

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
December 19, 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
Steve Gilkeson, Asst. Secretary
David Aubrey, Member
John DiRenzo, member (arrived late)
Richard Campbell, member (left early)
Ernest Godlove, member

ABSENT:

George Moses, Asst. Secretary

ALSO PRESENT:

Barbara McNally, Airport Manager
Kim McConnell, Lawton Const.
Bill Tipton, LaSill Aviation

Pat Hurley, Administrative Asst.
Chris Pittman, LaSill Aviation
Bill Nash, Nash Construction

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 November 21, 2006.

MOTION BY HAYWOOD, SECOND BY CAMPBELL, to approve the minutes of the meeting of November 21, 2006. AYES: C. Johnson, Lawson-Johnson, Gilkeson, Campbell, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle – Davis reported the load factor is at 65.11%, this time last year it was 62.5%. Davis said over the next few days American Eagle is booked solid, the load factor is at 103% for tomorrow. Davis said there will be a slight schedule change the 14th of this month, but we will still have 6 flight a day and 5 on Saturday.

b) LaSill Aviation – Pittman reported that fuel sales for the month 19,000 Avgas, 52,000 Jet, 9,800 American Eagle. Pittman said this month fuel sales were at 18,000 Avgas, 16,000 Jet and 5,000 American Eagle. Pittman said currently, 32 of the 34 t-hangars are rented and 23 leases are signed. Pittman said the rental aircraft had been flown over 18.2 hours last month and 22.1 hours this month. Pittman said we had our DESC government fuel audit last week and there were no significant findings. Pittman said the audit results are submitted to Washington, D.C. and they are waiting on the announcement of the award.

c) Lawton Air Traffic Control Tower – Not present.

d) Fort Sill Transportation – Not present.

1. **Proposed Executive Secession- MOTION BY HAYWOOD, SECOND BY GILKESON**, to propose an executive secession for confidential communication between the Authority and its Attorney concerning a pending investigation, claim or action, pursuant to Title 25, OS Section 307B.4. AYES: Godlove, Campbell, Lawson-Johnson, C. Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.
2. **Return to Open Secession- MOTION BY GODLOVE, SECOND BY LAWSON-JOHNSON**, to return to open session. AYES: DiRenzo, Aubrey, Gilkeson, Haywood, Godlove, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.
3. **Statement of Executive Secession Minutes-** Wade said the Authority convened to executive secession at 9:45 a.m. and returned to open secession at 10:25 a.m., during that time they discussed the agenda item in executive secession for confidential communication with the Authority and it's attorney concerning a pending investigation, claim or action, pursuant to Title 25, OS Section 307B.4 this action was discussed and no action was taken.

LEASING COMMITTEE (Steve Gilkeson, Committee Chair)

1. **Sterling Coach-** Gilkeson said Sterling Coach has given the Authority written notice that they have vacated the premises. McNally said the utilities have been transferred to the Authority. C. Johnson asked if they had any more rights of tenancy. McNally said no and all the locks have been changed.
2. **Pin High Investments-** Gilkeson said we have submitted a formal lease to Pin High and are waiting a response.
3. **Aeronautical Radio, Inc. –** Gilkeson said ARINC has equipment located in Hangar #5 and is asking the Authority to enter into an agreement to continue to house the communications equipment for a \$100.00 per month. Gilkeson said it is the recommendation of the leasing committee to enter into the agreement. Gilkeson said ARINC is a remote reporting system used by the airlines that takes up the space of a closet. C. Johnson asked Wade if this would hinder any future leases of the hangar. Wade said no, it has been in there since American Eagle had the hangar.

MOTION BY GODLOVE, SECOND BY HAYWOOD, to approve entering into an agreement with ARINC to house equipment for \$ 100.00 per month with a 90 day cancellation clause. AYES: Gilkeson, DiRenzo, Haywood, C. Johnson, Lawson-Johnson, Aubrey, Godlove. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

- 1) **AIP 22- GA Reconstruction Project –** Lawson-Johnson said the apron reconstruction project is substantially complete. Lawson-Johnson said La Sill Aviation requested the engineer revise the fuel truck parking area. Lawson-Johnson said La Sill has requested the plans be changed to enable the fuel truck to pull through, instead of backing into the parking area, as a safety measure. McNally said she received a change order from the engineer yesterday afternoon with the additional amount \$ 7,900.00. Wade said this item could be discussed under new business.

