

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY**

**MINUTES**

**March 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  
Don L. Smith, Member

**ABSENT:**

**ALSO PRESENT:**

Barbara McNally, Airport Manager	Pat Sullivan, Admin. Asst.
Chris Pittman, American Eagle Maint.	Genny Dunn, LATC
Tracey Tate, Regional Air	Ray Jude, Ft. Sill Transportation

The roll call confirmed that there was a quorum present.

**OLD BUSINESS**

**a) Introduction of new member** - Shanklin said welcome aboard to new member Don L. Smith.

**b) Actions Pending** - Shanklin said all actions pending from the February 26, 2002 meeting would be covered during this meeting.

**c) Minute's** - Shanklin asked for additions and/or corrections to the minutes of the February 26, 2002.

**MOTION BY HAYWOOD, SECOND BY BENSON**, to approve the minutes of February 26, 2002. AYES: Shanklin, Moini, Marco, Benson, Klein, Haywood, Beller, Bridges, Smith. NAYS: 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) Fort Sill Transportation - No report given
- e) Lawton Air Traffic Control Tower - Dunn said tower luncheon for April 20, 2002 has been cancelled. Dunn said this is her last meeting she is going to Waco to manage the Tower there and Frankie Herndon will be the Tower manager.

## COMMUNITY RELATIONS COMMITTEE (Hossein Moini, Chairperson)

**a) Fly Lawton Campaign** - Moini said the kick off reception for the campaign would be tonight at 5:00 p.m. to 6:30 p.m. at the Airport Terminal. Moini said we should have a good crowd. Moini said some of the ads have started in the newspaper and the billboards are up.

Shanklin said KLaw radio was at the airport from 6:00 a.m. this morning doing an excellent job.

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## DEVELOPMENT COMMITTEE (Chuck Klein)

### a) AIP 16 - Perimeter Fence/Road Project

**1) Project Update** - Klein said the Development Committee went will even without him present. Klein said thank you to everyone for taking over for him. Klein said the project is about 65% completed.

**2) Change Order for Access Road to Electrical Block House** - Klein said there is a change order for an Access Road to get out to the block house because it is difficult to get out there especially when it rains. Klein said the committee has recommended we build a road from the taxiway to the blockhouse. McNally said the access road would cost an additional 33,000.00.

**MOTION BY BENSON, SECOND BY BRIDGES,** approve change order to build access road submitted in proper format with itemized cost. AYES: Smith, Klein, Haywood, Benson, Beller, Moini, Bridges, Shanklin, Marco. NAYES: None. MOTION CARRIED.

### b) Future Projects

**1) Supplemental Agreement #4- Compass Calibration Pad** - Klein said the engineer has submitted supplemental agreement # 4 for the Compass Calibration Pad project. Klein said engineering and inspection services in an amount not to exceed \$30,500.00, preliminary, soil and acceptance testing not to exceed \$10,000.00, layout and survey service not to exceed \$3,500.00. McNally said the FAA wants this project under grant by June.

**MOTION BY KLEIN, SECOND BY BRIDGES,** approve Supplemental Agreement # 4 - Compass Calibration Pad. AYES: Beller, Smith, Moini, Bridges, Klein, Shanklin, Haywood, Marco, Benson. NAYES: None. MOTION CARRIED.

**2) Supplement Agreement # 5- Drainage Project** -Klein said the engineer has submitted supplemental Agreement # 5 for the Drainage project. Engineering and inspection services no to exceed \$23,600.00, Video inspection in an amount not to exceed \$6,500.00, Acceptance testing not to exceed \$3,000.00.

**MOTION BY HAYWOOD, SECOND BY MOINI,** approve supplemental Agreement #5- Drainage Project. AYES: Moini, Benson, Shanklin, Klein, Marco, Bridges, Beller, Haywood, Smith. NAYES: None. MOTION CARRIED.

