

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

AIRPORT AUTHORITY MEETING

MINUTES

October 24, 2006

The meeting was called to order at 9:30 a.m. by the Chairman, Carey Johnson, Jr. 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
David Aubrey, Memeber
Richard Campbell, member

ABSENT:

Steve Gilkeson, Asst. Secretary
Ernest Godlove, member
George Moses, Asst. Secretary
John DiRenzo, member

ALSO PRESENT:

Barbara McNally, Airport Manager
Kim McConnell, Lawton Const.
Jim Beazer, Ft. Sill Transportation
Frank Herndon, LATCT

Pat Hurley, Administrative Asst.
Chris Pittman, LaSill Aviation
Christine Davis, American Eagle

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 September 26, 2006.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON, to approve the minutes of the meeting of September 26, 2006 after corrections. AYES: C. Johnson, Haywood, Lawson-Johnson, Campbell, Aubrey. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle –Davis arrived late.

b) LaSill Aviation – Pittman said the FBO is having a good month. Pittman reported that fuel sales were up. Pittman said currently, 30 of the 34 T-Hangars are rented and 22 leases are signed. Pittman said the rental aircraft had been flown over 44 hours this month. Pittman also said the Pancake Fly In will be at 10:00 a. m., Saturday, October 28, 2006.

Pittman said that La Sill Aviation was approved for maintenance on American Eagle aircraft in Lawton and Wichita Falls.

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

d) Fort Sill Transportation – Beazer said he has been keeping the airport busy and would be, until the end of the year. Beazer said between now and Christmas, approximately 1,500 to 2,000 troops would be brought home.

LEASING COMMITTEE (Steve Gilkeson, Committee Chair)

C. Johnson reported for Gilkeson

1. **School Land Commission Lease** – C. Johnson said this lease was still being worked on.
2. **Sterling Coach**- C. Johnson said Sterling Coach notified us that they will vacate Hangar # 5 at the end of October. C. Johnson said the leasing committee is discussing options for Hangar # 5, and there is some potential to do a short term lease.
3. **Airport Advertising**- C. Johnson said we received two proposals for advertising concession. C. Johnson said the Leasing committee has asked for a presentation from one of the proposers and would bring this item back to the board for action at the next meeting.
4. **Bishop School Request**- C. Johnson said Bishop School has made a request concerning a tract of land north of Bishop School. C. Johnson said this is same tract of land, a developer attempted to build an apartment complex on several years ago. C. Johnson said an apartment complex would have been a problem because of the noise issues, so the project was stopped. C. Johnson said Bishop School is considering purchasing that land and asked the Airport to see where we stand on the issue. C. Johnson said the leasing committee has asked Bishop School for clarification on what they are wanting from the Authority, because we are not sure what they are asking of us.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

- 1) **AIP 22- GA Reconstruction Project - Change Order # 1**- Lawson-Johnson said the committee discussed Change Order #1, which is a parking area for the fuel trucks that meets the EPA requirements concerning stationary mobile fuelers. Lawson-Johnson said the change order is in the amount of \$ 43,406.25. Lawson-Johnson said it is the committee's recommendation to approve this change order pending the FAA's concurrence of eligibility. C. Johnson said this containment for mobile fuelers has been coming for years. McNally said the project will be less costly because the contractors are already pouring concrete. McNally said there would be room for 3 or 4 trucks and parking area would have an oil and water separators to meet the EPA standards.

MOTION BY HAYWOOD, SECOND BY AUBREY, to approve Change Order #1 pending FAA approval in the amount of \$ 43,406.25. AYES: Campbell, Lawson-Johnson, C. Johnson, Aubrey, Haywood. NAYES: None.

MOTION CARRIED.

OPERATIONS COMMITTEE (John DiRenzo, Committee Chair)

McNally reported for DiRenzo

1) Update on Operations Meeting – McNally said no one shown up for the October meeting. McNally said that she and DiRenzo discussed making this a quarterly meeting. C. Johnson said the amount of meetings is at the discretion of the committee chair.

