

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

MINUTES

SEPTEMBER 24, 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
Don L. Smith, member
John Marco, Secretary
Chuck Klein, Asst. Secretary
Stanley Haywood, member

ABSENT:

Hossein Moini, Vice Chair
Larry Benson, Asst. Secretary
Keith Bridges, member
Charlie Beller, member

ALSO PRESENT:

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

Chuck Wade, Airport Attorney
Tracey Tate, Regional Air
Jack Tipton, American Eagle

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 August 20, 2002 would be addressed during this meeting.

b) Minutes - Shanklin asked for additions and/or corrections to the minutes of the regular meeting of August 20, 2002.

MOTION BY MARCO, SECOND BY BELLER to approve the minutes of the regular meeting of August 20, 2002. AYES: Shanklin, Marco, Klein, Beller, Smith, ABSTAIN: Haywood . NAYES: NONE. MOTION CARRIED.

September 24, 2002

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) **Lawton Air Traffic Control Tower** – Not present.
- e) **Fort Sill Transportation** – Not present.

DEVELOPMENT COMMITTEE (Chuck Klein, Chairman)

1) AIP 17 – Drainage Project, Compass Calibration Pad, Land Acquisition and Purchase of Snowplow

- a) **Grant Agreement** - Klein reported that the grant offer for AIP 17 has been received. Klein said it must be approved and executed by the City Council and is on the agenda for the September 24th meeting. Klein said the Authority must also approve executing the agreement.

MOTION BY BELLER, SECOND BY HAYWOOD, to approve and executing the grant agreement or AIP 17. AYES: Shanklin, Marco, Haywood, Klein, Smith, Beller. NAYES: NONE. MOTION CARRIED.

LEASING COMMITTEE (Charlie Beller)

- a) **TSA Lease** – Beller said the manager has received a proposed lease from TSA. Beller said the rental amount is for \$ 16.29 per sq. ft./per yr. For 808 sq ft. plus the utilities reimbursement. Beller said also included in this lease is the fee for the janitorial service as requested by TSA. This amount will be included in this lease and paid to janitorial service.

Beller said there has been an on going problem with the windows in the boarding gate areas leaking. After some discussion the Authority directed the manager to contact the engineer for a solution.

MOTION BY BELLER, SECOND BY MARCO, to approve the TSA Lease with terms as stated above. AYES: Shanklin, Marco, Haywood, Klein, Smith, Beller. NAYES NONE. MOTION CARRIED.

September 24, 2002

AIRPORT MANAGER'S REPORT (Barbara McNally)

- 1) **Landscape and Sprinkler Bids** - This items was tabled.

MOTION BY KLEIN, SECOND BY HAYWOOD, to approve tabling this item. AYES: Shanklin, Marco, Haywood, Klein, Smith, Beller. NAYES: NONE. MOTION CARRIED.

- 2) **Financial Reports** - McNally reported that the closing balance of Fund 61 was \$ 129,012.17, Closing balance (Imprest fund) \$1,976.00, Interest \$ 64.47, Deposit for September \$ 35, 585.24 for a total of \$ 166,639.88.

Projected Expenses were Purchase Orders submitted \$ 24,484.84, Wages/FICA /Insurance \$ 12,500.00, for a total of \$ 36,984.84 in expenses, leaving a projected balance of \$ 129,655.04.

Capital Improvement expenses totaled \$ 2,200.00, funded out of FAA grant and line of credit.

MOTION BY HAYWOOD, SECOND BY KLEIN, to approve the financial reports as submitted. AYES: Shanklin, Beller, Klein, Marco, Smith, Haywood. NAYES: None. MOTION CARRIED.

NEW BUSINESS

Beller said the dishwasher in the restaurant, which is owned by the Airport Authority, has broken down again. Beller said this time it is not repairable. Beller said that we budgeted for this replacement this fiscal year. Beller said he manager would seek cost quotes.

MOTION BY BELLER, SECOND BY KLEIN, to approve seeking quotes and purchasing a dishwasher for the restaurant. AYES: Shanklin, Beller, Marco, Klein, Smith, Haywood. NAYES: None. MOTION CARRIED

There being no further business. The meeting was adjourned.

Dorice Shanklin, Chairperson