

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
MINUTES
NOVEMBER 20, 2001

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

PRESENT:

Keith Bridges, Chairperson
Hossein Moini, Secretary
Dorice Shanklin, Asst. Secretary
John Marco, Asst. Secretary
Larry Benson, member
Mike Dixon, member
Chuck Klein, member
Charlie Beller, member

ABSENT:

Stanley Haywood

ALSO PRESENT:

Barbara McNally, Airport Manager
Attorney
Pat Sullivan, Admin. Asst.
Eagle Maintenance
Jack Tipton, American Eagle
Genny Dunn, Manager, LATCT

Chuck Wade, Airport

Chris Pittman, American

The roll call confirmed that there was a quorum present.

OLD BUSINESS

a) Actions Pending - Bridges said all actions pending from the regular board meeting

October 23, 2001 would be covered during this meeting.

b) Minutes - Bridges asked for additions and/or corrections to the minutes of the October 23, 2001 regular board meeting.

MOTION BY MOINI, SECOND BY SHANKLIN, to approve the minutes of the meeting as stated above. AYES: Bridges, Moini, Shanklin, Marco, Klein, Dixon, Beller, Benson. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle - Bridges asked Tipton how the enplanements were. Tipton said enplanements were down and load factors were running about 40% - 50%. Bridges asked if Tipton knew how American was doing system wide. Tipton said system wide enplanements are down 30%.

Shanklin asked if the Aviation Security Bill the President signed will affect us. Tipton said he believed it will, but until he gets some clear guidance he will not know how much. Shanklin asked McNally what she had heard. McNally said her understanding was there is a 90 day implementation time to federalize all the screeners. McNally said

the screeners will be paid for in part by the air carriers and the remainder by a \$2.50 fee on each airline ticket. McNally said she has not received any specific directives as of yet.

Beller asked Moini how the travel industry was affected. Moini said the October numbers he has seen nationally has shown a 40% decrease over October 2000.

b) Regional Air - No report given

c) American Eagle Maintenance - No report given.

d) Lawton Air Traffic Control Tower - No report given

e) Fort Sill Transportation -No report given.

CHAIRMAN'S REPORT (Keith Bridges)

a) Nominating Committee - Bridges said the Nominating Committee met and recommended the following as officers for 2002. Dorice Shanklin, Chairperson; Hossein Moini, Vice Chairman; John Marco, Secretary; Chuck Klein, Asst. Secretary; Larry Benson, Asst. Secretary.

MOTION BY DIXON, SECOND BY KLEIN, to approve the officers for 2002. AYES: Bridges, Moini, Shanklin, Marco, Klein, Dixon, Beller, Benson. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (John Marco)

a) Republic Parking -Marco said the Leasing committee will be meeting to consider Republic parkings offer. Marco asked Wade to brief the Authority. Wade said in response to his letter, Republic has sent the letter dated November 2. Wade said

Bridges suggested that the Leasing Committee review the lease and the new proposal.

Wade said the Authority could allow the Leasing committee the power to act on this proposal.

MOTION BY SHANKLIN, SECOND BY BENSON, to allow the Leasing committee to take action on the Republic Parking proposal. AYES: Bridges, Moini, Shanklin, Marco, Klein, Dixon, Beller, Benson. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Stanley Haywood)

a) AIP 16 Update - Perimeter Fencing and Road Project/ Marking Threshold and Taxiway Holdlines -Bridges reported for Haywood. Bridges said that the fence and road project will begin next week. The marking project has been delayed until the first week in December, due to problems with the contractor's equipment.

b) PFC Application -McNally said the draft PFC application was reviewed by the FAA. During this time it was found that there were a few small air charter companies that claimed enplanements during the year 2000, that were not allowed to comment on the project list. McNally said the FAA asked us to go back and allow all the air carriers to comment on the project list.

McNally said she has received all the response from the airlines and the application will be resubmitted.

Moini asked if there is a way to prevent this delay from occurring in the future. McNally said the FAA suggested on this and future applications that we exempt small air charter companies from collecting PFC's.

