

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
May 24, 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
John Direnzo, member

ABSENT:

ALSO PRESENT:

Barbara Whittington, Airport Manager	Chuck Wade, Airport Attorney
Pat Hurley, Administrative Asst.	Jim Beazer, Ft. Sill Transportation
Christine Davis, American Eagle	Doug Bradford, TSA
Ray Cunningham, Regional Air	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 April 26, 2005.

MOTION BY Haywood, SECOND BY MOSES, to approve the minutes of the meeting on April 26, 2005.
AYES: Benson, C. Johnson, Haywood, Lawson-Johnson, J. Johnson, Moses, Direnzo, Campbell, Gilkeson.
NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) **American Eagle** – Christine Davis addressed the Authority concerning an issue that American Eagle is asking for support on. Davis explained that there is legislation pending to repeal the Wright Amendment which was put in place in 1979 to limit the flights out of Love Field. The purpose of the amendment was to ensure the viability of the DFW Airport and limit competition at Love Field. Davis said that Southwest Airlines, which only operates out of Love Field, is asking for this repeal in order to compete with the other major carriers operating out of DFW. Davis said this repeal could cause problems for American

Eagle and smaller communities it serves. Davis said the airlines, in order to be competitive in that market, would have to redistribute assets and it could cause a loss or reduction in service to smaller communities. Davis said that she has received letters of support from the Chamber of Commerce and the Mayor of the City of Lawton. Benson said the manager has written a letter for his signature that he will take care of after this meeting.

b) **Regional Air-** No report given.

c) **TSA** – No report given.

d) **Lawton Air Traffic Control Tower-** No report given.

e) **Fort Sill Transportation** – No report given.

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 project is 99% complete, currently the electrical contractors is working on the taxiway lighting. The project is projected to be complete in June. The next construction meeting will be held June 9, 2005 at 2:30 p.m. at the Airport Conference Room.

C. Johnson asked about the status of the taxiway name change from A (north) to F. Whittington said the name has been approved by the FAA and currently, we are waiting for the new signs to come in and be installed by the electrical contractor.

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

1) **Independent Analysis** - Lawson-Johnson said the airport manager distributed the findings from

Earth Tech on the independent analysis. Whittington said that the analysis found that Horizon Engineering fees were fair and reasonable. Whittington said that she will provide a copy to the FAA.

MOTION BY J Johnson, SECOND BY MOSES, to accepting the independent analysis on Horizon Engineering fees by Earth Tech. AYES: Benson, C. Johnson, Haywood, Lawson-Johnson, J. Johnson, Moses, Direnzo, Campbell, Gilkeson. NAYES: None. MOTION CARRIED.

2) Drainage Project – Lawson-Johnson said the engineer held a pre construction meeting with contractors that have picked up plans on this project. The bid opening on this project will be held June 9, 2005 at 2:00 p.m..

3) Fuel Facility Request – Lawson-Johnson said the manager sent out a request for proposals for a 15,000gallon fuel tank system, proposals are due by June 15.

4) Sterling Project – Lawson-Johnson said as a part of this lease the Authority agreed to paint the hangar. Lawson- Johnson said that the Authority received the following bids, Cornish Painting \$16,200.00, Dennis Jolly Paints \$18,750.00 and He and I Construction \$61,929.87. Lawson-Johnson said it is the recommendation of the committee to except the low bid. Moses asked what the content difference in the prices was based on. J. Johnson said all the contractors bid the same project.

MOTION BY J Johnson, SECOND BY MOSES, to approve accepting the bid from Cornish Painting in the amount of \$16,200.00 to paint the Sterling Hangar. AYES: Benson, C. Johnson, Haywood, Lawson-Johnson, J. Johnson, Moses, Direnzo, Campbell, Gilkeson. NAYES: None. MOTION CARRIED

FINANCE COMMITTEE (Jack Johnson, Committee Chair)

a) FY 2006 Budget – Jack Johnson said the Authority members have before them the proposed FY 2006 budget for consideration. J. Johnson said the income projections are \$658,895.12 and the expenses are projected to be \$557,239.00. J. Johnson said the Finance committee met with the Personnel committee and made some recommendation to the manager on establishing an appraisal system with numerated skills, knowledge, and abilities for all the employees. J. Johnson said the committee also asked the manager to do a salary survey with similar sized airports for next year. J. Johnson said the joint committees recommended a 7% increase in all the employees' salaries and an increase in the retirement benefit from 6.5% to 8%.

