

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

MINUTES

June 22, 2004

The meeting was called to order at 9:00 am 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
John Marco, Secretary
Larry Benson, Asst. Secretary
Stanley Haywood, member
Cassandra Lawson-Johnson, member
Steve Gilkeson, member

ABSENT:

Don Smith

ALSO PRESENT:

Barbara Whittington, Airport Manager
Chuck Wade, Airport Attorney
Pat Hurley, Admin Asst.
Keith Bridges, ED Great Plain Technology Center
Christine Davis, American Eagle
Ray Cunningham, Regional Air
Tim Snyder, Regional Air
Carl Canizarro, Horizon Engineering
Jimmy Huddleston, pilot
Ben Carey, TSA
T.J. Seymour, TSA

The roll call confirmed that there was a quorum present.

Dorice Shanklin introduced and welcomed two new members to the Authority, Cassandra Lawson-Johnson and Steve Gilkeson.

OLD BUSINESS

a) **Minutes** - Shanklin asked for additions and/or corrections to the minutes of meeting of May 25, 2004.

MOTION BY Moini, SECOND BY Benson, to approve the minutes of meeting of May 25, 2004. AYES: Shanklin, Moini, Marco, Benson, Haywood, Lawson-Johnson, Gilkeson.

NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

1) **American Eagle** – Davis reported that things are going well and both enplanements and the load factors are up from last year this time.

2) **Regional Air** – No report given.

3) **Transportation Security Administration** – No report given.

4) **Lawton Air Traffic Control Tower** - Not present.

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

LEASING COMMITTEE (Dorice Shanklin, Committee Chair)

a) **Regional Air Lease Agreement** – Chuck Wade reported that he is working with Ed Diazalo on terms and conditions of Regional Air's lease agreement.

b) **Airport Gift Shop** – Shanklin said that we are doing some renovations to the gift shop and separating the back room for a TSA office. Shanklin said the construction contract was awarded to Rich Construction.

Shanklin said that Robert Milstead, the gift shop owner, has requested that during the time the gift shop is closed that he be compensated for lost revenue. Shanklin said the leasing committee considered and denied that request. Milstead presented financial information to the board and graduation schedule which is the time the shop is most profitable. Milstead said that he is losing revenue even when he is open, because of the construction. Milstead originally he requested \$ 800.00, but that did not take into consideration the income from the graduations that will be lost. Milstead is now requesting additional amounts to cover that time period. Milstead said that the construction should have taken place in January and February which are the slowest months of the year. Milstead said he did not appreciate, not being taken into consideration, to accommodate an office for the TSA.

Whittington said that she is working with the contractor to move as quickly as possible to complete the hall, so the glass extension could be done. Moini asked how long the construction will take. Whittington said that the contractor estimates 7 days.

Shanklin said that in response to Milstead's question about the timeframe of the construction, that this separation

has been under consideration for at least a year and a half and at no point did Milstead suggest a timeframe. Whittington said the opportunity arose because the gift shop lease is up and the committee believed this was the time to adjust the square footage while negotiating a new lease.

After additional discussion, Johnson asked if the Authority was considering an adjustment to the lease. Shanklin said the committee agreed to adjust his rent for the days he is closed. Whittington said the adjustment was on a daily bases, based on the rent of \$ 400.00 a month, but did not take into consideration lost revenue. Moini said the numbers Milstead presented were based on sales not net income. Johnson said that the facts are, there is construction, he is being inconvenienced, this is his livelihood and he should be compensated for his inconvenience and loss of revenue. Johnson said she believed the issue should be how we get to an actual number. Johnson said the Authority should be reasonable and fair. After additional discussion on the amount of the compensation, Johnson said there is a way to calculate this accurately based on a loss revenue formula. Johnson suggested taking this information to our accountant and let them come up with the fair recommendation.

MOTION BY Johnson, SECOND BY Haywood, to approve having our accountant review the gift shop books and assist in making a recommendation for compensation. AYES: Shanklin, Moini, Marco, Benson, Haywood, Lawson-Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Dorice Shanklin, Committee Chair)

a) AIP 3-40-0051-20 (Taxiway Reconstruction Project) –Shanklin said that Carl Canizzarro is here today to brief the Authority on phasing the taxiway reconstruction project. Shanklin said the FAA has recommended that this project be separated into a base bid with alternates, since the total project cost is estimated at 4.9 million and the FAA is only providing 3.5 million.

