

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
March 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
Carey Johnson, Jr., Vice-Chair (left early)
Stanley Haywood, Secretary
Cassandra Lawson-Johnson, Asst. Secretary
Steve Gilkeson, Asst. Secretary
Jack Johnson, member
George Moses, member
Richard Campbell, member
John Drenzo, member

ABSENT:

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	Billy Whipp
Jane Mitchell	

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 February 22, 2005.

MOTION BY Haywood, SECOND BY MOSES, to approve the minutes of the meeting on February 22, 2005. **AYES:** Benson, Haywood, Lawson-Johnson, Gilkeson, J. Johnson, Moses, Campbell, Drenzo. **ABSTAIN:** C. Johnson. **NAYES:** None. **MOTION CARRIED.**

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle – Christine Davis reported that the load factor is at 67%. Davis said American Eagle just completed a TSA audit, which went well.

b) Regional Air- Cunningham said he had no report. J. Johnson said he sent a memo to the chairman concerning the fuel farm difficulties addressed in the Regional Air news letter. Benson asked Cunningham to share information with J. Johnson on the fuel farm. Beazer said in the last two weeks the fuel farm ran out of fuel three times and it is a concern. C. Johnson asked Beazer how much advanced notice the FBO gets before a large transport needs to take on fuel. Beazer said we usually get two weeks notice but, sometimes they take on more fuel in order to avoid weather in other locations. DiRenzo asked how long this requirement will exist. Beazer said he was not sure, but Fort Sill was not through with its support to Operation Iraqi Freedom. Moses asked what the relationship of the Lawton/Ft. Sill Regional Airport fueling operation and the fuel farm at Fort Sill Airfield was and if this could be viewed as a surge capacity for this requirement. Beazer that there is no relationship between the fuel facilities, but on at least two occasions they have used fuel from there. Beazer said the fuel at Fort Sill belongs to Defense Fuels and he is looking into a cooperative, if it's possible.

Moses said that his concern is that Operation Iraqi Freedom could go on for some time, but we have to guard against structuring ourselves for a surge kind of operation. Moses said when the conflict ends the need will be over, we should look at a temporary fix to a temporary problem. Benson asked Cunningham, if he has looked into cost. Cunningham said the fix must be up to military standards, the quick fix is one 15,000 gallon tank that will cost about \$25,000.00 and can be set up in 30 days. C. Lawson-Johnson asked if this is an issue that should be taken into consideration by the Development Committee. Moses said he agreed with C. Lawson-Johnson that the Development Committee needed to look into this further. Moses said that we are talking about a system for fueling and the tank farm was only one component of that. Moses said maybe we should look at other options like scheduling or purchasing additional fuelers. After some discussion, J. Johnson suggested this be looked at closer before a decision is made. Wade said the Authority could not make a decision and vote on it today, since it was not on the agenda for action. DiRenzo expressed concern about the timeliness of making a decision to support the military. Beazer said we had several months before the next surge.

c) TSA – Mayer said TSA conducted a security assessment and audit for this year. Mayer said all the items were good, except one. Mayer said it is standard procedure at all gates entering airfields that vehicles must observe stop and wait procedures. During the inspection someone did not stop and wait for the gate to close, and the inspector was able to get in. Mayer said the problem has been addressed and corrected. Mayer went on to say that TSA will implement the new lighter ban in all sterile areas on April 14th.

