

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
February 20, 2007**

The meeting was called to order at 9:00 a.m. by the Chairman, Stanley Haywood. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Stanley Haywood, Chair
Cassandra Lawson-Johnson, Vice-Chair
George Moses, Secretary
Richard Campbell, Asst. Secretary
Ernest Godlove, Member
David Aubrey, Member
Carey Johnson, Member

ABSENT:

Steve Gilkeson, Asst. Secretary
John DiRenzo, member (arrived late)

ALSO PRESENT:

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

Pat Hurley, Administrative Asst.
Chris Pittman, LaSill Aviation
Armand Brantley, American Eagle

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 23, 2007.

MOTION BY C. JOHNSON, SECOND BY LAWSON-JOHNSON, to approve the minutes of the meeting of January 23, 2007. AYES: Haywood, Lawson-Johnson, Moses, Campbell, Godlove, Aubrey, C. Johnson. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle – Brantley report the Westbrook family, the recipients of the Extreme Home Makeover, received free upgrades to first class on American Eagle. Brantley said AE also wanted to thank LaSill Aviation for storing the over-night planes in Hangar # 5 during the recent ice storm.

b) LaSill Aviation – Pittman submitted a written report to the members. Pittman said the rental aircraft logged an additional 13 hours than listed on the report. Pittman reported that Ft. Sill is expecting an increase in military charter aircraft over the next month.

Pittman said on June 30, 2007, LaSill will have a N34 on static display, which is an FAA DC3 and it is part of the Oklahoma Centennial Project. Pittman said this aircraft was touring across the state. Pittman said he was planning an open house/ fly-in for that weekend. He also said there will be a Comanche Aircraft fly-in that week end. Moses thanked Pittman on his efforts for new activities at the FBO.

c) Lawton Air Traffic Control Tower – Not present.

d) Fort Sill Transportation – Not present.

1. **Proposed 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. Wade said that there was nothing to discuss at this time.

LEASING COMMITTEE (Ernest Godlove, Committee Chair)

1. **Oklahoma Department of Transportation** – Godlove said the leasing committee rescinded the increase in the ODOT lease because the lease provides a six month notification prior to the lessor to make changes to the lease.
2. **Pin High Promotions** – Godlove said Pin High is asking to incorporate some additional innovative types of advertising. Godlove said the leasing committee wanted to give the manager the authority to make those decisions as long as the Authority incurs no expense and the commission is at the agreed upon amount.

MOTION BY C. JOHNSON, SECOND BY AUBREY, to approve allowing the Airport Manager to approve changes in the Pin High Lease as long as it doesn't decrease income or increase expenses. AYES: Campbell, Haywood, C. Johnson, Moses, Lawson-Johnson, Aubrey, Godlove. NAYES: None. MOTION CARRIED.

3. **Skycap Agreement-** Godlove said the Skycap lease is expiring and it is the committee's recommendation to enter into a new three year lease with our current provider, he is doing an excellent job. Godlove said the only expense to the Authority is the liability insurance and he works for tips.

MOTION BY GODLOVE, SECOND BY MOSES, to approve renewing the Skycap Lease for three years. AYES: Lawson-Johnson, Campbell, C. Johnson, Moses, Haywood, Godlove, Aubrey. NAYES: None. MOTION CARRIED.

4. **T-Hangars-** Godlove said it was reported to the committee that the condition of the T-hangars is good with the exception of one hangar that is being repaired. Godlove said La Sill Aviation is ready to take on the responsibility of all the hangars except that hangar, which the Airport Authority will repair.

DEVELOPMENT COMMITTEE (George Moses, Committee Chair)

1. **Master Plan Consultant Selection-** Moses said the Development Committee met to evaluate the five proposals we received for the Master Plan Update. Moses said they were all very good, however the committee selected three firms to interview and based on the tabulations from those interviews, it is the committee's recommendation to negotiate with Coffman and Associates to develop the Airport Master Plan.

MOTION BY C. JOHNSON, SECOND BY GODLOVE, to approve negotiating with Coffman and Associates to develop the Airport Master Plan. AYES: Aubrey, C. Johnson, Godlove, Lawson-Johnson, Moses, Campbell, Haywood. NAYES: None. MOTION CARRIED.

Moses said McNally has contracted with Ricondo and Associates for the independent fee analysis of the scope of work which will be completed by March 2, 2007. Moses said the cost of the independent analysis is \$ 5,000.00 which has been approved by the FAA.

MOTION BY MOSES, SECOND BY C. JOHNSON, to approve accepting the contract with Ricondo and Associates for the independent fee analysis at the cost of \$ 5,000.00 that was approved by the FAA. AYES: Godlove, Haywood, Moses, C. Johnson, Campbell, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

2. **Land Purchase/Air mobility Complex-** Moses said the Authority successfully bid on the 80 acres for the Air Mobility Complex. Moses said the auction went well, the lease is being filed, and we have paid our \$ 5,000.00 for the first year. Moses said McNally has been in contact with the State of Oklahoma concerning the grant and the Authority will have the funds shortly. Moses discussed keeping permanent

records of the use of the land. Moses said the 80 acres is more than the military needs, we should look into other aviation uses for the remainder of that land. Godlove suggested that the accountant carry the amount of the grant for the 80 acres as a restricted asset with a reminder that it has to be expended by a certain date. Wade said we should receive the funds in a few days and we have one year to pay the School Land Commission. The Authority members asked the manager to look into options for earning interest on the grant funds for one year.

FINANCE COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

- 1. FY 2007 Budget Review-** Lawson-Johnson asked if everyone has reviewed the budget changes. C. Johnson asked if the increase in revenue from parking was already received. McNally said they were. McNally said even though we will be receiving less rent from Hangar #5, there are other incomes to offset the loss. Godlove asked if we were revising the budget or is this was a status report. Lawson-Johnson said this was a status report, due to the changes. Lawson- Johnson said the snow and ice removal was high. C. Johnson asked about the Lawton Industrial Foundation. McNally said there was one last payment due this fiscal year. Lawson-Johnson said currently the Authority's funds were are in money market accounts, and the manager was exploring option to increase the interest. McNally said after researching interest payment of C.D.'s, we are making just as much in our money market account without penalties for withdrawal.
- 2. Financial Reports-** Purchase orders were in the amount of \$ 37,199.45 from the operating account and no funds expended in Capital Improvements. Account balances were as follows: Operating Account balance (Per reconciliation) \$ 16,305.54, Money Market Account (per reconciliation) \$ 255,687.28, Invested in c.d., \$150,000.00 plus accumulating interest, Imprest Fund (per reconciliation) \$ 1,225.19, PFC's (per reconciliation) \$ 69,699.93, Capital Improvements (per reconciliation) \$ 4,845.35.

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

AIRPORT MANAGERS REPORT (Barbara McNally)

- 1. Annual Conferences-** McNally said there are two conferences coming up, the FAA Conference will be held March 6-8 in Ft. Worth, Texas and the Oklahoma Airport Operators Association conference will be held April 9-11 in Oklahoma City, the cost of the manager to attend both will be \$ 860.00.

MOTION BY C. JOHNSON, SECOND BY LAWSON-JOHNSON, to approve the expenses for the FAA and OAOA conferences. AYES: Haywood, Lawson-Johnson, Moses, Campbell, Godlove, Aubrey, C. Johnson. NAYES: None. MOTION CARRIED.

NEW BUSINESS – There being no new business, the meeting was adjourned.

Stanley Haywood, Chairman

