

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

MINUTES

December 19, 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
Charlie Beller, member
John Marco, member
Stanley Haywood, member (arrived late)
Larry Benson, Secretary
Mark Davis, member

ABSENT:

Don Smith
Keith Bridges

ALSO PRESENT:

Barbara Whittington, Airport Manager, Chuck Wade, Airport Attorney, Kim McConnell, Lawton Const., Pat Hurley, Admin. Asst., Bill Buchholz, American Eagle, T.J. Seymour, TSA, Ray Cunningham, Regional Air, Jim Beazer, Ft. Sill Transportation

The roll call confirmed that there was a quorum present.

OLD BUSINESS

a) Minutes - Shanklin asked for additions and/or corrections to the minutes of the regular meeting of November 25, 2003.

MOTION BY Moini, SECOND BY Benson, to approve the minutes of the regular meeting of November 25, 2003. **AYES:** Shanklin, Beller, Marco, Moini, Benson, Davis **NAYES:** None. **MOTION CARRIED.**

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

1) **American Eagle** – Bill Buchholz reported that American Eagle enplaned 37,911 passenger from January 1 – December 17, 2003. Buchholz said the numbers were down slightly, but the amounts of seats are also down. Buchholz also reported that American Eagle Lawton has gone 411 days without an employee injury and the on time factor for Lawton is 99.3% with customer service delays.

Jim Beazer thanked American Eagle for the 19 extra sections they have put on to accommodate the graduating soldiers from Fort Sill.

Hossein Moini expressed concern about the new published schedule that cancelled two early morning flights and added an evening flight. Moini said that left only one morning departure and he believed that the new schedule was setting us up for failure. Buchholz said he would address the concern with the scheduling people.

a) **Regional Air** - Cunningham reported that we have accommodated 101 heavy aircraft this year at the airport.

Shanklin asked how the terminal naming was coming. Cunningham said everything should be ready by next month.

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

c) **Transportation Security Administration** – No report.

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

e) **Fort Sill Transportation** – Beazer thanked the Authority and the Airport management for all their support that has made this a successful year for the military.

FINANCE COMMITTEE (Larry Benson, Committee Chair)

1) **FY 2004 Budget Revision** - Benson said the committee met and reviewed a revised FY 2004 budget. Benson said the adjustments include the reduction of the American Eagle hangar rent, increase in the car rental projected incomes. Benson said the increase in Personnel expenses include an additional full time maintenance position, group health insurance increase and a salary adjustment. Benson said the increase in other expenses include vehicle insurance and the accountant's fees. Benson said it is the committee's recommendation to approve the revised budget.

MOTION BY Marco, SECOND BY Haywood, to approve the FY 2004 Budget Revisions as submitted. AYES: Shanklin, Beller, Marco, Moini, Haywood, Benson, Davis NAYES: None. MOTION CARRIED.

2) **Auditor Fee's** – Benson said that the auditors have submitted a bill for \$7,983.30, which is more than the originally agreed upon amount of \$6,000.00. Benson said after talking to Joe Carlson and seeing the breakdown of the additional expenses that were incurred with the extra work on reconciling the general ledger, he believes that we should pay the bill. Benson said that the contract did say that they would get pre-approval before starting any work that would cost additional money. Benson went on to say that the work involved in reconciling the ledger was probably why Stanfield and O'Dell's bid was \$10,000.00, instead of what they historically charged.

Marco said as a businessman when he makes a deal and gives a price, he sticks to it. Marco said even on

service work, he seeks approval before proceeding. Marco said he has a problem with the additional charges. Benson said he did not disagree and Carlson does have some liability in this. Benson said that they did adjust this bill down from the original bill. Benson said we could legally probably not pay them, but he does not think that is the right thing to do. Benson said he thinks we should compromise.

Moini said he also had some reservation in paying the additional amount. Moini said he thought that it may not be fair to the other company that bid this audit at \$10,000.00, even though he realized that this was under that amount and the Authority realized a savings.

Benson said he still felt like they did the work and the Authority is not paying the full amount. After some discussion the members agreed to pay the bill.

MOTION BY Marco, SECOND BY Haywood, to approve paying the Carlson and Cottrell bill for \$7,983.30. AYES: Shanklin, Beller, Marco, Moini, Haywood, Benson, Davis NAYES: None. MOTION CARRIED.

3) **Accountants Duties** - Benson said that Scott Hatch has taken on the accounting duties for the airport. Benson said after some discussion with the City staff and Hatch, it is agreed that he will also provide the payroll and bill paying function. Shanklin said with one entity doing the checks and the general ledger that the audits should go smoother.

MOTION BY Benson, SECOND BY Beller, to approve Scott Hatch taking over the payroll and bill paying function for the Airport. AYES: Shanklin, Beller, Marco, Haywood, Moini, Benson, and Davis NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Charlie Beller, Committee Chair)

1) **AIP 3-40-0051-19 – Design Grant for Taxiway Project** – Beller said that field work on this project is underway. Beller said that the surveyor and the soil analysis crews have been working on the taxiway. Beller said he hoped the engineer will be available to meet with the committee shortly after the holidays.

CHAIRPERSON'S REPORT (Dorice Shanklin)

1) **Engineer for AE Inspection - Shanklin** said that our Engineer Carl Cannizarro has proposed to conduct an inspection of the facility for \$800.00. Beller expressed concern about the language in the proposal. Beller said that Canizzarro proposed to "attend" the inspection, not conduct the inspection for \$800.00. Also, Beller said it also says that this does not include any outside assistance.

Whittington said that Cannizarro proposed that a group including himself, Airport Authority, American Eagle Maintenance and Airport Maintenance conduct the inspection. Whittington said the purpose of the group inspection is that he can address his and our concerns as we go and he can document them. The members asked Whittington to clarify the language in the proposal.

Beller said one of the first things we should look at is the environmental impact that this may have. Beller said that the soil should be checked and whose responsibility it will be. Beller said that Airport could not afford to pay for an environmental disaster. Whittington said that Pittman told her that environmental testing is required with that type of facility and the results must be filed with the Department of Environmental Quality. Beller said “we as an Authority must make sure that that is accomplished.”

MOTION BY Marco, SECOND BY Beller, to approve getting clarification that Canizarro will conduct the inspection with the Authority members and approve the \$800.00 fee. AYES: Shanklin, Beller, Marco, Haywood, Moini, Benson, and Davis NAYES: None. MOTION CARRIED.

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

1) Schedule of Airport Authority Meetings Operations Report – Whittington said the Authority has before them the schedule of meeting for 2004 for consideration.

MOTION BY Moini, SECOND BY Benson, to approve the 2004 meeting schedule. AYES: Shanklin, Beller, Marco, Haywood, Moini, Benson, and Davis NAYES: None. MOTION CARRIED.

2) Financial Reports – Whittington reported that the closing balance of Fund 61 was \$177,507.44 and Closing balance (Imprest fund) 1,253.00, Interest \$172.83, Deposits for the month \$64,651.65 for a total of \$251,293.84. Projected Expenses were Purchase Orders submitted \$20,348.50, Wages/FICA/Insurance \$12,000.00, Outstanding checks \$41,437.90, for a total of \$73,786.40 in expenses, leaving a projected balance of \$177,507.44.

Capital Improvement expenses totaled \$9,300.00. The total was paid out of FAA/PFC funds.

MOTION BY Beller, SECOND BY Haywood, to approve the financial reports as presented. AYES: Shanklin, Beller, Marco, Haywood, Moini, Benson, Davis. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no other business, the meeting was adjourned.

Dorice Shanklin, Chairperson