

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
May 22, 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, Chairperson
Cassandra Lawson-Johnson, Vice-Chair
George Moses, Secretary
Steve Gilkeson, Asst. Secretary
Richard Campbell, Asst. Secretary
John DiRenzo, member (arrived late)
Ernest Godlove, Member (arrived late)
David Aubrey, Member
Carey Johnson, Member

ABSENT:

ALSO PRESENT:

Barbara McNally, Airport Manager
Curtis Brown, Garver Engineering
Frank Herndon, LATCT
Jim Beazer, Fort Sill Transportation

Pat Hurley, Administrative Asst.
Kim McConnell, Lawton Const.
Chuck Wade, Airport Attorney

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 April 24, 2007.

MOTION BY C. JOHNSON, SECOND BY GILKESON, to approve the corrected minutes of the meeting of April 24, 2007. AYES: Haywood, Lawson-Johnson, Moses, Gilkeson, Campbell, Aubrey, C. Johnson. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a) **American Eagle** – Not present.
- b) **LaSill Aviation** – Not present.
- c) **Lawton Air Traffic Control Tower** – No report given.
- d) **Fort Sill Transportation** – Beazer thanked everyone for their continued support.

DEVELOPMENT COMMITTEE (George Moses, Committee Chair)

- 1. **AIP 23 – General Aviation Taxiway Reconstruction and Extension, Master Plan Update and DBE Program**

a) **Federal Application** – McNally said the grant application for federal funds was submitted to the FAA on May 1st. McNally said the funds to begin these projects should be available in the next few weeks. C. Johnson asked about the discretionary funds. McNally said there were no discretionary funds available this year. McNally said we will be able to do the reconstruction of the taxiway and the stubs but, probably not the taxiway extension.

Moses asked the Authority members to look over his Memorandum for Record on the Air Mobility complex. Moses said he would like to make this memorandum a matter of record for future Authority members. Moses said the Authority should review each year the government's progress on this long term project.

LEASING COMMITTEE (Ernest Godlove, Committee Chair)

a) **Gift Shop Lease-** C. Johnson said the committee discussed the Gift Shop lease that comes due the end of May. C. Johnson said the operator of the business said he was having difficulties with sales. C. Johnson said while we look at the count of people, he looks at the character of the enplanements. C. Johnson said it is the recommendation of the committee to renew the Gift Shop lease at the current rate of \$ 378.00 per month plus 1.1 % of the utilities for one year.

MOTION BY GILKESON, SECOND BY AUBREY, to approve the renewal of the Gift Shop lease for the period of one year at \$ 378.00 per month plus 1.1% of the utilities. AYES: Moses, Campbell, Lawson-Johnson, DiRenzo, C. Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

b) **Vision 2050** – C. Johnson said a city council member has asked that an Airport Authority representative attend the City Council meeting to discuss the Authority's position on the Vision 2050 plan which has some elements in it about the Airport. C. Johnson said the plan includes a Humanitarian Disaster Relief Center placed on the Airport grounds. C. Johnson said the Authority has been briefed on the plan but does not have a position on this right now.

Haywood said he was at a workshop on April 14th and Tony Porkony was talking about the plan. Haywood said he mentioned that this relief center was recommended to be located on the golf course land. Haywood said Keith Jackson took exception to the idea.

Moses said he agreed to go to the council meeting and make comments as the Development Committee Chair. Moses said he intended to brief the council on some of the goals the Authority is looking at in the upcoming Master Plan. Moses said it is not the Authority's intention to displace the golf course, as we are in need of its revenue. Moses said the plan is a long range vision for Lawton, nothing that will happen immediately. Moses said as far as the City of Lawton taking back the land that the golf course sits on, it is leased to the Authority until 2049. After a little more discussion, Moses and McNally agreed to go to the city council meeting.

c) **LaSill Aviation** - Godlove said LaSill Aviation has asked that their lease on Hangar #5 be extended to June 1, 2008, which would make it run consecutively with their lease with Memorial Hospital's Air Evac Unit. Godlove said it is the recommendation of the leasing committee that we approve the extension. C. Johnson asked if it was a three month extension. Godlove said yes. Beazer said the military has a brigade that will be using LaSill for maintenance and that hanger, starting in May.

MOTION BY C. JOHNSON, SECOND BY C. LAWSON-JOHNSON, to approve extending LaSill Aviation's lease on Hangar # 5 until June 1, 2008. AYES: Moses, Dizenzo, Aubrey, Gilkeson, Campbell, Haywood, Godlove, C. Johnson, C. Lawson-Johnson. NAYES: None. MOTION CARRIED.