PERSONNEL COMMITTEE (Chuck Klein)

a) Revision to the Personnel Policy - Klein said the personnel committee met and recommended changes to the Personnel Policy. Klein said the committee is recommending allowing the employees to carry over 40 hours of vacation time each year and to accumulate and carry over 160 hours of sick time each year. Klein referred the Authority to the attached revisions.

Shanklin asked Wade if we could legally make these changes. Wade said yes.

MOTION BY KLEIN, SECOND BY SHANKLIN, to approve the above changes to the personnel policy. AYES: Bridges, Moini, Shanklin, Marco, Klein, Dixon, Beller, Benson. NAYES: None. MOTION CARRIED.

Klein said he asked the manager to gather some information on personnel policies for other airports our size. Klein said since we are unable to offer the wage increases, he believed he were making some of the benefits better for the employees.

FINANCE COMMITTEE (Larry Benson)

a) FY 2001 Audit -Benson said the representatives from Stanfield and O'Dell reviewed the annual audit with the committee. Benson said it is the committee's recommendation to approve accepting the FY 2001 audit.

Benson directed the Authority's attention to the operating income and expense reports. Benson commented that the incomes were down below the expected percentage and the expenses were as expected. Benson asked the manager about the amount received monthly under airlines. McNally said the American Eagle rent check was received late, so it was not

credited on this report, but has since then been received.

McNally said the combination of that and the loss of Republic Parking rent has put us about \$12,000.00 behind on expected incomes.

Shanklin asked why the airline rent check was late, were we late in getting them the bill. McNally said no, we were not late. McNally explained the enplanements are calculated the first working day of the month, the billing is made and hand carried to the airlines. McNally said typically the rent is received in the same month. Shanklin asked why to be received late. McNally said when the check had not been received, Hurley checked with the Accounts Payable in DFW and they said they had not received the bill from the local manager. Beller said we will have to ask Tipton to process it more expediently. Tipton said he did not receive the bill until the 29th of the month. Hurley said the day she delivered it Tipton was not in the office. Hurley said she told the agent in charge that she was placing the bill in Jack's distribution box in front of his office. Tipton said he never received it.

The Authority suggested that the bill be signed for by an American Eagle employee.

AIRPORT MANAGER'S REPORT

a) Financial Reports -McNally reported that the closing balance of Fund 61 was \$75,749.58, Incomes for September \$18,039.69, Imprest fund balance \$1,897.94 Interest \$132.56 for a total of \$95,819.77.

Projected Expenses were Purchase Orders submitted \$13196.80, Wages/ FICA/ Insurance 15,000.00, Outstanding Checks \$368.28, for a total of \$28,565.08, leaving a balance of \$67,254 **-4-**

MOTION BY BENSON, SECOND BY MARCO, to approve the financial reports as submitted. AYES: Bridges, Moini, Shanklin, Marco, Klein, Dixon, Beller, Benson. NAYES: None. MOTION CARRIED.

McNally said the Authority has been provided a schedule of 2002 boarding meetings that is required to be posted prior to January.

Bridges said the Authority will need to reschedule the Authority's December meeting since it falls on Christmas Day. After some discussion the meeting was rescheduled for December 18, 2001.

MOTION BY MARCO, SECOND BY MOINI, to approve changing the date to December 18, 2001. AYES: Bridges, Moini, Shanklin, Marco, Klein, Dixon, Beller, Benson. NAYES: None. MOTION CARRIED.

NEW BUSINESS

Klein said he just received the comparisons from the insurance carrier on the Authority's vehicles. Klein said he reviewed the current insurance policy on all the vehicles and equipment. Klein said after looking at the value of each vehicle it is his recommendation to carry only liability insurance on the older vehicles. After some discussion the member agreed.

MOTION BY BENSON, SECOND BY MARCO, to approve carrying liability only on the older pieces of equipment and vehicles. AYES: Bridges, Moini, Shanklin, Marco, Klein, Dixon, Beller, Benson. NAYES: None. MOTION CARRIED.

There being no further business, the meeting was adjourned.

Keith Bridges, Chairperson