

## LAWTON METROPOLITAN AREA AIRPORT AUTHORITY MINUTES

September 23, 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:**

**ABSENT:**

Dorice Shanklin, Chairperson  
Larry Benson  
Hossein Moini, member  
Stanley Haywood, Asst. Secretary (late)  
John Marco, member  
Keith Bridges, member (late)  
Charlie Beller, member  
Don Smith, member  
Mark Davis, member

**ALSO PRESENT:**

Barbara Whittington, Airport Manager  
Chuck Wade, Airport Attorney  
Kim McConnell, Lawton Const.  
Pat Hurley, Admin. Asst.  
Ben Carey, TSA  
Jack Tipton, American Eagle  
Ray Cunningham, Regional Air  
T.J. Seymour, TSA

The roll call confirmed that there was a quorum present.

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**OLD BUSINESS**

**a) Actions Pending** - Shanklin said all actions pending from the regular meeting of August 26, 2003 would be addressed during this meeting.

**b) Minutes** - Shanklin asked for additions and/or corrections to the minutes of the regular meeting of August 26, 2003.

**MOTION BY MOINI, SECOND BY BENSON**, to approve the minutes of the regular meeting of August 26, 2003. AYES: Shanklin, Moini, Beller, Marco, Smith, and Davis NAYES: None. MOTION CARRIED.

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## REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) **American Eagle** – No report.

b) **Regional Air** – No report.

c) **American Eagle Maintenance** – Not present.

d) **Transportation Security Administration** – Ben Carey, Deputy Federal Security Director, for Lawton introduced himself and T.J. Seymour, TSA Screening Supervisor. Carey said he currently has 17 screeners. Carey said since they took over security they have detected 950 items that have been confiscated. Carey said that over 300 were returned to the customer at TSA's expense. Carey said their goal is to enforce security but also be customer friendly.

e) **Lawton Air Traffic Control Tower** – Not present.

f) **Fort Sill Transportation** – Not present.

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## DEVELOPMENT COMMITTEE (Charlie Beller, Chairperson)

1) **Disadvantage Business Enterprise Program** – Beller said the committee recommends hiring Cinnabar Consultants to develop the DBE plan in an amount not to exceed \$ 3,500.00, plus \$ 500.00 a year to update the DBE goals.

**MOTION BY BELLER, SECOND BY HAYWOOD**, to approve hiring Cinnabar Consultants to develop the DBE plan at the terms stated above. AYES: Shanklin, Moini, Beller, Marco, Haywood, Bridges, Smith, and Davis NAYES: None. MOTION CARRIED.

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## LEASING COMMITTEE (Don Smith, Committee Chair)

1) **Minimum Standards and Conduct for Aeronautical Services and Activities** - Smith said the committee reviewed the minimum standards and asked Wade to the insurance requirements. After some discussion, Wade suggested that this be brought back to the Leasing Committee for additional review.

**MOTION BY SMITH, SECOND BY BELLER**, to approve bringing back the Minimum Standards to the Leasing Committee for additional review. AYES: Shanklin, Moini, Beller, Marco, Haywood, Bridges, Smith, and Davis NAYES: None. MOTION CARRIED.

2) **Request for Proposal for Fixed Base Operators** – Smith said the committee will need to review and consider approval of advertising the request for proposal for Fixed Base Operator services. The bids will be due

at 1:00 p.m, November 7, 2003. Smith said a preproposal conference and airport tour will be held at 1:30 p.m. on October 23, 2003. Smith said the new lease will take effect January 15, 2004.

**MOTION BY SMITH, SECOND BY BRIDGES**, to approve advertising the RFP for FBO services at stated above. AYES: Shanklin, Moini, Beller, Marco, Haywood, Bridges, Smith, and Davis NAYES: None. MOTION CARRIED.

**3) Regional Air Lease-** Smith said the current FBO lease with Regional Air expires September 30, 2003. The Authority will need to approve entering into a month to month lease with Regional Air until January 15, 2004.

**MOTION BY SMITH, SECOND BY BRIDGES**, to approve entering into a month to month lease with Regional Air until January 15, 2004 AYES: Shanklin, Moini, Beller, Marco, Haywood, Bridges, Smith, Davis NAYES: None. MOTION CARRIED.

