

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
May 20, 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:**

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

**ABSENT:**

Ed Petersen, Chairman  
Sam Firman, Member

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution  
John Westbrook, Ft. Sill Transportation

Pat Hurley, Executive Assistant  
Chuck Wade, Airport Attorney  
Paul Hafen, Fort Sill Approach

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. American Eagle (Heather Barrett, General Manager)** – Not present. McNally said she provided the enplanements. McNally said we are running about 80%.
- 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 said 1200 Marines are coming in June for training.
- e. Fort Sill Approach (Paul Hafen)** –No Report.

**OLD BUSINESS**

**CONSENT AGENDA ITEMS:**

- a. Items Removed from the Consent Agenda** – Members may request items be removed from the consent agenda for separate action:

**b. Minutes** - Approval of the minutes of the regular meeting of April 22, 2014.

**c. Monthly Financial Reports** - Approval of the Director's Financial Report, Accountant's Financial Monthly Statement, Purchase Orders, Bank statements for the month.

**MOTION BY HAYWOOD, SECOND BY LEWIS**, to approve the consent agenda. AYES: Madigan, Lawson-Johnson, Haywood, Friedl, Lewis, Friedl, Stricklin, Milner. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)**

**1) AIP 31 - Runway Lighting/Electrical Upgrade Project**

A) Award of Bid – Lewis said bid proposals were opened May 1<sup>st</sup>. Lewis said a total of four bids were received. Lewis said it is KSA's recommendation to accept the low bid for the base bid and Alt 1-3 in the amount of \$ 996,907.50 from F & W Electrical Contractor Inc.

**MOTION BY LEWIS, SECOND BY HAYWOOD**, to approve accepting the low base bid and alternative 1-3 in the amount of \$ 996,907.50 from F & W Electrical Contractor Inc. AYES: Milner, Stricklin, Lawson-Johnson, Friedl, Lewis, Haywood, Madigan. NAYES: None. MOTION CARRIED.

B) KSA Task Order 16 – Lewis said the committee recommends approval of Task Order 16 for construction administration, resident project inspector, material testing and close out services in the amount of \$ 84,600.00.

**MOTION BY LEWIS, SECOND HAYWOOD**, to approve Task Order 16, in the amount of \$ 84,600.00. AYES: Friedl, Haywood, Milner, Madigan, Lawson-Johnson, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

**2) Leibowitz and Horton, Airport Management and Financial Consultants**

A. Lewis said McNally is requesting assistance from an airport financial consulting firm to review the airports financial position and ability to finance the Airports Capital Improvement Plan. McNally said L & H will conduct a preliminary evaluation of an inventory of financial information and make recommendations on ways to maximize airport revenues and identify potential funding sources that are practical for financing the CIP. McNally said these services are fundable under the AIP 32 grant.

**MOTION BY LEWIS, SECOND BY MILNER**, to approve hiring Leibowitz and Horton, Airport Management Consultants for the next CIP projects, fees to be paid out of AIP 32. AYES: Madigan, Friedl, Haywood, Lewis, Milner, Stricklin, Lawson-Johnson. NAYES: None. MOTION CARRIED.

**3) PFC project – Sweeper Purchase**

A) McNally said we received one on bid on the Sweeper and additional equipment for \$ 48,693.00. McNally said this is totally funded out of PFC's. It is McNally's recommendation to accept the bid.

**MOTION BY LEWIS, SECOND BY STRICKLIN**, to approve purchasing the standard broom and additional equipment, in the amount of \$ 48,693.00. AYES: Lawson-Johnson, Lewis, Milner, Friedl, Haywood, Stricklin, Madigan. NAYES: None. MOTION CARRIED.

**4) AIP 32 - Design of Hold Room, Design of Wildlife Fencing, Financial Analysis and Construction of Phase 1 of the Hold Room**

A) Lewis said the committee held its first Design Workshop with Corgan and Associates, the Architects. Lewis said the architects are looking at making the terminal a cohesive design inside and out. Lewis said Ross Payton outlined the proposed phases of the terminal renovation projects and specifically the Phase 1 which they are now designing. Lewis said the handout from that meeting has been provided. Lewis said construction should begin in August.

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**FINANCE COMMITTEE (David Madigan, Chairman)**

**1) Review FY 2015 Budget**– Madigan said the committee reviewed the proposed FY 2015, it is the committee’s recommendation to approved the FY 2015 as submitted. After some discussion a motion was made.

**MOTION BY MADIGAN, SECOND BY HAYWOOD**, to approve FY 2015 Budget. AYES: Haywood, Madigan, Milner, Lawson-Johnson, Friedl, Lewis, Stricklin. NAYES: None. MOTION CARRIED

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**AIRPORT DIRECTOR’S REPORT (Barbara McNally)**

Consideration and actions regarding the following items:

**a. Airport Operations Report** – McNally said we had our FAA Certification inspection and for the first time the inspector was pleased we what he found.

**b. Financial Report** - Purchase Order’s to be approved from the Operating Account total \$ 36,551.08, Capital Improvements, TSA rent transfer of 1,363.46, AIP 31 -3,685.20 and AIP 32 -1,500.00.

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	338,109.62
Operating Account (10375822)		18,982.82
Imprest Fund (10704778)		865.86

Balance of unrestricted accounts	\$	<u>357,958.30</u>
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Passenger Facility Charges (9014251)	\$	207,520.71
Capital Improvement Account (114030)		20,443.08

Balance of the restricted accounts	\$	<u>227,963.79</u>
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**Income and Expense Budget Tracking**

Incomes for the month totaled \$ 64,675.15, YTD incomes total \$ 684,916.15 or 78% of the total budgeted amount of \$ 878,834.86.

Expenses for the month totaled \$ 59,154.76, YTD expenses total \$ 748,931.37 which is 92% of the total budgeted

amount of \$ 814,879.28. Expenses are higher than projected due to overruns in Snow and Ice control because of inclement weather, replacment of two security DVR/NVR that failed, increased utilities rates and large equipment repairs and rental equipment.

**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 \$ 901,227.48 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

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**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.

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**David Madigan, Vice-Chairman**