

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
July 22, 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 (arrived late)
Brett Lewis, Asst. Secretary
Bob Milner, Member

ABSENT:

Ray Friedl, Member
Jennifer Stricklin, Member
Sam Firman, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Airport Attorney

Kim McConnell, Lawton Constitution
John Westbrook, Fort Sill Transportation

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Heather Barrett, General Manager)** – Not present.
- b. **La Sill Aviation (Chris Pittman)** – Not present.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – No Report.
- e. **Fort Sill Approach (Paul Hafen)** – Not Present.

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 June 24, 2014.
- c. **Monthly Financial Reports** - Approval of the Director's Financial Report, Accountant's Financial Monthly Statement, Purchase Orders, Bank statements for the month.

Petersen and McNally noted changes to the consent agenda on the Purchase Order list to include two items and on the Director's report.

MOTION BY LEWIS, SECOND BY MILNER, to approve the consent agenda. AYES: Petersen, Madigan, Lawson-Johnson, Lewis, Milner. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)

- 1) **AIP 31 - Runway Lighting/Electrical Upgrade Project-** Lewis said the pre-construction conference is scheduled for July 28th, with a tentative project start of August 1st. The grant has not been issued yet and is currently in Washington to be announced.
- 2) **Terminal Design Work Shops** - Lewis said the members have a copy of several design options. Lewis said the renderings are for the front of the terminal, the hold room and the Security check point. Lewis said there have been three design workshops the next one is on 5 August.
- 3) **AIP 32 - Design and Construction of the Hold Room** – Lewis said this project is restroom construction in the hold room currently out for bids. The pre bid conference is July 22nd at 2:00 p.m.; the bids will be due and opened on August 1, 2014.

Lewis said the Engineer's estimate on this project is \$ 650,000.00. Lewis said it is the committee's recommendation to approve accepting the qualified low bid provided the cost is within 10% of the engineer's estimate. Lewis said this action will allow the engineer to submit the grant application to the FAA before the next board meeting. Lewis said the motion should include approval for the engineer to submit the grant application.

RECOMMENDATION FROM THE DEVELOPMENT COMMITTEE, to approve accepting the qualified low bid provided the cost is within 10% of the engineer's estimate, to submit the grant application to the FAA before the next board meeting and approval for the engineer to submit the grant application. AYES: Milner, Lawson-Johnson, Petersen, Lewis, Haywood, Madigan. NAYES: None. MOTION CARRIED.

COMMUNITY RELATIONS COMMITTEE (Jennifer Stricklin, Chairman)

- 1) **Select of Marketing/Advertising Consultant Firm** – McNally said the committee met with representatives from Design Works. McNally said Design Work is currently working on some marketing ideas to include the creative work to bring back to the committee in early August. McNally said the committee will bring back ideas to the board in August meeting. McNally said they are working on search engine optimization for our website. McNally said the committee wants to kick off the campaign by October 1st and target months that traffic is slower. McNally said we have until January 15, 2016 to use this grant, so we can stretch it out over time to optimize the advertising.

FINANCE COMMITTEE (David Madigan)

Auditor's Contract – Madigan said the Authority advertised for auditing services. Madigan said Robert Turner was the only response. Madigan said since Mr. Turner has a good history with the Authority, it is the committee's recommendation to approve entering into an agreement with Robert Turner for a three year contract (2014, 2015, and 2016) for auditing services in the amount of \$ 9,400.00 per year.

RECOMMENDATION FROM THE FINANCE COMMITTEE, to approve entering into an agreement with Robert Turner for a three year contract (2014, 2015, 2016) for auditing services in the amount of \$ 9,400.00 per year. Ayes: Haywood, Milner, Madigan, Lawson-Johnson, Petersen. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. Airport Operations Report – McNally provided the Authority with the enplanement report. McNally said enplanements have dropped off a little since May. McNally said we will be getting a fifth flight in October and it is in saber computer, so people can start booking this flight.

McNally said she met with the Cliff Coll, the airlines Regional Director. McNally said the Regional Director said he would be willing to work with the Authority anyway he can. McNally said some of the flights will be operated by other carriers dba American Eagle/Envoy similar to the operations before the merger. McNally said we are getting a new General Manager working both Lawton and Wichita Falls. McNally said we will be working closely with the Airlines and TSA to make sure everyone has a usable area.

b. DIRECTOR’S FINANCIAL REPORT – July 2014

Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$39,199.11, Capital Improvements, TSA rent transfer of 1,363.46, AIP 32 11,495.00 and LEO reimbursement.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	332,039.02
Operating Account (10375822)		45,856.66
Imprest Fund (10704778)		568.85

Balance of unrestricted accounts	\$	<u>378,464.53</u>
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Passenger Facility Charges (9014251)	\$	245,721.87
Capital Improvement Account (114030)		19,393.78

Balance of the restricted accounts	\$	<u>265,115.65</u>
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Income and Expense Budget Tracking

Incomes for the month totaled \$ 67,478.33, YTD incomes total 831,266.28 or 95% of the total budgeted amount of \$ 878,834.86.

Expenses for the month totaled \$ 48,960.12, YTD expenses total \$ 854,648.87 which is 105% 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, replacement 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.

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