**4) Car Rental Lease** – Smith said the new leases have been sent to the car rentals.

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#### **COMMUNITY RELATIONS COMMITTEE (Hossein Moini, Committee Chair)**

**1) Airport Promotions** – Moini said the committee met and discussed the best use of the \$ 10,000.00 allocated by the Chamber for marketing and promotion. Moini said the committee discussed trying a marketing approach to sell the airport in Duncan and Altus areas. Moini said the airport will also be displaying at the Parade of Trade, October 7 and 8.

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#### **ECONOMIC DEVELOPMENT COMMITTEE (Keith Bridges, Committee Chair)**

**1) Small Airports Grant** – Bridges said the Department of Transportation announced its grant recipients for the small airports grant and Lawton was not among the winners. Bridges went on to thank the County Commissioners and members of the Comanche County Industrial Task Force for allocating \$ 10,000.00 for hiring a grant writer to file the application for us. Bridges also recognized the City Council and City Manager for their support in pledging the \$ 50,000.00 matching share if the grant was received.

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#### **CHAIRPERSON'S REPORT (Dorice Shanklin)**

**1) Dedication of the Terminal Building to Robert S. Johnson** – Shanklin said the recommendation has been made that the Authority consider dedicating and naming the terminal building after the Lawton native, Robert S. Johnson. Shanklin said that Ray Cunningham has agreed to coordinate with the interested parties and work on fundraising to pay for the expenses involved. Shanklin said she discussed this issue with several Authority members that had no problem naming the terminal, but did not want the airport renamed.

Beller said he thought naming the terminal after Robert S. Johnson was admirable consideration. Beller said that Cunningham provided information on Johnson and there is no doubt that he made a serious impact on those that followed him but, Beller said he is concerned that Johnson has been long gone from Lawton and there are people deserving of this honor here in Lawton that have worked diligently for the good of the airport, like Dr. Gilbert Gibson. Beller said that if we are going to rename the terminal we should look into several options of deserving individuals. Moini asked if we have spent anytime considering options, Beller said he didn't think so.

Cunningham addressed the members in saying that Johnson was the number four scoring ace in the European

theatre in WW II. Cunningham said that Johnson was a Lawtonian and has not been recognized anywhere in town. Whittington mentioned that she has been in contact with the museum and they have many of Johnson artifacts including his Congressional Medal of Honor, along with a watch that was awarded to him by the City of Lawton in 1947.

Shanklin appointed Mark Davis as chair for a committee to looking into the naming of the terminal. Shanklin asked Davis to select his committee members.

**MOTION BY BRIDGES, SECOND BY MOINI**, to approve appointing a committee to look into naming the terminal building, with Mark Davis as chair. AYES: Shanklin, Moini, Beller, Marco, Haywood, Bridges, Smith, and Davis NAYES: None. MOTION CARRIED.

**2) Fire-fighter Reduction** –Shanklin said that the Fire Chief, in order to meet reduction demands, has proposed reducing the Aircraft Rescue and Firefighting staff from 2 to 1. Shanklin said this item is on the City Council agenda for tonight to request they consider this cut from somewhere else. Shanklin said she felt like this was a safety issue.

Wade suggested the Authority make a motion to recommend that the staff of the Airport Station not be reduced.

**MOTION BY MARCO, SECOND BY SMITH**, to recommend to the City Council that the Airport Fire Station staff not be reduced. AYES: Shanklin, Moini, Beller, Marco, Haywood, Bridges, Smith, and Davis NAYES: None. MOTION CARRIED.

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

**1) Financial Reports** –Whittington said she received the quote from J.T. Neal on the Director Liability Insurance. Whittington said the rate has increased 42% over last years. In a letter from J.T. Neal, they said that there are a limited number of carriers that provide this insurance and in the airport industry the coverage has dramatic increased in the last year. Members suggested contacting some other agent and get additional bids.

Whittington reported that the closing balance of Fund 61 was \$165,996.59 and Closing balance (Imprest fund) \$235.87, Interest \$177.75, Deposits for the month \$45,916.18 for a total of \$212,326.39. Projected Expenses were Purchase Orders submitted \$22,857.47, Wages/FICA/Insurance \$16,500.00, Outstanding checks \$18,038.40, for a total of \$57,395.87 in expenses, leaving a projected balance of \$154,930.52.

Capital Improvement expenses totaled \$ 123,347.62. The total was paid out of FAA/PFC funds.

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

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#### **NEW BUSINESS**

There being no further business. The meeting was adjourned.

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Dorice Shanklin, Chairperson