

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
January 23, 2018**

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:

Sean Fortenbaugh, Chair
Jennifer Ellis, Vice Chair
Johnny Owens, Asst. Secretary
Robert Morford, Asst. Secretary
Sam Firman, Past Chair
Ed Petersen, Member
Steve Gilkeson, Member
Robert Kern

ABSENT:

David Aubrey, Secretary

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director	Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution	Perry Havner, Lochner Engineering
Chuck Wade, Airport Attorney	Robert Turner, Ft. Sill Airfield Manager
Steve Crawford, TSA Federal Security Director for OK	Michelle Ward, AE General Manager

Fortenbaugh presented Firman with the Chairman's plaque for appreciation from the Authority for an outstanding job. Fortenbaugh said Firman always asks the right question and is three steps ahead of everyone else. Firman said being Chairman of the Authority was the easiest job in the world because the committees do all the work and he appreciated it. Firman said he also appreciated the support from McNally and Hurley, which made it a good year.

Fortenbaugh introduced Crawford TSA's Oklahoma Federal Security Director. Crawford thanked the Authority for letting him address them. Crawford said TSA has a very critical mission and he knows they can be a bit of a pain, but the mission cannot be accomplished without the support of our local shareholders and nowhere in the country is that support better than Lawton, OK. Crawford said once a year TSA has National Honorary Awards. Crawford thanked McNally for everything her and her team, small that it is does for TSA. Crawford wanted the Authority to know what an outstanding job they do at the Lawton Airport. McNally thanked Crawford. Fortenbaugh said the local TSA does an exceptional job also. Crawford said he appreciated the feedback.

JUSTIFICATION

Commitment to security and support of the TSA mission are just two of the reasons why Team Oklahoma is so proud to nominate Airport Director, Barbara McNally and the entire team at the Lawton Metropolitan Area Airport Authority for TSA's National Honorary Award for "Partnership". Our success can be directly attributed to the partnerships that exist and the support that is provided by the airport

and air carriers, and in Lawton, Oklahoma, the level of support could not be more robust. Through their actions, it is obvious that the airport authority in Lawton is committed to TSA and our quest to be the most effective and efficient counter-terrorism organization in the world. The bottom line is that TSA and the airport authority share a common goal: Provide the best possible security and the best possible customer service for each and every passenger that steps inside the airport terminal. And the passengers served by the Lawton – Fort Sill Regional Airport are special indeed. A large percentage of the passengers transiting LAW are soldiers of the United States Army who are traveling home to be with loved ones for a Christmas break or before deploying for an extended period overseas. These fine men and women are provided the best possible service because the airport authority proactively supports TSA and our mission. Director McNally states often that TSA is an important part of the passenger experience and so she and her staff eagerly assist TSA whenever and wherever possible. When TSA needed additional room at the passenger screening checkpoint, the airport authority stepped in and expanded the amount of space allocated to TSA operations. When TSA wanted to deploy state-of-the-art screening equipment for checked baggage processing, the airport authority stepped in and provided the space, utilities and design support to make it happen. When TSA became concerned about glare in the screening checkpoint, the airport authority immediately allocated funding and installed window tinting throughout the terminal. When TSA wanted to enhance the security posture within the screening checkpoint, the airport authority installed a comprehensive CCTV camera system and provided access to TSA. At the request of TSA, the airport authority installed restroom facilities inside the passenger holding area to reduce the volume of passengers that needed to be re-screened because they exited the sterile area. When TSA installed advanced screening technology at the passengers screening checkpoint, the airport authority's forward leaning assistance with permitting, moving of equipment and construction made the installation a complete success. When TSA needed additional space for training and administrative support to improve the efficiency and effectiveness of operations, the airport authority worked with the Government Services Administration (GSA), Federal Protective Services (FPS), TSA Real Estate and numerous contractors to ensure the build out of space met all of TSA's needs. Whenever TSA needs space for meetings, seminars or ceremonies, the airport authority is always willing to assist by allowing TSA to use airport facilities without charge. When you take a look at the relationship that exists between the airport authority and TSA it becomes quite obvious that the authority does not consider TSA to be just another airport tenant, they see TSA as part of their highly dedicated and professional team. LAW is a small airport with limited staff. Many of the airport authority staff members must take responsibility for divergent tasks and duties to ensure operational success. But the staff members are the personification of dedication to their airport and the TSA mission. A good example is the personal interest and proactive approach taken by staff members to ensure the integrity of the security posture at LAW. Airport Security Coordinator, Archie Campbell, supports a proactive and progressive approach to security and he is always working with TSA to enhance security procedures. Because of their proactive approach, LAW has security procedures in place that go above and beyond what is required by federal regulation. In fact, LAW has security procedures that are not commonly found at airports two or three times their size. When new procedures are published by TSA, LAW is always the first airport to respond and comply. This type of forward thinking is indicative of the "can do" attitude at LAW and the complete commitment to regulatory compliance. What is most impressive is that the airport authority at LAW was able to provide such an impressive level of support while maintaining a highly successful operation at one of the best run airports in the nation. A dedicated partner with unquestioned commitment to the TSA mission, the Lawton Metropolitan Area Airport Authority is an exceptional partner and they are definitely deserving of this most prestigious award.

