

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
December 17, 2013**

The meeting was called to order at 9:00 a.m. by the Chair, Bob 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 Chair
Cassandra Lawson- Johnson, Asst. Secretary
Stanley Haywood, Asst. Secretary
Ray Friedl, Member
David Aubrey, Member
Jennifer Stricklin, Member

ABSENT:

David Madigan, Secretary
Brett Lewis, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
Chris Pittman, LaSill Aviation

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney

OLD BUSINESS

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

MOTION BY FRIEDL, SECOND BY STRICKLIN, to approve minutes of the November 26, 2013 meeting.

AYES: Milner, Petersen, Lawson-Johnson, Haywood, Friedl, Stricklin. ABSTAIN: Aubrey. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Heather Barrett, General Manager) – Not present. McNally said there were a lot of cancellations in December because of weather.

b. La Sill Aviation (Chris Pittman) – No report. Pittman offered fuel report.

c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.

d. **Fort Sill Transportation (John Westbrook)**–Not Present.

LEASING COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

a. **Gift Shop Lease** – Lawson-Johnson said Williams gave a 30 day notice to close the gift shop. Lawson-Johnson recommended going out for RFP’s for the gift Shop.

MOTION BY FRIEDL, SECOND BY LAWSON-JOHNSON, to approve going out for RFP’s the Gift Shop. AYES: Stricklin, Lawson-Johnson, Petersen, Friedl, Milner, Aubrey, Haywood. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. **Airport Operations Report** – McNally said engineer RFQ’s are due the 20th of December, the Development Committee will be tasked with the selection and bring it to the Authority.

Enplanements are up from the previous year.

b. **Director’s Financial Reports** - Consideration and approval of the manager’s report, purchase orders, review of the bank statements and financial reports for this month.

Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 57,926.63, Capital Improvements includes TSA rent transfer of 1,363.46 and LEO reimbursement 30,600.00 for a total of \$ 31,963.46

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	371,491.37
Operating Account (10375822)		42,247.94
Imprest Fund (10704778)		1,484.49
Balance of unrestricted accounts	\$	<u>415,223.80</u>
Passenger Facility Charges (9014251)	\$	111,581.59
Capital Improvement Account (114030)		51,061.56
Balance of the restricted accounts	\$	<u>162,643.15</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 67,350.32, YTD incomes total \$ 371,554.47 or 42% of the total budgeted amount of \$ 878,834.86..

Expenses for the month totaled \$ 65,193.52, YTD expenses total \$ 384,901.63 which is 47% of the total budgeted amount of \$ 814,879.28.

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 PETERSEN, SECOND BY LAWSON-JOHNSON, to approve the financial reports and purchase orders as presented. AYES: Friedl, Haywood, Milner, Lawson-Johnson, Aubrey, Stricklin, Petersen. NAYES: None. MOTION CARRIED.

ATTORNEY'S REPORT (Chuck Wade)

a. City of Lawton Easement Request- Wade said we have a request from the City of Lawton for the easement for them to complete the south sewer expansion. McNally said there is a map for the Authority to look at. After some discussion a motion was made.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON, to approve granting an easement to the City Of Lawton for the right of way needed for South Wolf Creek Trunk Expansion #2 Project to install a new sewer line. AYES: Petersen, Friedl, Haywood, Milner, Stricklin, Aubrey, Lawson-Johnson. NAYES: None. MOTION CARRIED.

CHAIRMAN'S REPORT (Bob Milner, Chairman)

a. Proposed Slate of 2014 Officer – Milner said the Selection Committee is nominating the following slate of officer for 2014: Ed Petersen, Chairman; David Madigan, Vice-Chairman; Cassandra Lawson-Johnson, Secretary; Stanley Haywood, Asst. Secretary; Brett Lewis, Asst. Secretary.

MOTION BY STRICKLIN, SECOND BY MILNER, to approve the nominations for 2014 slate of officers. AYES: Petersen, Lawson-Johnson, Milner, Friedl, Haywood, Stricklin, Aubrey. NAYES: None. MOTION CARRIED.

Milner said today is the last day for at least a year for Aubrey. Milner gave Aubrey a plaque. Aubrey said there have been a lot of good things going on and he will miss being a part of it. Aubrey said he would be willing to serve again. Haywood said Aubrey has been a great asset to the Authority.

Petersen said it is with grateful appreciation to our departing Chairman that we present an appropriate plaque to Bob Milner and because of his expertise with the political situation he will be called on frequently to give us reports. Milner said it has been a lot of fun being the Chairman this past year.

NEW BUSINESS (Robert Milner, Chairman) - There was none.

b. Audience Participation – There were no comments or questions.

NEW BUSINESS

There being no further business, the meeting was adjourned.

Bob Milner, Chairman