**c) PASSENGER FACILITY CHARGE APPLICATION (3)** - Klein said the PFC application has been approved, collection will begin June 1, 2002. Klein said this approval releases the funds in the PFC bank account to reimburse the line of credit that has been used for the current project and to reimburse the Authority for the cost of the pavement study (\$6,900.00) and past PFC audits (\$5,300.00). Bridges said McNally needs to be recommended for her work to get the application approved.

**MOTION BY BRIDGES, SECOND BY HAYWOOD, approve** the PFC application and release of funds to reimburse the line of credit and audit cost. AYES: Marco, Beller, Klein, Moini, Haywood, Benson, Shanklin, Bridges, Smith. NAYES: None. MOTION CARRIED.

**d) DEMOLITION OF ABANDON STRUCTURES ON THE AIRPORT PROPERTY** - Klein said there are three abandon and dilapidated structures on the airport property that need to be demolition and removed. Klein said the committee asked the manager to obtain three estimates from demolishes companies. Klein said McNally would report back to the committee. McNally said this could be paid for under the current project.

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#### **LEASING COMMITTEE (Charlie Beller)**

**a) Interspace Airport Advertising** - Beller said leasing committee met the other day and discussed Interspace Advertising. Beller asked Moini where we are with finding someone to handle the advertising. Moini said he has given the paper work to a gentleman who has show some interest in handling the advertising. McNally said she would contact the advertising agent. Beller said this would be a plus or the airport, if we could get someone to handle it.

**b) Betty's Airport Cafe** - Beller said we listened to the operator of the Airport Cafe' and the prep. unit that is down will take \$450.00 to repair. Beller said it is the recommendation to the Authority, to pay for the unit provided there are funds. Benson said we could afford the \$450.00.

**MOTION BY BELLER, SECOND BY BRIDGES,** approve to repair prep. unit in the amount of \$450.00 but not to exceed that amount. AYES: Benson, Shanklin, Bridges, Marco, Klein, Smith, Moini, Beller, Haywood.

**c) Lawton Golf Center (Land Lease)** - Beller said we finalized the building lease, now the land lease is up for discussion and the committee recommends an increase of 3 to 5%. Beller said he believes Mr. Killian will agree with that. Beller said he will come back for approval next meeting.

## **AIRPORT MANAGER'S REPORT (Barbara McNally)**

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

\$77,800.22, Incomes for the month \$25,647.87, Closing balance (Imprest fund)

\$1,681.61, Interest \$75.80. Projected Expenses were Purchase Orders submitted

\$17,734.36, Wages/FICA/Insurance 11,000.00, Outstanding checks \$16,130.55, for a total of \$44,864.91 in expenses, leaving a balance of \$60,350.59. Capital Improvement expenses totaled \$414,056.00 funded out of FAA and PFC's.

**MOTION BY BELLER, SECOND BY MOINI, to** approve the financial reports as submitted. AYES: Klein, Marco, Smith, Benson, Shanklin, Beller, Haywood, Bridges, Moini. NAYS: None. MOTION CARRIED.

**2) Security Reimbursement** - McNally said there would be a reimbursement agreement coming in the mail that the Authority needs to approve Shanklin signing the agreement to receive the \$26,724.00.

**MOTION BY BELLER, SECOND BY HAYWOOD,** to approve Shanklin signing the agreement for the 26,724.00. Haywood, Moini, Marco, Smith, Benson, Shanklin, Bridges. Klein, Beller. NAYS: None. MOTION CARRIED.

## **NEW BUSINESS**

McNally said last week she had an agreement faxed to her a new requirement from the Transportation Security Administration is stationing Federal Law Enforcement Officers at all the screening checkpoints. They are asking that the airport managers help them set this up with the off duty City Police. McNally said these are Interim Federal Law Enforcement Officers. McNally said they would be paid by TSA. Bridges said keep tab of out of pocket expense.

Shanklin said we would have to post meetings and agenda's on the web page.

There being no further business. The meeting was adjourned.

Dorice Shanklin, Chairperson