

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
APRIL 21, 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
Ed Petersen, Member
David Aubrey, Member
Sean Fortenbaugh, Member

ABSENT:

Stanley Haywood, Asst. Secretary
Sam Firman, Asst. Secretary
Jennifer Stricklin, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution

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)** – Not Present.
- c. **Lawton Air Traffic Control Tower (Lee Smith)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – Not Present.
- 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 PETERSEN, SECOND BY LEWIS, to approve the consent agenda. AYES: Madigan, Lewis, Lawson-Johnson, Petersen, Aubrey, Fortenbaugh. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Ed Petersen, Committee Chair)

- a. **Republic Parking** – Petersen said our contract with Republic Parking has ended and the Authority is on a month to month basis with them. Petersen said Republic wants to go to an automated system. Petersen said it is the committee’s recommendation for the Director to go out for bids on equipment and installation to take the parking lot in house. Aubrey asked about the equipment and responsibilities of the Airport staff. McNally discussed the details with the Authority.

MOTION BY THE COMMITTEE, to approve seeking bids for parking equipment and installation. AYES: Fortenbaugh, Madigan, Lawson-Johnson, Aubrey, Lewis, Petersen. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)

1) AIP 31 – Airside Electrical Project

- a) **Change Order-** Lewis said two of the three regulators in the electrical vault were slated for replacement on the original bid. Lewis said due to some line item under runs we have funding to replace the third regulator, so all regulators would be the same age. The cost of this regulator is 32,000.00. Lewis said the older regulator will be used as a backup.

MOTION BY THE COMMITTEE, to approve the change order to purchase a regulator at the amount of \$ 32,000.00. AYES: Aubrey, Fortenbaugh, Madigan, Lawson-Johnson, Lewis, Petersen. NAYES: None. MOTION CARRIED.

- b) **Project Update** – Lewis said the current work is the airfield lighting control system installation within the electrical vault and maintenance building. Lewis said weather has been a factor in project delays. Lewis said the current projected final inspection is April 30th.
- 2) **AIP 32 – Restroom Addition** – Lewis said currently the work has been erecting the steel frame and roof. Lewis said the contractor estimates frame in to begin in three weeks. Lewis said the weather has been a factor in delays of this project also. Lewis said weather permitting the current projected final inspection is June 30st.
- 3) **Updated Capital Improvement Plan** – McNally said after meeting with the FAA we have made some requested adjustments to the CIP. Provided as a handout. McNally said the FAA is requiring that we use a million of our entitlement funds for the ARFF station, the remaining eligible amount will be paid out of the FAA’s discretionary funds. This has caused a shift in our terminal projects.
- 4) **New PFC Application Projects** – McNally said the PFC’s provide 10% of the project payment and in some projects are 100% applicable for reimbursement. McNally said the committee reviewed the projects to be included in the new PFC application. Provided as a handout. McNally said this application will reimburse the Authority for the matching share on the electrical project, as well as sync up funding for the immediate projects.

- 5) **ARFF/ SRE Design Workshop II** – Lewis said the committee attended the design discussion with the Fire Chief and the City Engineer on the layout of the new fire station building. Lewis said there was a lot of good input.
- 6) **Asbestos Removal at the SRE Building** – Lewis said the existing building that will house the future Airport Maintenance/Operations office, workshop and garage has asbestos floor tiles. Lewis said the cost of removing and disposing of 4,000 sq. ft. of tiles will be \$ 7,500.00. After some discussion, Lewis said it is the committee’s recommendation to approve the removal.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve the removal of the asbestos in the amount of \$ 7,500. AYES: Madigan, Petersen, Aubrey, Lewis, Fortenbaugh, Lawson-Johnson. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

- a. **Airport Operator’s Report** - McNally said Fuel flowage is up and Pittman provided a handout of the flowage. McNally said enplanements are also up compared to the last two years.
- b. **American Association of Airport Executives Conference** – McNally said she is requesting to be able to attend the AAAE’s National Conference, June 7-10. McNally said the registration, hotel and air-fare will be under \$ 2,500.00. McNally said the expense is budgeted under travel and training. McNally explained the importance of the conference to the Authority.

MOTION BY LAWSON-JOHNSON, SECOND BY AUBREY, to approve the Airport Director attending the AAAE Conference in an amount not to exceed \$ 2, 500.00. AYES: Petersen, Lawson-Johnson, Lewis, Fortenbaugh, Aubrey, Madigan. NAYES: None. MOTION CARRIED.

c. Financial Reports - Purchase Order’s to be approved from the Operating Account total \$ 55,499.35 of which \$ 11,944.15 is the SCASD grant which 77% will be reimbursed.

Capital Improvements include, TSA rent transfer of \$ 2,708.90, AIP 31- \$ 129,033.73, AIP 32- \$ 113,850.00 and \$ 1,700.00, SCASD grant transfer \$ 20,253.16 (grant reimbursement) for a total of \$ 267,545.75.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	292,544.00
Operating Account (10375822)		26,431.58
Imprest Fund (10704778)		1,512.60
Balance of unrestricted accounts	\$	<u>320,488.18</u>
Passenger Facility Charges (9014251)	\$	327,079.99
Capital Improvement Account (114030)		45,079.56
Balance of the restricted accounts	\$	<u>372,159.55</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 71,648.07, YTD incomes total 637,851.97 or 76% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 53,752.44, YTD expenses total \$ 638,739.72 which is 80% 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 (David Madigan, Chairman) - There was none.

David Madigan, Chairman