

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
MINUTES**

JULY 23, 2002

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

PRESENT:

Dorice Shanklin, Chairperson
Stanley Haywood, member
Don L. Smith, member
John Marco, Secretary
Charlie Beller, member

ABSENT:

Hossein Moini, Vice Chair
Larry Benson, Asst. Secretary
Chuck Klein, Asst. Secretary
Keith Bridges, member

ALSO PRESENT:

Barbara McNally, Airport Manager
Pat Sullivan, Admin. Asst.
Jack Tipton, American Eagle
Chris Pittman, American Eagle Maint.

Chuck Wade, Airport Attorney
Kim McConnell, Lawton Const.
Ray Jude, Fort Sill Transportation
Frank Herndon, LATCT

The roll call confirmed that there was a quorum present.

OLD BUSINESS

a) Actions Pending - Shanklin said all actions pending from the regular meeting of June 25, 2002 would be addressed during this meeting.

b) Minutes - Shanklin asked for additions and/or corrections to the minutes of the regular meeting of June 25, 2002.

MOTION BY MARCO, SECOND BY BELLER, to approve the minutes of the regular meeting of June 25, 2002. AYES: Shanklin, Marco, Bridges, Beller, Smith. ABSTAIN: Haywood. NAYES: NONE. MOTION CARRIED.

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REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) **American Eagle** – No report given.
- b) **Regional Air** – Not present.

- c) **American Eagle Maintenance** - No report given.
- d) **Lawton Air Traffic Control Tower** – Arrived late.
- e) **Fort Sill Transportation** – No report given.

DEVELOPMENT COMMITTEE (Chuck Klein, Chairman)

Charlie Beller gave report in Chuck Klein's absence.

1) AIP 16 - Perimeter Road and Fencing Project

a) Project Update - Beller reported that the project is on schedule and about 98% complete, this project should be complete by the end of August.

b) Change Order # 4 – Gate Alignment – Beller said at the recommendation of Ft. Sill Transportation, the committee asked the engineer to provide an estimate on aligning a gate to the ramp, with the new entrance to the employee's south parking lot. Beller said the current gate does not allow easy access for larger vehicles. Beller said the new gate would allow straight movement from parking lot entrance to the ramp and increase parking space for employees. Beller said the cost of this change is not to exceed \$ 25,320.00.

MOTION BY MARCO, SECOND BY SMITH, to approve Change Order # 4, with the cost not to exceed \$ 25,320.00. AYES: Smith, Haywood, Beller, Bridges, Shanklin, Marco. NAYES: NONE. MOTION CARRIED.

Change Order # 5 – Dumpster Pad – Beller said the committee discussed the relocation of the dumpster outside of the parking lot so that the city trucks would not need access to the parking lot and the dumpster will not be blocking the drive path. Beller said the area would be fenced and screened to obscure view of the dumpster. Shanklin asked the cost of the change order. McNally said the cost would be \$ 2,774.00.

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MOTION BY BELLER SECOND BY HAYWOOD, to approve relocation of the dumpster to a fenced, screened concrete pad outside of the parking lot. AYES: Beller, Smith, Bridges, Shanklin, Haywood, Marco. NAYES: NONE. MOTION CARRIED.

2) AIP 17 - Drainage Project, Compass Calibration Pad, Land Acquisition and Purchase of Snowplow

a) Plans and Specification on Drainage Project and Compass Calibration Pad – Beller said the engineer and the committee reviewed the plans and specifications and it is the recommendation of the committee and the engineer to advertise these projects with the bid opening August 21, 2002.

MOTION BY BELLER, SECOND BY BRIDGES, to approve advertising the Drainage Project and Compass Calibration Pad with a bid opening August 21, 2002. AYES: Beller, Smith, Bridges, Shanklin, Haywood, Marco. NAYES: NONE. MOTION CARRIED.

3) Purchase of Snowplow and Land Acquisition for Run Up Apron – Beller said the appraiser is working on the land project. McNally said she contacted a new appraiser because she could not get a response from the first one. McNally said she is expecting a response in the near future. Beller said McNally is gathering specifications for the snowplow. McNally said she has gotten the specifications from OKC and will be sending employees from the Maintenance Dept to OKC to look at the snowplow they recently purchased.

Beller said that McNally provided a list of future projects for the Authority members. Beller said this list contained the next set of projects to be included in the PFC Application # 4. Bridges said this is the first time he has been provided this list. McNally said at the last meeting he requested it be brought to this meeting. McNally said these are the same projects that have been considered for several years, with a few recent additions.

