

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY SPECIAL MEETING
MINUTES
SEPTEMBER 29, 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
Sam Firman, Asst. Secretary
Ed Petersen, Member
Jennifer Stricklin, Member
David Aubrey, Member
Sean Fortenbaugh, Member

ABSENT:

Stanley Haywood, Asst. Secretary
Brett Lewis, Vice-Chair
Cassandra Lawson-Johnson, Asst. Secretary

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
LATCT, Lee Smith

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)** – No report.
- 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 August 25, 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 FIRMAN, to approve the consent agenda. AYES: Madigan, Firman, Petersen, Stricklin, Fortenbaugh. ABSTAIN: Aubrey. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Ed Petersen, Committee Chair)

- 1) **La Sill Aviation** – Petersen said LaSill has requested that the Authority replaced damaged glass panels and entry doors at Hangar 1 in the amount of \$ 5,700. By the lease the airport is responsible for structural repairs.
- 2) **Janitors Lease** – Petersen said Lee’s Janitorial Service has requested an increase of \$ 350.00 per month to clean and stock the new restroom facilities and hallways. Petersen said he believes the increase is justified do to the increase in area and stock he provides.
- 3) **Golf Course Driving Range** – Petersen said Joe English has asked to exercise his option for an additional two years for the driving range.

MOTION BY LEASING COMMITTEE, to approve the above three items as stated. AYES: Fortenbaugh, Stricklin, Petersen, Aubrey, Firman, Madigan. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)

- 1) **AIP 31 – Airside Electrical Project -Project Update:** McNally said this project has a short list of items that still need to be complete. McNally said the Airport beacon is in place and operational.
- 2) **AIP 32 – Restroom Addition – Project Update:** McNally said this project is complete. The bathrooms have been open to the public since September 1st.
- 3) **Emergency Power Generator**– McNally said PATCO has submitted all the submittals to the engineer for approval. McNally said the pre-construction conference was held on September 11th. McNally said there is a 12 week lead time after ordering the generator. McNally said construction of the pad will be done in October, but the generator will probably be set in January.
- 4) **Wildlife Fencing Bid** – McNally said there was one bid received for this project. McNally said it is the engineer’s recommendation to accept the bid from RCJ Construction in the amount \$ 275,600.00 and alternate in the amount of \$18,400.00 which is off site removal of debris. After some discussion a motion was made.

MOTION BY AUBREY, SECOND BY PETERSEN, to approve accept the bid from RCJ Construction in the amount \$ 275,600.00 and the alternation in the amount of \$ 18,400.00. AYAES: Petersen, Firman, Fortenbaugh, Aubrey, Stricklin, Madigan. NAYES: None. MOTION CARRIED.

- 5) **Accept FAA Grant offer for AIP 33** – The Authority will need to approve accepting the grant in the amount of \$ 719,924.00 for the Wildlife Fence, Design of SRE Building and ARFF Station.

MOTION BY PETERSEN, SECOND BY AUBREY, to approve accepting the grant in the amount of \$ 719,924.00 for the Wildlife Fence, Design of SRE Building and ARFF Station. AYES: Stricklin, Aubrey, Madigan, Petersen, Fortenbaugh, Firman. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

- a. **Airport Operator’s Report** - McNally said the enplanement report has been handed out. McNally said we are running about 77% load factor.

McNally said we are in our second week of the audit.

McNally brought the Authority up to date on the parking situation. Madigan thanked McNally for her extra efforts in the parking endeavor.

b. Financial Report -- Purchase Order's to be approved from the Operating Account total \$ 81,447.54 of which \$ 19,499.81 is the SCASD grant which 77% will be reimbursed. Capital Improvements include: AIP 32- \$ 173,485.05, AIP 33 - \$ 37,913.45, Generator Project – 700.00, TSA rent transfer \$ 2,708.90 and LEO Reimbursement 6,200.00 SCASD Transfer – 9,293.74 - TOTAL - \$ 230,301.14

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043) \$	282,525.63
Operating Account (10375822)	147,386.25
Imprest Fund (10704778)	687.98
Balance of unrestricted accounts \$	430,599.86

CFC Account	5,145.00
Passenger Facility Charges (9014251) \$	368,677.71
Capital Improvement Account (114030)	11,990.47
Balance of the restricted accounts \$	385,813.18

Income and Expense Budget Tracking

Incomes for the month totaled \$ 83,632.83, YTD incomes total \$ 153,128.68 or 16% of the total budgeted amount of \$ 982,854.41. Expenses for the month totaled \$ 87,696.86, YTD expenses total \$ 150,042.51 which is 17% of the total budgeted amount of \$ 879,453.53.

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) – Madigan suggested working a memorial plaque for Stanley Haywood.

David Madigan, Chairman

