

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

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

**PRESENT:**

Jennifer Ellis, Vice-Chair  
David Aubrey, Secretary  
Johnny Owens, Asst. Secretary  
Robert Morford, Asst. Secretary  
Ed Petersen, Member

**ABSENT:**

Sean Fortenbaugh, Chair  
Sam Firman, Past Chair  
Steve Gilkeson, Member  
Robert Kern, Member

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant  
Jen McKenty, Military Welcome Center

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. **American Eagle (Michelle Ward, General Manager)** – Not Present. McNally said enplanements are provided to the Authority. McNally said enplanements are still a little down but we have gone back to 4 flights a day this month.
- 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.
- e. **Military Welcome Center (Jean McKenty)** – McKenty said the Welcome Center has given service to over 8,000 soldiers and their families this past year and employed 2,000 volunteers.

**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 20, 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 OWENS**, to approve the consent agenda. AYES: Ellis, Aubrey, Owens, Morford, Petersen. Abstain: Aubrey from the minutes. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Robert Morford, Committee Chair)**

- A. AIP 35 - Airport Fire Station Construction** – McNally said the Contract is on site. McNally said they have built a temporary fence to preserve the security of the airport. McNally said there was a small problem procuring the permit for the City of Lawton. McNally said we had to prove the Storm Water runoff was not affecting the Strom Water. McNally described the detention pond to the Authority. Morford said it all looked good on the site.
- B. AIP 35 - Runway, Taxiway Paint Project** –Morford said this project will be rebid in near future.
- C. Terminal Project** – McNally said this year’s grant will be used for the final design of the Terminal Building project. McNally said the Development Committee will meet with the Engineers and Architects to develop the scope of the project.

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

**A. 2018 Conferences**

1. McNally said she request to attend the National American Association of Airport Executives Annual Conference April 14-19, 2018. McNally said the cost not to exceed \$ 3,000.00.

**MOTION BY PETERSEN, SECOND BY OWENS**, to approve the Airport Director attending the National American Association of Airport Executives Annual Conference at a cost not to exceed \$ 3, 000.00. AYES: Ellis, Aubrey, Morford, Owens, Petersen. NAYES: None. MOTION CARRIED.

2. McNally said she is requesting for staff to attend the State Oklahoma Airport Operators Association Conference April 29-May 2, 2018. McNally said the cost not to exceed \$ 1,500.00.

**MOTION BY OWENS, SECOND BY AUBREY**, to approve Airport Staff to attend the Oklahoma Airport Operators Annual Conference at a cost not to exceed \$ 1,500.00.

**B. Director’s Financial Report**

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

LMAAA Operating Account - \$	42,883.48
Lawton Aviation Services	13,131.24
TOTAL	56,014.72

**Capital Improvements Purchase Orders:**

LEO reimbursement	\$9,780.00
AIP 35	37,801.00
TSA rent transfer	2,804.52
<b>TOTAL</b>	<b>\$50,385.52</b>

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	211,859.78
Operating Account (10375822)	2,118.55
Imprest Fund (10704778)	499.18
Parking Account	15,029.64
Lawton Aviation Services	99,370.19
<b>Unrestricted Accounts Balance</b>	<b>328,877.34</b>

CFC Account	667,695.97
Passenger Facility Charges (9014251)	307,540.45
Capital Improvement Account (114030)	1,264,359.23
<b>Restricted Accounts Balance</b>	<b>2,239,595.65</b>

**LMAAA Income and Expense Budget Tracking -**

Incomes for the month \$102,040.53\*, YTD incomes \$ 1,094,510.38 or 63% of the total budgeted amount of \$ 1,744,265.05.  
(\* includes LAS income \$53,693.08)

Expenses for the month \$ 124,995.34\*, YTD expenses \$ 1,046,921.40 or 69% 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.

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**CHAIRMAN REPORT (Sean Fortenbaugh)**

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

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**Jennifer Ellis, Vice- Chairman**