

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
February 20, 2018**

The meeting was called to order at 9:00 a.m. by the Chairman, Sean Fortenbaugh. 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
Robert Morford, Asst. Secretary
Sam Firman, Past Chair
Ed Petersen, Member
Robert Kern

ABSENT:

David Aubrey, Secretary
Johnny Owens, Asst. Secretary
Steve Gilkeson, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney

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)** – 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, Morford, Firman, Petersen, Kern. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Robert Morford, Committee Chair)

- A. AIP 35 - Airport Fire Station Construction** – McNally said the notice to proceed was issued on February 14, 2018. McNally said this project should be completed in 450 calendar days.
- B. AIP 35 - Runway, Taxiway Paint Project** –Morford said this project is ready to rebid in late February.
- C. Contract Amendment No. 2** – McNally said the value engineering included changes to the Mechanical/HVAC System, which requires new mechanical drawing and specifications, this change was discussed with the Development Committee. McNally said the amount of this change order is \$ 7,560.00.

MOTION BY PETERSEN, SECOND BY KERN, to approve Contract Amendment No. 2 in the amount of \$ 7,560.00. AYES: Ellis, Morford, Kern, Firman, Fortenbaugh, Petersen. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- A. Director’s Airport Report** – McNally said on March 28th the Airport will be doing a full scale MASCA with the Police, Fire and all emergency personnel. McNally said it will be a simulated plane crash. McNally explained the procedures to the Authority.

B. Director’s Financial Report

Purchase Orders - Purchase Order’s to be approved:

LMAAA Operating Account - \$	47,129.15
Lawton Aviation Services	<u>13,232.67</u>
TOTAL	60,361.82

Capital Improvements Purchase Orders:

TSA rent transfer	2,804.52
TOTAL	<u>2,804.52</u>

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	226,012.33
Operating Account (10375822)	15,269.87
Imprest Fund (10704778)	134.21
Parking Account	17,597.99

Lawton Aviation Services	96,609.34
Unrestricted Accounts Balance	355,623.74

CFC Account	658,119.97
Passenger Facility Charges (9014251)	298,282.55
Capital Improvement Account (114030)	1,254,472.27
Restricted Accounts Balance	2,210,874.79

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$104,922.63*, YTD incomes \$ 8854,778.06 or 54% of the total budgeted amount of \$ 1,744,265.05.
 (* includes LAS income \$45,722.71)

Expenses for the month \$ 136,089.73*, YTD expenses \$ 921,920.16 or 60% 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.

Sean Fortenbaugh, Chairman