FINANCE AND PERSONNEL COMMITTEE (Cassandra Lawson-Johnson and Carey Johnson)

a) Review of the Draft Budget 2008 – C. Johnson said the committee's had a combined meeting to discuss the next fiscal years budget, which needs to be voted on at our next meeting. C. Johnson said they had 90 % of the budget completed. C. Johnson said the only remaining thing is personnel salaries and that will be done by next month. Lawson-Johnson said they had a great meeting got a lot accomplished. Lawson-Johnson said we have a larger cash flow than we have had previously and there are items that the airport needs, such as a new tractor and part time help to assist in mowing the landside and airside that has to be maintained at a certain level to stay within FAA regulations. Lawson-Johnson said the committee is recommending paying off the truck that we are currently making payments on. McNally said the payoff is less than \$ 4,000.00. Lawson-Johnson recommended that the members attend the next committee meeting to finalize the budget. Haywood mentioned that the Airport employees are cross trained in order to perform their duties.

- 1. Proposed Executive Secession- MOTION BY C. JOHNSON, SECOND BY MOSES**, 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: Campbell, Moses, Aubrey, Gilkeson, DiRenzo, Haywood, Godlove, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.
- 2. Return to Open Secession-** AYES: Gilkeson, DiRenzo, Haywood, C. Johnson, Moses, Lawson-Johnson, Godlove. NAYES: None. MOTION CARRIED.
- 3. Statement of Executive Secession Minutes-** Wade said the Authority convened to executive secession at 9:40 a.m. and returned to open secession at 9:55 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.

AIRPORT MANAGERS REPORT (Barbara McNally)

Operations Report – No report given.

Financial Reports- McNally submitted in a written report the following:

Purchase Orders for May 22, 2007

Purchase Order's to be approved from the Operating Account total \$ 44,413.03. This includes a couple of one time expenses, \$ 1,986.35 to replace vinyl in the restaurant that was removed when the under ground water line was repaired, \$ 3,480.92 runway paint beads, \$ 10,821.72 transfer of funds which is a deposit made by TSA for the police officers reimbursement grant and 3,297.01 which includes travel and training expenses, the purchase of a new computer/software for the manager and projector that will be used for training, which totaled \$ 2,629.22.

Purchase Order's from the Capital Improvement Account total \$ 26,730.37, which includes the transfer amount of \$ 10, 821.72 to the City of Lawton for Law Enforcement officers paid by the TSA Grant, \$ 8, 028.65 repayment to the FAA on AIP 21 for an amount that was drawn down twice, \$ 7, 880.00 to Horizon Engineering for design on the GA taxiway AIP 23.

Bank Balances as of April 30, 2007

The reconciled balance of the Money Market Account is \$ 213,534.53, the reconciled balance of the Operating Account is \$ 35,481.44, and the reconciled balance of the Imprest Fund is \$ 849.22,

The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges) \$ 70,452.80, Capital Improvement Account \$ 17,716.35 and restricted for land lease \$ 343,266.00.

The current value of C. D. investments total \$ 165,300.24.

Payroll for April totaled \$ 14,672.62.

Income and Expense Budget Tracking as of April 30, 2007

Incomes for the month of April 2007 total \$ 48,159.14, YTD incomes total \$ 544,184.42 which is 79% of the total budgeted amount of \$ 690,788.71. The average normal percentage is 83%. Line item under-runs include the loss of Sterling Coach, lower fuel flowage, charter landing fees and commission from the game and gum vending machines.

Expenses for the month of April 2007 total \$ 52,955.24; YTD expenses total \$ 486,291.31 which is 89% of the total budgeted amount of \$ 604,029.87. The average normal percentage is 83%. Line item over-runs include snow and ice control due to inclement winter weather, purchase of striping and painting equipment, some are one time payments that bring the line item to 100%, additional attorney's fees due to pending litigation, Office supplies includes purchase of computer antivirus software and fees for IT services.

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

NEW BUSINESS – Campbell asked about the radar coverage for the area. Campbell said when he was flying a couple of weeks ago there was no radar coverage. Campbell said he was told the NAS System is 28 years old. McNally said she would ask Buddy Thornton the manager at Fort Sill ARAC to attend the next Authority meeting to discuss this matter.

Curtis Brown from Garver Engineers said he just came down to introduce himself and meet the Authority members.

DiRenzo said we should look into inviting foreign pilot training at the Lawton Ft. Sill Regional Airport. Haywood agreed. Campbell said it is very expensive in Europe to learn how to fly. DiRenzo said it's cheaper for the Lufthansa to operate in Goodyear, AZ., so it will definitely be cheaper in Lawton, OK.

Stanley Haywood, Chairman

