

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
September 25, 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, Asst. Secretary
Richard Campbell, Asst. Secretary
John DiRenzo, member
David Aubrey, Member
Carey Johnson, Member

ABSENT:

Steve Gilkeson, Secretary
Ernest Godlove, Member

ALSO PRESENT:

Barbara McNally, Airport Manager	Pat Hurley, Administrative Asst.
Armin Brantley, American Eagle	Chuck Wade, Airport Attorney
Jim Beazer, Fort Sill Transportation	Curtis Brown, Garver Engineers

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 August 21, 2007.

MOTION BY MOSES, SECOND BY C. JOHNSON, to approve the corrected minutes of the meeting of August 21, 2007. AYES: Haywood, C. Lawson-Johnson, Moses, Campbell, DiRenzo, Aubrey, C. Johnson. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a) American Eagle – Brantley reported load factors are up month to date from last year. C. Johnson asked how load factors are measured. Brantley said by number of seats that can actually be loaded with weight restrictions.

b) LaSill Aviation – Pittman report the OSBI aircraft is moving back to El Reno, Oklahoma. Pittman also reported LaSill is expecting seven military charters in the next month.

c) Lawton Air Traffic Control Tower – Not present.

d) Fort Sill Transportation – Beazer said the mission Pittman referred to has been diverted to Colorado. Beazer said Movement will pick up soon.

DEVELOPMENT COMMITTEE (George Moses, Committee Chair)

1. **AIP 23 – General Aviation Taxiway Reconstruction-** Moses said this project is still in Phase 1 of the construction, the contractor will be pouring concrete next week.
2. **Master Plan Update-** Moses said the Master Plan consultants are currently working on inventory updates, forecasting and the pavement analysis report. Moses said the next meeting with the consultants will be the in early November.
3. **DBE Program –** Moses said this program was signed by the Chairman and submitted to the FAA for approval.
4. **Fuel Farm Expansion –** Moses asked McNally if we wanted to vote on hiring a program manager for the Fuel Farm Project. McNally said that item is not on the agenda for this meeting. McNally said she and Pittman have been working with the B.P. representative on tank and pumping system specifications. McNally said she and Pittman agreed that they needed assistance in reviewing the specifications for the new tank. McNally said beyond reviewing the tank specs, she is recommending that the Authority hire a consultant to review the entire project to include the weight capacity of the concrete, electrical provision since we are planning to have two pumping system and may need to run them simultaneously.

McNally said she contacted Curtis Brown with Garver Engineering. McNally said that Brown has recently completed a couple of fuel farm projects in Oklahoma and was familiar with the NFPA and Oklahoma Corporation Commission regulations concerning fuel facilities. McNally said she invited Brown to attend today's meeting.

Brown thanked McNally for the invitation. Brown discussed recent fuel farm projects he and his company have done. Haywood asked Wade, if we needed to go out for bids for professional services. Wade said no, we could hire anyone we liked. McNally said if it was a federal project using federal money, we would have to go through a consultant selection process. After more discussion, McNally asked Brown to submit a proposal for professional services for the Development and Finance committee's to review and we will bring it back to the Authority next month.

LEASING COMMITTEE (Ernest Godlove, Committee Chair)

(C. Johnson reporting for Godlove)

1. **Delta Air Service Development Agreement –** C. Johnson said the Authority has received the Delta Airlines Air Service Agreement that has been accepted for Delta to start service March 1, 2008. Johnson also said we have the grant in place to cover our revenue guarantee should it become necessary. Johnson said the thing he wants the Authority to be aware of is the timing on the grant money, DOT extends grants for one year at a time and this extension runs until September 13, 2008. C. Johnson said the only problem with that is the first year of service will not be complete until March 2009, which is when we are obligated to pay the revenue guarantee. Johnson said we have written correspondence from DOT stating that as long as we have a signed agreement with Delta the grant will be extended again.

McNally said Plan B is that the agreement with LIF for the second year will move up to cover the lapse if need be. After much discussion C. Johnson said it is the recommendation of the committee to enter into the agreement with Delta, acknowledging that the current grant extension with the Department of Transportation expires September 13, 2008 and that we have written acknowledgement from DOT of their intent to extend the grant for the first year of Delta's operation.