ATTORNEY'S REPORT (Chuck Wade)

1. **School Land Commission Lease –** Wade said the Finance committee met and discussed the situations

concerning the lease for 80 acres from the School Land Commission. Wade said it appears the funding from the State is in order. Wade said it is the committee's recommendation to go forward with the request for the land auction. Wade said the Authority will need to authorize the expenditure of \$ 5,000.00 for the auction. DiRenzo said he didn't realize the land was up for auction. Wade said the only bid the School Land Commission is going to except is for aeronautical use. Wade said the Authority will have to put up a \$100,000.00 performance bond or letter of credit. Godlove said he wasn't aware of the \$ 100,000.00 performance bond. Wade said we are going to prepay the lease at \$ 343,000.00. McNally said that is the amount of the grant we received from the Oklahoma Military Strategic Planning Commission, except for the 10% match. C. Johnson said the Authority will be doing environmental studies that will be a part of the 10%. McNally said the environmental study and the fencing in the land will cover the 10% match. Godlove said the Authority has discussed it being just a lease, the 10% match from the Authority and the auction, but this is the first we heard about the \$100,000.00 performance bond or letter of credit that we might forfeit. Wade said the purpose of the bond is to guarantee we are going to develop the land for industrial use. Wade said though it is a requirement of the lease, he did not think the Authority would lose the money. After some discussion a motion was made.

MOTION BY LAWSON-JOHNSON, SECOND BY GILKESON, to approve the attorney request the School Land Commission set the auction date and an expenditure of \$ 5,000.00 when the appropriate time comes. AYES: Lawson-Johnson, C. Johnson, DiRenzo, Haywood, Godlove, Gilkeson, Aubrey. NAYES: None. MOTION CARRIED.

CHAIRMAN'S REPORT (Carey Johnson)

Selection Committee- C. Johnson announced the recommended slate of officers for 2007. Stanley Haywood, Chairman; Cassandra Lawson-Johnson, Vice-Chairman; Steve Gilkeson, Secretary; George Moses and Richard Campbell, Asst. Secretary. DiRenzo asked how the nominations were made. C. Johnson said the nominations were made by Haywood and himself and the terms run for one year. C. Johnson said it has been a long standing policy that the officers move up every year. DiRenzo asked if he other Authority members could make a nomination. C. Johnson said yes. Godlove said if DiRenzo was asking if the nominations could be done differently next year, that he was sure the next Chairman would see to it. DiRenzo nominated Lawson-Johnson for Chair position, she declined. After further discussion a motion was made.

MOTION BY GODLOVE, SECOND BY AUBREY, to approve the slate of officers as stated above. AYES: Haywood, C. Johnson, Godlove, Aubrey, Gilkeson, Lawson-Johnson. NAYES: None. Abstain: DiRenzo. MOTION CARRIED.

AIRPORT MANAGERS REPORT (Barbara McNally)

Operation Report - McNally reported that the Oklahoma Aeronautics Commission was drafting a piece of legislation requesting funding for Oklahoma airports. McNally said that this is very preliminary, but the request would be for construction of hangars and be either a grant or loan program. McNally said she would continue to track the progress and report back.

Financial Statements - Purchase Orders were in the amount of \$ 49,631.98 from the operating account and \$ 594,449.17 in Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$ 44,400.40, Money Market Account (per reconciliation) \$ 249,731.10, Invested in c.d., \$150,000.00 plus accumulating interest, Imprest Fund (per reconciliation) \$ 1,429.60, PFC's (per reconciliation) \$ 98,262.91, Capital Improvements (per reconciliation) \$ 13,492.68.

MOTION BY LAWSON-JOHNSON, SECOND BY AUBREY, to approve the financial reports and expenses on

the purchase orders as submitted. AYES: Godlove, Haywood, C. Johnson, Aubrey, Gilkeson, Lawson-Johnson, DiRenzo. NAYES: None. MOTION CARRIED.

NEW BUSINESS - C. Johnson said the proposal is for a change order that will cost \$ 7,900.00 to put another entrance to the fuel truck parking. McNally said La Sill has some safety concerns about backing the fuel trucks in the parking area. Lawson-Johnson said it is more than a drive way, it has to have extra curbing that is designed to capture fuel in the case of spillage or run off as required by the EPA. Pittman said the pad is going on the northwest side of hangar # 3, Pittman had serious safety concerns about backing the fuel trucks. Bill Nash of Nash Construction addressed the Authority. Nash explained the construction and the need for the modification. After some discussion a motion was made.

MOTION BYLAWSON-JOHNSON, SECOND BY HAYWOOD, to approve change order # 1 for an additional \$ 7,900.00. AYES: Aubrey, Gilkeson, Haywood, Godlove, Lawson-Johnson, C. Johnson, DiRenzo. NAYES: None. MOTION CARRIED.

Carey Johnson, Chairman

