

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY SPECIAL MEETING
MINUTES
December 18, 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
Jennifer Stricklin, Member
David Aubrey, Member
Sean Fortenbaugh, Member
Robert Morford, Member

ABSENT:

Sam Firman, Asst. Secretary

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

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

Madigan welcomed Dr. Robert Morford to the Airport Authority.

- 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)** – Westbrook said there will be several more mission through the next 72 hours and start again next year. Westbrook said the military block leave starts today.
- 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 special meeting of November 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 LAWSON-JOHNSON, to approve the consent agenda. AYES: Madigan, Lewis, Lawson-Johnson, Petersen, Stricklin, Aubrey, Fortenbaugh, Morford. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)

1) AIP 33 – Wildlife Fencing – This project, wildlife deterrent fence improvements, is 35% complete. Current work includes demolition of existing low water crossings, form and pour of new water crossings, 10 of 20 low water crossings are complete.

2) Emergency Power Generator– Lewis said PATCO has poured the pad for the generator. Lewis said the company that our generator was ordered from is on strike which will cause a delay in delivery. Patco installed a temporary generator until the ordered equipment is delivered.

Lewis said the committee met with the engineers, architect and city personnel for a design work shop yesterday to discuss the new ARFF station and SRE building.

CHAIRMAN REPORT (David Madigan)

A. 2016 Slate of Officers – Madigan said the Selection committee nominated the following; Brett Lewis, Chairman; Sam Firman, Vice Chairman; Cassandra Lawson-Johnson, Secretary; Sean Fortenbaugh, Asst. Secretary.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON, to approve the above slate of officers for 2016. AYES: Fortenbaugh, Stricklin, Lawson-Johnson, Petersen, Aubrey, Lewis, Morford, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

A. Airport Operator’s Report - McNally provided American Eagle’s enplanement report.

b. Financial Report - Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 53,871.97

Capital Improvements include:

AIP 31- \$ 21,594.96

Wildlife Fencing – 3936.00

TSA rent transfer \$ 2,708.90

TOTAL - \$ 28,239.86

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043) \$ 205,739.59

Operating Account (10375822) 57,336.03

Imprest Fund (10704778) 1,723.41

Parking Account 20,524.48

Balance of unrestricted accounts \$ 285,323.51

CFC Account		76,061.65
Passenger Facility Charges (9014251) \$		334,830.31
Capital Improvement Account (114030)		47,292.77
Balance of the restricted accounts	\$	<u>458,184.73</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 77,164.81, YTD incomes total \$ 402,363.45 or 41% of the total budgeted amount of \$ 982,854.41.

Expenses for the month totaled \$ 93,921.77, YTD expenses total \$ 426,667.87 which is 49% 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 presented Ed Petersen and Jennifer Stricklin plaques and thanked them for their service on the Authority.

Lewis presented Madigan with a Chairman’s plaque for his service as Chairman for the past year.

David Madigan, Chairman