

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

MINUTES

May 20, 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
Stanley Haywood, Asst. Secretary
John Marco, member
Keith Bridges, member
Larry Benson, Asst. Secretary
Charlie Beller, member
Don L. Smith, member

ABSENT:

Mark Davis, member

ALSO PRESENT:

Barbara Whittington, Airport Manager	Chuck Wade, Airport Attorney
Kim McConnell, Lawton Const.	Pat Hurley, Admin. Asst.
Jack Tipton, American Eagle GM	Chris Pittman, American Eagle Maint.
Ray Cunningham, Regional Air	

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 April 22, 2003 would be addressed during this meeting.

b) Minutes - Shanklin asked for additions and/or corrections to the minutes of the regular meeting of April 22, 2003.

MOTION BY BELLER, SECOND BY MARCO, to approve the minutes of the regular meeting of April 22, 2003
AYES: Shanklin, Moini, Beller, Marco, Haywood, Benson, Bridges, Smith. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) **American Eagle** – No report.
- b) **Regional Air** – No report.
- c) **American Eagle Maintenance** – No report.
- d) **Lawton Air Traffic Control Tower** – Not present.
- e) **Fort Sill Transportation** – Not present.

DEVELOPMENT COMMITTEE (Charlie Beller, Chairperson)

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

a) **Project Update – Compass Calibration Pad** – Beller said this project is almost complete. The contractor is sodding and sprigging. Beller said the final inspection will be in the near future.

b) **Project Update – Safety Area Drainage Project** – Beller said the Authority will need to approve a change order in the amount of \$1,730.00 for additional piping that needed to be replaced. This increase in quantity was to replace deteriorated piping found during the project

MOTION BY BELLER, SECOND BY HAYWOOD, to approve the change order in the amount of \$1,730.00. AYES: Shanklin, Moini, Beller, Marco, Haywood, Benson, Bridges, Smith. NAYES: None. MOTION CARRIED.

2) **Request for proposal for the DBE Consultant** – Beller said the FAA requires that each airport receiving federal funds has to have an affirmative action program, The Disadvantaged Business Enterprise program. Beller said that the Authority can hire a consultant to develop this program, establish and submit annual goals based on the federal criteria. It is the committee recommendation to seek proposals from consultants for this service. Beller said that this is an eligible item for funding.

MOTION BY BELLER, SECOND BY HAYWOOD, to approve seeking proposal from consultants for the development of a DBE program. AYES: Shanklin, Moini, Beller, Marco, Haywood, Benson, Bridges, Smith. NAYES: None. MOTION CARRIED.

3) **Airport Improvement Project for 2004** – Beller said the committee discussed the next major project that is slated for FY 2004, the rehabilitation of Taxiway A south and north. Beller said the estimated cost of this project is 4.4 million. Beller said the committee discussed this with the engineer, the challenge is finding the 10% matching share for this project. Beller asked Whittington to discuss this.

Whittington said the Airport Authority has available 1.3 million in entitlement money, with the possibility of the remainder of the 90%, coming from FAA discretionary money. Whittington said even if we get the discretionary money for the 90% is that the Authority will need to match the 10%. Whittington said the 10% on all the Authority's AIP projects comes from PFC'S and the application with this project on it is 6 to 7 months from approval and collection.

Beller said he the committee felt that pursuing this project at this time is risky without funding identified. Beller said the committee's recommendation was to delay this project until 2005 or until the matching share is collected. Whittington said by delaying this project until 2005 the Authority will have another 1 million in entitlement, making their share 2.3 million and the PFC's will be accumulating.

Bridges said he thought we needed to delay a decision on this item for six months. Whittington said that the FAA is asking for a decision now, since they would have to apply for the discretionary now. Bridges said that if we don't increase our enplanements this PFC matching share will always be an issue.

MOTION BY BELLER to delay this project until 2005.

Moini asked Benson what we were using the collateralize the \$100,000.00 line of credit. Benson said we were using the operating fund as collateral. Moini asked if that line of credit could be increased. Benson said it might be able to be increased if we needed to. Benson said currently we receive about \$16,000.00 a month in PFC's,. If we stopped all other projects and hoped our incomes stayed the same, it would take about two years to accumulate the matching share.

Haywood asked Benson, as the Finance Chair, what did he recommended. Benson said he knew that was an important project, but he was concerned with the uncertainty of the matching share.

Moini asked Bridges if there was Economic Development money available to use as matching share. Bridges said he would need a little time to look into possible solutions.

Whittington said the urgency in this situation is the discretionary funds; there are many airports with priority projects vying for the same dollar. Whittington said that discretionary money is available every year, so if we are not in the position to go on this project this year, next year is an option.

Bridges said that every year that we delaying doing a project, delays all the projects that need to done. Shanklin said if we want to stay in businesses these projects need to be done. Shanklin asked that board if they wanted to play "catch up" and delay the project. Beller said it isn't a matter of "catch up", if we don't have the funding. Beller said you have to have the funds to seek the other funds.

Shanklin asked if we have anyway had the funding available before starting a project. Whittington said that is what we have the line of credit for. We use that line of credit to supplement the PFC's and reimburse it as we are able. Whittington said typically we don't do a project this big.

Moini asked if this project could be done in phases. Whittington said it possibly could, but if we proceeded with this project now, even in phases, we would not be collecting PFC's until after the project started. Whittington said that if they wanted the discretionary money, they would need to address the worst section of pavement on Taxiway A south which is a 3 million dollar project. Members discussed the priority of the projects, if they were phased.

Beller asked Benson if he though doing this project was feasible. Benson said he was focused on how we can raise the money for the matching share now. Beller asked how the Authority could commit to this when we are not sure about the matching share.

