

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

AIRPORT AUTHORITY MEETING

MINUTES

April 25, 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
George Moses, member
Richard Campbell, member
Ernest Godlove, member
David Aubrey, member

ABSENT:

John DiRenzo, member

ALSO PRESENT:

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

Chuck Wade, Airport Attorney
Kim McConnell, Lawton Const.
Ray Jude, Ft Sill Transportation
Bill Tipton, LaSill Aviation

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 March 21, 2006.

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

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle – Not present.

b) LaSill Aviation – Pittman reported that LaSill Aviation pumped 26,400 gallons of jet fuel and 2,600 gallons in AVgas for the month of March. Pittman said so far in April they were at 26,260 gallon of jet fuel and 2,000 AVGas. Pittman said they were pleased with the response to the "Tow and Taxi" that was held following the Operation committee meeting on April 15th. Pittman also reported that La Sill's grand opening and ribbon cutting will be on Friday, April 28th at 11:00 a.m. with John & Cooks catering following the ceremony.

Moses said he has received nothing but good comments on the new FBO. Gilkeson said the FBO terminal is looking very professional. Jude said the military is pleased with La Sill's performance. Gilkeson asked if there was any progress on the military fueling contract. Pittman said they were working on it.

c) **Lawton Air Traffic Control Tower** – No report given.

d) **Fort Sill Transportation** – Jude said military movement is slow right now, but it will be picking up mid June.

LEASING COMMITTEE (Steve Gilkeson, Committee Chair)

1) **Sterling Coach** – Gilkeson said at the request of the FAA, we have added a six month termination clause for both parties to the Sterling lease and established a \$ 35,000 guaranty amount. Gilkeson said it is the recommendation of the Leasing committee to approve this lease with those amendments.

MOTION BY GODLOVE, SECOND BY AUBREY – to approve the Sterling Coach Lease for Hangar #5 with a guaranty amount of \$35,000 and a six month termination clause for both parties. AYES: Godlove, Moses, Campbell, Lawson-Johnson, Aubrey, C. Johnson, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

Gilkeson reported that Sterling Coach was still having problems with the hangar flooding in heavy rains. McNally said she would take the engineer there during his next visit and see if he had any suggestions.

Moses reminded the members of the funding request approved by CCIDA. Moses said the Authority needed to formally respond to CCIDA if they no longer needed that money.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

1) **AIP 21 – GA Apron Reconstruction** – Lawson-Johnson said the FAA has requested to have bids on this project by June 15, 2006 in order to program the money for Lawton. Lawson-Johnson said the engineer's estimate of the reconstruction is \$ 735, 000.00. Lawson-Johnson said it is the recommendation of the committee that the Authority approve bidding this project as soon as the plans and specifications are complete. McNally said the engineer will have the plans ready on May 5, 2006 and the committee will be able to review them. McNally said this needed to be approved today, so it can be advertised and the bids in, in time for the deadline. Moses asked if the project could be completed this year. McNally said the project could be completed by the end of the year. C. Johnson said this project has been planned for years.

MOTION BY MOSES, SECOND BY HAYWOOD – to approve advertising the GA apron reconstruction project once the engineer completes the plans and specifications. AYES: Moses, Godlove, Gilkeson, Campbell, Haywood, Aubrey, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

Moses said his committee was still working on the joint land use lease. Wade said the Authority would be

leasing the land from the School Land Commission. Haywood asked if it was a 55 years lease. Moses said it was with an option to purchase. Godlove asked why it was 55 year term. Moses said the military prefers a 90 year term, but the Commissions longest term is 55 years.

OPERATIONS COMMITTEE (John DiRenzo, Committee Chair)

C. Johnson reported for DiRenzo, who was absent.

1) Update on Operations Meeting – C. Johnson said the committee met on April 15th meeting in conjunction with La Sill's first "Taxi and Tow". C. Johnson said the agenda covered a variety of topics, from the gates to the committee newsletter. Gilkeson said the pilots are excited about a SW Bonanza Association Fly-In in June. McNally said the SWBA will be hosting their first annual business meeting during there visit and we hope to make it an annual event.

FINANCE COMMITTEE MEETING (George Moses, Committee Chair)

- 1) Application for Grant** – Moses said that Wade is working on the Air Mobility/Land Use Complex project. Moses said the cost of this land lease project will be \$ 375,000. Moses said he is working on a grant application from the Oklahoma Strategic Military Planning Commission for \$ 340,000.00 for this project. Moses said the City of Lawton will need to approve the application before the Airport Authority submits it. Moses said the Authority will have to come up with a 10% matching funds, which will be \$ 34,000. Moses said there will be about \$19,000 for environmental testing; and we are hoping to come up with some local monies for funding. Moses said we will bring the grant request to the Authority next month.

- 2) Financials and FY 2007 Budget** - Moses said in reviewing the income and expense statements the Authority is ahead about \$40,000. C. Johnson said this was even after taking on several sizable maintenance projects this year. Moses endorsed the financials. Moses said he and Haywood are going to have a joint Finance and Personnel committee meeting next month to finalize the 2007 budget.

PERSONNEL COMMITTEE (Stanley Haywood, Committee Chair)

1) Job Descriptions – Haywood said the job descriptions will be ready by the next Authority meeting. Haywood said currently the manager is evaluated by the Chairman each year with no guidelines. Haywood said the committee discussed that the Personnel committee should be doing the manager's evaluation. Haywood thanked the manager for a job well done. _____

AIRPORT MANAGERS REPORT (Barbara McNally)

1) Airport Operations Report -McNally reported that the Mass Casualty exercise was conducted the previous week. McNally said there were 65 to 70 participants that simulated an aircraft crash. McNally said the exercise fulfilled the FAA requirement for the airport and was an excellent opportunity for all the responding agencies to train.

2) Financial Statements – McNally said the Finance committee reviewed the financial statements that have been provided to the board. Purchase Orders were in the amount of \$ 33,456.83 from the operating account and \$ 11,981.19 in Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$ 20,985.43, Money Market Account (per reconciliation) \$ 237,001.40, Invested in c.d., \$ 150,000.00 plus accumulating interest, Imprest Fund (per reconciliation) \$ 327.44, PFC's (per reconciliation) \$ 105,545.48, Capital Improvements (per reconciliation) \$ 115,636.41. McNally 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, Haywood, C. Johnson, Moses, Lawson-Johnson, Aubrey, Godlove. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Carey Johnson, Chairman