

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
March 21, 2017**

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

**PRESENT:**

Sam Firman, Chair  
Sean Fortenbaugh, Vice Chair  
Johnny Owens, Asst. Secretary  
Bret Lewis, Past-Chairman  
Robert Morford, Member  
Ed Petersen, Member

**ABSENT:**

David Aubrey, Asst. Secretary  
Jennifer Ellis, Secretary  
Steve Gilkeson, Member

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Pat Hurley, Executive Assistant  
Chuck Wade, Airport Attorney

Kim McConnell, Lawton Constitution

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. **American Eagle (Michelle Ward, General Manager)** –Not Present.
- b. **Lawton Air Traffic Control Tower (Lee Smith)** – Not Present.
- c. **Fort Sill Transportation (John Westbrook)** – Not Present.
- d. **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 February 21, 2017.
- 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 MORFORD**, to approve the consent agenda. AYES: Firman, Fortenbaugh, Owens, Lewis, Morford, Petersen. ABSTAIN from Minutes: Lewis. NAYES: None. MOTION CARRIED.

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**LEASING COMMITTEE (Johnny Owens, Committee Chair)**

- A. **Cobra Kai** - Owens said Martin Bohn with Cobra Kai has requested to lease office space to conduct an Aircraft Sales operation. Owens said it is the Directors' recommendation to lease a small ground floor office for \$ 300.00 a month, for a period of one year for the specific purpose of an aircraft sales operation in compliance with the Airports Minimum Standards.

Morford asked where the office space would be located. Hurley said on the ground floor of Hangar # 5.

**MOTION BY PETERSEN, SECOND BY LEWIS**, to approve the Lease with the contingent of the insurance change to one million per occurrence. AYES: Fortenbaugh, Morford, Owens, Firman, Lewis, Petersen. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)**

- A. **Snow Removal Equipment (SRE) Building – Project Update**– Lewis said the expansion will be moving right along, now that the roof repairs are done. Lewis said the expansion is what we need to store the Snow Removal Equipment off the Airfield. Lewis said the Director reports the project is expected to take 150 days, currently the contractor is excavating for building pad and foundations. Lewis asked Hurley if there were any additional updates. Hurley said the engineer is here inspecting the project once a week and all is going well.

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

- A. **Director's Airport Report** – Hurley said the enplanements are up from last month and running about even as this time last year.  
Hurley fuel sales are as listed for last month. AVGAS 1,934.6 gals., Consignment Jet 27,434 gals., Retail Jet 2,447.

- B. **Conference Requests - OAOA 2017 - Hurley** reported the Director requests that she and Pat Hurley be able to attend the Oklahoma Airport Operators Association meeting, April 24 – 26, cost not to exceed \$ 700.00.

**American Association of American Executives 2017 National Conference** – Hurley said she is also requesting approval for the Director to attend AAEE's National Conference, Long Beach, California, May 6-11. Cost not to exceed \$ 2,800.00.

**C. Financial Report-**

**Purchase Orders** - Purchase Order's to be approved:

LMAAA Operating Account - \$	30,008.03
Lawton Aviation Services	17,447.89
TOTAL	<u>47,455.92</u>

**Capital Improvements Purchase Orders:**

TSA rent transfer	\$2,756.30
TSA Security Reimbursement to City	\$6,000.00
TOTAL	<u>8,756.30</u>

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	222,306.13
Operating Account (10375822)	25,752.54
Imprest Fund (10704778)	449.43
Parking Account	18,359.40
Lawton Aviation Services	76,951.94
<b>Unrestricted Accounts Balance</b>	<b><u>343,819.44</u></b>

CFC Account	384,105.64
Passenger Facility Charges (9014251)	190,824.22
Capital Improvement Account (114030)	51,008.80
<b>Restricted Accounts Balance</b>	<b><u>625,938.66</u></b>

**LMAAA Income and Expense Budget Tracking -**

Incomes for the month \$ 125,032.37, YTD incomes \$ 908,308.86 or 64% of the total budgeted amount of \$ 1,425,064.73.  
 Expenses for the month \$ 115,806.78, YTD expenses \$933,462.58 or 67% of the total budgeted amount of \$ 1,394,407.35.

**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 \$ 600,000 above the FDIC limit. City National \$ 901,227.48 above the FDIC limit.  
 These amounts are reported monthly from the Federal Reserve Bank.

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**Barbara McNally, Airport Director**

**MOTION BY OWENS, SECOND BY LEWIS**, to approve both the OAOA Conference and the AAAE National Conference attendance with the cost not to exceed \$ 3,500.00. AYES: Morford, Fortenbaugh, Petersen, Firman, Lewis, Owens. NAYES: None. MOTION CARRIED.

Hurley reminded the Authority members of the change in April Board Meeting Date – Friday, April 21<sup>st</sup>, 9:00 a.m.

Wade and Firman stated they would not be able to attend the next meeting.

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**NEW BUSINESS (Sam Firman, Chairman)**

There being no further business, the meeting was adjourned.

A handwritten signature in cursive script, appearing to read "Samuel N. Firman". The signature is written in dark ink and is positioned above a horizontal line.

**Sam Firman, Chairman**