4) PFC Application #4 – Beller said PFC Application #3, includes the current AIP projects 16/17. Beller said to continue the collections process once these projects are complete, the engineer must submit the next PFC application. Beller said it is the recommendation of the committee to include the following projects, Reconstruct and Align Taxiway A, Reconstruct portions of Taxiways B, C, D and E, Construct Run up apron, Rehabilitate Taxiway Lighting System, Paint Runway, Taxiways and Aprons, Replace Guidance Signs and replace REIL lights. Bridges asked if the project had to be done in that order. McNally said these projects would take place over the next

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several years and the order could be discussed then. Shanklin asked if this could wait until the next meeting. McNally said the Authority needed to take action soon, in order to start the PFC approval process and keep the collections going.

MOTION BY BRIDGES, SECOND BY HAYWOOD, to approve the projects to be included in PFC Application # 4 for the next several years of AIP projects. AYES: Marco, Beller, Haywood, Shanklin, Bridges, and Smith. NAYES: NONE. MOTION CARRIED.

LEASING COMMITTEE (Charlie Beller)

1) Game and Gum Concession – Beller said the committee reviewed three proposals received. Beller said there were two proposals for the gum machine concession and one for the game machine concession. Beller said it is the committee's recommendation to approve entering into an agreement with Lawton Novelty for a commission rate of 50% and Hanna Gum Company for the gum machine concession with a 50% commission product machines, like gum and sticker machines and 65% on non product scales, like the weight and fortune teller machines.

MOTION BY BELLER, SECOND BY MARCO, to approve entering into agreement with Lawton Novelty and Hanna Gum Company with terms as stated above. AYES: Marco, Beller, Haywood, Shanklin, Bridges, Smith. NAYES: NONE. MOTION CARRIED.

2) Lawton Golf Course – Beller said in accordance to the current lease amendment the golf course lease increases 5% on August 1, 2002.

3) Request for Lease Space - Beller said that TSA has requested to lease approximately 1,000 square feet of office space for the Federal Security Director that will be stationed at the airport. Beller said the representative has looked at two possible locations and will make a proposal. Bridges asked which areas. Beller said those

vacated by ASA, either the ticket counter area or the boarding gate area. Bridges said he would prefer to see those not be occupied by anyone but an airline. Shanklin suggested that the committee meet and review other possible locations.

4) Mowing Lease - Beller said the contract for the mowing/baling lease expires August 31, 2002. Beller said it is the committee's recommendation to advertise out for bids on this lease.

MOTION BY BELLER, SECOND BY SMITH, to approve entering into agreement with Lawton Novelty and Hanna Gum Company with terms as stated above. AYES: Marco, Beller, Haywood, Shanklin, Bridges, Smith. NAYES: NONE. MOTION CARRIED.

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ECONOMIC DEVELOPMENT REPORT (Keith Bridges)

Bridges reported that he, along with Moini and Shanklin met with American eagle representatives in DFW on July 11, 2002. Bridges said it was a very productive meeting and American Eagle's representatives would be coming to Lawton in the near future.

AIRPORT MANAGER'S REPORT (Barbara McNally)

1) Stormwater Training - McNally said she will be conducting Stormwater training for those tenants with stormwater responsibilities at the Airport. Shanklin asked McNally to brief the members on this training. McNally said in 2000, DEQ started issuing state permits to monitor and control industries that could cause pollution to state water sources. McNally said has a part of this permit the Airport must maintain a Stormwater Pollution Prevention Plan and do quarterly testing of water on the airport. Also, as a part of the requirement of this permit the airport and its co-permittees (tenants that have storm water responsibilities) must conduct annual Stormwater Training.

2) Financial Reports - McNally reported that the closing balance of Fund 61 was \$ 142,175.67, Closing balance (Imprest fund) \$ 653.80, Interest \$ 66.99, Outstanding Deposit for a total of \$ 145,601.70.

Projected Expenses were Purchase Orders submitted \$ 12,639.13, Wages /FICA /Insurance \$ 11,000.00, for a total of \$ 23,639.13 in expenses, leaving a projected balance of \$ 121,962.57.

Capital Improvement expenses totaled \$ 232,194.48, funded out of FAA grant and line of credit.

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

NEW BUSINESS

There being no further business. The meeting was adjourned.

Dorice Shanklin, Chairperson