

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

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

PRESENT:

Larry Benson, Chairman (arrived late)
Carey Johnson, Jr., Vice-Chair
Stanley Haywood, Secretary
Cassandra Lawson-Johnson, Asst. Secretary
George Moses, member
John Direnzo, member
Richard Campbell, member

ABSENT:

Steve Gilkeson, member

ALSO PRESENT:

Barbara McNally, Airport Manager	Chuck Wade, Airport Attorney
Pat Hurley, Administrative Asst.	Tim Snider, Regional Air
Ray Cunningham, Regional Air	Ed Dzialo, attorney
Kim McConnell	

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 November 22, 2005.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON - to approve the minutes of the meeting on November 22, 2005. AYES: C. Johnson, Haywood, Lawson-Johnson, Moses, Direnzo, Campbell. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) **American Eagle** – No report given.

b) Regional Air- Tim Snider reported he provided a copy of the latest payment to the Authority from last month which includes \$11,000.00 to \$12,000.00 in fuel flowage. Snider said October has been a busy month with moving troops and equipment to the Middle East. Snider predicted that some of that traffic will slow down once the troop numbers are reduced as predicted.

Snider said Regional Air submitted a proposal to the Authority regarding building a new building more than a month ago. Snider said he hoped to meet with the committee in the near future and get started on this plan. Snider said Regional Air submitted an FBO proposal with two rent offers, \$4,000.00 if the Authority wanted the T-hangars and one at the current rent if Regional Air kept the T-hangars, which since they are losing ramp space represents and increase in rent. Snider said he hoped that the committee will look favorably upon their proposal and they have an excellent track record. Snider said the offer still stood to assist the Authority on the airline search and building the fuel farm.

Snider recapped the arrangement of aircraft when there are multiple operations on the ground. Snider said it is a ballet and every one working knows what to do. Snider invited the members out to observe the operation the next day.

Snider said again he hoped the committee looked favorably upon the Regional proposal and that he hoped we can work quickly on the possibility of building a new building.

C. Johnson said he did not want to interrupt Snider, but this time on the agenda was reserved for a business operations report and not a time to talk about proposals the Authority is considering.

c) Lawton Air Traffic Control Tower- No report given.

d) Fort Sill Transportation – Beazer reported that they will move 500 troops home tomorrow on four aircraft. Beazer said the plan is to have no more than two at a time on the ground. Beazer said there will be some very large movement before Christmas and then it will stop. Beazer said he appreciated the coordination on the airport.

LEASING COMMITTEE (Carey Johnson, Committee Chair)

a)Fixed Base Operator Proposals – Johnson reported that two proposals were received and the committee has started the evaluation of the proposals. Johnson said the next step is to set up interviews with the proposers. Johnson said he hoped to have a recommendation from the leasing committee at the December board meeting.

Johnson said on the proposal Regional Air submitted to build a hangar and office space there have been several rounds of questions submitted to clarify the proposal. Johnson said the proposal and responses will be considered by the committee.

b) ATM RFP- Johnson said he was disappointed that were only two proposals submitted, even though they were good proposals. Johnson said the committee will evaluate them and have a recommendation in December.

Direnzo said he was disappointed that we only received two proposals for the FBO. Moses said he was underwhelmed with the response. Benson asked if we knew why there were only two proposals. DiRenzo said one company he talked said it was because of the term of the lease and another was concerned about the flight training/rental aircraft requirement.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

1) AIP 21 - Drainage Project – Lawson-Johnson said the contractor has started this project and it is going well.

2) Fuel Facility Request – Lawson-Johnson said the owner of the tanks has agreed to the cost of the three 10,000 gallon tanks to be \$15,000.00 plus a letter stating that he donated \$5,000.00 to the Airport Authority on the cost of the tanks making that actual cost \$20,000.00.

C. Johnson asked how the rest of this project was going to be funded. Johnson said the rest of this project will be costly in comparison to the price of the tanks. DiRenzo asked if this project was going to be completed in the next six months. Lawson-Johnson said the engineer is working on a plan for the fuel farm. DiRenzo asked if we had the money to do the installation now. McNally suggested bringing this to the Finance Committee. McNally said these tanks are the cheapest that we have been able to find, when we bid this out the cost was much higher. McNally said if the Authority intention is to expand the fuel farm, the first step would be to secure the tanks. McNally said the engineer is working on a design of the fuel farm that will make sense for the future. McNally also said we will have to do this project step by step and she said she wanted to remind the Authority that we did not have any funding identified other than Authority funds. McNally also said there are several costly projects that will need to be completed that have no funding other than Authority funds.

McNally suggested the Finance Committee prioritized projects. C. Johnson said he agreed that the price for these tanks was good, but it would become a bad deal if later we decided that we could not complete the rest of the project. Moses said if we buy them, we will have to get them in. Beazer said there is the issue of deterioration of the empty tanks. McNally said the tanks are 10 years old with a life expectancy for 30 years. Lawson-Johnson said we may need to piece meal this project as we can afford it. DiRenzo said if we didn't buy these tanks now our ability to expand the fuel farm in future would be unlikely.

MOTION BY MOSES, SECOND BY HAYWOOD - to approve the purchase of the fuel tanks from Carl Hansa in the amount of \$15,000.00 plus the letter as stated above. AYES: C. Johnson, Haywood, Lawson-Johnson, Moses, Drenzo, Campbell. NAYES: None. MOTION CARRIED.

3) Sterling Parking Lot Project – Lawson-Johnson said the Comanche County Industrial Development Authority approved a loan to the Authority for this project, the terms and conditions are \$325,000 for 10 years at 5% interest, payments due semi annually with a jobs credit given for any jobs created by Sterling Coach above the 27 jobs at the time of the offer. C. Johnson said we do not have an actual promissory note or the actual amount of the jobs credit that will be given. Chuck Wade said verbally he has discussed with Shon Erwin the jobs credits between \$1,500.00 and \$1,800.00 per employee per year. Johnson suggested tabling this until we have additional information.

