

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY**  
**AIRPORT AUTHORITY MEETING**  
**MINUTES**  
**September 21, 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, Chairperson  
John Marco, Secretary  
Carey Johnson, member  
Stanley Haywood, Asst. Secretary  
Steve Gilkeson, member  
Jack Johnson, member

**ABSENT:**

Don L. Smith, member  
Larry Benson, Asst. Secretary  
Cassandra Lawson-Johnson

**ALSO PRESENT:**

Barbara Whittington, Airport Manager	Chuck Wade, Airport Attorney
Pat Hurley, Administrative Asst.	Ray Jude, Ft. Sill Transportation
Ray Cunningham, Regional Air	Tim Snyder
Ron Mayer, TSA	

The roll call confirmed that a quorum was present.

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**OLD BUSINESS**

a) **Minutes** - Shanklin asked for additions and/or corrections to the minutes of the Airport Authority meeting of September 21, 2004.

**MOTION BY Haywood, Second by C. Johnson**, to approve the minutes of the meeting on September 21, 2004. AYES: Shanklin, Marco, C. Johnson, Haywood, Gilkeson, J. Johnson. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

a) **American Eagle** – not present.

b) **Regional Air**- no report.

c) **TSA** – Mayer introduced himself and said Ben Carey is no longer with TSA. Meyer said there are

some changes occurring in the screening process, because of recent incidents in Russia linked to suicide bombers.

Mayer also said the Airport recently had a two day comprehensive security inspection, which found no problems. Mayer said that Whittington is doing an excellent job and thanked her for the cooperation.

- d) **Lawton Air Traffic Control Tower-** not present.
- e) **Fort Sill Transportation** – Ray Jude said air traffic will be increasing in the near future.

#### **DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)**

- a) **AIP 20 – Taxiway Reconstruction and Lighting Project –**

**Project Progress** –Shanklin asked J. Johnson to report for C.L. Johnson that was absent. J. Johnson said he recently attended the preconstruction conference, which was very productive. J. Johnson said there are going to be some challenges with the closure of the taxiway, but the construction part is pretty well in hand. J Johnson said the major concern is the safety during construction. C. Johnson said he will be working on a notice to the flying community on procedures to use during the taxiway closures.

Haywood asked what happens if the work is over the 180 day time frame. Shanklin said that there is a provision in the construction contract called liquidated damages, which is a financial penalty.

C. Johnson said there will be some construction that will close the runway for several days, from 11:00 p.m. until 6:00 a.m. to accommodate the airlines schedule. Whittington said Airport Maintenance will be with the crew at night to make sure the runway is safe before reopening.

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#### **LEASING COMMITTEE (Carey Johnson, Committee Chair)**

- a) **Regional Air-** C. Johnson said the committee has made some progress on the Regional Air lease, but it will probably take a few months. C. Johnson said a sub-committee has been appointed to bring recommendations to the full committee. Johnson said the sub committee consists of himself, Jack Johnson and Steve Gilkeson.

- b) **Betty’s Airport Café** – C. Johnson said there has been no progress toward completion of this lease.

- c) **Sterling Coach Lease** – C. Johnson said our attorney has been working with Sterling’s attorney to finalize lease terms. Wade said he hopes to have a draft by the end of this week. Wade said we are waiting to see how they are planning to provide the security for the \$75,000.00 guaranty that we required. Wade said Sterling agreed to provide a personal guaranty, but may substitute it with a letter of credit from the bank.

Wade also said they are working on the wording concerning the joint use of the apron. Ray Jude said that was a very important issue to Fort Sill, because they intend to use the Lawton/Ft. Sill Regional Airport for most of its fixed wing operations. Shanklin said aviation is our top priority. C. Johnson said Sterling has been made aware of that. J. Johnson expressed concern about a dumpster Sterling has located on that ramp and the possible of blowing trash causing a problem. C. Johnson said he would talk to Sterling.

Haywood asked if Sterling should store trailers in their parking lot or on the west side of the hanger. C. Johnson said they have been told that they could use some of the ramp area, as long as it didn't interfere with aviation uses. Shanklin said the Authority would not be responsible for damage to trailers left on the ramp. C. Johnson said that was going to be addressed in the lease.

**d) Monitoring Commissions base Leases** - C. Johnson said the auditor's management letter stated that we have several commissions based leases which need to be monitored. C. Johnson said an example of those leases would be advertising, fuel flowage and telephones, things that depend on their activity. C. Johnson said some of those have provisions in their leases for monitoring and some do not. C. Johnson said if it is addressed in the lease, we have the right to inspect their books and will set up some means to do so. C. Johnson said future commission based leases will have to address the auditing issue. C. Johnson said we will try some gentle negotiation with tenants that don't have it, to see if they will allow us to get this requirement met. Shanklin said she was sure that our tenants would understand that it is a requirement of the auditor's.

**e) Golf Course Inspection** - C. Johnson said there were some commitments the tenant made to improve the golf course, which include paving the parking lot and paving the cart paths. C. Johnson said the committee asked John Marco to inspect the golf course to make sure these requirements have been met.

Wade asked if the problem with the tall weeds and grass had been taken care of. Whittington said it had.

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#### **FINANCE COMMITTEE (Larry Benson, Committee Chair)**

**a) FY 2003-2004 Audit** – Whittington said the Finance committee met September 17th, with the auditors to review the financials and the management letter. Whittington said a draft copy was provided to the Authority members, either by e-mail or hand delivered. Whittington said it was the committee's recommendation to approve the audit.

C. Johnson asked if it was on the agenda to approve. Whittington said it was. C. Johnson said the Authority only received a draft. Whittington said there were no changes to the draft, but the auditor is sending the finalized copy. J. Johnson said the only things the committee discussed was investing some of the Airports money and auditing the commission based leases. J. Johnson said the auditor said we were fine and all the requirements have been met. Whittington said the final copies of the audit were being mailed. J. Johnson said there is nothing more to do, that the audit was complete. C. Johnson asked if we should be approving a draft document. Wade said as long as it is the same as the final document, there was no problem. Shanklin suggested tabling approval until C. Johnson had a chance to review the final audit.

**MOTION by C. Johnson, Second by Gilkeson** – to table approval of the audit until final copies arrive. AYES: Haywood, Shanklin, Marco, Gilkeson, C. Johnson, J. Johnson. NAYES: None. MOTION CARRIED.

#### **AIRPORT MANAGERS REPORT (Barbara Whittington)**

**a) Operations Report** – Whittington reminded the Authority of the Regional Planning meeting being held in Lawton, by the Oklahoma Aeronautics Commission on October 6 at the Great Plains Technology Center.

Whittington said the FAA Certification Inspection was conducted September 14 & 15. Whittington said it was an excellent inspection, with no deficiencies found. Whittington said that Maintenance/ Operations employees and the Airport firemen did an excellent job. Also, the Comprehensive Security Inspection was held September 16 & 17, which went very well.

**b) Financial Reports** – Whittington directed the members to the financial statement on the right side of the folder. Purchase Orders were in the amount of \$50,357.11. Account balances were as follows: Operating Account balance (Per reconciliation) \$17,100.39, Money market Account (per reconciliation) \$211,364.09, Imprest Fund (per reconciliation) \$179.46, PFC's (per reconciliation) \$88,204.50, Capital Improvements (per reconciliation) \$32,117.98.

**MOTION by Haywood, Second by Marco** – to approve the financial reports as submitted. AYES: Gilkeson, Haywood, J. Johnson, Marco, C. Johnson, Shanklin. NAYES: None. MOTION CARRIED.

There being no further business the meeting was adjourned.

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Dorice Shanklin, Chairperson