

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

AIRPORT AUTHORITY MEETING

MINUTES

March 21, 2006

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

PRESENT:

Carey Johnson, Jr., Chair
Stanley Haywood, Vice Chair
Cassandra Lawson-Johnson, Secretary
Steve Gilkeson, member
John Direnzo, member (arrived late)
Richard Campbell, member
Ernest Godlove, member
David Aubrey, member

ABSENT:

George Moses, member

ALSO PRESENT:

Barbara McNally, Airport Manager
Pat Hurley, Administrative Asst.
Chris Pittman, LaSill Aviation

Chuck Wade, Airport Attorney
Kim McConnell, Lawton Const.
Ray Jude, Ft Sill Transportation

The roll call confirmed that a quorum was present.

OLD BUSINESS

- a) **Minutes** – C. Johnson asked for additions and/or corrections to the minutes of the Airport Authority meeting of February 21, 2006 and special meeting of March 3, 2006.

MOTION BY GILKESON, SECOND BY LAWSON-JOHNSON - to approve the minutes of the meeting on February 21, 2006 with amendments. AYES: Haywood, Lawson-Johnson, Campbell, Gilkeson, Godlove, Aubrey. NAYES: None. ABSTAN: C. Johnson. MOTION CARRIED.

MOTION BY LAWSON-JOHNSON, SECOND BY HAYWOOD – to approve the minutes of the special meeting on March 3, 2006. AYES: Godlove, Campbell, Lawson-Johnson, DiRenzo, C. Johnson, Aubrey, Haywood, Gilkeson.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

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

- b) **LaSill Aviation** – Pittman reported that LaSill Aviation pumped around 15,000 of jet fuel and 1,158 gallons

in avgas. Pittman said they are continuing to make improvements to the GA lobby and the facility has been rewired for computers, which are finally working. Pittman said military fueling contract had not been advertised out yet, but they were monitoring it. Pittman said they have been updating websites with their information. Pittman said on April 15th after the Operations committee at 10:30 a.m., LaSill will be hosting a "tow and taxi" for the local tenants. Pittman invited members to the April 28th the official grand opening/ ribbon cutting at 11:00 a.m.

c) **Lawton Air Traffic Control Tower** – Not present.

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

LEASING COMMITTEE (Steve Gilkeson, Committee Chair)

1) Oklahoma Department of Transportation (Survey Division) – Gilkeson said it is the committee's recommendation to approve the renewal of the ODOT lease for one year in the amount of \$ 650.00 per month.

MOTION BY GODLOVE, SECOND BY CAMPBELL – to approve renewing the ODOT lease for one year for \$ 650.00 per month. AYES: DiRenzo, Aubrey, Gilkeson, Campbell, Haywood, Godlove, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

2) Sterling Coach – Gilkeson said the committee is meeting with Sterling to discuss some issues in the proposed lease and will have a final recommendation for the Authority soon.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

1) AIP 21 - Drainage Project – Lawson-Johnson said this project has a couple of items to complete and is going well.

OPERATIONS COMMITTEE (John DiRenzo, Committee Chair)

1) Update on Recent meeting – DiRenzo reported that the committee met and attendance was down. DiRenzo said the committee will be meet again on April 15th. DiRenzo said the Authority approved the installation of a card reader at the gate by Hangar #1 but since we got that estimate, the company is going out of business. DiRenzo said we are looking at other options for the gate.

DiRenzo said the manager and Ken Sue Doerfel have been working on the SW Bonanza Association Fly In scheduled for June 23- 25, 2006.

DiRenzo said Don Ross and the committee are working on scheduling an AOPA Safety Meeting in Lawton on August 10, 2006. McNally said Pittman has reserved room 301 at the Worley Seminar Center from 7:00 p.m.

to 10:00 p.m. McNally said we will advertise this event to get local and area pilots to attend.

FINANCE COMMITTEE MEETING (George Moses, Committee Chair)

Godlove reported for George Moses.

