

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
MINUTES
NOVEMBER 26, 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
Hossein Moini, Vice Chair
John Marco, Secretary
Don L. Smith, member
Larry Benson, Asst. Secretary
Keith Bridges, member
Charlie Beller, member
Stanley Haywood, member

ABSENT:

Chuck Klein, Asst. Secretary

ALSO PRESENT:

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

Chuck Wade, Airport Attorney
Kim McConnell, Lawton Const.

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 October 22, 2002 would be addressed during this meeting.

b) Minutes - Shanklin asked for additions and/or corrections to the minutes of the regular meeting of October 22, 2002.

MOTION BY BENSON, SECOND BY MOINI, to approve the minutes of the regular meeting of October 22, 2002. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

November 26, 2002

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) **American Eagle** – No report given.
- b) **Regional Air** – Shanklin asked McNally to report on a letter from Regional Air. McNally said that Regional Air is reducing its operational hours due to slow business.
- c) **American Eagle Maintenance** – Chris Pittman reported that American Eagle has lifted the seat restriction.
- d) **Lawton Air Traffic Control Tower** – Not present.
- e) **Fort Sill Transportation** – Not present.

DEVELOPMENT COMMITTEE (Chuck Klein, Chairperson)

- 1) **AIP 17 – Drainage Project, Compass Calibration Pad, Land Acquisition and Purchase of Snowplow** - Beller reported for Klein. Beller said the Compass Calibration Pad was 15% complete and the Drainage Project is about 45% complete.
- 2) **Purchase of Land for the Run Up Apron** – Beller reported that the Lawton Industrial Foundation has submitted the invoice for the purchase of land in the amount of \$2,400.00. Beller said Bridges has been working on this item and asked him to report. Bridges said that this amount was under the amount that required a land appraisal. Bridges said once this amount is paid, the LIF will give us the deed to the land.

MOTION BY BELLER, SECOND BY HAYWOOD, to approve the purchase of the land from the Lawton Industrial Foundation for the run up apron in the amount of \$2,400.00. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Charlie Beller, Chairperson)

- 1. **Lee's Janitorial Service Contract** - Beller said the committee met and reviewed the job performance of Lee's Janitorial and recommended extension of the contract until the end of its term of February 20, 2005.

November 26, 2002

MOTION BY BELLER, SECOND BY HAYWOOD, to approve the extending Lee's Janitorial Service contract until February 20, 2005. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

2. Amendment to Lee's Janitorial Contract – Beller said that TSA, as a part of their lease, requested janitorial services. Beller said that Lee's and TSA have agreed to \$115.00 for that service. Beller said that this will need to be made a part of our agreement with Lee's since the money will come directly to us from TSA.

MOTION BY BENSON, SECOND BY HAYWOOD, to approve the amendment to Lee's Janitorial Service contract for \$115.00 per month. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

3. Game Machine Concession - Beller said at the Authority's August meeting the board approved awarding the game machine concession to Lawton Novelty but did not specify a term. Beller said the committee recommends a term of three years.

MOTION BY BELLER, SECOND BY SMITH, to approve the term of the game machine concession as three years. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

4. Candy Machine Concession - Beller said at the Authority's August meeting the board approved awarding the candy machine concession to Hanna Gum Company but did not specify a term. Beller said the committee recommends a term of three years.

MOTION BY BELLER, SECOND BY BRIDGES, to approve the term of the candy machine concession as three years. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

5. Betty's Airport Café – Beller said it has come to the attention of the committee that the dry chemical fire suppression system located over the grill and the deep fryer in the café has been discontinued. Beller said this system will need to be replaced with a wet chemical system to be in compliance with the new guidelines. The committee discussed this item and recommended to replace this system at a cost of \$1,385.00.

November 26, 2002

MOTION BY BELLER, SECOND BY MARCO, to approve replacing the fire suppression system in the café in the amount of \$1,385.00. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

1. Amendment to Horizon Engineering Contract for the OAC's Special Grant – Bridges said the Development committee reviewed a preliminary list of projects for conceptual plans. The committee recommended entering into an agreement with Horizon Engineering for a contract not to exceed \$20,000.00 for conceptual plans to better utilize the facility and its surrounding area. Shanklin clarified that this grant was to be used only for this project.

MOTION BY BELLER, SECOND BY SMITH, to approve entering into an agreement with Horizon Engineering for the above project. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE REPORT (Larry Benson, Chairperson)

1. FY 2001-2002 Annual Audit - Benson said the committee met with accountants from Stanfield and O'Dell to review the annual audit. Benson said they gave a clear and unqualified opinion.

MOTION BY HAYWOOD, SECOND BY MOINI, to approve accepting the annual audit as presented. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

2. Employee Longevity Pay - Benson said the committee considered longevity pay for the airport employees. Benson said the funds are available and the committee recommended approval

MOTION BY BENSON, SECOND BY HAYWOOD, to approve longevity pay for each of the airport employees. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED.

November 26, 2002

RELATIONS REPORT (Hossein Moini, Chairperson)

1. Passenger Leakage Study – Moini said the Authority will need to consider entering into an agreement with Mead and Hunt for a Passenger Leakage Study in an amount not to exceed \$10,000.00. Moini said this study will be funded from money allocated by the City of Lawton's economic development fund.

MOTION BY MOINI, SECOND BY HAYWOOD, to approve entering into an agreement with Mead and Hunt for a passenger leakage study, the amount not to exceed \$10,000.00. AYES: Shanklin, Moini, Beller, Bridges, Marco, Benson, Smith, Haywood. NAYES: None. MOTION CARRIED.

NOMINATING COMMITTEE (Charlie Beller)

1. 2003 Officers – Beller said the nominating committee met and the following is their recommendation for 2003 Officers - Dorice Shanklin – Chairperson, Hossein Moini – Vice Chair, John Marco – Secretary, Larry Benson - Asst. Secretary, Don Smith – Asst. Secretary.

MOTION BY BELLER, SECOND BY HAYWOOD, to approve the Nominating committees recommendation as stated above. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED

AIRPORT MANAGER'S REPORT (Barbara McNally)

1) Operations Report – McNally said that there are two maintenance projects that she wanted to make the members aware of. The first is replacing 5 windows in the boarding gate area that are in need of repair. The cost of this repair will be \$1,361.10 from Cache Road Glass Company.

McNally said the screening checkpoint is having problems with the sun and the equipment in that hallway. McNally said the leasing committee suggested getting estimates for blinds, the lowest estimate is \$1,267.98 from Lawton Custom Drapery.

MOTION BY BELLER, SECOND BY MOINI, to approve purchasing the blinds as stated above. AYES: Shanklin, Moini, Marco, Benson, Bridges, Beller, Smith, Haywood. NAYES: None. MOTION CARRIED

November 26, 2002

2) Financial Reports - McNally reported that the closing balance of Fund 61 was \$129,825.53, Closing balance (Imprest fund) \$1,735.28, Interest \$62.07, Deposit for September \$36,304.81 for a total of \$167,927.69.

Projected Expenses were Purchase Orders submitted \$19,549.62, Wages/FICA /Insurance \$16,500.00, Special checks \$5,464.83 for a total of \$41,514.45 in expenses, leaving a projected balance of \$126,413.24.

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

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

NEW BUSINESS

There being no further business. The meeting was adjourned.

Dorice Shanklin, Chairperson