

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
February 21, 2006**

The meeting was called to order at 9:30 a.m. by the Vice Chairman, Stanley Haywood. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Stanley Haywood, Vice Chair
Cassandra Lawson-Johnson, Secretary
Steve Gilkeson, member
George Moses, member
John Direnzo, member
Richard Campbell, member
Ernest Godlove, member
David Aubrey, member

ABSENT:

Carey Johnson, Jr., Chair

ALSO PRESENT:

Barbara McNally, Airport Manager
Pat Hurley, Administrative Asst.
Ray Cunningham, Regional Air
Kim McConnell, Lawton Const.
Bill Tipton, LaSill Aviation

Chuck Wade, Airport Attorney
Tim Snider, Regional Air
Ed Dzialo, Attorney
Chris Pittman, LaSill Aviation
Jim Beazer, Ft Sill Transportation

The roll call confirmed that a quorum was present.

OLD BUSINESS

- a) **Minutes** – Haywood asked for additions and/or corrections to the minutes of the Airport Authority meeting of January 24, 2006.

MOTION BY MOSES, SECOND BY LAWSON-JOHNSON - to approve the minutes of the meeting on January 24, 2006. AYES: Haywood, Lawson-Johnson, Moses, Direnzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) **American Eagle** – No report given.
b) **Regional Air** – No report given.
c) **Lawton Air Traffic Control Tower** – No report given.
d) **Fort Sill Transportation** – No report given.
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LEASING COMMITTEE (Steve Gilkeson, Committee Chair)

1) Revised Minimum Standards – Gilkeson said Ed Chamber, FAA Compliance Manager, recommended deleting any reference to the military fueling contract in the Minimum Standards. Gilkeson said Chambers pointed out that only one FBO could have the fueling contract therefore making that an unfair requirement.

MOTION BY MOSES, SECOND BY LAWSON-JOHNSON – to approved changing the Minimum Standards as stated. AYES: Haywood, Lawson-Johnson, Moses, Drenzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

2) Sterling Coach – Gilkeson said another recommendation from Chambers was amending the cancellation clause with Sterling Coach which currently was a 12 month cancellation in the last five years of the lease. Gilkeson said Chambers recommended a shorter cancellation clause, possibly 120 days, if an aeronautical activity wanted to lease the facility. Gilkeson said Chambers also recommended relocation of the trailers to the existing parking lot. Gilkeson said the committee will meet with Sterling to discuss these changes.

3) IBC Bank – Gilkeson said IBC recommended two changes to the proposed lease, one to the insurance language and one to escalator clause. Gilkeson it is the committee's recommendation to allow the changes.

MOTION BY MOSES, SECOND BY LAWSON-JOHNSON – to approve the recommended changes to the IBC lease as stated. AYES: Haywood, Lawson-Johnson, Moses, Drenzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

4) Regional Air's Request/Dzialo letter to the FAA- Gilkeson said Ed Chambers addressed concerns of Regional Air in a letter dated February 10, 2006. Gilkeson said subsequently Dzialo sent another letter to the Authority requesting that Regional Air be allowed to operate a full service FBO from Hangar #5 and be allowed to use the tank in the existing fuel facility. Gilkeson said the committee considered the request and denied it based on the current existing letter of agreement with Sterling Coach and the current lease with LaSill Aviation for the lease of the fuel facility.

Dzialo said he thought the Authority would deny the request, but of additional concern to him is the fact that the Authority is engaging in an exclusive lease for the fuel facility. Dzialo said he did not think the FAA would agree with, and that would be the next step they would take, to have the FAA review this lease.

Dzialo said they were going to resolve formally their view that they are entitled to operate on the airport. Dzialo said that Regional Air has complied with the Minimum Standards and paid their rent. Dzialo said Regional Air has a fuel contract with the government and American Eagle and it is their opinion that they are entitled to operate on the airport or as a through the fence operator. Dzialo said that a lot of airports allow through the fence operators that perform services on the airport, but do not have a lease. Dzialo said he asks that the Authority accommodate the request to perform the fueling contracts on the airport.