- 1) **Financial Statements** – Godlove said the Finance committee reviewed the financial statements that have been provided to the board. Purchase Orders were in the amount of \$ 27,650.87 from the operating account and \$ 99,050.39 in Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$ 21993.74, Money Market Account (per reconciliation) \$ 217854.63, Invested in c.d., \$ 150,000.00 plus accumulating interest, Imprest Fund (per reconciliation) \$ 597.22, PFC's (per reconciliation) \$ 108,378.13, Capital Improvements (per reconciliation) \$ 129,372.99. Godlove asked if there were any questions or comments.

MOTION BY GODLOVE, SECOND BY HAYWOOD to approve the financial reports and expenses on the purchase orders as submitted. AYES: Campbell, Gilkeson, DiRenzo, Haywood, C. Johnson, Lawson-Johnson, Aubrey, Godlove. NAYES: None. MOTION CARRIED.

- 2) **Roof project on the office area of Hanger #1-** Godlove said it is the recommendation of the Finance and Leasing committee to proceed with the overlaying of the roof for the office area at the cost of \$ 8,284.00.

C. Johnson said the Authority has the responsibility to maintain the roofs on all of the Hangers at the airport, so this is the first step in an on going project.

MOTION BY HAYWOOD, SECOND BY C. LAWSON- JOHNSON - to approve the cost of overlaying the roof for the office area of Hanger #1 at \$ 8,284.00. AYES: C. Lawson-Johnson, Campbell, C. Johnson, DiRenzo, Haywood, Godlove, Gilkesn, Aubrey. NAYES: None. MOTION CARRIED.

- 3) **Fuel Facility Expansion-** Godlove said the Finance committee is recommending that we approve the expenses for engineering fees for the plans and testing in the amount of \$ 5,000.00. C. Johnson asked for some clarification of the fees. McNally said \$ 2,500.00 for engineering fees, an amount not to exceed \$ 2,500.00 for surveying and testing. McNally said the engineer is completely reconfiguring that fuel farm area, changing the roads to make it more accessible, expanding the existing pad, the fuelers have to have containment. McNally said part of the project is to figure out containment that complies with the new EPA regulations. C. Johnson asked after the plan is complete the next is construction. McNally said after the plans we go out for bids, then construction.

MOTION BY HAYWOOD, SECOND BY GODLOVE – to approve the expense of engineering fee, survey and testing in the amount of \$ 5,000.00 to develop the plans for the fuel farm expansion. AYES: Haywood,

C. Johnson, Godlove, DiRenzo, Aubrey, Gilkeson, Campbell, C. Lawson-Johnson. NAYES: None. MOTION CARRIED.

Godlove said at the recommendation of the Finance committee, McNally is working on prioritizing various future projects with estimated costs to incorporate in the FY07 budget. McNally said the new budget starts July 1st, so we generally start working on the budget in April. Godlove said Moses is looking into where we might get funds to help with these projects. C. Johnson said that is going to be the challenge to the Finance committee and all of us, to incorporate our ten year plan that guides our budgeting. McNally also reported that the RFP for the Master Planning Consultant is complete and will need to be reviewed by the Development Committee.

McNally said the RFP is complete it just needs to go before the Development committee.

Godlove also stated that we are going to ask LaSill Aviation to sign off on the improvements we have made to their area after completion. C. Johnson asked where we are on the hangers. McNally said we are done with the large hanger doors and are going on to the roofing, then on to the T-Hangers.

AIRPORT MANAGERS REPORT (Barbara McNally)

- 1) **Delta Meeting** – McNally said the airline delegation will be meeting with representatives of Delta Airlines in Atlanta on March 27. McNally said we have reviewed the presentation the consultant put together and it looks good. McNally said she will be attending will Dana Davis, Hossien Moini, Carey Johnson, Jim Beazer and the consultant

2) NEW BUSINESS

There being no further business, the meeting was adjourned.

Carey Johnson, Chairman