MOTION BY DiRENZO, SECOND BY LAWSON-JOHNSON, to approve entering into an agreement with Delta, acknowledging that the current grant extension with DOT expires September 13, 2008 and that we have written acknowledgement from DOT of their intent to extend the grant for the first year. AYES: Moses,

Campbell, DiRenzo, Haywood, C. Johnson, Lawson-Johnson, Aubrey. NAYES: None. MOTION CARRIED.

- a. **Roof Estimates for Golf Center** – C. Johnson said the Golf Center roof is in need of a complete reroofing and it is the Authority’s responsibility to do structural repair on the rental buildings. C. Johnson said the manager received three estimates for replacement of the Golf Center roof. C. Johnson said Brox Industries estimated \$ 17,500.00, Jackson Roofing \$ 17,054.00 and ABC Contracting \$ 19,500.00. C. Johnson said it is the recommendation of the committee to accept Jackson Roofing proposal in the amount of \$ 17,054.00.

MOTION BY C. JOHNSON, SECOND BY LAWSON, to approve accepting the proposal from Jackson Roofing in the amount of \$ 17, 054.00 to re-roof the Golf Center Building. AYES: Moses, DiRenzo, Aubrey, Campbell, Haywood, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (Lawson-Johnson, Committee Chair)

1. **Annual Audit** – Lawson-Johnson said the Authority has had the opportunity to review the annual audit Lawson-Johnson said to summarize the report, as an entity, we are doing really well. Lawson-Johnson said our assets have increased from 14,156,000.00 to 14,469,000.00 over the last year.

- a. **Reportable Condition-** Lawson-Johnson said it was discovered that our account at City National Bank did not have the amount above the FDIC limit collateralized to protect the funds. Lawson-Johnson said this item was corrected with the bank and the manager will review the account balances and the collateralized amounts on a monthly basis. .

- b. **Oklahoma Military Planning Commission Grant** – Lawson-Johnson said the auditor recommended submitting an amendment grant to reflect the actual terms of the agreement with the School Land Commission.

MOTION BY MOSES, SECOND BY DiRENZO, to approve the annual audit as submitted. AYES: Campbell, DiRenzo, Haywood, C. Johnson, Moses, 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.

AIRPORT MANAGERS REPORT (Barbara McNally)

A. Operations Report –

1. **FAA Fall Conference** – McNally requested to attend the FAA fall Conference in Ft. Worth, TX on October 24&25. McNally said the cost to attend is an amount not to exceed \$ 550.00.

MOTION BY LAWSON-JOHNSON, to approve McNally attending the FAA Fall Conference in Ft. Worth, TX. on October 24 & 25 with the expense not to exceed \$ 550.00.

The manager submitted the following written report. **Purchase Orders for September** - Actual Purchase Order’s to be approved from the Operating Account total \$ 38,789.47. Purchase Order’s from the Capital Improvement Account total \$ 30,024.14 which includes \$ 5,000 for independent analysis fee for the Master Plan Consultant, 10,684.00 for the Master Plan Consultant, TSA rent transfer and the City of Lawton reimbursement for LEO.

Bank Balances as of August 30, 2007 The reconciled balance of the Money Market Account is \$ 246,781.46, the reconciled balance of the Operating Account is \$ 25,198.14 and the reconciled balance of the Imprest Fund is \$ 2,527.17. The reconcile balance of the restricted asset accounts are as follows: PFC (Passenger Facility Charges) \$ 71,531.19, Capital Improvement Account \$ 9,512.01 and restricted for land lease (invested in C.D.) \$ 343,266.00.

The current value of C.D. investments total \$ 166,432.18. Payroll for August totaled \$ 22,984.80.

Income and Expense Budget Tracking as of July 30, 2007 Incomes for the month of August 2007 total \$ 56,515.81, YTD incomes total \$ 116,744.19 which 18% of the total budgeted amount of \$ 661,972.74.

Expenses for the month of August 2007 total \$ 59,020.76, YTD expenses total \$ 101,930.66 which is 16% of the total budgeted amount of \$ 632,350.22.

Collateralized Accounts -Arvest has pledged \$ 375,000 above the FDIC limit of \$100,000. Arvest accounts total \$ 512,470.14. The manager has requested an increase of pledge to \$ 500,000.00. City National has pledged \$ 500,000 above the FDIC limit of \$ 100,000. City National accounts total \$ 352,778.01. Pledged amount is adequate.

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

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

Stanley Haywood, Chairman