

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
December 19, 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

ABSENT:

Sam Firman, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

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

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Erick Rodriguez, General Manager)** –Not Present
- b. **La Sill Aviation (Chris Pittman)** – Pittman brought the fuel report for November.
- c. **Lawton Air Traffic Control Tower (Rick Elerbee)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – 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 November 25, 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 MILNER, to approve the consent agenda. AYES: Petersen,

Madigan, Lawson-Johnson, Haywood, Lewis, Stricklin, Milner. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)

a. AIP 31 (Runway Lighting and Airside Electrical Upgrade) – Lewis said the weather has been causing delays to this project. McNally said the FAA agreed to turn the ILS back on for the holidays and the project is about half way done.

b. AIP 32 (Terminal Project- Phase 1- Airside Restrooms) – Lewis said the contractor has broken ground.

CHAIRMAN’S REPORT (Ed Petersen, Chairman)

a. Selection Committee – 2015 Slate of Officer – Petersen said the recommendation of the selection committee is as follows:

Chairman- David Madigan
Vice-Chair- Brett Lewis
Secretary- Cassandra Lawson-Johnson
Asst. Secretary-Stanley Haywood
Asst. Secretary- Sam Firman

MOTION BY THE SELECTION COMMITTEE, to approve the above selection of Officers. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Friedl, Lewis, Haywood, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. Airport Operations Report – McNally said enplanements are up from last year this time. McNally reported that in March the airport would be conducting a Mass Casualty Exercise. She said a full scale exercise is a requirement of the FAA every three years. McNally said this exercise will include all the emergency response agencies that have responsibility to respond to the airport. McNally said this year’s exercise will include an active shooter scenario, due to recent current events like the shootings at LAX airport.

b. Financial Report - Purchase Order’s to be approved from the Operating Account total \$ 43, 526.46, Capital Improvements include, TSA rent transfer of 1,363.46, AIP 31 6,294.80, AIP 32 \$ 130,922.36, a total of \$ 138,580.62.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	311,375.88
Operating Account (10375822)		21,914.94
Imprest Fund (10704778)		2,139.65

Balance of unrestricted accounts	\$	<u>335,430.47</u>
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Passenger Facility Charges (9014251)	\$	250,728.48
Capital Improvement Account (114030)		<u>38,395.88</u>

Balance of the restricted accounts \$ 289,124.36

Income and Expense Budget Tracking

Incomes for the month totaled \$ 64,536.22, YTD incomes total 378,756.44 or 45% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 72,463.10, YTD expenses total \$ 382,585.77 which is 48% of the total budgeted amount of \$ 798,596.38.

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. Acknowledgement of board member Ray Friedl. Petersen acknowledged outgoing member, Ray Friedl, and presented him with a plaque recognizing his outstanding service.

b. Audience Participation – There were no comments or questions. There being no further business, the meeting was adjourned.

Ed Petersen, Chairman