FINANCE COMMITTEE MEETING (George Moses, Committee Chair)

C. Johnson reported for Moses.

1) Approval of the FY05-06 Annual Audit - C. Johnson said the committee met with the auditor, who reviewed the audit findings with the committee. C. Johnson said the auditor rendered an “unqualified” opinion and had no recommendations for management. C. Johnson said the audit has been provided to the Authority members and the committee recommends approving the audit report. C. Johnson said the audit is an annual requirement.

MOTION BY HAYWOOD, SECOND BY LAWSON-JOHNSON, to approve the audit report as presented. AYES: Aubrey, Campbell, Haywood, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

2) Financial Statements - Purchase Orders were in the amount of \$ 77,147.15 from the operating account and \$ 192,477.63 in Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$ 11,110.48, Money Market Account (per reconciliation) \$ 328,025.99, Invested in c.d., \$150,000.00 plus accumulating interest, Imprest Fund (per reconciliation) \$ 1,703.02, PFC's (per reconciliation) \$ 107,964.80, Capital Improvements (per reconciliation) \$ 13,507.95. C. Johnson asked if there were any questions or comments.

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

CHAIRMAN'S REPORT (Carey Johnson)

1) Phone System Change- C. Johnson said concerning the phone system that was approved last month, that there was an additional expense because of the additional lines the Authority wanted on the system. C. Johnson said the total cost was \$ 5,573.27 and the system seems to be working well.

MOTION BY LAWSON-JOHNSON, SECOND BY AUBREY - to approve the revised amount of \$ 5,573.27 for the new phone system. AYES: Lawson-Johnson, Campbell, C. Johnson, Haywood, Aubrey. NAYES: None. MOTION CARRIED.

2) Selection Committee- C. Johnson said he has been tasked to form a selection committee to nominate a

slate of officers for next year. C. Johnson said he will call the members that will be asked to serve.

AIRPORT MANAGERS REPORT (Barbara McNally)

1) FAA Safety Conference – McNally reported the FAA is holding a “Keeping your Airport Safe” conference on November 1-2, 2006 in DFW. McNally said the purpose of the conference is to review new safety regulations for airports. McNally said the cost for the manager to attend is an amount not to exceed \$ 300.00.

MOTION BY AUBREY, SECOND BY LAWSON-JOHNSON, to approve McNally attending the FAA conference in DFW on November 1-2, 2006 for an Amount not to exceed \$ 300.00. AYES: Haywood, C. Johnson, Aubrey, Campbell, Lawson-Johnson. NAYES: None. MOTION CARRIED.

2) Operation Report - McNally said are December Board Meeting is scheduled for Friday, December 22, 2006, because the Board Meeting would have fallen on the day after Christmas. McNally said we could change it to the Tuesday prior, which would be the 19th of December, it would press our accountant a little but it can be done. C. Johnson asked if a motion was required to change the date. McNally said it was up to the Chairman. C. Johnson said he agreed that the meeting should be Tuesday, December 19, 2006.

NEW BUSINESS- Davis reported that we had an Xtra Airways Charter and another scheduled for February 2007. McNally asked how many passengers we are boarding. Davis said about 123 per flight. McNally said that with these charters, we have discovered that we have a shortage of seating in the terminal. McNally suggested we look into upgrading the present seat as well as increasing the number. McNally said she would look into cost and bring it back to the Finance Committee. C. Johnson said we might want that on the 10 year Master Plan.

C. Johnson said the leasing committee is working on selling the wireless internet connection in the terminal. C. Johnson said his company has the infrastructure in place to sell it at their stores and for a site operator it can be expensive. C. Johnson said on his system the only charge to the airport is a \$ 299.00 license fee with no charge to the airport for the infrastructure service. C. Johnson said the airport will sell the coupons to passengers for wireless internet through the gift shop and restaurant. C. Johnson said the leasing committee will research and set some prices to charge the passengers.

There being no further business, the meeting was adjourned.

Carey Johnson, Chairman