Moses said concerning the drive through gates, what action should one take when you observe someone driving in an open gate? Whittington said the purpose of the stop and wait is to ensure that no one can drive through the gate, your vehicle would be blocking access. Whittington said the problem with our gates is that the loop allows a gate to reopen if it is not completely closed. Moses asked again, what action should be taken if it did occur. Mayer suggested notifying the Airport Manager or police officer on duty. DiRenzo said that the FAA is requiring a block of instruction on this topic and they suggest if you know don't recognize the person to question them, following that if there is doubt or concern, alert the authorities.

d) Lawton Air Traffic Control Tower- Not present.

e) Fort Sill Transportation – Beazer said that it was one of his people that did not observe the stop and wait procedures and he has taken action to prevent that happening in the future. Beazer said the military brought 27 airplanes through the airport, so far in the month of March. Beazer said the airport had 16 aircraft alone in one week and three more expected for this wave. Beazer said he anticipated that the next rotation will be a broader window. Beazer said he appreciates the cooperation of the airport in supporting his missions.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

a) **AIP 20 – Taxiway Reconstruction and Lighting Project** - Lawson-Johnson said the last construction meeting was held on March 1, 2005. Lawson-Johnson said there will be another development meeting for the entire Authority today after the board meeting. Lawson- Johnson said the committee will address the tank issue at today's meeting. Lawson-Johnson said the project is proceeding well, with no problems. Lawson- Johnson said the Contractor has started the taxiway light project. Lawson- Johnson said while he is working on each taxiway, it will be closed to traffic. Lawson-Johnson said with coordination through the FAA Safety and Certification and Air Traffic Control Tower, we were able to reduce the safety area of the runway, during the day which was going to close the airport at night. Lawson-Johnson said the day work is a safer situation since it is being coordinated with the tower and will not effect the instrument approach equipment which was going to be having to be shut off to accommodate night work.

b) FY 05 project- Design Phase of the GA Area Reconstruction and the Drainage Project.

1) **Independent Analysis** - Lawson-Johnson said the engineer submitted his proposed engineering fees for the design phase of the G.A. Area Reconstruction in the amount of \$157,600.00. Lawson-Johnson said the FAA requires that fees above 100,000.00 have an independent analysis conducted by another engineering firm to determine if the proposed costs are fair and reasonable. Whittington said she has contacted Jerry Ferrar with Earth Tech of Tulsa to perform the independent analysis. Whittington said Ferrar, who has done previous analysis work for us, is working on the analysis in order to proceed with this project. Whittington said the analysis is federally funded.

2) **Drainage Project** – Lawson- Johnson said the FAA has approved proceeding with the bid process on the drainage project. Lawson-Johnson said the Authority must bid and select a low bidder before the grant for this project can be issued. Lawson- Johnson said the engineer's fees to revise the plans and specifications and oversee the bid process are \$6,000.00 and the inspection fees (resident project representative) are \$13,250.00 these amounts have been approved by the FAA as fair and reasonable. Lawson-Johnson said an explanation of the engineer's services during the bid process and the resident project representative's services are available as Attachment # 1.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

a) **Regional Air Lease** – C. Johnson said the committee finalized the Regional Air lease and submitted it to them for their consideration.

b) **Sterling Coach** - C. Johnson said the Sterling Coach lease was also finalized and submitted to them for consideration.

c) **Betty's Café** – C. Johnson said Betty Albert's lease will be worked on next month.

d) **Lee's Janitorial** – C. Johnson said the committee has finalized this contract and submitted it to Lee's Janitorial. C. Johnson said it is the committee's recommendation to approve a five year extension with Lee's Janitorial Service in the amount of \$3,484.80 per month with terms and conditions remaining the same.

MOTION BY CAMPBELL, SECOND BY J. JOHNSON, to approve a five year extension with Lee's Janitorial

Service in the amount of \$3,484.80 per month with terms and conditions remaining the same. AYES: Benson, C. Johnson, Haywood, Lawson-Johnson, Gilkeson, J. Johnson, Moses, Campbell, Drenzo. NAYES: None. MOTION CARRIED.

e) **ODOT Building** – C. Johnson said it is the committee's recommendation to extend the current lease one year with the rental increase from \$600.00 to \$650.00 a month.