C. Johnson asked what the big jump in the projected car rental income was based on. Whittington said that projections were based on the actual income over the last 10 months. C. Johnson said he wanted to applaud the committee on the building and maintenance fund. J. Johnson said that this was a new budget item which will allow the Authority to make improvements to existing facilities over the year.

MOTION BY J Johnson, SECOND BY MOSES, to approve the FY 2006 budget as presented. AYES: Benson, C. Johnson, Haywood, Lawson-Johnson, J. Johnson, Moses, Direnzo, Campbell, Gilkeson. NAYES: None. MOTION CARRIED

PERSONNEL COMMITTEE (Stanley Haywood, Committee Chair)

Haywood asked Chuck Wade if there is a reason that the Authority did not evaluate the manager and do a contract every year. Haywood said that the manager is doing a fantastic job. Haywood said managers of other areas like the Housing Authority have an evaluation system. Wade said the Airport Manager has never been a contract employee that requires an evaluation process. Wade said the Authority could opt to set up an annual evaluation that would provide the Authority and the manager an opportunity to constructively provide input and recommend changes. Whittington said our personnel policy provides for the chairman to do an annual evaluation at the end of their term, but has not received an evaluation since that was established. Moses suggested developing a detailed job description that would be used as a "score card" for job performances. Whittington said she would get each of the members a copy of the job descriptions. Haywood asked "If the manager decided to terminate someone, does it come before the Authority?" Wade said he believed the manager has the authority to hire and terminate employees. Haywood said he deals with Human Relations and Equal Rights "so we want to make sure our applications and policies deal with that". Whittington said our personnel policy addresses the fact that the Airport Authority is an Equal Opportunity Employer and that we do not discriminate. DiRenzo said that he believed that was all the more reason to get the evaluation process in place.

a) Changes to Personnel Policy – Haywood said that the manager asked the committee to consider two changes to the personnel policy. Haywood said the first change is to delete the requirement to annually drug test and make it a random testing requirement. Haywood said the second change concerns scheduling vacation requests, the recommended change allows the employee to schedule vacation with as much advanced notice as possible rather than at the beginning of each year.

Moses asked Wade if he has reviewed the policy. Wade said it had been some time since he reviewed it last and asked the manager for a copy to review. Wade said he saw no problem in approving these changes now.

MOTION BY C. Johnson, SECOND BY MOSES, to approve the proposed changes to the personnel policy. AYES: Benson, C. Johnson, Haywood, Lawson-Johnson, J. Johnson, Moses, Direccion, Campbell, Gilkeson. NAYES: None. MOTION CARRIED

AIRPORT MANAGERS REPORT (Barbara Whittington)

1) Financial Reports – Whittington directed the members of the financial statement on the right side of the folder. Purchase Orders were in the amount of \$23,092.02 from the operating account and \$374,393.91 Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$25,205.73, Money market Account (per reconciliation) \$159,441.34, Invested in c.d., \$150,000.00 plus accumulating interest, Imprest Fund (per reconciliation) \$313.47, PFC's (per reconciliation) \$59,467.98, Capital Improvements (per reconciliation) \$21,420.66.

C. Johnson said that everything is in order with the financial reports, but every month he struggles to find an operating statement that really depicts our normal operations separate from the funds that we have to deal with for construction. C. Johnson said in our current financial statements there is one called operating statement but does not make a whole lot of sense because of "depreciation". C. Johnson said we are depreciating a lot of the items that were funded under the construction. The members agreed that we

needed to make an operating report that was a little clearer on our immediate position. Whittington said that these are the financial reports needed to make our audit work, but she also has a hard time reconciling these financials to our actual incomes and expenses. Whittington said she would work with the auditor to provide an understandable operating statement.

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

NEW BUSINESS

George Moses briefed the Authority on the recent BRAC announcement and the positive effect that this could have not just on the Lawton-Ft. Sill community but, directly on the airport and its operations.

There being no further business the meeting was adjourned.

Larry Benson, Chairman