

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
April 24, 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
Johnny Owens, Asst. Secretary
Robert Morford, Asst. Sectary
Sam Firman, Past Chair
Ed Petersen, Member
Steve Gilkeson, Member
Robert Kern, Member

ABSENT:

Jennifer Ellis, Vice-Chair
David Aubrey, Secretary

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, 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)** – Westbrook said mission the end of April through May.
- 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 March 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: Fortenbaugh, Owens, Morford, Petersen, Kern. ABSTAIN: Firman, Gilkeson. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Robert Morford, Committee Chair)

- A. AIP 35 - Airport Fire Station Construction –Morford asked McNally to report.** McNally said the ARFF Station project is moving, keep in mind it is an 18 month project.
- B. AIP 35 - Runway, Taxiway Paint Project –McNally said the construction safety plan is still in the hands of the FAA, as soon as they approve the plan it will be out for bids.**

LEASING COMMITTEE (Ed Petersen, Committee Chair)

- A. Airport Café –** Petersen said the current tenant has requested an additional rent waiver. Petersen said the committee considered the request and decided that the tenant would need to start paying rent of \$ 600.00 per month. After some discussion a motion was made.

MOTION BY PETERSEN, SECOND BY MORFORD, to reject the Café’ renters request for a rent wavier and proceed to enforce the terms of the lease agreement. AYES: Gilkeson, Morford, Owens, Kern, Firman, Fortenbaugh, Petersen. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- 1. FAA Certification Inspection-** McNally said the FAA Certification Inspection will be from May 14-16, 2018 and any Authority members are welcome to the in briefing or the out briefing.

McNally said she and Hurley will be going to Aviation Day after the board Meeting.

- 2. Director’s Financial Report – April 2018
Purchase Orders - Purchase Order’s to be approved:

LMAAA Operating Account - \$	51,982.00
Lawton Aviation Services	14,575.67
TOTAL	<u>66,557.67</u>

Capital Improvements Purchase Orders:

LEO reimbursement	\$7,960.00
TSA rent transfer	2,863.58
TOTAL	<u>\$10,823.58</u>

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	251,096.01
Operating Account (10375822)	5,878.43
Imprest Fund (10704778)	85.79
Parking Account	20,876.67
Lawton Aviation Services	72,052.25
Unrestricted Accounts Balance	<u>349,989.15</u>

CFC Account	683,637.97
Passenger Facility Charges (9014251)	322,469.76
Capital Improvement Account (114030)	1,224,847.12
Restricted Accounts Balance	<u>2,230,954.85</u>

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$126,725.37*, YTD incomes \$ 1,221,235.75 or 70% of the total budgeted amount of \$ 1,744,265.05.
(* includes LAS income \$64,411.1453,693.08)

Expenses for the month \$ 107,377.70*, YTD expenses \$ 1,154,292.10 or 77% of the total budgeted amount of \$ 1,525,318.68.
(* LAS expense \$ 15,309.66)

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.

NEW BUSINESS (Sean Fortenbaugh)

There being no further business the meeting was adjourned.

SEAN FORTENBAUG, CHAIRMAN