Rental Lease** – Aubrey said the committee meets on the 14<sup>th</sup> of October with the representatives of four different car rental companies to go over the bid and answer any questions they might have. Aubrey said there were quite a few changes and a lot of questions, so the committee agreed to extend the time to March 1, 2012. Aubrey said we have three slots available and four companies interested, so it should be an interesting competition. Madigan said it's encouraging to see this type of interest and he thinks it speaks volumes for our community.

**b. American Eagle assignment of lease to American Airlines-** Aubrey said American Eagle requested to assign their current lease over to American Airlines. Aubrey said the committee asked Wade to look it over. Wade said he had some concern over this request and would ask the Authority to table it until he has done some further investigation. McNally said she received a response from American Eagle. McNally said Lorin Carr, Director of Lease and Properties said because of the divestiture, it is possible that other carriers may operate on behalf of American; it's possible that multiple carriers will operate out of the same location, but under the agreement American would be responsible for the rent and fees paid to the station. Carr wrote that since American will be paying the bills it makes sense that they control the leases to make sure they have control of the service. After some discussion this item was tabled.

**c. Buffalo Boutique** – Aubrey said the current tenant Mary Williams has asked to enter into a new agreement with the authority under the current terms and conditions. Aubrey said we have been unable to locate the former tenant to complete the reassignment. Aubrey said it is the committee's recommendation to enter into a new lease with Mary Williams.

**MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON**, to approve entering a new lease will Mary Williams under the current terms and conditions, \$ 475.00 per month and 1.1% of the utilities. AYES: Milner, Lawson-Johnson, Petersen, Friedl, Aubrey, Haywood, Madigan. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Lee Baxter, Committee Chair)**

**a. Current Projects Updates:**

**1) Bathroom Project** – McNally said the project is almost complete.

**b. Federal Project:**

**2) AIP 29- Pavement Rehab Project** – McNally said the pre-construction conference was held with the contractor on October 11<sup>th</sup>. McNally said this project includes panel replacement and crack sealing throughout the taxiways and aprons and replacing the road to the fuel farm, has a 60 days from start date of October 19<sup>th</sup>.

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**AIRPORT DIRECTOR'S REPORT (Barbara McNally)**

**a) Airport Operations Report** – McNally said we are in our second week of our annual audit and it should be complete by the end of this month.

McNally said she and Pat will be gone to the FAA conference in Fort Worth, Texas, November 7-9, 2011.

**b) Director's Financial Reports - Purchase Orders** - Purchase Order's to be approved from the Operating Account total \$ 90,660.90 of which \$ 37,427.59 are expenses on the Terminal Project Contracts.

Expenses to date on the Terminal Project Contracts are \$ 233,632.17 Purchase Orders from the Capital Improvement Account totaled \$ 1,363.46 for TSA rent, AIP 25 605.00, AIP27 8,542.00, AIP 28 7,085.77, City of Lawton LEO grant 21,440.10.

**Bank Balances:** The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	429,408.07
Operating Account (10375822)		74,063.25
Imprest Fund (10704778)		351.14

Balance of unrestricted accounts	\$	503,822.46
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Passenger Facility Charges (9014251)	\$	168,190.14
Capital Improvement Account (114030)		2,726.92

Balance of the restricted accounts	\$	170,917.06
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**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 \$ 79,190.78, YTD incomes total \$ 261,464.02 or 30% of the total budgeted amount of \$ 858,869.60.

Expenses for the month totaled \$ 69,568.73, YTD expenses total \$ 208,017.73 which is 27% of the total budgeted amount of \$ 770,385.20.

**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 FRIEDL, SECOND BY LAWSON-JOHNSON**, to approve the financials and purchase orders as they were presented. AYES: Lawson-Johnson, Baxter, Friedl, Haywood, Madigan, Petersen, Aubrey. NAYES: None. MOTION CARRIED.

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**NEW BUSINESS**

There being no further business, the meeting was adjourned.

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**David Aubrey, Vice- Chair**