

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
MINUTES
FEBRUARY 26, 2002

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

PRESENT:

Dorice Shanklin, Chairperson
Hossein Moini, Vice-Chairperson
John Marco, Secretary
Larry Benson, Asst. Secretary
Chuck Klein, Asst. Secretary
Stanley Haywood, Member
Charlie Beller, Member
Keith Bridges, Member
Mike Dixon, Member

ABSENT:

ALSO PRESENT:

Barbara McNally, Airport Manager
Pat Sullivan, Admin. Asst.
Chris Pittman, American Eagle Maint.
Kim McConnell, Lawton Const.
Tracey Tate, Regional Air
Jim Beazer, Ft. Sill Transportation
Jack Tipton, American Eagle
Ray Cunningham, Regional Air

The roll call confirmed that there was a quorum present.

OLD BUSINESS

a) **Acknowledgement**- Shanklin asked to move this item to the end of the meeting.

b) **Actions Pending** - Shanklin said all actions pending from the January 22, 2002 meeting would be covered during this meeting.

c) **Minutes** - Shanklin asked for additions and/or corrections to the minutes of the January 22, 2002.

MOTION BY HAYWOOD, SECOND BY KLEIN, to approve the minutes of January 22, 2002. AYES: Shanklin, Moini, Marco, Benson, Klein, Haywood, Beller, Bridges, Dixon. NAYS: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) American Eagle - No report given.
 - b) Regional Air - No report given
 - c) American Eagle Maintenance - No report given.
 - d) Fort Sill Transportation - Jim Beazer said he wanted to thank Ray Cunningham and the Airport Manager for their support to the military missions. Beazer said he thought there was a lot of fuel sold on those last missions.
 - e) Lawton Air Traffic Control Tower - Not present.
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COMMUNITY RELATIONS COMMITTEE (Hossein Moini, Chairperson)

a) Fly Lawton Campaign - Moini said the advertising campaign would start March 1, 2002. Moini distributed examples of the newspaper advertising. Moini said the campaign promotes no waiting in long lines at Lawton Airport, like you would have to do in the larger airports. He said the campaign is humorous and may grab some attention. Moini said the billboards will use the same ads and will be up in the near future.

Moini went on to say that Republic Parking has partnered with the airport to make some free parking tickets, that will be distributed during the campaign. Also, he is working with the radio stations for radio advertising. Moini pointed out that all of this campaign is being funded by the Chamber of Commerce's hotel/motel funds. .

Moini said the kick off for the campaign will be on March 26, 2002 from 5:00 p.m. to 6:30 p.m. at the Airport Terminal.

DEVELOPMENT COMMITTEE(Chuck Klein)

a) Perimeter Fence/Road Project - Klein said he had the opportunity to look over the project with the engineer. Klein said the project is going well and is about 40% complete. Klein said the committee discussed a gate in the north parking lot that will need to be realigned and some drainage in that area that will need to be fixed. Klein said the engineer is working on an estimate.

b) Projects for 2002 Entitlement Grant - Klein said we will have to submit the projects list for the 2002 Entitlement Grant. Klein said these projects are on the pending PFC application. The projects are the drainage

improvements on the south and north end of the airfield, replace the snowplow, Compass Calibration Pad and land acquisition for run up apron.

Bridges said yesterday the Chamber board approved Mike Austin to negotiate with the airport for the sale of the 1.8 acres for the run up apron area. Bridges said we would have to get an appraisal and an appraisal review to take to the Chamber for negotiations.

LEASING COMMITTEE (Charlie Beller)

a) Mowing Lease - Beller said the committee discussed Arville Commings wife, Margaret Commings, taking over the mowing lease. Beller said the attorney agreed that is acceptable. Beller asked that the Authority approve continuing the lease with Margaret Commings until August 2002.

MOTION BY BRIDGES, SECOND BY BENSON, to approve Margaret Commings continuing the mowing lease until August 2002. AYES: Beller, Dixon, Moini, Bridges, Klein, Shanklin, Haywood, Marco, Benson. NAYS: None. MOTION CARRIED.

b) Interspace Airport Advertising - Beller said Interspace Advertising has asked us to consider the termination of their lease for the advertising in the airport terminal as of June 2002. Beller said the contract actually expires in 2006. Beller said it sounds like a good situation for us, but it would have to be done in a professional manner. Beller said he hopes it would not be kept in house because our present staff is over loaded already. Beller said McNally is going to get Interspace's current contracts and Moini has some contacts that can help us sell advertising space.

c) Betty's Airport Cafe - Beller said the cafe is having problems with two pieces of equipment. Beller said it's a major outlay of cash, which we don't have. Beller said McNally and I both have been tiring to get bids and estimates on the dishwasher. Beller said Wade read the lease, the tenant is responsible for repairs. Beller said this is not a repair but a replacement. Beller said the sandwich bar however is a repair and the responsibility of the cafe.

d) Soldier Xpress - Beller said he would like the Authority to consider entering an agreement with Soldier Xpress to carry soldiers to and from the Airport at .50 per passenger. Beller said they have already been operating out of the Airport without a written agreement.

Beazer said they started transporting the troop to the airport for him several months ago. Beazer said they are a good company to work with and will be timely in their payments to the Authority. Beller thanked Beazer for his support of the Airport.

MOTION BY BENSON, SECOND BY MOINI, approve entering into an agreement with Soldier Xpress for transporting soldiers to and from the airport at .50 per passenger. AYES: Moini, Benson, Shanklin, Klein, Marco, Bridges, Beller, Haywood, Dixon. NAYS: None. MOTION CARRIED.

AIRPORT MANAGER'S REPORT (Barbara McNally)

1) Financial Reports - McNally reported that the closing balance of Fund 61 was

\$74,358.28, Incomes for the month \$41,216.69, Closing balance (Imprest fund)

\$1,681.27, Interest \$75.38. Projected Expenses were Purchase Orders submitted

\$15,247.80, Wages/FICA/Insurance 11,000.00, Outstanding checks \$5,247.80, for a total of \$32,240.57 in expenses, leaving a balance of \$85,093.05. Capital Improvement expenses totaled \$51,141.82 funded out of FAA and PFC's .

MOTION BY HAYWOOD, SECOND BY BRIDGES, to approve the financial reports as submitted. AYES: Dixon, Shanklin, Haywood, Bridges, Beller, Marco, Dixon, Benson, Klein, Moini. NAYS: None. MOTION CARRIED.

2) Annual Conferences - McNally said the FAA Partnership Conference will be March 6-8 the cost for her to attend (hotel and registration) this conference is \$345.00.

The Oklahoma Airport Operator's Association annual conference will be April 13-16 in Tulsa, the cost for the manger to attend (hotel and registration) this conference is \$450.00.

MOTION BY BELLER, SECOND BY BENSON, to approve the expenses for the manager to attend the conferences. AYES: Dixon, Shanklin, Haywood, Bridges, Beller, Marco, Dixon, Benson, Klein, Moini. NAYS: None. MOTION CARRIED.

NEW BUSINESS

Shanklin commended the Airport Manager and her staff for doing a good job during the recent bad weather.

There being no further business. The meeting was adjourned.

Dorice Shanklin, Chairperson