Wade said the fuel farm is leased to LaSill as a part of the FBO lease. Wade said Regional Air had an exclusive lease of that facility during the term of their lease. Wade said when the RFP and the proposed lease were advertised the fuel farm was a part of the lease. Wade said the hangar is leased to Sterling Coach and did not see where the Authority had an option to lease it to Regional Air.

DiRenzo said he agreed with Wade that the fuel farm was exclusive use for Regional during their lease. DiRenzo said that he had a problem with Regional claiming to have abided by the Minimum Standards, when

they have been arguing that the Minimum Standards should not apply to them.

DiRenzo went on to say beyond the fact that the facilities are leased to other entities, that a letter from Regional Air saying we want to operate an FBO is all that we are going to need. DiRenzo said “the Authority went through an RFP and evaluation process and LaSill Aviation won. Before we look at anyone operating on the airfield they ought to go through a proposal process. Especially when you consider that up until this point we have been told by Regional Air all the reasons they did not need to meet the Minimum Standards.” DiRenzo said “I want to see how they were going to meet the Minimum Standards articulated in writing, before I’d be willing to support such as request.” DiRenzo said he is going to make the same point Carey Johnson did in the committee meeting, “I have a problem with the conduct of Regional Air since the time that they found out they did not win the proposal.” DiRenzo said the prices of fuel are currently the highest in the state, Western Oklahoma State College no longer operates in the FBO, Ray Cunningham demanded back the key and similar actions occurred with the Civil Air Patrol which are no longer supported. DiRenzo said “so I do not see an FBO here who wants to meet the Airport Authority half way on this issue and I have concerns about that and I wanted to express those concerns here publicly so they can be considered by the full Authority.”

Dr. Tim Snider said in December they told the Civil Air Patrol that at the end of January they would need to find another location for their meetings. Snider said their meetings were after hours. Snider said the reason they asked for the keys from WOSC because they were closing down their operations. DiRenzo said he begged to differ, six weeks out those keys were asked for. DiRenzo said “Ray’s words to me were if you’re going to be unfriendly to me, I’m going to be unfriendly to you”. Cunningham said that is not true. DiRenzo said “that is true, Ray”.

MOTION BY MOSES, SECOND BY CAMPBELL – to approve denying Regional Air’s request for the reasons discussed today and as recommended by our attorney. AYES: Haywood, Lawson-Johnson, Moses, DiRenzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

1) AIP 21 - Drainage Project – Lawson–Johnson said the actual project will be complete around March 15, the contractor will delay the sprigging and seeding until we receive some rain.

2) Design for General Aviation Project – Lawson–Johnson said these plans should be complete soon and will be brought to the committee for review.

3) Fuel Farm Expansion – Lawson – Johnson said the engineer has started work on this project. The plan will include an extension to the pad for the additional tanks, fencing and moving the tanks into place and the equipment to put the tanks into service. It is the committee’s recommendation to put this project out for bids once the plans are complete.

MOTION BY CAMPBELL, SECOND BY GILKESON – to approve advertising out this project once the plans are complete. AYES: Haywood, Lawson-Johnson, Moses, DiRenzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

4) AIP 20 – Taxiway Realignment and Lighting Project – Lawson-Johnson said the committee recommended approving Change Order #1 for the Taxiway Project. This change order includes additional quantities and additional work to replace the line from the taxiway lights to the block house. Lawson-

Johnson said this project is still under budget and there will be a final change order to reflect the final adjusted quantities.

MOTION BY MOSES, SECOND BY CAMPBELL– to approve Change Order #1 for the Taxiway Project. AYES: Haywood, Lawson-Johnson, Moses, Drenzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

5) Master Plan Consultant and Master Planning Guidance - Lawson- Johnson said the last Airport Master Plan was done in 1996 and needs to be updated. Lawson-Johnson said it is the committee's recommendation to develop an RFP and advertise for a Master Planning Consultant.

MOTION BY CAMPBELL, SECOND BY GILKESON – to approve developing an RFP and advertising for a Master Planning Consultant. AYES: Haywood, Lawson-Johnson, Moses, Drenzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

Lawson – Johnson also said the committee is recommending adopting the 10 year Master Planning Guidance to assist the consultant. Godlove asked if the consultant will be limited to this guidance. Lawson – Johnson said no, this is intended to assist the consultant.

