

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
March 24, 2015**

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

**PRESENT:**

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

**ABSENT:**

David Aubrey, 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  
Lee Smith, LATCT

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. **American Eagle (Erick Rodriguez, General Manager)** –Not Present
- b. **La Sill Aviation (Chris Pittman)** – Not Present.
- c. **Lawton Air Traffic Control Tower (Lee Smith)** – No report given.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook reported a June/July deployment.
- e. **Ft. Sill ARAC – (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 March 24, 2015.

**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 LEWIS, SECOND BY PETERSEN**, to approve the consent agenda. AYES: Madigan, Lewis, Lawson-Johnson, Haywood, Firman, Petersen, Stricklin, Fortenbaugh. NAYES: None. MOTION CARRIED.

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**LEASING COMMITTEE (Ed Petersen, Committee Chair)**

- a. **Republic Parking** – Petersen said Republic Parking will be contracted month to month until an agreement is reached. Petersen said the Vice Present and the regional Director met with the committee with two proposals at a loss in revenue for the airport. Petersen said they were asked to look at other options and will bring them to the committee.
- b. **Soldier Express** – Petersen said Ft. Sill discontinued using the military assistance counter at the airport and Soldier Express is staffing it. Petersen said it is the recommendation of the committee to enter an agreement with Soldier Express for \$ 200.00 per month or .50 per passenger whichever is greater.

**MOTION BY THE COMMITTEE**, to approve entering an agreement with Soldier Express for \$ 200.00 p/m or .50 per passenger whichever is greater. AYES: Fortenbaugh, Haywood, Madigan, Lawson-Johnson, Firman, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)**

- 1) AIP 31 – Airside Electrical project – Update: This project is 80% complete. Lewis said weather has been a factor in delay. Lewis said the project should be finished the end of April.
- 2) AIP 32 – Restroom Addition – Update: This project is 35% complete. Lewis said again with this project weather has been a factor in delays. Lewis said the current projected finish date should be June 1<sup>st</sup>.

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

Consideration and actions regarding the following items:

- a. **Airport Operator's Report** - McNally said she had an opportunity to speak with the Oklahoma Aeronautics Commission and they will provide the Lawton Ft. Sill Regional Airport with \$ 500, 00.00 for our upcoming terminal project.

McNally said tomorrow she and Garver Engineer's will be meeting with the FAA to discuss the airports CIP projects and financing.

McNally said the enplanement sheet has been given to the Authority members.

**b. Financial Report - Purchase Order's** to be approved from the Operating Account total \$46,595.34 of which \$ 15,473.26 is the SCASD grant which 77% will be reimbursed.

Capital Improvements include, TSA rent transfer of 2,708.90, AIP 31- \$ 7,630.00, AIP 32- \$ 13,579.13, SCASD grant transfer 16,536.28 for a total of \$ 40,454.31

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	234,201.16
Operating Account (10375822)		42,057.95
Imprest Fund (10704778)		1,787.60

Balance of unrestricted accounts	\$	<u>278,046.71</u>
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Passenger Facility Charges (9014251)	\$	309,899.29
Capital Improvement Account (114030)		64,460.92

Balance of the restricted accounts	\$	<u>374,360.21</u>
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**Income and Expense Budget Tracking**

Incomes for the month totaled \$ 66,862.26 YTD incomes total 566,304.53 or 68% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 79,764.54, YTD expenses total \$ 584,987.18 which is 73% 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.

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**NEW BUSINESS (David Madigan, Chairman)** - There was none.

Madigan recognized Milner for his service to the Authority and as past Chairman. Madigan thanked Milner for his service.

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**David Madigan, Chairman**