

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
MAY 26, 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
Sam Firman, Asst. Secretary
Jennifer Stricklin, Member
Ed Petersen, Member
Sean Fortenbaugh, Member

ABSENT:

Stanley Haywood, Asst. Secretary
David Aubrey, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

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

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney
Paul Hafen, ARAC

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)** – No Report.
- e. **Ft. Sill ARAC – (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 21, 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 LAWSON-JOHNSON, to approve the consent agenda. AYES: Madigan, Lewis, Lawson-Johnson, Firman, Petersen, Stricklin, Fortenbaugh. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Ed Petersen, Committee Chair)

a. Parking Lot Management – Petersen said we are waiting for the RFP Responses for parking equipment are due on May 29th.

b. Car Rental Facility Charge – Petersen said it is the committee’s recommendations to have the car rentals begin collections of the CFC’s at a rate of \$ 3.00 per transaction day. Petersen said the CFC will be used toward projects that benefit the car rentals.

MOTION BY THE COMMITTEE, to approve the car rentals collecting the CFC at \$ 3.00 per transactions day for car rental projects. AYES: Fortenbaugh, Stricklin, Madigan, Lawson-Johnson, Firman, Lewis, Petersen. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)

a. AIP 31 – Airside Electrical Project -Project Update: Lewis said this project is 98% complete. McNally said completion of this project has been postponed for a few weeks or until the ground is dry. McNally said the remaining work, erecting the airport beacon and filling in the safety area ruts will need dry ground.

b. AIP 32 – Restroom Addition – Project Update: Lewis said this project is 35% complete.

c. Emergency Power Generator – Lewis said a back-up generator has been a project we have carried on a PFC application since 2008. Lewis said this project is no longer eligible but we have been grandfathered in. Lewis said it is the recommendation of the committee to let the engineer proceed with design and bid of this system.

MOTION BY THE DEVELOPMENT COMMITTEE, to have the engineer proceed with design and bid of the system. AYES: Fortenbaugh, Madigan, Lawson-Johnson, Firman, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

d. Line of Credit – Lewis said the LOC has expired and it is the committee’s recommendation to renew the line of credit with Arvest Bank.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve renewing the Line of Credit with Arvest Bank. AYES: Petersen, Lewis, Fortenbaugh, Stricklin, Firman, Lawson-Johnson. ABSTAIN: Madigan. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)

a. Fuel Flowage Increase – Lawson-Johnson said it is the committee recommendation to increase the fuel flowage by .005 effective July 1st, making the fuel flowage fee .085 per gallon. Johnson said the director surveyed other airport and that increase is in line with what others charge.

MOTION BE THE FINANCE COMMITTEE, to approve increasing the fuel flowage charge to .085 per gallon effective July 1st 2015. AYES: Petersen, Firman, Lawson-Johnson, Lewis, Fortenbaugh, Stricklin, Madigan.

b. ARFF Station Vehicle Exhaust System – Lawson- Johnson said the new ARFF truck needs to be connected to a current vehicle exhaust system. Lawson-Johnson said the cost of this system is \$ 19,000.00. Lawson-Johnson said it is the committee’s recommendation that the airport pay half of the cost which is \$ 9,500.00.

MOTION BY THE FINANCE COMMITTEE, to approve the Airport paying for half of the exhaust system at \$9,500. AYES: Lawson-Johnson, Lewis, Stricklin, Madigan, Petersen, Fortenbaugh, Firman. NAYES: None. MOTION CARRIED.

c. Finger Print Machine - Lawson-Johnson said the Transportation Security Clearinghouse will no longer accept inked fingerprints after July 29, 2015. Lawson-Johnson said the airport will need to purchase an electronic scanner. Lawson-Johnson said it is the committee’s recommendation to accept the lowest bidder the 3M Company at \$ 5,898.00.

MOTION BY THE FINANCE COMMITTEE, to purchase an electronic finger print scanner from 3M Company at \$ 5,898.00. AYES: Madigan, Petersen, Lawson-Johnson, Lewis, Firman, Stricklin, Fortenbaugh. NAYES: None. MOTION CARRIED.

d. FY 2016 Budget– Lawson- Johnson asked the Authority to review FY 2016 Budget w/ Personnel committee recommendations. Lawson-Johnson said the Airport Staff does an excellent job for the Authority and it is the committee’s recommendation to approve the FY 2016 Budget.

MOTION BY THE FINANCE COMMITTEE, to approve the FY16 Budget. AYES: Firman, Stricklin, Petersen, Lawson-Johnson, Lewis, Fortenbaugh, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. Airport Operator’s Report - McNally reported that enplanements are up. McNally said that she believes it is due with our advertising campaign.

McNally also reported that the FAA inspection was conducted May 19-21. McNally said it was an excellent inspection with no findings or write-ups. McNally said that our employees and the fire department did an excellent job.

McNally also provided a social media report from Designworks Group that is handling the advertising campaign. McNally said we are in the 7th month of an 18 month campaign.

b. Financial Report - Purchase Order’s to be approved from the Operating Account total \$ 48,095.04 of which \$ 112,792.40 the SCASD grant which 77% will be reimbursed.

Capital Improvements include, TSA rent transfer of \$ 2,708.90, AIP 31- \$ 102,666.82, 22,130.24, AIP 32- \$ 35,344.46 and \$ 1,700.00, SCASD grant transfer \$ 12,039.74 (grant reimbursement) Misc. future projects \$12,039.74, for a total of \$ 185,370.16.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	300,831.71
Operating Account (10375822)		35,554.97
Imprest Fund (10704778)		1,473.35

Balance of unrestricted accounts	\$	<u>337,860.03</u>
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Passenger Facility Charges (9014251)	\$	344,959.45
Capital Improvement Account (114030)		39,684.72

Balance of the restricted accounts	\$	<u>384,644.17</u>
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Income and Expense Budget Tracking

Incomes for the month totaled \$ 76,247.97, YTD incomes total 713,999.94 or 86% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 73,940.31, YTD expenses total \$ 713,148.75 which is 89% 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

