

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
October 26, 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
Don L. Smith, member
John Marco, Secretary
Carey Johnson, member
Cassandra Lawson-Johnson
Stanley Haywood, Asst. Secretary
Steve Gilkeson, member
Jack Johnson, member

ABSENT:

Larry Benson

ALSO PRESENT:

Barbara Whittington, Airport Manager	Chuck Wade, Airport Attorney
Pat Hurley, Administrative Asst.	Jim Beazer, Ft. Sill Transportation
Ray Cunningham, Regional Air	Major Mannly, Ft. Sill Engineers
Christine Davis, American Eagle Manager	Kim McConnell, Lawton Constitution

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 October 26, 2004.

MOTION BY Gilkeson, Second by C. Johnson, to approve the minutes of the meeting on October 26, 2004. AYES: Shanklin, Marco, C. Johnson, Haywood, Gilkeson, J. Johnson, C. Lawson-Johnson, Smith. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) **American Eagle** – no report.
- b) **Regional Air**- no report.
- c) **TSA** – not Present.
- d) **Lawton Air Traffic Control Tower**- not present.
- e) **Fort Sill Transportation** – Beazer said there will be a large mobilization activities over the next 30 to 50 days. Beazer introduced Maj. Manny with the 891st Engineers from Kansas.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

a) AIP 20 – Taxiway Reconstruction and Lighting Project

- 1) **Project Progress** – Lawson-Johnson said a construction meeting was held October 21, 2004. Lawson-Johnson said the engineer reported that the project is proceeding well. Lawson-Johnson said the contractor is in the demolition phase of this project, currently Taxiway A south, B and C were closed and about 10% of the old concrete has been broken out and removed. Lawson- Johnson said the group discussed the nighttime runway closure, it was agreed that this work will be done after the holidays in early January.
- 2) **FY2006 AND Future Projects** – Lawson-Johnson said the committee discussed with the engineer the next several projects that will be completed with Federal and PFC funds. Lawson- Johnson said the next projects will include the reconstruction of general aviation aprons, construct an equipment building and reconstruction of Taxiway F and stub T- hanger taxiways. Lawson-Johnson said the committee directed the engineer to draw up some preliminary plans to bring them back to the committee for review.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

- a) **Regional Air**- C. Johnson said the Leasing committee has been doing a lot of work. C. Johnson said the sub-committee has primarily been working on the Minimum Standards document, which provides the standards for commercial aeronautical operators of the airport. C. Johnson said that it is the reference and guiding piece that is going to determine what the FBO has to do. Johnson said the completed document will be brought before the board for approval. C. Johnson said with the Minimum Standards out of the way the leasing committee will be able to concentrate on the FBO Lease. Shanklin asked if the FBO lease would be done by the end of the year. C. Johnson said the committee is working, as best we can, to have it finished by the end of the year. Johnson reminded everyone the once the committee is done, the board will have to approve the lease and then negotiations will begin. Johnson said if the committee can get its work done on this by the end of the next month, it might be completed by the end of the year. Shanklin said she would appreciate it if the Regional Air Lease could be resolved by the end of this year, because it has been going on since July of 2003.
- b) **Sterling Coach Lease** – C. Johnson said the Sterling Coach Lease is completed by our attorney and approved by the Leasing committee. C. Johnson said the lease has been sent to Sterling Coach for approval. C. Johnson said he understands there has been a delay from Sterling. Wade said the original attorney is out on maternity leave and someone else has taken over. Wade said if there is no response by tomorrow, he will give them a call.
- c) **Golf Course Inspection** – C. Johnson said that the lessee requested that the Authority inspect and approve the improvements required by the golf lease which includes the paved parking lot and paved golf cart paths. C. Johnson said the leasing committee asked the engineer to review the plans and do a visual inspection. C. Johnson said the engineer will submit a written report.

FINANCE COMMITTEE (Larry Benson, Committee Chair)

a) **FY 2003-2004 Audit** – Whittington said this is a pending item brought back from last month. Whittington said last month we did not have a final copy of the audit, since that time everyone has gotten a hard copy of the final audit. Whittington said it is the recommendation of the committee that the board approve the audit for 2003-2004.

MOTION by C. Johnson, Second by J. Johnson – to approve the audit for 2003-2004. AYES: Haywood, Shanklin, Marco, Gilkeson, C. Johnson, J. Johnson, Smith, Lawson-Johnson. NAYES: None. MOTION CARRIED.