C. Johnson said he was also concerned about encumbering ourselves with a loan that has jobs credits attached to it and the other party is completely separated from us and we have no control over. C. Johnson said there is probably a way to structure the deal so that it is in Sterling's favor to make sure that the jobs are there.

Lawson Johnson said if don't accept this, we will delay the parking lot project. Wade asked if we had gone out to bid on it. McNally said no, the next item is the engineering and inspection fees for this project. McNally said she spoke with Erwin and he said that the engineering costs could be paid with this loan. McNally reminded the Authority that we will not know the actual cost of this project until we receive bids.

DiRenzo asked what the status of the lease with Sterling is. C. Johnson said it is not finalized yet. DiRenzo asked if we could write in a jobs incentive. C. Johnson said he did not think we could change the terms of the

lease at this point. C. Johnson said that we had leverage in that we have plans to not just reconstruct the existing parking lot but, expand the parking lot that will benefit them.

MOTION BY MOSES, SECOND BY HAYWOOD – to conceptually approve accepting this loan and bring this item back to the Authority for action. AYES: C. Johnson, Haywood, Lawson-Johnson, Moses, Drenzo, Campbell. NAYES: None. MOTION CARRIED.

4) Engineering Fees for Sterling Project – Lawson-Johnson said the engineer has submitted his fees of \$21,850.00 and inspection fees of \$14,900.00 for plans and specifications for this project. C. Johnson asked if this was a bill or an estimate if we do the entire project. McNally said this is an obligation to pay the engineer this amount for the full plans and specifications if we do the project or not. McNally said this project could be bid in two parts the obligated parking lot and then the parking lot extension as an alternate. C. Johnson asked if this was a good deal. McNally said that engineering fees are typically 8%-10% of the total project amount, so this fee was in line.

Wade said that we are committed to do this project by the end of December, but they certainly have not been cooperative in getting the lease finalized. Wade suggested tabling this project until the lease is signed. C. Johnson agreed and said he would write a letter to Sterling to that effect.

MOTION BY MOSES, SECOND BY HAYWOOD – to table this item until a lease is finalized with Sterling. AYES: C. Johnson, Haywood, Lawson-Johnson, Moses, Drenzo, Campbell. NAYES: None. MOTION CARRIED.

5) Conceptual Design ideas for the Terminal Area – Lawson-Johnson said at the last development committee meeting architects from Fritz-Bailey presented some conceptual plans for the future, adding to and growing the airport. Lawson-Johnson said this plan was based on a study done a few years ago, the plan including rerouting the entrance roads, building a six foot wall made of native stone with landscaping lining the new road. The plan also included canopies in the front of terminal and vestibule doors in the front. Members had the opportunity to review the conceptual drawings and plans.

NOMINATING COMMITTEE (Stanley Haywood)

1) Officers for 2006 – Haywood recommended the following slate of officers for 2006. Carey Johnson, Chairman; Stanley Haywood, Vice Chairman; Cassandra Lawson-Johnson, Secretary; Steve Gilkeson, Asst. Secretary; George Moses, Asst. Secretary.

MOTION BY MOSES, SECOND BY LAWSON-JOHNSON - to approve the slate of officers as presented. AYES: C. Johnson, Haywood, Lawson-Johnson, Moses, Drenzo, Campbell. NAYES: None. MOTION CARRIED.

CHAIRMAN'S REPORT

1) Military Land Project/Air Mobility Complex – Benson said Ft. Sill has proposed an air mobility complex on the south end of the airport which would require a land acquisition from the School Land Commission. Benson said he has asked George Moses to head this task force. Moses said the Governor's office is working with us to prepare a presentation to the School Land Commission.

Beazer presented the preliminary plans for this project which included a parking apron capable of five wide body jets, a deployment facility for people and equipment, a runway and taxiway extension and a hot load ramp for loading live ammunition. Beazer said the first step in starting this project is securing the land to build on.

2) Longevity Pay - Benson said the Authority approves longevity pay in December for each of the fulltime employees. Benson said \$1,800.00 was budgeted and currently we have five fulltime employees. Benson recommended \$360.00 for each employee.

MOTION BY C. JOHNSON, SECOND BY HAYWOOD – to approve longevity pay as stated above. AYES:C. Johnson, Haywood, Lawson-Johnson, Moses, Drenzo, Campbell. NAYES: None. MOTION CARRIED.

AIRPORT MANAGERS REPORT (Barbara McNally)

1) Airport Operations – McNally said she provided the schedule of meeting for the Airport Authority board meeting that need to be posted by December 15th to be in compliance with the open meeting act. McNally said these meetings following the same rule as in the past, the first Tuesday following the 20th of the month, 9:00 a.m. in the Council Chambers at City Hall.

2) Financial Reports – McNally directed the members of the financial statement on the right side of the folder. Purchase Orders were in the amount of \$32,894.31 from the operating account and \$123,732.57 in Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$42,945.09, Money Market Account (per reconciliation) \$264,290.91, Invested in c.d., \$150,000.00 plus accumulating interest, Imprest Fund (per reconciliation) \$1,242.57, PFC's (per reconciliation) \$105,791.41, Capital Improvements (per reconciliation) \$23,634.92.

MOTION BY C. JOHNSON, SECOND BY C.L JOHNSON– to approve the financial reports and expenses on the purchase orders as submitted. AYES:C. Johnson, Haywood, Lawson-Johnson, Moses, Drenzo, Campbell. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Larry Benson, Chairman