

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
June 21, 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:

Brett Lewis, Chair
Sam Firman, Vice-Chair
Sean Fortenbaugh, Member
Robert Morford, Member
David Madigan, Past Chair
Jennifer Ellis, Member

ABSENT:

Cassandra Lawson-Johnson, Secretary
David Aubrey, Member
Johnny Owens, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

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

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney
Michelle Ward, American Eagle

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Michelle Ward, General Manager)** – Ward said the enplanements are up over last month but a little down from the previous year.
- b. **La Sill Aviation (Chris Pittman)** – Pittman provided the fuel report.
- c. **Lawton Air Traffic Control Tower (Lee Smith)** – No report.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook said Fort Sill has C-5 coming in July.
- 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 May 24, 2016, 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 FIRMAN, SECOND BY ELLIS, to approve the consent agenda. AYES: Lewis, Firman Fortenbaugh, Madigan, Morford, Ellis. ABSTAIN: Lewis. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Sean Fortenbaugh, Committee Chair)

a) Pavement Engineer RFQ – Fortenbaugh said there are three interested firms that submitted a RFQ for conducting a Pavement Management Program. Fortenbaugh said in the interest of time and in order to expedite the final product, interest is the request of the committee for the board to allow the Development Committee the authority to review, rate and select a firm to negotiate with.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve giving the Development Committee the authority to review, rate and select a firm to negotiate with. AYES: Fortenbaugh, Morford, Lewis, Firman, Ellis, Madigan. NAYES: None. MOTION CARRIED.

Madigan asked about the time frame. McNally said the committee will be presented with the proposals after the Authority meeting and will turn in their rating by this Friday. McNally said if the engineer cost run over \$ 100,000.00 there will be an independent analyses, after the notice to proceed the project should take no longer than 90 days.

b) SRE Building Bids – Fortenbaugh said SRE building will be bid out June 3rd 10:00a.m., a mandatory pre-bid was held June 17 with 8 firms and additional sub contractors present. Fortenbaugh said the bids are due June 30th, the Engineer's recommendation will come to the Authority at the July meeting.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

a. Director's Report- McNally said the FAA certification inspection went well, there were no write ups. McNally said the inspector noticed we have a high water table under the runway. McNally discussed the issues this causes with our pavement.

McNally said the inspector also noted the airport is in need of a painting project on the runway, but will wait to see which panels will be replaced.

b. Meeting with FAA in Ft. Worth – McNally said she, the Engineer and the Architects will be meeting with the FAA on Wednesday June 22, 2016 in Ft. Worth to review the plans for the fire station and the terminal project and discuss eligible and ineligible portions. McNally we will also be reviewing the new CIP and PFC applications and the FAA Certification Inspection recommendations.

Lewis said the goal is to finalize the cost shares. McNally said yes and discuss the Pavement Management Program.

Madigan asked about the progress on the parking and mowing equipment. McNally said it was already purchased on the FY 16 Budget.

Lewis complimented McNally and staff on a good inspection.

c. **Purchase Orders-** Purchase Order's to be approved from the Operating Account total \$ 71,571.74

Capital Improvements include:

TSA rent transfer - 2,756.30
AIP 31 – 5,500.00
AIP 33 – 129,000.00

TOTAL - \$ 137,256.30

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	303,856.22
Operating Account (10375822)		31,086.51
Imprest Fund (10704778)		504.46
Parking Account		21,053.02
Balance of unrestricted accounts	\$	<u>356,500.21</u>
CFC Account		173,609.65
Passenger Facility Charges (9014251)	\$	248,819.28
Capital Improvement Account (114030)		-13,450.50
Balance of the restricted accounts	\$	<u>408,978.43</u>

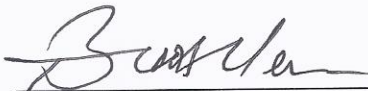
Income and Expense Budget Tracking

Incomes for the month totaled \$ 78,330.96, YTD incomes total \$ 887,026.94 or 89% of the total budgeted amount of \$ 982,854.41. Expenses for the month totaled \$ 56,630.24, YTD expenses total \$ 814,685.13 which is 93% 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 (Brett Lewis, Chairman)

There being no further business, the meeting was adjourned.



Brett Lewis, Chair