

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

MINUTES

June 24, 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
Stanley Haywood, Asst. Secretary
John Marco, member
Keith Bridges, member
Larry Benson, Asst. Secretary
Charlie Beller, member
Mark Davis, member

ABSENT:

Hossein Moini, member
Don Smith, member

ALSO PRESENT:

Barbara Whittington, Airport Manager	Chuck Wade, Airport Attorney
Kim McConnell, Lawton Const.	Pat Hurley, Admin. Asst.
Jack Tipton, American Eagle GM	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 May 20, 2003 would be addressed during this meeting.

b) Minutes - Shanklin asked for additions and/or corrections to the minutes of the regular meeting of May 20, 2003.

MOTION BY BELLER, SECOND BY MARCO, to approve the minutes of the regular meeting of May 20, 2003
AYES: Shanklin, Beller, Marco, Haywood, Benson, Bridges, Davis NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle – No report.

b) Regional Air – Cunningham report that there have been about 40 wide body military and civilian aircraft operating into the last few months. Cunningham also reported that Casino Express, a non scheduled charter, had its first flight into Lawton this month. Cunningham said it had 121 passengers, in a 122 seat aircraft. Cunningham said this is good for the airport since, the Authority gets .06 per gallon of fuel pumped.

Beller ask how general aviation business was. Cunningham said it was not good, he said there was little GA traffic in Lawton and most of the business came from transient aircraft which is unreliable. Bridges asked how many T- hangars there were. Cunningham said there are thirty something, of which six are rented for non aircraft use. Cunningham said there is no waiting list for hangars. Bridges asked if the t-hangars were advertised when available. Cunningham said no, since typically people want to keep there planes at airports near were they live and he had not had any new tenants and does not anticipated any.

c) American Eagle Maintenance – No report.

d) Lawton Air Traffic Control Tower – Not present.

e) Fort Sill Transportation – Beazer said there have been 37 outbound deployments; the redeployment will probably be more airplanes over a broader period of time. Beazer said 100% of the redeployment is paying gas.

Beazer thanked the Airport employees, Regional Air, KLAW for all the support he and his missions have received for the returning troops.

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 the final inspection for this project will be June 25 at 10:00 a.m., for those interested in attending.

b) Purchase of the Snowplow – Beller said the snowplow is scheduled to be delivered this week.

2) AIP 18 - Design only grant for Taxiway Rehabilitation project – Beller said that the FAA has agreed to fund out of this years entitlement money a design only grant for the taxiway rehabilitation project that was delayed last month until 2004. Whittington said this item was not on the agenda because the correspondence on it was not received until yesterday. Whittington said since the project was delayed because of our lack of funding, the FAA suggested doing a grant for the preliminary engineering work. Whittington said the directions she received was to get the engineers cost for this work and have an independent analysis done from an outside engineering company.

Shanklin said if we need to go out for bids on the engineering service. Whittington said no, that the Authority has gone through the established selection process for the selected project engineer. Whittington said the Authority just needed to approve pursuing this project, but not making a financial committed for the engineers fee.

MOTION BY BELLER, SECOND BY BENSON, that the Authority notifies the FAA that they want to pursue this design only grant for this year's project. AYES: Shanklin, Beller, Marco, Haywood, Benson, Bridges, Davis NAYES: None. MOTION CARRIED.

ECONOMIC DEVELOPMENT COMMITTEE (Keith Bridges, Committee Chair)

1) Small Community Air Service Development Pilot Program – Bridges said ask Whittington for an update. Whittington said the application is almost complete, just awaiting a couple of small details including the City's resolution which should be done tomorrow, then the application will be ready to send off.

Bridges thanked the County Commissioners for their help in securing the \$10,000.00 for the grant writer, The City of Lawton for their pledge of \$50,000.00 for matching share, the staff and member for all their hard work. Shanklin said this was a big undertaking in a short amount of time and hoped that the members did not feel excluded from the process.

2) Strategic Plan for the Airport Authority - Bridges asked to table this item until he had time to review its contents. Wade said that he believed this plan needed to be included in the grant application. Bridges said he is not comfortable voting on something he has not reviewed, if it was approved it may need to be modified at some point. Members agreed since it needed to be a part of the grant application that it could be modified later.

MOTION BY BELLER, SECOND BY BENSON, to approve the Strategic Plan for the Lawton metropolitan Area Airport Authority. AYES: Shanklin, Beller, Marco, Haywood, Benson, Bridges, Davis. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (Larry Benson, Committee Chair)

1) FY 2004 Budget – Benson said the Authority had before them a copy of the FY 2004 proposed budget. Benson said he felt that this is a very realistic budget. Benson asked for any questions.

MOTION BY BELLER, SECOND BY BENSON, to approve the FY 2004 Budget. AYES: Shanklin, Beller, Marco, Haywood, Benson, Bridges, Davis. NAYES: None. MOTION CARRIED.

2) Request for Proposals for Auditing Services – Benson said there were 16 RFP's sent out and 2 responses received. Benson said the two received were Carson and Cottrell for \$6,000.00 and Stanfield and O'Dell for \$10, 500.00. Benson said Carlson and Cottrell has impressive credentials to include auditing the Oklahoma City Airport Trust and City of Lawton accounts. Benson said this contract will be for 2003, 2004 and 2005.

MOTION BY BENSON, SECOND BY HAYWOOD, to approve accepting Carlson and Cottrell proposal in the amount of \$6,000.00 AYES: Shanklin, Beller, Marco, Haywood, Benson, Bridges, Davis. NAYES:None.

MOTION CARRIED.

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

a) 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 \$170,317.50. Projected Expenses were Purchase Orders submitted \$18,912.03, Wages/FICA /Insurance \$ 12,500.00, Outstanding checks \$5,088.81 For a total of \$35,500.84 in expenses, leaving a projected balance of \$133,816.66. Capital Improvement expenses totaled \$75,032.76.

MOTION BY BRIDGES, SECOND BY BENSON, to approve the financial report as presented. AYES: Shanklin, Beller, Marco, Haywood, Benson, Bridges, Davis. NAYES: None. MOTION CARRIED

NEW BUSINESS

Dorice Shanklin said that we received yesterday the new TSA reimbursable agreement to reinstate the law enforcement officers at the airport. Shanklin said the reimbursable amount is \$27.02 per hour for 13 hours a day.

Whittington said the Authority needs to approve signing this agreement once our attorney has reviewed it. Whittington said that this agreement is between the Authority and TSA; she believed that the Authority would need to enter into a separate agreement with the City of Lawton saying that they will provide the police officers with us reimbursing them out of this grant.

Shanklin pointed out that this agreement is an increase per hour over the last. Whittington confirmed at the last agreement was for \$25.00 an hour and this is \$27.02.

Bridges questioned approving this agreement, since we just received it the day before. Wade said that this can be approved to day, since it was new business and not known about before the agenda was posted. Whittington said TSA will not start the funding until this agreement is approved.

MOTION BY BRIDGES, SECOND BY BENSON, to approve the Transportation Security Administration reimbursable agreement for law enforcement officers. AYES: Shanklin, Davis, Beller, Marco, Haywood, Benson, Bridges. NAYES: None. MOTION CARRIED

There being no further business. The meeting was adjourned.

Dorice Shanklin, Chairperson