

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
February 22, 2005

The meeting was called to order at 9:00 a.m., by the Chairman, Larry Benson. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Larry Benson, Chairman
Stanley Haywood, Secretary (arrived late)
Cassandra Lawson-Johnson, Asst. Sec.
Jack Johnson, member
George Moses, member
Richard Campbell, member

ABSENT:

Carey Johnson, Jr.
Steve Gilkeson
John Direnzo

ALSO PRESENT:

Barbara Whittington, Airport Manager	Chuck Wade, Airport Attorney
Pat Hurley, Administrative Asst.	Jim Beazer, Ft. Sill Transportation
Ray Cunningham, Regional Air	Ron Mayer, TSA
Kim McConnell, Lawton Constitution	Tim Synder, Regional Air

Benson introduced and welcomed the new members Dr. Richard Campbell and George Moses to the Airport Authority.

The roll call confirmed that a quorum was present.

OLD BUSINESS

a) **Minutes** - Benson asked for additions and/or corrections to the minutes of the Airport Authority meeting of January 22, 2005.

MOTION BY J. JOHNSON, SECOND BY MOSES, to approve the minutes of the meeting on January 22, 2005. AYES: Benson, Lawson-Johnson, J. Johnson, Moses, Campbell. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) **American Eagle** – Not present.
- b) **Regional Air**- No report given.
- c) **TSA** – No report given.
- d) **Lawton Air Traffic Control Tower**- Not present
- e) **Fort Sill Transportation** – Beazer said he appreciated the continued cooperation from the airport staff. Beazer said March is going an extremely busy month and it will test our abilities.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

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

1) **Project Progress** – Lawson-Johnson said the construction meeting was held on February 15, 2005 and was a very good meeting. Lawson-Johnson said we are at 135 days of a 180 day contract. Lawson-Johnson said the weather has been cooperating and the contractor is pouring concrete. Lawson-Johnson said the wet weather we have had has delayed the work and added to the contract time. Lawson-Johnson said she encourages each member of the Authority to come to the Development committee meetings. Lawson-Johnson said the next construction meeting is going to be March 1, 2005 at 10:00 a.m. in the airport conference room.

2) **FY 05 Project** - Lawson-Johnson said Canizzaro, the Airport engineer, will submit the engineering fees for the future projects.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

a) **Regional Air Lease** – J. Johnson was reporting for Carey Johnson who was absent. J. Johnson said the committee has been working on the Regional Air lease and it should be ready to send to Regional Air by the end of this week.

b) **Sterling Coach** - J. Johnson said the Sterling Coach lease is in its final draft.

c) **Betty's Café'** – J. Johnson said that Betty Albert's lease is about ready to go, the committee is looking at combining the two game room areas, which we might want to negotiate.

d) **Lee's Janitorial** – J. Johnson said the committee has completed work on the janitorial contract and will submit it to the contractor for review.

e) **ODOT Building** – J. Johnson said the committee is proposing that the airport will repaint the building and do some landscaping to improve the outward appearance of the building. The committee is also negotiating an increase in the rental that will be brought back to the board for approval.

f) **Lawton Golf Center** – J. Johnson said it is the committee's recommendation to combine the building and the land lease for the Lawton Golf Center into one lease when the land lease is due in May.

J. Johnson said it will be easier to maintain the leases, once the language is cleaned up and the lessee's terms are comparable.

FINANCE COMMITTEE

a) Accounts Fees – J. Johnson said the City of Lawton accounting department was maintaining the airports books and issuing all the checks. Johnson said that each year the audit was fairly complicated because the general ledger had to be reconciled with the financial reports produced by the airport staff. J. Johnson said it had been the recommendation of current and past auditors to hire an accounting firm to produce financial reports and maintain the general ledger, because they were not up to the standards that would allow an auditor to come in and do an easy audit. J. Johnson said the Authority hired an accountant, Scott Hatch, from Hatch, Croake and Associates, to maintain the airports books. J. Johnson said the first year required a lot of work on the accountant's part to combine all the information from the City of Lawton and the airport staff. J. Johnson said Hatch's billable hours exceeded the amount that he quoted to the Authority for his services, but he stuck with the amount. J. Johnson said last years audit came threw in an outstanding fashion. J. Johnson said that Scott Hatch came to finance committee and requested an increase in fees based on the billable hours averaged over the year. J. Johnson said after some negotiation the committee agreed to recommend \$900.00 per month, with a three year option.

MOTION BY J. JOHNSON, SECOND BY LAWSON-JOHNSON, to approve increasing Hatch, Croke and Associates accounting fees to \$900.00 per month, with a three year option. AYES: J. Johnson, Moses, Campbell, Lawson-Johnson, Benson. NAYES: None. MOTION CARRIED.

b) Audit Engagement Letter – J. Johnson said we have an engagement letter from the auditor, Carson & Cottrell, who has been our auditor for the last two years. J. Johnson said Carson & Cottrell originally bid \$6,000.00 a year for a three year period and each year they have increased their price in the engagement letter. J. Johnson said Carson & Cottrell engagement letter this year is for \$7,370.00, in spite of the improved condition of the books. J. Johnson said the auditors agreed during the last audit that the books were in excellent shape, making the job easier. J. Johnson said that Hatch & Croake have done an excellent job, the audit was easy and they are still increasing their price. J. Johnson said the finance committee recommended the Authority seek proposals for auditing service for this year.

MOTION BY C. LAWSON-JOHNSON, SECOND BY CAMPBELL, to approve seeking proposals for auditing services. AYES: Moses, J. Johnson, Campbell, Haywood, Benson, C. Lawson-Johnson. NAYES: None. MOTION CARRIED.

c) Purchase of C. D. or other investments – J. Johnson said the committee is looking for options that might turn over a little more interest than our money market account. J. Johnson said the manger has pointed out that our working capital exceeds what we need each month. J. Johnson said the committee asked the manager to seek out an investment counselor to speak to the finance committee.

AIRPORT MANAGERS REPORT (Barbara Whittington)

a) Airport Operations– Whittington said she received the update from the Lawton Air Traffic Control Tower on the operations activity. Whittington said that 2004 was up about 13,000 operations over the previous year. Whittington said the biggest increase is with the military, but general aviation has increased also. Whittington said military increase was 9,000, general aviation was 3,300. Whittington said she researched back twenty years and we have never reached these numbers before.

b) Financial Reports – Whittington directed the members of the financial statement on the right side of the folder. Purchase Orders were in the amount of \$29,232.67 from the operating account and \$352,106.25 for Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$12,171.25, Money market Account (per reconciliation) \$250,578.75, Imprest Fund (per reconciliation) \$765.28,

PFC's (per reconciliation) \$117,791.31, Capital Improvements (per reconciliation) \$21,059.80.

MOTION BY J. JOHNSON, SECOND BY HAYWOOD, – to approve the financial reports as submitted. AYES: Campbell, Moses, Haywood, J. Johnson, C. Lawson-Johnson, Benson. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business the meeting was adjourned.

Larry Benson, Chairman