MOTION BY MOSES, SECOND BY LAWSON-JOHNSON, to approve renewal of the ODOT lease for the amount of \$650.00 per month. AYES: Benson, C. Johnson, Haywood, Lawson-Johnson, Gilkeson, J. Johnson, Moses, Campbell, Drenzo. NAYES: None. MOTION CARRIED.

a) **Lawton Golf Course** – C. Johnson said the Lawton Golf Course was supposed to make certain improvements according to the lease renewal of five years ago. C. Johnson said they built the parking lot with the exact requirements in the lease. C. Johnson said the lease also required them to build golf cart paths, which were completed a year early, but they didn't use actual asphalt type C.C. Johnson said that the committee believes these cart paths are acceptable and the money the golf course saved will be used to make further improvements. C. Johnson said it is the recommendation of the committee to write them a letter saying that we acknowledge that the paths were not quite what was required but, we accept them if you will keep them maintained.

MOTION BY GILKESON, SECOND BY LAWSON-JOHNSON, to approve the Lawton Golf Course cart paths as built with regular maintenance and further improvements to the Golf Course. AYES: Benson, C. Johnson, Haywood, Lawson-Johnson, Gilkeson, J. Johnson, Moses, Campbell, Drenzo. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE

a) **Request for Proposals for Auditing Services** – J. Johnson said the RFP's for auditing service were sent out to 13 accounting firms qualified to conduct government audits, the proposals are due back by 2:00 p.m. April 13, 2005. J. Johnson said the list of Auditor's was provided by the Lawton Public Schools, City of Lawton and other Public Trust. J. Johnson said the committee will then evaluate the responses and make a recommendation at the May 24, 2005 board meeting.

b) **Purchase of C. D. or other investments** – J. Johnson said the last meeting the committee discussed the Money Market Fund that is drawing every little interest. J. Johnson said the committee met with two investment specialist each recommending appropriate kinds of investment that we might be able to take advantage of. Johnson said the committee reviewed the requirement under State Law of what options we had. J. Johnson said the committee met with Amy Shelby of Arvest Bank who made recommendations for investing some of the funds in the money market account. J. Johnson said the committee recommends reserving a portion for the operation of the Airport that left approximately \$150, 000.00 for investments. J. Johnson said the committee recommends a 36 month certificate of deposit at \$100,000.00 that would bring us about 5 ½ % in return. J. Johnson said this fund would be fairly liquid if we need it and it will back up our line of credit. J. Johnson said we have another \$50,000.00 to put into a 6 month roll over certificate that we can continue to invest in, all CD's are FDIC insured. Drenzo asked if there will be any impact of the fuel farm issue by investing this money. J. Johnson said we still have a line of credit to borrow against. Lawson-Johnson said when it comes to development at the Airport, we try to find funds that are backed by the FAA or other sources.

MOTION BY HAYWOOD, SECOND BY MOSES, to approve investing \$100,000.00 in a 36 month Certificate of Deposit and \$50,000.00 in a 6 month Certificate of Deposit with Arvest Bank. AYES: Benson, Haywood,

Lawson-Johnson, Gilkeson, J. Johnson, Moses, Campbell, Drenzo.

AIRPORT MANAGERS REPORT (Barbara Whittington)

a) Airport Operations–

1) Pavement Evaluation- Whittington said during a recent Development committee, the committee discussed the fact that the last pavement study was conducted in 2000. Whittington said this study provided a pavement life analysis based on a mix of aircraft that included an estimated 18 “heavy” aircraft a year. Whittington said in recent years the actual mix has included 100+ “heavies” annually. Whittington said the Oklahoma Aeronautics Commission’s staff engineer has agreed to use the existing information and amend the life analysis based on the actual aircraft mix and assess any limitations, at no cost to the Airport Whittington said the OAC will also conduct a visual pavement analysis in the near future.

2) Vehicle Operation Procedures – Whittington said the Vehicle Operations Rules are a part of the Airport Operations Manual and have not been updated since 1995. Whittington said in view of recent special occurrences she reviewed and updated the Vehicle Operation rules. Whittington said the Authority has received the update and she is asking for consideration and approval. Whittington said the new rules include consequences to violations. After some discussion, and some recommended changes the Vehicle Operations Manual went to motion.

