

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY SPECIAL MEETING
MINUTES
March 22, 2016**

The meeting was called to order at 9:00 a.m. by the Secretary, Cassandra Lawson- Johnson. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Cassandra Lawson-Johnson, Secretary
Sean Fortenbaugh, Member
David Aubrey, Member
David Madigan, Past Chair
Robert Morford, Member
Johnny Owens, Member
Jennifer Ellis, Member

ABSENT:

Brett Lewis, Chair
Sam Firman, Vice-Chair

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
John Westbrook, Ft. Sill Transportation
Lee Smith, LATCT Manager

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney
Chris Pitman, LaSill Aviation

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- 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)** – No Report.
- f. **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 February 23, 2016.
- 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 MADIGAN, SECOND BY ELLIS, to approve the consent agenda. AYES: Lawson-Johnson, Fortenbaugh, Aubrey, Madigan, Morford, Owens, Ellis. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Sean Fortenbaugh, Committee Chair)

- a. **AIP 31** – Runway Electrical Project – Fortenbaugh said this project is complete.

- b. **AIP 33 – Wildlife Fencing** – Fortenbaugh said this project is complete.

- c. **AIP 33** – Fortenbaugh said the Architect and Engineer are working on the final design for the Snow Removal Equipment building and the new Fire Station. Fortenbaugh said the plans should be complete mid-April.

Madigan said we should thank the CCIDA for funding the City of Lawton’s share in the completion of Fire Station # 2.

LEASING COMMITTEE (Sam Firman, Committee Chair)

- a. **LaSill Aviation** – Fortenbaugh said the committee met yesterday with LaSill Aviation, who gave notice that they wanted to terminate their lease agreement with the Airport because of the elimination of the military heavies. Fortenbaugh said the Authority has several decisions to make. McNally said we will call a special Authority meeting in early April to discuss this issue.
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AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- a. **Director’s Report-** McNally said she understood that there were board members concerned over the decision to stop the military heavy traffic. McNally presented a power point based on the pavement analysis to explain the changes in the runway and taxiways to the Authority.

- b. **New Aviation City Ordinances-** McNally said she has been working with the City Attorney and the board members to develop aviation related ordinances for the City Council to adopt. McNally said those have been provided to all the board members. McNally said currently there no City ordinances related to the airport.

MOTION BY ELLIS, SECOND BY AUBREY, to approve the Airport Ordinances. AYES: Aubrey, Morford, Fortenbaugh, Madigan, Lawson-Johnson, Ellis, Owens. NAYES: None. MOTION CARRIED.

- c. **Financial Report – March 2016** - Purchase orders to be approved from the operating agreement
\$ 55,406.82.
Capital Improvement include, AIP 33- 303,843.65
TSA rent transfer \$2,756.30
SCASD reimbursement - \$ 25,168.81
Backup Generator - \$ 77,279.00
TOTAL - \$ 409,047.76

Bank Balances:

Operating Account	33,746.79
Imprest Fund	1,345.79
Parking Account	21,654.35
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Unrestricted Balance	371,856.40
CFC Account	118,838.65
PFC	284,421.20
Capital Improvement	58,690.85
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Restricted Balance	461,950.70

Income and Expenses Budget Tracking

Income of the month totaled \$ 75,166.24, YTD incomes \$ 660,731.60 or 67% of total budgeted amount of \$ 982,854.41,

Expenses for the month totaled \$ 59,801.91, YTD expenses total \$ 615,492.61 which is 70% of the total budgeted amount of \$879,453.53.

NEW BUSINESS (Brett Lewis, Chairman) –

There being no further business, the meeting was adjourned.

Cassandra Lawson-Johnson, Secretary