

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
MINUTES
JANUARY 21, 2003

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
Keith Bridges, member
Charlie Beller, member
Stanley Haywood, Asst. Secretary
Larry Benson, Asst. Secretary

ABSENT:

Chuck Klein, Member

ALSO PRESENT:

Barbara Whittington, Airport Manager
Jack Tipton, American Eagle
Pat Hurley, Admin. Asst.

Chuck Wade, Airport Attorney
Kim McConnell, Lawton Const.
Chris Pittman, American Eagle Maint.

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 December 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 December 20, 2002.

MOTION BY BRIDGES, SECOND BY MARCO, to approve the minutes of the regular meeting of December 20, 2002. AYES: Shanklin, Moini, Marco, Benson, Haywood, Bridges, Beller, Smith. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) American Eagle – Tipton reported that the load factor for the last month was down.
- b) Regional Air – Not present.
- c) American Eagle Maintenance – No report given.
- d) Lawton Air Traffic Control Tower – Not present.
- e) Fort Sill Transportation – Not present.

DEVELOPMENT COMMITTEE (Charlie Beller, Committee Chair)

- a) AIP 17- Safety Area Drainage Project, Compass Calibration Pad, Purchase of a Snow Plow and Land Acquisition for Run up apron.

1) Project Update - Compass Calibration Pad - Beller said there has been no concrete work on the Compass Calibration Pad. Beller said a construction meeting will be scheduled as soon as possible, all board members interested are welcome to attend.

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Project Update – Safety Drainage Area – Beller said the drainage project is about 90% complete.

2) Emergency Power Generator – Beller said we maybe able to acquire an emergency generator from the City of Lawton. Beller said manager has asked Electrocraft to take a look at the specifications and unit to give an opinion and estimate on putting the unit into service.

CHAIRPERSON'S REPORT (Dorice Shanklin)

1) Relocating Bank accounts – Shanklin said our two main bank accounts have been with the same bank or over 20 years because of the Revenue Bond account. Shanklin said this account has now been retired and it as been recommended to distribute the money as follows. Shanklin said move our operating account to Arvest Bank, to cover our line of credit we now have at Arvest. This would offer some assurance of repayment. Move our Capitol Improvement account to City National Bank because it is locally owned and operated.

MOTION BY HAYWOOD, SECOND BY BELLER, to approve relocating the Authority's bank accounts, the Operating account to Arvest Bank and the Capitol Improvement to City National Bank. AYES: Moini, Smith, Marco, Bridges, Beller, Shanklin, Haywood. ABSTAIN: Benson. NAYES: None. MOTION CARRIED.

2) Purchase of Computer – Shanklin said the computer in the manager's office needs to be replaced. Shanklin said the current model is six years old, slow and having some mechanical problems. Shanklin also said that it is not compatible with the new equipment that we have purchased. Shanklin said the Authority will need to consider an amount not to exceed on the purchase of a new computer. Shanklin asked Whittington what price range she was looking at. Whittington said the ones she has priced on the City's recommendation, were

under \$1,200.00. Beller recommended an amount not to exceed \$1,500.00.

MOTION BY BELLER, SECOND BY BENSON, to approve the purchase of a computer for the manager's office, the price not to exceed \$1,500.00. AYES: Smith, Shanklin, Moini, Marco, Beller, Benson, Haywood, Bridges. NAYES: None. MOTION CARRIED.

3) Fence between Airline Baggage Area and Restaurant – Shanklin said currently, the restaurant personnel have access by their back door to a secured area. Shanklin said TSA recommended separating the two areas with a fence. Shanklin said Whittington asked the Fire Marshall to inspect the area and found there is no violation of fire code to install a fence. Shanklin reported that the lowest bid was \$1,010.00 and the chair approved to proceed with this project.

MOTION BY BELLER, SECOND BY MOINI, to approve building a fence between American Eagle baggage area and the restaurant for the amount of \$1,010.00. AYES: Marco, Bridges, Smith, Haywood, Beller, Shanklin, Moini, Benson. NAYES: None. MOTION CARRIED.

Shanklin said all the Authority members have received an new authority and committee roster. Shanklin asked each chair to appoint a co-chair.

AIRPORT MANAGER'S REPORT (Barbara Whittington, Airport Manager)

1) Operations Report – Whittington said in the past week we have had three military operations, one DC-10, one 767, and a C-5. Whittington said the three planes have taken on about 40,000 gallons of fuel.

Whittington reported that there was another run through at 17th and Bishop. Whittington said the City is working with us to try to prevent this in the future. The City Council approved putting up additional signage. Whittington said the estimate for repairs was \$400.00, which the Authority will pay since the motorist is uninsured. Bridges asked Haywood to find out if the City could put up barriers.

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2) Financial Reports - Whittington reported that the closing balance of Fund 61 was \$150,292.53, Closing balance (Imprest fund) \$1,476.11, Interest \$27.52, Deposits for the month \$30,849.26 for a total of \$ 182,645.42. Projected Expenses were Purchase Orders submitted \$18,220.27, Wages/FICA /Insurance \$12,500.00, Outstanding checks 31,582.88, Special checks \$ -0- for a total of \$62,303.15 in expenses, leaving a projected balance of \$120,342.27.

Capital Improvement expenses totaled \$59,721.18, funded out of FAA grant and PFC's.

MOTION BY MOINI, SECOND BY BRIDGES 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