

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY SPECIAL MEETING  
MINUTES  
April 26, 2016**

The meeting was called to order at 9:00 a.m. by the Vice-Chair, Sam Firman. The agenda along with the time and place of the meeting was posted in accordance with State Law.

**PRESENT:**

Sam Firman, Vice-Chair  
Cassandra Lawson-Johnson, Secretary  
David Aubrey, Member  
Robert Morford, Member  
Johnny Owens, Member  
Jennifer Ellis, Member

**ABSENT:**

Brett Lewis, Chair  
Sean Fortenbaugh, Member  
David Madigan, Past 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

Pat Hurley, Executive Assistant  
Chuck Wade, Airport Attorney

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**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.
- 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 March 22, 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, Aubrey, Morford, Owens, Ellis. ABSTAIN: Firman. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Sean Fortenbaugh, Committee Chair)**

a. **AIP 33 – SRE and ARFF Final Design** – McNally said the final design for the Airport Fire Station has been submitted to the City of Lawton engineer’s for review. McNally said this will be next year’s project.

McNally said the plans for the Snow Removal Equipment Building are complete and this project will be bid in June or July when Federal Funds become available.

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**LEASING COMMITTEE (Sam Firman, Committee Chair)**

a. **LaSill Aviation** – Firman said LaSill Aviation has withdrawn their letter of termination.

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**AIRPORT DIRECTOR’S REPORT (Barbara McNally)**

a. **Director’s Report-** McNally said Erick Rodriguez is being assigned to Wichita Falls, Texas only and Lawton will have a new General Manager.

Enplanements for March are up and it was the best March in the last 4 years.

McNally presented her report on the Air Service Development Conference she attended with handouts and discussion.

b. **Purchase Orders-** Purchase Order’s to be approved from the Operating Account total \$ 33,683.00.

Capital Improvements include:

AIP 31 – 111,249.86  
AIP 33 – 184,041.16  
TSA rent transfer - 2,756.30  
Backup Generator- 5600.00  
PFC Application – 13,950.00  
Transfer to MMA – 15,552.17  
Replace lost check 1571 – 6,830.00

TOTAL - \$ 339,979.49

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	299,089.52
Operating Account (10375822)		22,886.70
Imprest Fund (10704778)		1,051.59
Parking Account		18,720.10
Balance of unrestricted accounts	\$	<u>341,747.91</u>
CFC Account		133,862.65
Passenger Facility Charges (9014251)	\$	223,776.88
Capital Improvement Account (114030)		18,479.18
Balance of the restricted accounts	\$	<u>376,118.71</u>

**Income and Expense Budget Tracking**

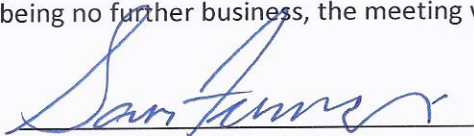
Incomes for the month totaled \$ 81,313.02, YTD incomes total \$ 742,044.62 or 75% of the total budgeted amount of \$ 982,854.41. Expenses for the month totaled \$ 88,700.80 YTD expenses total \$ 702,693.51 which is 80% of the total budgeted amount of \$ 879,453.53.

**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.

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**NEW BUSINESS (Brett Lewis, Chairman) –**

There being no further business, the meeting was adjourned.



Sam Firman, Vice-Chair