

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
August 20, 2013**

The meeting was called to order at 9:00 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
David Madigan, Secretary
Cassandra Lawson- Johnson, Asst. Secretary
Stanley Haywood, Asst. Secretary
Ray Friedl, Member
Jennifer Stricklin, Member
Brett Lewis, Member

ABSENT:

Ed Petersen, Vice-Chairman
David Aubrey, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
Heather Barrett, American Eagle
John Westbrook, Fort Sill Transportation

Pat Hurley, Executive Assistant
Chris Pittman, La Aviation
Frank Herndon, LATCT

OLD BUSINESS

a. Minutes – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of July 23, 2013.

MOTION BY FRIEDL, SECOND BY HAYWOOD, to approve minutes of the July 23, 2013 meeting with a change of meeting time from 8:00 a.m. to 9:00 a.m. AYES: Milner, Madigan, Haywood, Lawson-Johnson, Friedl, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Heather Barrett, General Manager) –No Report.

b. La Sill Aviation (Chris Pittman) – No Report.

c. Lawton Air Traffic Control Tower (Frank Herndon) –Herndon said the FAA has replaced the old VASI lights with new PAPI lights. The project is complete but the lights have not been flight checked yet.

Herndon also reported that there will be a Runway Safety Meeting on Saturday August 24th at LaSill Aviation at 9:00 a.m. McNally asked if the Tower had issued invitation to the pilots and tenants. Herndon said he thought that had been taken care of, Pittman said he would let his tenants know. Haywood asked McConnell to post it in the newspaper.

d. Fort Sill Transportation (John Westbrook) – Westbrook said the military has a couple

of missions coming to the Lawton Fort Sill Regional Airport.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

a. Airport Operations Report – McNally said July’s enplanements are up. McNally asked Barrett how August was looking. Barrett said it is going strong. Barrett reported that there would be a change in the fall schedule, we were losing a Saturday flight, ends next month.

McNally said she would look into that change and report back. Westbrook asked Barrett to look into extra flights for the Christmas Exodus of soldiers.

b. Financial Reports

Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 55,289.10, Capital Improvements totaled \$ 59,764.81 which includes TSA rent transfer 1,363.46.

Bank Balances: The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	434,596.62
Operating Account (10375822)		39,917.66
Imprest Fund (10704778)		35.43
Balance of unrestricted accounts	\$	<u>474,549.71</u>
Passenger Facility Charges (9014251)	\$	92,208.88
Capital Improvement Account (114030)		21,705.61
Balance of the restricted accounts	\$	<u>113,914.49</u>

Income and Expense Budget Tracking - Incomes for the month totaled \$ 83,896.47 YTD incomes total \$ 83,896.47 or 10% of the total budgeted amount of \$ 913,533.89. Expenses for the month totaled \$ 82,494.44, YTD expenses total \$ 82,494.44 which is 10% of the total budgeted amount of \$ 821,355.84.

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

NEW BUSINESS

There being no further business, the meeting was adjourned.

Bob Milner, Chairman