

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY**  
**AIRPORT AUTHORITY MEETING MINUTES**  
**June 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  
Jennifer Ellis, Vice-Chair  
Johnny Owens, Asst. Secretary  
Ed Petersen, Member  
Robert Kern, Member

**ABSENT:**

David Aubrey, Secretary  
Robert Morford, Asst. Sectary  
Sam Firman, Past Chair  
Steve Gilkeson, Member

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution  
John Westbrook, Ft. Sill Transportation  
Austin Bowling, Military Welcome Center

Pat Hurley, Executive Assistant  
Chuck Wade, Attorney  
Paul Hafen, ARAC Manager

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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) – Westbrook said there has been some renewed interest in the construction of the ADACG facility at the Airport.
- d. Ft. Sill ARAC – (Paul Hafen) – Hafen said the radar system update is in progress and will be completed by December 2019.

**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 May 22, 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 KERN**, to approve the consent agenda. AYES: Fortenbaugh, Ellis, Owens, Petersen, Kern. NAYES: None. MOTION CARRIED.

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

**A. AIP 35 - Airport Fire Station Construction** – McNally said the structural steel has been delivered on site and the piers are being installed, with no apparent issues at this time.

**B. AIP 35 - Runway, Taxiway Paint Project** – McNally said the contractor has executed the contract documents and the pre construction conference will be scheduled soon.

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**FINANCE COMMITTEE (Sam Firman)**

**A. FY 2019 BUDGET** – McNally said the Finance and Personnel committee’s met and finalized the FY 19 Budget. McNally said it is the committees recommended to accept the finalized FY 19 Budget.

**MOTION BY FINANCE COMMITTEE**, to approve the finalized FY 19 Budget. AYES: Ellis, Fortenbaugh, Petersen, Kern, Owens. NAYES: None. MOTION CARRIED.

**B. Approval of the Airport’s Purchasing Policy**-McNally said at the recommendation of the Auditor she has written a purchasing policy for the Airport. McNally said the Finance Committee met, reviewed the Policy and it is their recommendation to accept the policy as written by the Director. AYES: Fortenbaugh, Petersen, Ellis, Kern, Owens. NAYES: None. MOTION CARRIED.

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**LEASING COMMITTEE (Ed Petersen, Committee Chair)**

**A. Airport Café** – Petersen said he believes the intent is to repaint the restaurant and advertised a request for proposal. Petersen said the committee will review proposals and vetted the concessionaire. He also said that the committee may look into other options if this RFP does not find a suitable tenant.

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

1. **Airport Director’s Report**- McNally said she had a meeting with the FAA in Ft.Worth last Wednesday to go over the PFC Application which will provide the matching share for our Terminal Project. McNally said we should have an approved application in about 60 days.

McNally said we will have CRJ’s coming back to Lawton on July 5<sup>th</sup>, two a day.

**2. Director’s Financial Report –**

**Purchase Orders were as follows:**

|   |  |                     |  |  |  |
|---|--|---------------------|--|--|--|
| LMAAA Operating Account - \$  |  | 61,578.59           |  |  |  |
| Lawton Aviation Services  |  | <u>10,573.38</u>    |  |  |  |
| TOTAL   |  | 72,151.97           |  |  |  |
| <b>Capital Improvements Purchase Orders:</b>  |  |                     |  |  |  |
| Garver  |  | \$23,786.42         |  |  |  |
| TSA rent transfer   |  | <u>2,853.62</u>     |  |  |  |
| TOTAL   |  | \$26,640.04         |  |  |  |
| <b><u>Bank Balances:</u></b>  |  |                     |  |  |  |
| The following are reconciled balances of unrestricted accounts:   |  |                     |  |  |  |
| Money Market Account (10976043)   |  | 232,685.20          |  |  |  |
| Operating Account (10375822)  |  | 23,646.74           |  |  |  |
| Imprest Fund (10704778)   |  | 1,024.81            |  |  |  |
| Parking Account   |  | 21,367.92           |  |  |  |
| Lawton Aviation Services  |  | <u>96,057.00</u>    |  |  |  |
| <b>Unrestricted Accounts Balance</b>  |  | <b>374,781.67</b>   |  |  |  |
| CFC Account   |  | 756,949.64          |  |  |  |
| Passenger Facility Charges (9014251)  |  | 370,700.36          |  |  |  |
| Capital Improvement Account (114030)  |  | <u>1,198,420.37</u> |  |  |  |
| <b>Restricted Accounts Balance</b>  |  | <b>2,326,070.37</b> |  |  |  |
| <b><u>LMAAA Income and Expense Budget Tracking -</u></b>  |  |                     |  |  |  |
| Incomes for the month \$138,450.07*, YTD incomes \$ 1,463,143.16 or 84% of the total budgeted amount of \$ 1,744,265.05.<br>(* includes LAS income \$59,993.84)   |  |                     |  |  |  |
| Expenses for the month \$ 106,318.65*, YTD expenses \$ 1,395,127.02 or 91% of the total budgeted amount of \$ 1,525,318.68.<br>(* LAS expense \$ 15,309.66)   |  |                     |  |  |  |
| <b><u>Collateralized Accounts</u></b> – Currently, the FDIC insures the Authority’s accounts up to \$ 250,000.00 per account.<br>The following are pledged dollars above the current insured amounts:<br>Arvest \$ 1,050,000 above the FDIC limit. City National \$ 1,200,000.00 above the FDIC limit.<br>These amounts are reported monthly from the Federal Reserve Bank. |  |                     |  |  |  |

**NEW BUSINESS (Sean Fortenbaugh)**

Fortenbaugh introduced Austin Bowling, who is the New Director of the Military Welcome Center.

There being no further business the meeting was adjourned.

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SEAN FORTENBAUG, CHAIRMAN