

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
June 26, 2007**

The meeting was called to order at 2:00 p.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 (arrived late)  
Steve Gilkeson, Asst. Secretary  
John DiRenzo, member  
David Aubrey, Member  
Carey Johnson, Member

**ABSENT:**

George Moses, Secretary  
Richard Campbell, Asst. Secretary  
Ernest Godlove, Member

**ALSO PRESENT:**

Barbara McNally, Airport Manager	Pat Hurley, Administrative Asst.
Kim McConnell, Lawton Const.	Chuck Wade, Airport Attorney
Bill Tipton, LaSill Aviation	Chris Pittman, LaSill Aviation

The roll call confirmed that a quorum was present.

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**OLD BUSINESS**

**(a) Minutes** – Haywood asked for additions and/or corrections to the minutes of the Airport Authority meeting of May 22, 2007.

**MOTION BY C. JOHNSON, SECOND BY AUBREY**, to approve the corrected minutes of the meeting of May 22, 2007. AYES: Haywood, Gilkeson, DiRenzo, Aubrey, C. Johnson. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

**a) American Eagle** – Not present.

**b) LaSill Aviation** – Pittman said they are turning back the rental aircraft to Christensen Aviation, because they are purchasing a Cessna 172 for rental.

Pittman also reported that this Saturday is the Fly-In; it is an official Oklahoma Centennial Event. Pittman said the FAA will have its DC3 here on static display said in conjunction with that the International Comanche Society will be attending with an expected 10 or 12 aircraft. Pittman said they have been advertising the event on the radio and there will be give aways. Pittman said on July 10, 2007 LaSill will have an avionics shop come to the airport to conduct transponder static checks. Pittman said they require at least four aircraft in order to come.

Haywood asked Pittman to tell the Authority about receiving an award in Oklahoma City. Pittman said it was from the Work Force Oklahoma Investment Board. Pittman said the event is actually about the people who received training from the Work Force Oklahoma. McNally said Pittman was the recipient of the 2007 Small Business Leadership Award for this district and we should be proud of him.

c) **Lawton Air Traffic Control Tower** – Not present.

d) **Fort Sill Transportation** – Not present.

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**DEVELOPMENT COMMITTEE (George Moses, Committee Chair)** George Moses was unable to attend so Barbara McNally reported for him.

1. **AIP 23 – General Aviation Taxiway Reconstruction and Extension, Master Plan Update and DBE Program** – McNally reported this project will start some time after the 4<sup>th</sup> of July. McNally said there will be a preconstruction meeting prior to the start.

McNally reported Moses will be calling a Development Committee meeting in the near future to discuss the kick off of the Master Plan process.

McNally reported Disadvantaged Business Enterprise (DBE) Program is in its final stages and is due to the FAA October 2, 2007.

2. **Air Mobility Memorandum for Record** – McNally said Moses distributed a Memorandum of Record, concerning the history of the Air Mobility Complex and the Land Lease for future board members. McNally said Moses asked that the Authority consider approving this document.

**MOTION BY AUBREY, SECOND BY DiRENZO**, to approve the Memorandum of Record as stated above. AYES: C. Lawson-Johnson, DiRenzo, C. Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

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**FINANCE COMMITTEE (Cassandra Lawson-Johnson)**

1. **Draft Budget 2008** – Lawson-Johnson said it is the recommendation of the committee to approve the FY 2008 Budget as presented. Lawson-Johnson said there have been several Finance Committee meeting and a lot of work has gone into the budget.

C. Johnson said most of the membership has had input and time to review the budget.

**MOTION BY C. JOHNSON, SECOND BY GILKESON**, to approve the FY 2008 Budget as presented. AYES: DiRenzo, Aubrey, Gilkeson, Haywood, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

2. **Airport Vehicle Payoff** – Lawson-Johnson said it is the recommendation of the Finance committee payoff the truck loan in the amount of \$ 4,117.94 and save the expense of the interest.

**MOTION BY C. JOHNSON, SECOND BY DiRENZO**, to approve paying off the truck loan in the amount of \$ 4,117.94. AYES: Gilkeson, DiRenzo, Haywood, C. Johnson, Lawson-Johnson, Aubrey. NAYES: None. MOTION CARRIED.

3. **Tractor and Mower** – Lawson-Johnson said it is the recommendation of the committee to develop specifications and advertise for a tractor and mower, with a box blade and fork attachments. Lawson Johnson said the bids will be brought back to the Authority for approval.

McNally said additional equipment is critical since we are down to one operating tractor and mower.

**MOTION BY GILKESON, SECOND BY AUBREY,** to approve developing specifications and going out for bids on a tractor and mower with box blade and fork attachments. AYES: Gilkeson, DiRenzo, Haywood, C. Johnson, Lawson-Johnson, Aubrey. NAYES: None. MOTION CARRIED.

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.

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## **AIRPORT MANAGERS REPORT (Barbara McNally)**

**1. Operations Report –** McNally said enplanements for the month of May were up over last year this time by 7.7 % and deplanements are up 15.5 %. McNally said this figure does not include the R.J.'s that start next month.

McNally reported with the recent rains we have tested the new drainage improvements and the detention pond which are working well. McNally said we have also discovered a lot of building leaks, some which are critical and need to be addressed. McNally said Hangar # 5 in their dorm area, Hangar # 1 over the electrical boxes and fuses, the Driving Range building and the terminal building.

McNally said she is working to get some repairs done immediately and estimates on bigger projects to bring back to the board.

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

**Purchase Orders for June - Actual** Purchase Order's to be approved from the Operating Account total \$ 35,012.17, the amount shown is \$ 45,993.36 of which \$11,981.19 is a transfer to the Capital Improvement account. PO' s include major air conditioner repairs for 4 units in the amount of \$ 5,177.66, runway paint to finish the areas touch down zones \$ 3,738.27. Purchase Order's from the Capital Improvement Account total \$ 20,009.19, which includes the transferred amount of \$11,981.19 to the City of Lawton for Law Enforcement officers paid by the TSA grant, \$ 8,028.00 repayment to the FAA on AIP 21 for an amount that drawn down twice.

**Bank Balances as of May 30, 2007 -** The reconciled balance of the Money Market Account is \$ 228,309.36, the reconciled balance of the Operating Account is \$ 23,246.59, and the reconciled balance of the Imprest Fund is \$ 757,81. The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges) \$ 70,719.07, Capital Improvement Account \$ 9,845.49 and restricted for land lease \$ 343,266.00. The current value of C. D. investments total \$ 167,158.59. Payroll for March totaled \$ 14,652.80.

**Income and Expense Budget Tracking as of May 30, 2007 -** Incomes for the month of May 2007 total \$ 52,794.64, YTD incomes total \$ 596,979.06 which is 86% of the total budgeted amount of \$ 690,788.71. The average normal percentage is 92%. 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 May 2007 total \$ 49,264.58, YTD expenses total \$ 588,510.53 which is 97% of the total budgeted amount of \$ 604,029.87. The average normal percentage is 92%. Line item over-runs include snow and ice control due to inclement winter weather, purchase of striping and painting equipment, some is due to 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 C. JOHNSON, SECOND BY C. LAWSON JOHNSON,** to approve the financial reports and expenses on the purchase orders as submitted. AYES: Aubrey, C. Johnson, Haywood, Gilkeson, DiRenzo, C. Lawson-Johnson. NAYES: None. MOTION CARRIED.

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

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Stanley Haywood, Chairman