AIRPORT MANAGERS REPORT (Barbara Whittington)

a) **Operations Report**

1) **Purchase of a Runway Friction Meter**- Whittington said the airport currently has a mechanical decelerometer to do the runway friction readings during snow and ice conditions. Whittington requests that the Authority consider upgrading to an electronic decelerometer, which does all the calculations automatically and provides a printed readout of current conditions. Whittington said she has provided each member a copy of the specifications. Whittington said the FAA recommended upgrading for airports that have 60 or more operations daily, Lawton has 100+ per day. Whittington said the cost of the device is \$2,987.00, which can be offset by selling the mechanical one to another airport. Whittington said that the FAA updates and approves of the companies that provide the decelerometer. Whittington said she has chosen one in the United States. C. Johnson asked if their price is similar to the Canadian companies. Whittington said the price is comparable. Whittington said the last device was purchased out of Canada and we had difficulties getting instruction on how to use it. Haywood asked where the money was coming from? Whittington said from the Equipment budget.

MOTION by Haywood, SECOND by C. Johnson, to approve the purchase of the electronic decelerometer for the amount of \$2,987.00. AYES: Smith, Shanklin, J. Johnson, Gilkeson, Marco, Haywood, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

2) **ARFF training for new Fire Training Officer** – Whittington said in order for the airport to meet the FAR Part 139 requirements for qualified Aircraft Rescue and Firefighter personnel and training, the Airport Authority sent Gary Jackson, the Fire Training Officer, to attend a “ARFF Train the Trainer” class. Whittington said this qualifies the Training Officer to train each of the ARFF personnel. Whittington said Jackson is retiring and the Authority needs to consider sending Arty Pamplin, the new training officer. Whittington said it is a 3 week course, tuition and housing will be \$2,300.00, the Fire Department will be paying for meals, travel and any overtime. Shanklin asked how long Pamplin had before retirement. Whittington said she didn’t know, however since he was promoted to be training officer, he needed to be trained. Whittington said federal money pays for the equipment and we pay for the training.

MOTION by Lawson-Johnson, SECOND By Gilkeson, to approve sending Arty Pamplin to ARFF Train the Trainer class, paying housing and tuition of \$2,300.00. AYES: Marco, Gilkeson, Smith, Haywood, C. Johnson, Shanklin, Lawson-Johnson, J. Johnson. NAYES: None. MOTION CARRIED.

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 \$47,734.83. Account balances were as follows: Operating Account balance (Per reconciliation) \$31,365.51, Money market Account (per reconciliation) \$201,469.61, Imprest Fund (per reconciliation) \$1,804.88, PFC's (per reconciliation) \$88,255.25, Capital Improvements (per reconciliation) \$11,899.17.

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

NEW BUSINESS

Beazer said we are doing everything we can to bring all of our power project aircraft thought Lawton and most of these are wide body. Beazer said in the past prior to construction on taxiway A, if an airplane failed to make a U-turn we had forgiveness, today we don't. Beazer said aircraft landing from the south and departing to the south there is no issue, but if he must land from the north and depart from the south he must make a u-turn. Beazer said a 747 requires 188 feet to turn, our runway is 150 feet, the taxiway is 75 feet in width. Beazer said we have a combat engineer unit who is fully qualified and willing to put in a strip of concrete where those two pieces meet, there fore creating a space that is roughly 190 feet square. Beazer said if a 747 goes off the concrete into the dirt the airport is closed until it is gotten off the runway. Beazer said Cunningham and himself have tried to find a tug capable to pulling a 747, the only one is in England and it cost \$9,000.00 per month plus shipping from England. Beazer said we the Army are prepared to pay the cost to do this work. Beazer said we would ask that the airport's engineer do the plans in order to be in FAA regulations, there is one light that will have to be replaced in ground. Beazer asked for the Authorities support and wants this done as soon as possible. Whittington said they estimate this project will take about a week, FAA has no problem with the construction as long as it meet PAR 139 specs. Shanklin asked Beazer to get all the plans together for a special meeting. Wade said we would need to have a special meeting to approve this. Shanklin said the expense of the engineer is an expense the Authority will be willing to spent to help the Army.

Shanklin said she needs to appoint a committee to select the new officers for the Board. Shanklin nominated Benson, Haywood, and J. Johnson for that committee. Shanklin said that the committee will report to the Authority next meeting and vote for their selection.

There being no further business the meeting was adjourned.

Dorice Shanklin, Chairperson