

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
April 26, 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
Stanley Haywood, Secretary
Cassandra Lawson-Johnson, Asst. Secretary
Steve Gilkeson, Asst. Secretary (arrived late)
Jack Johnson, member
George Moses, member
Richard Campbell, member (arrived late)
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	Frank Herndon, LATCT
Tim Snyder, Regional Air	

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 March 22, 2005.

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

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) **American Eagle** – No report given.
- b) **Regional Air**- Cunningham asked if there were any questions concerning his monthly activity report. J. Johnson asked if the fuel price of \$3.45 included fuel flowage. Cunningham said that it did, they try not to charge too much or too little.
- c) **TSA** – No report given.
- d) **Lawton Air Traffic Control Tower**- No report given.
- e) **Fort Sill Transportation** – Beazer said there will be a flight in tomorrow.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

- a) **AIP 20 – Taxiway Reconstruction and Lighting Project** - Lawson-Johnson said the project is running smooth. Lawson-Johnson said the electrical contractors have started the taxiway lighting project and the next construction meeting will be April 26, 2005 at 10:30 a .m. at the Airport Conference Room.
- b) **FY 05 project- Design Phase of the GA Area Reconstruction and the Drainage Project.**
 - 1) **Independent Analysis** - Lawson-Johnson said the airport manager contacted Jerry Ferrar of Earth Tech to conduct the independent analysis. Whittington said Jerry Ferrar should be done with the analysis next week and it will be brought to the Development Committee.
 - 2) **Drainage Project** – Lawson- Johnson said the Authority must consider approval of the engineering fees in the amount of \$6,000.00 for the revision of the plans and \$13,250.00 for inspection services on the drainage project.

MOTION BY HAYWOOD, SECOND BY MOSES, to approve engineering fees of \$6,000.00 for revision of the plans for the drainage project and inspection services of \$13,250.00 on the drainage project. AYES: J. Johnson, Moses, Campbell, Lawson-Johnson, Benson, C. Johnson, Drenzo, Haywood, Gilkson. NAYES: None. MOTION CARRIED.

Lawson-Johnson said the Authority must also vote to approve advertising this project once the FAA gives the notice to proceed based on funding available.

MOTION BY C. JOHNSON, SECOND BY DIRENZO, to approve advertising after the FAA gives notice of funding available. AYES: Moses, Drenzo, J. Johnson, Gilkeson, Campbell, Haywood, Benson, C. Johnson, Lawson-Johnson.

- 3) **Fuel Facility Request** – Lawson-Johnson said the committee reviewed all the information we received from Cunningham. Lawson-Johnson said that the committee recommended that the Authority approve seeking bids

for an additional tank. Lawson-Johnson said we received a quote from AV fuel for \$69,000.00. Whittington said there are some issues the Finance committee will need to look at. Whittington said the Authority will need to decide if we are going to purchase the tanks or finance them. Also, the Authority will need to consider what priority this project will take over the other projects we are trying to accomplish. Lawson-Johnson said the Authority will need to consider getting proposals. J. Johnson said there is a new project that the Authority will need to consider, dealing with a new EPA regulation on secondary containment for mobile fuelers. Whittington said she recently learned about this regulation requiring containment for parked mobile fuelers and she is looking into options and costs. Whittington said again that the finance committee will need to prioritize some of the projects based on need and cost.

Beazer asked if we were talking about construction or purchasing a portable containment device. Beazer said Henry Post is buying portable containment devices for their mobile fuelers, so the location can be moved when necessary. Moses said that he was concerned that we are looking at large expenses, some that we don't even have a dollar amount for. Moses asked if these expenses will fit in the budget for next year. Moses said he is concerned about approving spending a large amount of money, when we don't know what the total of these requirements are going to be. C. Johnson said he agreed, we have other commitments to another tenant for parking lot and painting that will be coming out of the operating budget. Wade said the Authority can seek proposals and it may accept or reject any or all of the bids. After some discussion a motion was made.

MOTION BY HAYWOOD, SECOND BY GILKESON, to approve seeking a request for bids on the purchase of an additional fuel tank system, with no commitment to purchase. AYES: Campbell, Gilkeson, Direnzo, Haywood, Mosees, Lawson-Johnson, J. Johnson, Benson. NAYES: C. Johnson. MOTION CARRIED.

d) Sterling Project – Lawson-Johnson said we are working with the engineer on the plans for the Sterling project after finally receiving the survey results. Lawson-Johnson said the plans should be ready for the next Development committee meeting.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

a) Regional Air Lease – C. Johnson said the committee has had one meeting with Regional Air's owners and their attorney to discuss the proposed lease. C. Johnson said that Regional Air had some issue that the committee is reviewing. C. Johnson said the committee has another meeting scheduled soon.

b) Sterling Coach - C. Johnson said the Sterling Coach lease was revised and will be sent out today for their consideration.

c) Betty's Café' – C. Johnson said Betty Albert's lease we made some progress and will have it ready to start negotiation soon.

FINANCE COMMITTEE

a) Request for Proposals for Auditing Services – J. Johnson said the RFP's for auditing services were sent out to thirteen accounting firms, we received three responses. J. Johnson said the lowest bid came from Robert T. Turner and it is the committee recommendation to retain his auditing services for 2005, 2006 and 2007.

MOTION BY C. JOHNSON, SECOND BY HAYWOOD, to approve accepting the proposal for auditing services from Robert T. Turner, CPA for 2005,2006and 2007 in the amount of \$7,900.00 for each year. . AYES: Lawson-Johnson, Campbell, C. Johnson, Moses, Dizenzo, Benson, J. Johnson, Gilkeson, Haywood. NAYES: None. MOTION CARRIED.

b) Preliminary Budget – J. Johnson said the committee met and reviewed the preliminary budget. J. Johnson said the committee made some recommendations and will be meeting with the Personnel Committee to discuss employee wages and to finalize the numbers. J. Johnson said the preliminary projects for next years how that we will be ahead about \$100,000.00 after expenses.

AIRPORT MANAGERS REPORT (Barbara Whittington)

a) Airport Operations–

1) Small Community Air Service Development Grant - Whittington said the Small Community Air Service Grant was submitted to the Department of Transportation for the April 22, 2005 deadline and the announcement will be in late August.

2) EPA Regulations – Whittington said the new regulation was mentioned earlier. Whittington said she is working with an environmental consulting firm to discuss options and cost estimates to bring us into compliance. Whittington said she will be bringing this information back to the committee.

3) Financial Reports – Whittington directed the members of the financial statement on the right side of the folder. Purchase Orders were in the amount of \$28,549.00 from the operating account and \$986,839.88

for Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$34,186.33, Money market Account (per reconciliation) \$256,911.28, Imprest Fund (per reconciliation) \$412.00, PFC's (per reconciliation) \$92,539.39, Capital Improvements (per reconciliation) \$33,038.91.

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

NEW BUSINESS

There being no further business the meeting was adjourned.

Larry Benson, Chairman