

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
January 21, 2014**

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

PRESENT:

Ed Petersen, Chairman
David Madigan, Vice-Chair
Cassandra Lawson- Johnson, Secretary
Stanley Haywood, Asst. Secretary
Brett Lewis, Asst. Secretary
Ray Friedl, Member
Jennifer Stricklin, Member
Bob Milner, Member
Sam Firman, Member

ABSENT:

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
Loretta Boggus, Ft. Sill Transportation

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney

OLD BUSINESS

a. Minutes – Petersen asked for additions and/or corrections to the minutes of the Airport Authority meeting of December 17, 2013.

MOTION BY HAYWOOD, SECOND BY FRIEDL, to approve minutes of the December 17, 2013 meeting.
AYES: Petersen, Madigan, Lawson-Johnson, Haywood, Friedl, Stricklin, Milner. ABSTAIN: Lewis, Firman. NAYES: None. MOTION CARRIED.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

a. American Eagle (Heather Barrett, General Manager) – Not present.

b. La Sill Aviation (Chris Pittman) – No present. McNally said Pittman provided the fuel sheets.

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

d. **Fort Sill Transportation (John Westbrook)**–Boggus had no report.

LEASING COMMITTEE (Bob Milner, Committee Chair)

a. **Gift Shop Lease** – Milner said a request for proposals for the Gift shop has been advertised and responses are due February 13, 2014. Milner said the committee will review any responses and bring it back to the Authority. McNally said she has a meeting with the Small Business Administration tomorrow.

DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)

a. **Airport Engineer RFQ** – Lewis said we have received a number of responses to our request for proposal for engineering services. Lewis said the Development committee will narrow down the number of candidates to interview and bring a recommendation to the Authority.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. **Airport Operations Report** – McNally said the FAA has a project to move the equipment building out of the safety area.

McNally said that AIP was funded at 3.3 billion

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 \$ 72,433.75, Capital Improvements, TSA rent transfer of 1,363.46.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	347,271.00
Operating Account (10375822)		38,105.09
Imprest Fund (10704778)		1,458.50

Balance of unrestricted accounts	\$	<u>386,834.59</u>
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Passenger Facility Charges (9014251)	\$	135,278.28
Capital Improvement Account (114030)		20,459.54

Balance of the restricted accounts	\$	<u>155,737.82</u>
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Income and Expense Budget Tracking

Incomes for the month totaled \$ 54,143.09, YTD incomes total \$ 425,697.56 or 48% of the total budgeted amount of \$ 878,834.86..

Expenses for the month totaled \$ 81,106.22, YTD expenses total \$ 466,007.85 which is 57% 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 MADIGAN, SECOND BY LAWSON-JOHNSON, to approve the financial reports and purchase orders as presented. AYES: Friedl, Haywood, Milner, Lawson-Johnson, Firman, Stricklin, Petersen, Madigan, Lewis. NAYES: None. MOTION CARRIED.

c. Small Community Air Service Development Grant – McNally said the airport received the grant in the amount of \$ 195,000.00 for a marketing plan and campaign. McNally said we will not start the plan until after the merger has settled and we see how the flights are progressing.

d. Chamber Trip to Washington D.C. – McNally said the Chamber Washington D.C. trip will be April 1-4; the political agenda includes transportation issues that affect the airport. McNally said the cost for the director to attend will be an amount not to exceed \$2,200.00 which is in our travel and training budget.

MOTION BY MADIGAN, SECOND BY STRICKLIN, to approve the Director attending the Chamber’s Washington D.C. trip for an amount not to exceed \$ 2,200.00. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Friedl, Lewis, Firman, Haywood, Madigan. NAYES: None. MOTION CARRIED.

NEW BUSINESS (Ed Petersen, Chairman) - There was none.

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

There being no further business, the meeting was adjourned.

Ed Petersen, Chairman