

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING MINUTES  
October 23, 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  
Steve Gilkeson, Secretary  
George Moses, Asst. Secretary  
Richard Campbell, Asst. Secretary  
David Aubrey, Member

**ABSENT:**

Ernest Godlove, Member  
Carey Johnson, Member

**ALSO PRESENT:**

|                                      |                                    |
|--------------------------------------|------------------------------------|
| Barbara McNally, Airport Manager     | Pat Hurley, Administrative Asst.   |
| Chuck Wade, Airport Attorney         | Kim McConnell, Lawton Constitution |
| Jim Beazer, Fort Sill Transportation | Curtis Brown, Garver Engineers     |
| 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 September 25, 2007.

MOTION BY MOSES, SECOND BY LAWSON- JOHNSON, to approve the corrected minutes of the meeting of September 25, 2007. AYES: Haywood, C. Lawson-Johnson, Gilkeson, Moses, Campbell, Aubrey. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a) **American Eagle** - Not present.
  - b) **LaSill Aviation** - Pittman invited the Authority to the Thanksgiving Pot Luck Lunch on Friday, November 16, 2007 at 12:30 p.m. Pittman said the Business After Hours that was held at LaSill went very well and about 75 people showed up for the event.
  - c) **Lawton Air Traffic Control Tower** - Not present.
  - d) **Fort Sill Transportation** - Beazer said the Joint Chief of Staff landed today and will be here for about two weeks. Breazer said he appreciated the support at the Airport.
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**DEVELOPMENT COMMITTEE** (George Moses, Committee Chair)

- a) **AIP 23** - General Aviation Taxiway Reconstruction- Moses said he wanted to explain a little more thoroughly about the General Aviation Taxiway Reconstruction that is in progress. Moses said on the Taxiway G reconstruction project, the extension will be done in another fiscal year. This year we do not have the funding to complete the extension. Moses said there were five projects within in this year's grant, reconstruct the T-

hangar taxiways, reconstruct and extend of Taxiway G, prepare the Master Plan Update and the DBE Report. Moses said all those projects together cost approximately one million nine thousand dollars. Moses said we had to scale back the work in order to match the funds and we were not able to do the extension of Taxiway G this year. Moses said that project will be complete when the money is available.

Moses said we are one of three airports in Oklahoma to receive grant money directly from the FAA. Moses said our AIP funds come from the Airport and Airway Trust funds which are funded by several sources of taxing by the government. Moses said we get about one million a year for these projects. Moses said these projects are approved by the FAA from our Master Plan that is why it is so important. Moses said the next grant will become available July or August of 2008.

**b) 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.

**c) Fuel Farm Expansion** - Moses said we are looking at setting up a bidding process for a 20,000 gallon or a 15,000 gallon fuel tank for the fuel farm. Moses said we need to hire a project manager to make sure we are in compliance with the FAA, State and Military regulations in handling, purchasing and installing an additional fuel tank for the fuel farm expansion. Moses said Curtis Brown of Garver Engineering has submitted a proposal for Engineering, consulting and inspection service. Moses said the proposed engineering fees are \$ 12,500.00, plus construction inspection services in an amount not to exceed \$ 5,000.00. Brown said the \$ 12,500.00 includes reviewing the specifications put together by a third party vendor, review and site visit to the existing facility, evaluating upcoming changes, also to assist with the biding process. Brown said during the inspection they will assure that the contractor follow the specifications. Beazer asked if they would do the compliance inspections. Brown said Oklahoma Corporation Commission would do those. McNally said we will have to apply for a permit with the OCC. Haywood asked when this project will be complete. Brown said February-March time frame. Moses said it is the recommendation of the Development Committee to approve Curtis Brown with Garver Engineering, for fuel farm project at a cost not to exceed \$ 17,500.00.

MOTION BY LAWSON-JOHNSON, to approve Brown of Garver Engineers, for engineering and inspection services on the Fuel Farm Expansion project at a cost not more than \$ 17,500.00. AYES: Moses, Campbell, Lawson-Johnson, Aubrey, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

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**FINANCE COMMITTEE** (Lawson-Johnson, Committee Chair)

**a) Fuel Farm Expansion Project Funding** - Lawson-Johnson said the committee discussed funding options for this project, such as paying for the project or getting a loan for half the cost. Lawson-Johnson said it is the consensus of the committee that funding will not be a problem and that the committee would like to come back to the Authority with a plan once the bids are received.

