

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
April 23, 2013**

The meeting was called to order at 8:00 a.m. by the Chair, Rob Milner. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Bob Milner, Chairman
Ed Petersen, Vice-Chairman
Stanley Haywood, Asst. Secretary (arrived late)
Ray Friedl, Member
Cassandra Lawson- Johnson, Asst. Secretary
David Aubrey, Member
Brett Lewis, Member
Jennifer Stricklin, Member

ABSENT:

David Madigan, Secretary

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant
John Westbrook, Fort Sill Transportation

OLD BUSINESS

a) Minutes – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of March 26, 2013.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON, to approve minutes of the March 1, 2013 meetings. AYES: Milner, Petersen, Lawson-Johnson, Friedl, Aubrey, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Mike Thomas, Manager)** – McNally said American Eagle has named a new General Manager, Heather Barrett.
- b. **La Sill Aviation (Chris Pittman)** –Not Present.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** –Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook reported that there had been a few mission in the last month and a few more scheduled for April and May.

e. **Fort Sill Approach (Buddy Thornton)** – Not Present.

FINANCE COMMITTEE (David Madigan)

a) Reestablish the Line of Credit - McNally said the Finance Committee meet and discussed reestablishing the Line of Credit in the amount of \$ 300,000 00. for use on Capital Improvement projects. McNally said the Office of Budget and Management has come out with new regulation, to address some issues with Airport revenue diversions and misappropriation of funds. McNally said they have changed how airport grant are administered. . McNally said that in accordance with the new rules , the Authority is going to have to pay the last 10% of the project out of airport funds. Once the project is closed with the appropriate paperwork and accepted by the FAA, the last 10% of the grant will be released.

McNally said this project was 4.4 million dollars project making the final payment more than the Authority could pay out of the operating fund.

It is the recommendation of the Finance Committee to reestablish the line of credit to be used for leveraging capital improvements projects.

MOTION BY PETERSEN, SECOND BY FRIEDL, to approve the reestablishment of the Line of Credit for the Authority Capital Improvement projects in the amount of \$ 300,000. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Friedl, Lewis, Aubrey. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

a) Airport Operations Report – McNally said enplanements are still down but they are up from last month. McNally said the new schedule for June 1st; with a Saturday flight back on and 50 passenger planes. McNally said this should help our enplanements.

Petersen asked to have the financials to be e-mailed. After some discussion McNally said we would try it next month.

b) Financial Reports – Purchase Order’s to be approved from the Operating Account total \$ 38, 304.43 Capital Improvements totaled \$ 6,095.60 which includes TSA rent transfer 1,363.46, AIP 30 (Runway Project) 4,732.14.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	233,374.11
Operating Account (10375822)		55,533.76
Imprest Fund (10704778)		1,069.79
Balance of unrestricted accounts	\$	<u>289,977.66</u>
Passenger Facility Charges (9014251)	\$	197,368.24
Capital Improvement Account (114030)		-10,260.66
Balance of the restricted accounts	\$	<u>187,107.58</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 49,578.72, YTD incomes total \$ 645,969.05 or 71% of the total budgeted amount of \$ 913,533.89.

Expenses for the month totaled \$ 83,952.18, YTD expenses total \$ 687,177.90 which is 84% of the total budgeted amount of \$ 821,355.84.

The YTD Expense total includes several large expenditures, i.e. \$55,004.66 for the removal and repainting of the taxiways and aprons markings which was not eligible for federal participation, Expenses also include stocking up on deicer for the winter season, annual insurance renewals, repairs to the airside emergency power generator, repairs to Hangar #5's roof and replace windows.

Collateralized Accounts – Currently, the FDIC insures the Authority's accounts up to \$ 250,000.00 per account.

The following are pledged dollars above the current insured amounts. Arvest has pledged \$ 600,000 above the FDIC limit. City National has pledged \$ 632,644.53 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

MOTION BY LAWSON-JOHNSON, SECOND BY FREIDL, to approve the financials and purchase orders as they were presented. AYES: Friedl, Haywood, Milner, Stricklin, Lawson-Johnson, Petersen, Lewis, Aubrey. NAYES: None. MOTION CARRIED.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Bob Milner, Chairman