

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY SPECIAL MEETING
MINUTES
NOVEMBER 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
Sam Firman, Asst. Secretary
Ed Petersen, Member
David Aubrey, Member
Sean Fortenbaugh, Member
Robert Morford, Member

ABSENT:

Jennifer Stricklin, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
Chris Pittman, LaSill Aviation
John Westbrook, Ft. Sill Transportation

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

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

Madigan welcomed Morford to the Airport Authority.

- a. **American Eagle (Erick Rodriguez, General Manager)** – Not Present.
- b. **La Sill Aviation (Chris Pittman)** – No Report.
- c. **Lawton Air Traffic Control Tower (Lee Smith)** – No report.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook said 2 C-17 Saturday and Sunday. Westbrook said exodus will start December 18.
- 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 special meeting of October 20, 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, Firman, Petersen, Aubrey, Fortenbaugh, Morford. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)

1) AIP 31 – Airside Electrical Project -Project Update: Lewis said work remains on this project.

2) Emergency Power Generator– Lewis said PATCO has poured the pad for the generator. Lewis said the generator will be set in January.

FINANCE COMMITTEE (Cassandra Lawson-Johnson, Chair)

1) FY 2014-2015 Audit – Lewis said the auditor, Robert Turner met with the Finance Committee and presented the FY 2014-2015 audit. Lewis said it was an unmodified/unqualified opinion, with one finding related to a federal standard form that was required and not filed. Lewis said the form was filed without action. Lewis said it is the committee's recommendation to except the audit.

MOTION BY LEWIS, SECOND BY AUBREY, to approve the FY 15 Audit. AYES: Fortenbaugh, Lawson-Johnson, Petersen, Aubrey, Lewis, Firman, Morford, Madigan. NAYES: None. MOTION CARRIED.

CHAIRMAN REPORT (David Madigan)

1) Selection Committee- Madigan said the Selection Committee will nominate the slate of officers for 2016. Madigan said the committee will be Lewis, Lawson-Johnson and I.

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 enplanements are holding steady. Madigan said 0 cancellations for the month.

b. 2016 Schedule of Airport Authority Meetings- McNally said in compliance with State Law, the Authority must approve the regularly scheduled board meetings for the year 2016.

MOTION BY AUBREY, SECOND BY LEWIS, to approve the yearly scheduled meetings for 2016. AYES: Aubrey, Morford, Fortenbaugh, Madigan, Lawson-Johnson, Firman, Lewis, Petersen. NAYES: None. MOTION CARRIED.

c. Financial Report

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 115,002.86.

Capital Improvements include:

AIP 32- \$ 131,738.20

Backup Generator - \$ 34,498.62

TSA rent transfer \$ 2,708.90 and LEO Reimbursement 6,200.00

TOTAL - \$ 175,145.72

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	294,488.97
Operating Account (10375822)		30,466.40
Imprest Fund (10704778)		1,744.30
Parking Account		20,008.36
Balance of unrestricted accounts	\$	<u>328,708.03</u>

CFC Account		41,199.74
Passenger Facility Charges (9014251)	\$	363,797.23
Capital Improvement Account (114030)		50,593.75
Balance of the restricted accounts	\$	<u>455,590.72</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 73,065.42, YTD incomes total \$ 325,198.67 or 33% of the total budgeted amount of \$ 982,854.41.

Expenses for the month totaled \$ 85,765.96, YTD expenses total \$ 332,746.10 which is 38% 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) – No New Business.

David Madigan, Chairman