**b) Auditing Service** - Lawson-Johnson said the auditor has completed the last audit of a three year agreement and has done an excellent job. McNally said

our audit cost for the last three years has been \$ 7,900.00 and we have paid as much as \$12,000.00. Lawson-Johnson said the committee recommends we go out for bids for a new auditor on a three year contract FY 2008-2010.

MOTION BY GILKESON, SECOND BY MOSES, to approve advertising a Request for Proposals for auditing services for FY 2008-2010. AYES: Moses, Aubrey, Gilkeson, Campbell, Haywood, Lawson-Johnson. NAYES: None. MOTION CARRIED.

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**PROPOSED EXECUTIVE SESSION** - 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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**CHAIRMAN'S REPORT** (Stanley Haywood)

**a) Selection of Nominating Committee** - Haywood said the Nominating Committee will be Aubrey as Chair, C. Johnson, Gilkeson, Campbell.

MOTION BY LAWSON-JOHNSON, SECOND BY MOSES, to approve the selection of Aubrey as chair, C. Johnson, Gilkeson, Campbell for the nominating committee. AYES: Campbell, Gilkeson, Haywood, Moses, Lawson-Johnson, Aubrey. NAYES: None. MOTION CARRIED.

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**AIRPORT MANAGERS REPORT** (Barbara McNally)

**a) Operations Report**

**1) Delta Request** - McNally said that Delta has requested that the official start date be March 3, 2008, which is a Monday. McNally said that Delta prefers to start service during a weekday, rather than a weekend.

MOTION BY AUBREY, SECOND BY MOSES to approve the Delta start date be changed to March 3, 2008. AYES: Campbell, Gilkeson, Haywood, Moses, Lawson-Johnson, Aubrey. NAYES: None. MOTION CARRIED.

**2) Staffing Request** - McNally the budget currently has a part time position in the maintenance department. McNally said she had the opportunity to rehire an excellent former employee, but that position needed to be changed from a part time to a full time at \$ 9.50 an hour.

MOTION BY GILKENSON, SECOND BY MOSES to approve hiring a full time employee. AYES: Campbell, Gilkeson, Haywood, Moses, Lawson-Johnson, Aubrey. NAYES: None. MOTION CARRIED.

**b) Financial Report**

The manager submitted the following written report.

Actual Purchase Order's to be approved from the Operating Account total \$71,472.55. This total includes some unusual expenses and one time payments i.e., half of the payment for the Golf Center roof project \$8,527.00, Public Officials insurance \$7,128.50, Property Insurance \$9,187.00, Naturescape for landscaping \$5,617.93, Big Bob's for a large storage container to store the new deicer material \$3,100.00 and the annual audit \$7,900.00. Purchase Order's from the Capital Improvement Account total \$117,722.31

which includes payment on AIP 23 and the LEO reimbursement.

Bank Balances as of September 30, 2007.

The reconciled balance of the Money Market Account (10976043) is \$270,820.00.

The reconciled balance of the Operating Account (10375822) is \$ -4,626.00.

The reconciled balance of the Imprest Fund (10704778) is \$2,383.59.

The reconciled balance of the restricted asset accounts are as follows:

PFC (Passenger Facility Charges-9014251) \$71,531.19.

Capital Improvement Account ((114030) \$ 9,512.01 and restricted for land lease (invested in C.D.) \$343,266.00. The current value of C.D. investments total \$168,534.18.

Incomes for the month of September 2007 total \$43,675.73.

YTD incomes total \$119,885.47 which 27% of the total budgeted amount of \$661,972.74.

Expenses for the month of September 2007 total \$54,194.08.

YTD expenses total \$155,417.57 which is 25% of the total budgeted amount of \$632,350.22.

Payroll totaled \$15,323.20.

Arvest has pledged \$500,000 above the FDIC limit of \$100,000. Arvest accounts total \$508,642.96. Pledged amount is adequate.

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.

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

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Stanley Haywood, Chairman