

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
MINUTES
JULY 20, 2004

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,
John Marco, Secretary
Stanley Haywood, Asst. Secretary
Larry Benson, Asst. Secretary
Cassandra Lawson Johnson, member
Carey Johnson Jr., member
Steve Gilkeson, member (arrived late)

ABSENT:

Chairperson Hossein Moini
Don Smith

ALSO PRESENT:

Barbara Whittington, Airport Manager	Chuck Wade, Airport Attorney
Christine Davis, American Eagle GM	John Purcell, Mayor, City of Lawton
Ray Cunningham, Regional Air	Pat Hurley, Admin Asst.
Kim McConnell, Lawton Constitution	Jim Beazer, Ft. Sill Transportation
T.J. Seymour, TSA	

The roll call confirmed that a quorum was present.

OLD BUSINESS

a) Minutes – Shanklin asked for additions and/or corrections to the minutes of the Airport Authority meeting of June 22, 2004.

Motion by Marco, Second by Benson, to approve the minutes of the meeting on June 22, 2004. AYES: Shanklin, Marco, Benson, Haywood, Lawson-Johnson. NAYES: None. ABSTAIN: Johnson. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle – No report given.

b) Regional Air – Ray Cunningham asked if anyone had comments on the activity report he provided. Carey Johnson asked about the wind damage on the C47. Johnson said that in the report it indicated that the Museum was looking for hangar space and may relocate the aircraft. Cunningham said that the Museum board directed him to move the plane unless he can get it into a hangar. Cunningham said the only hangar on the airport large

enough was the American Eagle Maintenance Hangar. Cunningham said the airport board approved sending a letter requesting that the plane be stored there in inclement weather. Chuck Wade said that he has communicated to Jesse Hall at American Eagle that the Authority had no objections to the Museum storing the aircraft in that hangar. Wade asked Cunningham if he has had any communication with Hall. Cunningham said that he has tried and not been successful. Wade said that Hall expressed some concern about insurance. Cunningham said he has told Hall that the aircraft is insured and the museum would sign a hold harmless agreement with American Eagle.

c) Transportation Security Administration – T.J. Seymour reported that TSA has started a construction project that will enclose the screening checkpoint area. Seymour said with this construction, the equipment in that area will be able to be secured after that last departing flight. Whittington said that the City of Lawton has reviewed and approved the plans.

d) Lawton Air Traffic Control Tower – Not present.

e) Fort Sill Transportation – Beazer said there are some charter planes scheduled in the next few weeks.

LEASING COMMITTEE (Don Smith, Committee Chair)

a) Regional Air Lease – Smith was not present. Shanklin reported for Smith. Shanklin reported the leasing sub committee met with Chuck Wade and discussed the terms and conditions of the FBO's lease. The committee asked that our engineer submit a proposal to inspect all the hangar structures to include the t-hangars and submit a report to the Authority for \$1,500.00. The proposal also includes an additional fee, not to exceed \$1,500.00, for a surveyor should one be necessary to better understand the drainage problem Mr. Cunningham detailed in his letter to the Authority. Wade suggested soliciting the City of Lawton's help if a surveyor was needed. Shanklin suggested only approving the engineer's fee at this time.

Motion by Benson, Second by Marco, to approve hiring the engineer to inspect all the hangars leased by Regional Air for an amount not to exceed \$1,500.00 AYES: Shanklin, Marco, Benson, Haywood, Lawson-Johnson, Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

b) Airport Gift Shop – Shanklin said that it is the committee recommendation to enter into a three year lease with a 5% increase in rent and an adjustment in the utility reimbursement to reflect the new sq. footage.

Motion by Benson, Second by Johnson, to approve the committee's recommendations for the gift shop lease as stated above. AYES: Shanklin, Marco, Benson, Haywood, Lawson-Johnson, Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

c) Airport Gift Shop Compensation- Shanklin said the gift shop owner came to the committee and asked for compensation for lost revenue during the construction period. Shanklin said the committee recommended, based on information received from the gift shop's accountant, to credit the gift shop \$47.64 a day for 7 days for a total of \$333.48. This amount was the average net income for May, June, July and August 2003. Johnson asked if this was going to be a credit on his rent. Shanklin said yes.