Canizarro said the base bid will be the reconstruction of the Taxiway A South from the apron to the south end and the taxiway lighting that accomplishes about what the FAA says they have the money to do. Canizzarro said the FAA said that if we take bids on the alternate pieces and they can find additional money this project may be done now, some may be done in future and some may not be done at all. Canizzarro said that Alt. 1 will be the construction of a taxiway which will replace two taxiways that will be removed. Canizzarro said that this was something the FAA came up with, because they felt the way the angled taxiways are situated now, could cause incursions onto the runway which is a high priority safety issue with the FAA. Canizzarro said Alt. 2 is the construction of a detention pond and some drainage improvements on the north side of the airport, to address some of the drainage problems in that area.

Wade asked if the Authority had approved seeking bids. Whittington said at the last meeting it was discussed pending the FAA's approval, but was not voted on. Shanklin asked if the FAA approved these plans. Canizzarro said they have been sent to the FAA and he expects approval this week. Canizzarro said once the FAA says to go out for bids, then we will need to be able to advertise the project. Wade suggested the Authority approve advertising as soon as, approval is obtained from the FAA.

MOTION BY Moini, SECOND BY Benson, to approve advertising this project once approval is obtained from the FAA. Shanklin, Moini, Marco, Benson, Haywood, Lawson-Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

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

1)Purchase of a Vehicle – Whittington said bids on the pickup truck were opened and read aloud on June

4,2002 at 2:00 p.m., The bids were as follows: Lawton Autoplex (2004 GMC Sierra) \$ 16,033.90, Aubrey Chevrolet (2004 Silverado) \$ 15, 418.50 and Billingsley Ford (F150 Ford) \$ 15,375.00.

Marco said that he thought we should purchase the Chevrolet since it had a better resell value. Moini pointed out that the vehicles are not resold or traded in. Moini said would it not be better to go for the low bid. Marco agreed.

MOTION BY Gilkeson, SECOND BY Haywood, to approve purchasing the pick up truck from Billingsley Ford in the amount of \$ 15,375.00. AYES: Shanklin, Moini, Marco, Benson, Haywood, Lawson-Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

2) Financing on the Maintenance Truck - Benson said with the Authority being non profit Arvest can finance this vehicle at 4% for 48 months.

MOTION BY Moini, SECOND BY Johnson, to approve financing the vehicle with Arvest Bank at 4% for 48 months. AYES: Shanklin, Moini, Marco, Haywood, Lawson-Johnson, Gilkeson. ABSTAIN: Benson, NAYES: None. MOTION CARRIED.

3) Financial Report - Purchases orders from the operating account totaled \$ 29,483.60. Purchase orders from Funds 71 were \$ 10,087.20 which was a TSA reimbursement to the City of Lawton. Bank Balances were Fund 61 (operating account) \$ 41,173.65 (per reconciliation \$ 30,780.92), Money Market \$ 222,520.80, Imprest Fund \$ 686.95, Passenger facility account \$ 108,510.93 and Fund 71 (capital improvement) \$ 25,625.21.

MOTION BY Moini, SECOND BY Johnson, to approve the financial reports as presented. AYES: Shanklin, Moini, Marco, Haywood, Lawson-Johnson, Gilkeson, Benson, and NAYES: None. MOTION CARRIED.

CHAIRPERSON'S REPORT

a) Amendment to Trust Indenture - Shanklin said in February of 2002, the Authority and the City Council approved an amendment to the Airport Authority Trust Indenture to reserve one position on the Authority "to be filled by an individual who is currently actively employed in Economic Development". Shanklin said that it has become difficult for the Mayor to find someone that fits that description. Shanklin said it is her recommendation that the Authority consider making that a regular appointment again. Wade pointed out that the City Council will need too vote on this item also.

MOTION BY Moini, SECOND BY Benson, to approve recommending to the City Council that the Economic Development position be rescinded and the position be made a regular appointment. AYES: Shanklin, Moini, Marco, Haywood, Lawson-Johnson, Gilkeson, Benson, NAYES: None. MOTIONCARRIED.

NEW BUSINESS

Haywood said that he has been approached by code enforcement concerning the height of the grass adjacent to 11th street on the golf course. Whittington said Cindy Nunn likes the grass higher in some areas because of the natural look and the flowers. Whittington said that last year airport maintenance mowed that area and was asked not to. Benson said if she wanted to landscape or plant wild flowers there that would be different. Whittington said she would take care of it.

There being no further business, the meeting was adjourned.

Dorice Shanklin, Chairperson