

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY MINUTES

October 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
Stanley Haywood, Asst. Secretary
John Marco, member
Charlie Beller, member
Mark Davis, member

ABSENT:

Keith Bridges
Larry Benson
Hossein Moini
Don Smith

ALSO PRESENT:

Barbara Whittington, Airport Manager
Kim McConnell, Lawton Const.
Ben Carey, TSA
Ray Cunningham, Regional Air

Chuck Wade, Airport Attorney
Pat Hurley, Admin. Asst.
Jack Tipton, American Eagle

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 September 23, 2003 would be addressed during this meeting.

b) Minutes - Shanklin asked for additions and/or corrections to the minutes of the regular meeting of September 23, 2003.

MOTION BY MOINI, SECOND BY BENSON, to approve the minutes of the regular meeting of September 23, 2003. AYES: Shanklin, Beller, Marco, Haywood, and Davis NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle – No report given.

b) Regional Air – Ray Cunningham said that Regional Air wants to go “on the record” as being opposed to the

new Minimum Standards. Cunningham said these are nothing but a copy of the Minimum Standards from the Max Westheimer Airport. Cunningham said that Max Westheimer is a GA airport, operated by the University, they have no military or airline operations and that these minimum standards are not appropriate for Lawton.

- c) **American Eagle Maintenance** – No report given.
- d) **Transportation Security Administration** – No report given.
- e) **Lawton Air Traffic Control Tower** – Not present.
- f) **Fort Sill Transportation** – Not present.

LEASING COMMITTEE (Don Smith, Committee Chair)

Charlie Beller reported for Don Smith, who was absent.

Minimum Standards and Conduct for Aeronautical Services and Activities - Beller said the committee reviewed and revised the proposed Minimum Standards. Beller said that Cunningham opposed these standards because Max Westheimer's is a general aviation airport. Beller said those standards were used as a model and revised to suit Lawton. Beller said that Minimum Standards are intended to only address the general aviation operations of the airport, not commercial or military.

Beller said the members have a final copy and asked for additional comments. Cunningham said that there was a typo that referred to the Board of Regents in the document.

MOTION BY BELLER, SECOND BY HAYWOOD, to approve the Minimum Standards and Conduct for Aeronautical Activities with any typographical changes necessary. AYES: Shanklin, Beller, Marco, Haywood, Davis NAYES: None. MOTION CARRIED.

2) TSA Lease Request – Beller said that TSA has requested leasing an area behind the old ASA ticket counter for a break room for its employees. Beller said that the employees will need to know that there will be no smoking in that area or in the terminal. Beller also said, that there should be a stipulation in their lease that states if we have another airline come in that they will need to vacate.

Shanklin asked Carey how long of a lease they would need. Carey said he is looking into that now.

Shanklin asked that this item be tabled until Carey had more information on the requested term. Beller said he believed the Authority would be agreeable to a one year lease. Beller asked if the proposed amount included the utilities cost. Whittington said no. Beller explained that all the new leases included a prorated share of the utilities. Carey agreed to this cost.

MOTION BY BELLER, SECOND BY MARCO, to approve tabling this item. AYES: Shanklin, Beller, Marco, Haywood, Davis NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (Larry Benson, Chair)

1) FY 2002 – 2003 Audit - Shanklin said this item will be tabled until next month. The draft copies of the audit were unable to be printed due to software problems.

CHAIRPERSON'S REPORT (Dorice Shanklin)

1) NOMINATING COMMITTEE - Shanklin asked Charlie Beller to head a committee to bring back a slate of officers for 2004 in November's meeting.

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

1) Financial Reports –Whittington reported that the closing balance of Fund 61 was \$ 156,876.03 and Closing balance (Imprest fund) 1,902.71, Interest \$ 168.55, Deposits for the month \$ 38,360.27 for a total of \$ 197,307.56. Projected Expenses were Purchase Orders submitted \$ 14,017.22, Wages/FICA/Insurance \$ 16,500.00, Outstanding checks \$ 839.82, for a total of \$ 31,357.04 in expenses, leaving a projected balance of \$ 165,950.52.

Capital Improvement expenses totaled \$ 5,050.00. The total was paid out of FAA/PFC funds.

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

NEW BUSINESS

Shanklin said that the manager has given her a quote for \$ 2,200.00 for work on the snowplow. Whittington said this quote is to sandblast and line the bed of the old snowplow. Whittington said the urea used to deice the runway is corrosive and the bed is in dire need of lining to extend the life of the truck.

MOTION BY BELLER, SECOND BY MARCO, to approve the expenditure as stated above. AYES: Shanklin, Beller, Marco, Haywood, Davis NAYES: None. MOTION CARRIED.

PUBLIC COMMENTS

Beller asked when the Finance Committee meets if they could consider the Longevity Pay for the full time employees.

Beller asked if the opening in the Maintenance Department has been filled. Whittington said yes, she hired two full time employees. Shanklin said that Whittington came to her and said that there were two qualified applicants that had applied. Shanklin said that there was one open position, but we have been running the maintenance department one short for sometime. Shanklin said she approved hiring both of the applicants, making the maintenance staff a total of four fulltime employees.

Beller asked Cunningham if there were any P-47 aircraft that could be acquired in Lawton in tribute to Robert S. Johnson. Cunningham said there are about 15 left in existence and he knows of one for sale for about 1.3 million dollars.

There being no further business. The meeting was adjourned.

Dorice Shanklin, Chairperson