

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
MINUTES
DECEMBER 18, 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
Stanley Haywood, member
Dorice Shanklin, Asst.
Secretary
John Marco, Asst. Secretary
Larry Benson, member
Mike Dixon, member
Chuck Klein, member
Charlie Belier, member

ABSENT:

Hossein Moini, Secretary

ALSO PRESENT:

Barbara McNally, Airport Manager
Chuck Wade, Airport attorney
Pat Sullivan, Admin. Asst.
Chris Pittman, American Eagle Maintenance

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 November 20, 2001 would be covered during this meeting.
- b) Minutes - Bridges asked for additions and/or corrections to the minutes of the November 20, 2001 regular board meeting.

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

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) American Eagle - Not present.
- b) Regional Air - No report given.
- c) American Eagle Maintenance - No report given.
- d) Lawton Air Traffic Control Tower - Not present.
- e) Fort Sill Transportation - No report given.

LEASING COMMITTEE (John Marco)

- a) Lawton Golf Center - Marco said the committee met and recommended a 15% increase in the rent. A letter has been sent to inform the tenant of the increase in their rent on the building, if there is no response the new rate is effective February 1st. Belier said he thought we were going to talk with the tenant. Marco said we sent the letter. Belier asked when they got the letter. McNally said the committee asked that she write a letter to the tenant it was sent last Tuesday. McNally said in the letter she informed the tenant of the proposed increase and stated that if the tenant wanted to meet with the Leasing Committee on this matter to do so in the January committee meeting. The Authority decided to wait on a motion to give the tenant time to respond.
- b) Bishop School - Marco said a letter was sent to Bishop School to request a

15% land lease increase. They have responded and agreed.

MOTION BY BENSON. SECOND BY HAYWOOD, to increase Bishop School land lease by 15%. AYES: Dixon, Klein, Haywood, Benson, Belier, Bridges, Shanklin, Marco. NAYES: None. MOTION CARRIED.

- c) Republic Parking - Marco said the Leasing committee met with Republic Parking representatives and came to an agreement with them. Marco asked Wade to report. Wade said after he sent a letter informing them that Republic Parking was in default of their lease, Republic sent a check to make up back payments and paid their November rent in a timely manner. Republic is requesting some relief in their rent as a result of the lost of income caused by the 9111 tragedy. Wade said he and the Leasing committee met with the President and Executive Vice-President of Republic Parking and had a very forthright discussion. Wade said they were much more reasonable than the original posture they took. Wade said the agreement would reduce the guaranteed rent 12.75% rent of \$7,125.00 per month for the months of September- December. Wade said starting in January they will get a reduction in the rent based on the difference in the enplanements from this year to last year. There will be a month to month comparison and they will compute the difference in percentage of the enplanements of the proceeding year. Wade said we will continue that until enplanements increase. Dixon asked if enplanements get back to or above what they were prior to the tragedy, then we will go back to the original agreement. Wade said yes, they will continue to increase annually as originally agreed which is two more increases in 2002 and 2003. Wade said he thinks it is a very fair agreement for the Authority under the circumstances. There was some discussion if the Aviation Security Bill covered any of the other tenants loses. McNally said she would look in to it.

MOTION BY SELLER. SECOND BY SHANKLIN, to approve Republic Parking agreement conditioned upon the fact that they are not entitled to receive government funded relief as a result of their loses because of the tragedy. AYES: Bridges, Shanklin, Marco, Klein, Dixon, Belier, Benson. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Stanley Haywood)

- a) AIP 16 Update - Perimeter Fencing and Road Project Marking Threshold and Taxiway Holdlines - Haywood said the contractor is on site and working. Haywood said they have removed trees and are doing the dirt work for the perimeter road along the fence.
- b) PFC Application - Haywood said the PFC application has been revised per FAA's request and submitted to the Ft. Worth office. The Ft. Worth office has committed to approving and sending the application on to Washington for review before the holidays. Once the application is received and approved in Washington, it will be published in the Federal Register for 60 days. Lawton should be approved to begin collecting PFC'S by June 2002. Bridges thanked McNally for her hard work on the PFC application.

EXECUTIVE COMMITTEE (Keith Bridges)

FINANCE COMMITTEE (Larry Benson)

- a) Revenue Bond Accounts - Benson said that we are looking into the amount of money that's going into the bond accounts and working on having the payments coming directly to the Authority.
- b) Employees Longevity - Bridges said the Executive committee and the Finance committee met aired it's the recommendation of the joint committee's that employees receive longevity paid in the amount of \$270.00. Shanklin said she believes the employees deserve this bonus because they have had so many

benefits cut this past year and they work hard for the airport.

MOTION BY BENSON SECOND BY BELLER, to approve employee longevity pay of \$270.00 per employee. AYES: Benson, Shanklin, Klein, Marco, Bridges, Belier, Haywood, Dixon. NAYES: None MOTION CARRIED.

- c) Authority Rules - Bridges said he distributed a copy of the proposed Authority rules to the members to review. Bridges said Shanklin, McNally and himself had been working on these for the purpose of giving new members a guide to making motions, meeting conduct, and Authority regulations. Shanklin said this is to help new and current members to know the procedures and what is required of them.

MOTION BY BENSON. SECOND BY HAYWOOD, to adopt the Authority Rules and Regulations. AYES: Marco, Belier, Klein, Haywood, Benson, Shanklin, Bridges, Dixon. NAYES: None MOTION CARRIED.

AIRPORT MANAGER'S REPORT

- a) 107 Security Meeting - McNally said Airport Security Coordinators of the Southwest Region were required to go to a briefing in Fort Worth on the new revisions of the Federal Regulations Part 107. The regulations were written prior to September 11, 2001. The FAA will be rewriting them again shortly. McNally said this will require some revisions to our Airport Security Program. McNally said they also discussed the new Aviation Security Bill. McNally said there is a provision for airports to be able to reimburse themselves out of entitlement money. McNally said the Authority will need to consider if they want a reimbursement to come out of our next grant. McNally said that our total cost to date for security measures after 9/11 is about \$25,000.00. Belier said he thinks it would be to our advantage to seek reimbursement where ever the money comes from. McNally said when we get ready to apply for next grant, the Development committee needs to meet to go over the language in this bill. She is not sure if it is a 90% or 100% reimbursement of the cost. McNally said she understands that the State is also working on some legislation that may reimburse the commercial airports for the security costs. McNally said she also would like to point out that when she hand carried our PFC Application down to Fort Worth, she learned that we are entitle to reimbursement out of our PFC funds for the past 10 years of Audit costs, which is approximately \$700.00 a year. McNally said this will go back to our operating fund.
- b) Financial Reports - McNally reported that the closing balance of Fund 61 was \$62,210.59, Incomes for September \$25,131.30, Imprest fund balance \$1,730.55 Interest \$77.88 for a total of \$89,150.32. Projected Expenses were Purchase Orders submitted \$ 19,955.17, Wages, FICA Insurance \$11,000.00, Outstanding Checks \$ 4,747.79, for a total of \$ 35,702.96, leaving a balance of \$ 53,447.36.

MOTION BY HAYWOOD. SECOND BY SHANKLIN, to approve the financial reports as submitted. AYES: Bridges, Shanklin, Marco, Klein, Dixon, Belier, Benson. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Keith Bridges, Chairperson