MOTION BY GILKESON, SECOND BY LAWSON-JOHNSON, to approve the Vehicle Operations Manual with moderations. AYES: Benson, Haywood, Lawson-Johnson, Gilkeson, Moses, Campbell, Drenzo. NAYES: None. MOTION CARRIED.

3) Leadership Lawton Request – Jane Mitchell addressed the Authority concerning a project her group is interested in doing. Mitchell said as a member of Leadership Lawton Class, the group has chosen south Lawton as their project. Mitchell said the group has gone to a couple of presentations from Memorial Hospital and Southwestern Hospital and they talked about how important that area is when they bring new physicians in. Mitchell said that this is the very first image that people get of Lawton whether flying in or driving in since it is a very important way into Lawton. Mitchell said we want people who come into Lawton via the Airport or south 11th Street to at least have a welcome sign. Mitchell said the class has chosen a sign that will be placed on the median at the Airport, angled so that it will be seen from the Airport exit and 11th Street. Mitchell said the group is currently working on the design of the sign, but they will make it a very attractive sign that will be of benefit to the Airport and the City of Lawton.

Mitchell said she would like to plant trees all down 11th Street and that may come later. After some discussion, the board agreed to the project with the design being reviewed and approved by the Development Committee.

MOTION BY MOSES, SECOND BY CAMPBELL, to approve Leadership Lawton Class 15 is allowed to erect a welcome sign on the airport property, with the design to be approved by the Development Committee.

4) Arts and Humanity’s Division Request - Billy Whipp said the City of Lawton Arts Division has a life size fiberglass buffalo, which was a State Centennial Project that was given to the City of Lawton and painted by a local artist. Whipp said the buffalo will be on display at several locations in Lawton and the Arts Division would like to display it at the Airport for the month of June. Whipp said the Buffalo’s official dedication will take place at the Lawton Fort Sill Birthday celebration on August the 6th. Whittington said we would find an appropriate spot for it.

5) Oklahoma Airport Operator's Association Annual Conference – Whittington said the OAOA conference will be held April 17-20 in Oklahoma City. Whittington said the cost will be \$550.00 for the Airport Manager to attend.

MOTION BY J. JOHNSON, SECOND BY CAMPBELL, to approve the Airport manager to attend the OAOA conference in Oklahoma City for the amount of \$550.00 on April 17-20, 2005 AYES: Benson, Haywood, Lawson-Johnson, Gilkeson, J. Johnson, Moses, Campbell, Drenzo. NAYES: None. MOTION CARRIED.

6) Financial Reports – Whittington directed the members of the financial statement on the right side of the folder. Purchase Orders were in the amount of \$28,759.12 from the operating account and \$476,624.94 for Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$4,922.62, Money market Account (per reconciliation) \$273,756.74, Imprest Fund (per reconciliation) \$703.94, PFC's (per reconciliation) \$115,403.31, Capital Improvements (per reconciliation) \$21,497.22.

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

NEW BUSINESS

a) Lawton Chamber of Commerce's (LCCI) LASER Project - Benson said LCCI has included the airport as a part of a revitalization project they received funding for through CCIDA. Benson said the LCCI's plan included hiring a consultant, Mead and Hunt, to develop a Passenger Demand Analysis and develop and submit a Small Community Air Service Development grant to DOT to improve air service to the community.

Moses said he has concerns that the Authority is being by passed in this project and should consider executing an agreement with LCCI requiring full disclosure of any actions contemplated by LCCI and Mead and Hunt that involves the Authority's responsibility with directly or indirectly.

Whittington said that the deadline to apply for this Small Community Air Service Development grant is April 14th and the Chamber and Mead and Hunt needed the Authority's assistance in order to meet the deadline. Whittington said this grant is what will enable us to have funds for revenue guarantees and marketing to increase or improve air service.

There being no further business the meeting was adjourned.

Larry Benson, Chairman