

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
February 26, 2008**

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

PRESENT:

Cassandra Lawson-Johnson, Chair
Steve Gilkeson, Vice- Chair
George Moses, Secretary
Richard Campbell, Asst. Secretary
Carey Johnson, member
Stanley Haywood, member
Toney Stricklin, member

ABSENT:

David Aubrey, member
Ray Friedl, member

ALSO PRESENT:

Barbara McNally, Airport Manager
Chuck Wade, Airport Attorney
Frank Herndon, LATCT
Machelle Sanders, ASA/Delta

Pat Hurley, Administrative Asst.
Kim McConnell, Lawton Constitution
Sue Schucker, ASA/Delta
Buddy Thornton, Fort Sill Approach

The roll call confirmed that a quorum was present.

OLD BUSINESS

- (a) **Minutes** – Lawson-Johnson asked for additions and/or corrections to the minutes of the Airport Authority meeting of January 22, 2008.

MOTION BY MOSES, SECOND BY GILKESON, to approve the minutes of the meeting of January 22, 2008. AYES: Lawson-Johnson, Gilkeson, Moses, C. Johnson, Haywood. ABSTAIN: Campbell, Stricklin. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Michael Williams)** – Not Present.
- b. **ASA/Delta (Sue Schucker)** – Schucker said that everything is going well and McNally has been very helpful. Lawson-Johnson said she has seen the commercials and they are great. Moses asked if there has been a response to the advertising. Schucker said she has not had an opportunity to check. Haywood welcomed Schucker back. Lawson-Johnson stated the Authority is here to help in any way. Schucker said they are bringing in all new equipment and a passenger loading bridge.
- c. **LaSill Aviation (Chris Pittman)** – Not present.
- d. **Lawton Air Traffic Control Tower (Frank Herndon)** – No report.
- e. **Fort Sill Transportation (Jim Beazer)** – Not present.
- f. **Fort Sill Army Radar Approach Control (Buddy Thornton)** – Thornton briefed the Authority on an unpublished approach to runway 17, generally used in bad weather.

DEVELOPMENT COMMITTEE (George Moses)**a. AIP 23**

1) Master Plan Update – Moses said the master plan consultant held the Public Advisory Committee and public meeting on February 20, 2008. Moses said the meetings were well attended and productive. Moses said the consultants covered Chapter 4, Development Alternatives to the airport which included, airside, terminal and GA area and landside facilities.

2) GA Taxiway Reconstruction – McNally said the project is substantially complete and the taxiways are open. McNally said the final inspection produced a punch list that will need to be completed before final payment will be made. McNally said there are some minor cracks in the pavement that have to be redone, some grating and sodding. McNally said after this is done, we will have a final inspection.

b. Fuel Farm Project – Moses said we have received a bid and it came in higher than anticipated, we are currently working the bidder to lower it. Moses said he believes we will be able to get it down more reasonable for the Authority. Moses said the Authority has ninety days to decide. Moses said the Finance committee has met and are exploring some options.

FINANCE COMMITTEE (David Aubrey)

a. RFP's for Auditing service – McNally said the Authority is required to conduct an annual financial audit of all the Authority's accounts and conduct separate audits for each of the federal grants and programs. McNally said the Authority advertised for auditing service for FY 2008, 2009 and 2010. McNally said en RFP's were sent out and one proposal was received. McNally said the proposal was from Robert Turner CPA, in the amount of \$ 9,100.00 for each year. McNally said it is the recommendation of the committee to accept this proposal.

MOTION BY HAYWOOD, SECOND BY C. JOHNSON, to approve Robert Turner, CPA for Auditor of the annual financial audit for FY 2008, 2009 and 2010 in the amount of \$ 9,100.00 each year. AYES: Stricklin, Moses, Campbell, Lawson-Johnson, C. Johnson, Haywood, Gilkeson. NAYES: None. MOTION CARRIED.

b. Fuel Farm Project – McNally said the committee is working with the Development committee to explore options for funding the fuel farm. McNally said the Finance committee would come back to the Authority with funding recommendations.

LEASING COMMITTEE (Carey Johnson, Chairperson)

a. Fuel Flowage Fees – C. Johnson said the committee looked at fuel flowage fees from other Airports and at fuel pricing for aviation. C. Johnson said the committee decided it was time to increase the fuel flowage fees to help cover funding for the fuel farm and an increase of two cents is not going to overly affect our customers. C. Johnson said it is the recommendation of the committee to increase the fuel flowage fee from .06 cents to .08 cents a gallon.

MOTION BY C. JOHNSON, SECOND BY HAYWOOD, to approve increasing the fuel flowage to .08 cents a gallon. AYES: Moses, Gilkeson, Campbell, Haywood, Stricklin, C. Johnson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

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

1. Proposed Executive Secession- MOTION BY HAYWOOD, 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: Gilkeson, Stricklin,

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

2. Return to Open Secession- Lawson-Johnson stated the Authority returned to open secession.

MOTION BY HAYWOOD, SECOND BY C. JOHNSON, to return to open secession. AYES: Lawson-Johnson, Campbell, C. Johnson, Moses, Haywood, Stricklin, Gilkeson. NAYES: None. MOTION CARRIED.

3. Statement of Executive Secession Minutes- Wade said the Authority convened to executive secession at 9:41 a.m. and returned to open secession at 9:56 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.

MOTION BY C. JOHNSON, SECOND BY MOSES, to approve the Authority signing the Settlement Release Agreement with Regional Air. AYES: C. Johnson, Stricklin, Gilkeson, Lawson-Johnson, Moses, Campbell, Haywood. NAYES: None. MOTION CARRIED.

AIRPORT MANAGER'S REPORT

a. Operations Report- McNally said the Delta Ribbon cutting will be March 3, 2008 at 12:00p.m. McNally said the ribbon cutting will be on the ramp and refreshments and the cake cutting will be inside the terminal building. McNally said we are anticipating about 100 people and she hopes the Authority will attend. McNally said we get these surveys called the ranking of the Southwest Airports and Lawton is doing really well among Airports our size. McNally said enplanements have gone up 7.4% over the last twelve months.

b. Conferences – McNally said she is requesting approval to attend the FAA's Spring Conference in Dallas, March 10-12 and the Oklahoma Airport Operators Association meeting in Tulsa, April 6-9, 2008. McNally said the total cost for the conferences is an amount not to exceed \$ 1,300.00.

MOTION BY GILKESON, SECOND BY HAYWOOD, to approve McNally going to the airport conferences in an amount not to exceed \$ 1,300.00. AYES: Stricklin, Haywood, Moses, C. Johnson, Campbell, Gilkeson, Lawson-Johnson. NAYES: None. MOTION CARRIED.

c. Financial Report -

MOTION BY C. JOHNSON, SECOND BY HAYWOOD, to approve the financials and purchase orders as listed. AYES: Gilkeson, Haywood, Stricklin, Lawson-Johnson, Campbell, C. Johnson, Moses.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Cassandra Lawson-Johnson, Chairman