MOTION BY BELLER, SECOND BY BENSON to delay this project until 2005. AYES: Beller, Marco, Haywood, Benson, Smith. NAYES: Shanklin, Moini, Bridges. None. MOTION CARRIED.

There continued to be discussion on this item. MemberS said they felt that they did not have all the facts they needed to make a discussion. Shanklin recommended having a Development Committee meeting.

Beller said he said he thought the members had all the information they needed. Shanklin said she meant the financial information. Whittington said she provided all the financial information on this project she had available. Whittington went on to say, that all PFC money that is currently being collected is for the current projects. There will be little to no rollover to the next application.

LEASING COMMITTEE (Don Smith, Committee Chair)

1) Airport Gift Shop - Smith said the committee met and recommended to renew the lease for one year at the current rent of \$360.00 per month plus 1.1% of the utilities.

MOTION BY SMITH, SECOND BY BELLER, to approve renewing the gift shop lease as stated above. AYES: Shanklin, Moini, Beller, Marco, Haywood, Benson, Bridges, Smith. NAYES: None. MOTION CARRIED.

2) Betty's Airport Cafe - - Smith said the committee met and recommended to renew the lease for one year at the current rent of \$1,080.00 per month plus 5.2% of the utilities.

MOTION BY SMITH, SECOND BY BELLER, to approve renewing the cafe's lease as stated above. AYES: Shanklin, Moini, Beller, Marco, Haywood, Benson, Bridges, Smith. NAYES: None. MOTION CARRIED.

ECONOMIC DEVELOPMENT COMMITTEE (Keith Bridges, Committee Chair)

1) Small Community Air Service Development Pilot Program – Bridges asked Whittington to explain this grant. Whittington said she just learned about this grant recently. Whittington when on to said that DOT set aside 20 million that will be distributed to 40 airports in the U.S. The purpose of this grant is to assist small airports that wish to improve or establish air service in their community. This money can not be used for any type of construction project, it is an economic development grant. Whittington said that the community is tasked to identify the problems and come up with a solution to address it.

Shanklin said that Mead and Hunt has worked on the application for other airports and is willing to write this grant for us. Shanklin said she felt it was really important that we do this.

Beller asked what projects the committee had in mind for this application. Bridges said the committee discussed several different options for the use of the money, but nothing firm had been decided. Bridges said before any of that can be decided several things had to happen. First, the Authority needed to develop a Strategic Plan, which is a part of this application. Also, the Authority needs to consider hiring Mead and Hunt as a cost of \$10,000.00, since this application is due June 30, 2003 and time is short. Bridges said another consideration is DOT likes to see a community matching share, even though it is not required. Haywood asked if the community match could be in kind or money. Whittington said either or both is good.

Beller asked if we needed to approve the expenditure for Mead and Hunt. Moini said he thought only if the Authority was paying for it. Bridges said we could pursue economic development money to pay for Mead and Hunt.

MOTION BY HAYWOOD, SECOND BY BENSON to approve applying for the Small Community Air Service Development Pilot Program contingent upon securing the funds to pay the consultant for the grant writing in an amount not to exceed \$10,000.00 and the consultant have the grant ready in the existing time frame. AYES: Shanklin, Moini, Beller, Marco, Haywood, Benson, Bridges, Smith. NAYES: None. MOTION CARRIED

FINANCE COMMITTEE (Larry Benson, Committee Chair)

1) FY 2004 Budget – Benson said the committee met and reviewed the preliminary budget. Benson said the committee asked the manager to modify some numbers. Benson said the budget will be ready for the Authority to consider at the next board meeting.

2) Request for Proposals for Auditing Services – Benson said the contract with our current auditors is expiring and it is the recommendation of the committee to seek proposals.

MOTION BY MARCO, SECOND BY BELLER, to approve seeking request for proposal for auditing services. AYES: Shanklin, Moini, Beller, Marco, Haywood, Benson, Bridges, Smith. NAYES: None. MOTION CARRIED

CHAIRPERSON'S REPORT (Dorice Shanklin)

Robert S. Johnson Tribute– Ray Cunningham addressed the Authority and brief them on Robert S. Johnson a Lawton native that was a decorated flying ace in WWI. Cunningham recommended that the Airport Authority consider naming the terminal building after Johnson.

Beller said that with all due respect to Mr. Johnson, he felt that there were many deserving local individuals that should be considered for this honor.

Moini suggested using the display areas in the terminal for a tribute to Johnson. Whittington said that Cunningham thought the Johnson's family had contributed some belongings to the museum, since the museum had a case in the terminal we could request they put in a display.

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

a) TSA required Airport Security Coordinator's (ASC) Training – Whittington said in accordance to FAR 1542 all ASC had to have formal training by July 17, 2003. Whittington said there is a training course in Austin, Texas, the cost is \$550.00.

MOTION BY BELLER, SECOND BY MOINI, to approve sending the manager to the required ASC training. AYES: Shanklin, Moini, Beller, Marco, Haywood, Benson, Bridges, Smith. NAYES: None. MOTION CARRIED

b) Financial Reports - Whittington reported that the closing balance of Fund 61 was \$125,397.17 and 10,488.31, Closing balance (Imprest fund) \$876.25, Interest \$188.57, Deposits for the month \$33,367.20 for a total of \$74,289.45. Projected Expenses were Purchase Orders submitted \$18,912.03, Wages/FICA /Insurance \$12,500.00, Outstanding checks \$315.77 for a total of \$35,267.39 in expenses, leaving a projected balance of \$139,022.06. Capital Improvement expenses totaled \$91,589.40.

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

NEW BUSINESS

There being no further business. The meeting was adjourned.

Dorice Shanklin, Chairperson