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Michelle Ward, General Manager)** – Ward said December our enplanements have dropped, since we went to 3 flights a day and smaller aircraft. Ward said our traveling military numbers are down which also affects our load factors. Ward said we are going back to 4 flights a day next month but still the smaller aircraft. February's numbers will be low. Ward said come April we will have the chance to get the larger aircraft back depending on load factors. McNally said she has a meeting with Fort Sill about increasing the military number.
- b. **Lawton Air Traffic Control Tower (Lee Smith)** – Not Present.
- c. **Fort Sill Transportation (John Westbrook)** – No 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 January 23, 2018.
- 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 ELLIS**, to approve the consent agenda. AYES: Fortenbaugh, Ellis Owens, Morford, Firman, Petersen, Gilkeson, Kern. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Robert Morford, Committee Chair)

- A. **AIP 35 - Airport Fire Station Construction** – Morford said we have been working on the Fire Station and done some value engineering. McNally said the engineers came back with reductions in the amount of \$ 223,000.00. Morford said it is the committee's recommendation to approve entering into a contract with Rich Construction for the reduced amount, approving change order #1 and issuing a Notice to Proceed to the Contractor. **MOTION BY DEVELOPMENT COMMITTEE**, to approve entering into a contract with Rich Construction for the reduced amount, approving change order #1 and issuing a Notice to Proceed to the Contractor. AYES: Ellis, Gilkeson, Morford, Owens, Kern, Firman, Fortenbaugh, Petersen. NAYES: None. MOTION CARRIED.
 - B. **AIP 35 - Runway, Taxiway Paint Project** –Morford said this project is ready to rebid in February; it is the committee's recommendation to do so. **MOTION BY DEVELOPMENT COMMITTEE**, to rebid the Runway project in February. AYES: Morford, Fortenbaugh, Gilkeson, Petersen, Firman, Ellis, Owens. NAYES: None. MOTION CARRIED.
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AIRPORT DIRECTOR'S REPORT (Barbara McNally)

- A. **Director's Airport Report** – McNally said enplanements were discussed above.
- B. **Financing a New Airport Truck**-McNally said the Authority approved financing a new airport truck at the state contract price and she suggest accepting City National's interest rate of 2.5%.

MOTION BY OWENS, SECOND BY FIRMAN, to approve financing the new airport truck at City National bank for the 2.5% interest rate. AYES: Petersen, Owens, Morford, Gilkeson, Ellis, Fortenbaugh, Firman, Kern. NAYES: None. MOTION CARRIED.

C. Director's Financial Report

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$	51,450.96
Lawton Aviation Services	<u>13,157.08</u>
TOTAL	64,608.04

Capital Improvements Purchase Orders:

TSA rent transfer	2,804.52
AIP 35	<u>5,839.00</u>
TOTAL	8,643.52

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	265,599.47
Operating Account (10375822)	1,738.32
Imprest Fund (10704778)	520.74
Parking Account	17,923.26
Lawton Aviation Services	<u>99,790.06</u>
Unrestricted Accounts Balance	<u>385,571.85</u>

CFC Account	634,062.97
Passenger Facility Charges (9014251)	266,655.06
Capital Improvement Account (114030)	<u>1,071,901.35</u>
Restricted Accounts Balance	<u>1,972,619.38</u>

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$113,033.72*, YTD incomes \$ 875,138.80 or 50% of the total budgeted amount of \$ 1,744,265.05.
(* includes LAS income \$45,722.71)

Expenses for the month \$ 113,228.33*, YTD expenses \$ 802,342.38 or 53% of the total budgeted amount of \$ 1,525,318.68.
(* LAS expense \$ 42,176.31)

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 \$ 1,050,000 above the FDIC limit. City National \$ 1,200,000.00 above the FDIC limit.
These amounts are reported monthly from the Federal Reserve Bank.

CHAIRMAN REPORT (Sean Fortenbaugh)

Fortenbaugh asked if there was any in the audience that would like to speak.

Robert Turner introduced himself as the new Fort Sill Air Field Manager and said that the upgrade to the ARAC facilities has started and will be on going for 18 months.

Sean Fortenbaugh, Chairman