MOTION BY GODLOVE, SECOND BY GILKESON – to approve adopting the 10 year Master Planning guidance to assist the consultant. AYES: Haywood, Lawson-Johnson, Moses, Drenzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

OPERATIONS COMMITTEE (John DiRenzo)

1) Install Card Reader – DiRenzo said the committee had its first meeting last month and it went extremely well. DiRenzo said there have been some wrong perceptions about the Authority and our ability to work with the tenants and general aviation pilots on the airport. DiRenzo said he thinks we are making progress in changing that perception.

DiRenzo said the committee discussed an alternate means of access to the gate by Hangar #1. DiRenzo said the manager is looking at installing a new system that will track the date and time a card is used, allowing for more accountability. DiRenzo said that a TSA inspector will be attending the next committee meeting to discuss airport security.

DiRenzo said that he is recommending that the Authority consider the installation of the extra gate reader at the gate for Hangar # 1 in the amount not to exceed \$ 1,200.00.

MOTION BY LAWSON-JOHNSON, SECOND BY MOSES – to approve the installation of the extra gate card reader at Hangar # 1 in an amount not to exceed \$ 1,200.00. AYES: Haywood, Lawson-Johnson, Moses, Drenzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

2) Next Meeting – DiRenzo said the next operations committee meeting will be held on Saturday, February 25 at 9:00 a.m. in the airport restaurant.

DiRenzo said the TSA representative will be here to discuss the requirement that our airport will need to

meet when our security category is increased. DiRenzo said that TSA sees this as a growing operation which may increase our security needs.

DiRenzo also reviewed some of the suggestions and topics that the tenants discussed.

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FINANCE COMMITTEE MEETING (George Moses)

Moses said the committee is working on a system of prioritizing projects in conjunction with the Development committee.

1) Review of the Financial Statements - Moses said he found it helpful to have the accountant explain what the financial statements actually mean and what is reflected in each breakdown. Moses asked Scott Hatch, our accountant, to review the monthly financial reports for the new members.

AIRPORT MANAGERS REPORT (Barbara McNally)

1) MASCAL 2006 - McNally said the FAA requires the airport to do a full scale mass casualty exercise every three years. McNally said this exercise is a test of the Airport Emergency Plan in conjunction with all the emergency agencies in the city and county. The exercise is scheduled for April 12th.

2)Airport Conferences - McNally said the Oklahoma Airport Operators Association will be meeting March 12 -15 in OKC the cost for the manager to attend this conference is an amount not to exceed \$ 570.00. Also, the annual FAA Partnership Conference will be held March 28-30 the cost for the manager to attend this conference is an amount not to exceed \$ 580.00.

MOTION BY LAWSON-JOHNSON, SECOND BY MOSES – to approve the expenses for the manager to attend the conference as discussed above. AYES: Haywood, Lawson-Johnson, Moses, Direnzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

3) Delta Meeting – McNally said the airline delegation will be meeting with representatives of Delta Airlines in Atlanta on March 27. The group is assembling the community data and the consultant is working on the presentation.

4) Financial Reports – McNally directed the members of the financial statement on the right side of the folder. Purchase Orders were in the amount of \$ 38,766.08 from the operating account and \$ 262,099.20 in Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$ 27,896.35, Money Market Account (per reconciliation) \$ 218,344.72, Invested in c.d., \$ 150,000.00 plus accumulating interest, Imprest Fund (per reconciliation) \$ 853.42, PFC's (per reconciliation) \$ 108,096.19, Capital Improvements (per reconciliation) \$ 141,441.50.

MOTION BY C. LAWSON- JOHNSON, SECOND BY CAMPBELL– to approve the financial reports and expenses on the purchase orders as submitted. AYES: Haywood, Lawson-Johnson, Moses, Direnzo, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

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NEW BUSINESS

There being no further business, the meeting was adjourned.

Stanley Haywood, Vice Chairman