Motion by Marco, Second by Benson, to approve the compensation for the gift shop in the amount of \$333.48 for lost revenue. AYES: Shanklin, Marco, Benson, Haywood, Lawson-Johnson, Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

d) Betty's Airport Café – Shanklin said the current lease option expired on June 30, 2004.

Shanklin said the committee's recommendation was a three year lease with a 5% increase in rent. Since the committee meeting Betty Albert's attorney submitted a letter with additional considerations.

Motion by Johnson, Second by Marco, to approve tabling this item and sending it back to the Leasing committee. AYES: Shanklin, Marco, Benson, Haywood, Lawson-Johnson, Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

e) American Eagle Express Counter - Davis said that American Eagle is considering installing an Express counter that would allow passengers to expedite the check in process. Davis said that American Eagle is asking the Authority to participate in the cost of the installation. Whittington said that American Eagle provided a set of specifications for the installation, that she has provided to an electrical contractor for an estimate. Whittington said that she would get the estimate to the committee for consideration.

f) TSA Construction – Whittington said that the hallway construction to the new TSA offices is complete. Whittington said she is working with TSA's contractor officer and we hope to have this area under lease in the next month.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

a) AIP 3-40-0051-020 – Taxiway Reconstruction and Lighting Project - Johnson reported that the pre bid conference was held July 13, 2004. Johnson said there were eight primary contractors and several sub contractors present. The bid opening for this project will be July 20, 2004 at 2:00 p.m. in the Airport Conference Room, bids will be opened and read aloud.

AIRPORT MANAGER REPORT (Barbara Whittington)

a) Operations Report – Whittington said that golf course has begun paving the golf cart paths with asphalt. Whittington also reported that the audit is scheduled to start next week.

b) Financial Reports – Whittington presented financial reports that included the following items for considerations: Purchase Orders (Operating account Fund 61) in the amount of \$49,229.89, Purchase orders from Capital Improvement (Fund 71) were \$19,099.42 (\$10,423.44 Security grant to the City and \$8,675.98 AIP 20 costs,).

Bank balances were Fund 61 (Operating Account)

per bank statement \$89,973.63

per reconciliation 81,047.25

Money Market

per bank statement \$178,952.59

per reconciliation 178,952.59

Imprest Fund

per bank statement \$527.50

per reconciliation 516.22

Passenger Facility Charges account
per bank statement \$108,578.82
per reconciliation 108,578.82

Fund 71 (Capital Improvement Account)
per bank statement \$25, 971.34
Per reconciliation 25,971.34

Motion by Johnson, Second by Benson, to approve the financial report as submitted. AYES: Shanklin, Marco, Benson, Haywood, Lawson-Johnson, Johnson, Gilkeson. NAYES: None. MOTION CARRIED.

NEW BUSINESS

Shanklin said that the Authority has purchased two new riding mowers and the airport fire station has asked for the old grasshopper mowers. Shanklin said she will approve donating these mowers to the city if there was no objection. There was no objection

Shanklin also said that maintenance is having a problem housing the new snow plow. Shanklin said currently the new snow plow is being stored outside because it is too large for the snow plow bay and does not fit into a t-hangar. Whittington said this is causing a problem when the snowplow is filled with deicer, since it is exposed to the elements the deicer gets wet and forms a solid, which had to be removed by the use of jack hammers. Shanklin suggested getting estimates on a metal building large enough to house the snowplow.

After some discussion, the members decided too look at optional housing, until a building could be constructed.

Haywood asked Whittington about the high grass at the golf course. Whittington said she discussed the grass with the manager and the owner of the golf course. Whittington said she agreed to have the airport maintenance cut that area, but it is a part of the golf course lease and the committee may nee to address future maintenance of that area.

There being no further business, the meeting was adjourned.

Dorice Shanklin, Chairperson