

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
June 20, 2017**

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:**

Sam Firman, Chair  
Jennifer Ellis, Secretary  
Johnny Owens, Asst. Secretary  
David Aubrey, Member  
Brett Lewis, Past-Chairman  
Robert Morford, Member  
Ed Petersen, Member  
Steve Gilkeson, Member

**ABSENT:**

Sean Fortenbaugh, Vice Chair

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution

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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)** – Not 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 May 23, 2017.
- 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: Firman, Ellis, Owens, Aubrey, Lewis, Morford, Petersen, Gilkeson. ABTAIN from minutes: Firman, Aubrey. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)**

**A. AIP 34 - Snow Removal Equipment Building (SRE) – Change Orders 1-3,** Lewis said we have three change orders; it is the recommendation of the committee to approve Change Orders 1 - 3. Change Order 1 is a reduction of (\$5,553.00) in the contract based on submittals, Change Order #2 is additional electrical work and golf driving range access in the amount of \$ 6,457.33. Lewis said Change Order #3 is in the amount of \$ 58,800.18 of which the Authority will be responsible for \$ 25,980.96 for work to the maintenance portion of the building that needed to be brought up to code.

Lewis said the remaining items are replacement of the sewer line that collapsed after being unearthed, relocating the water line 10 feet from the sewer line per city code and relocating an electrical panel from our deicer storage room to the interior of the SRE building.

Lewis said this change order will use all the available contingency funds budgeted but will not require additional funds from the FAA. After some discussion a motion was made.

**MOTION BY THE DEVELOPMENT COMMITTEE,** to approve Change Orders 1-3 as stated above. AYES: Aubrey, Gilkeson, Morford, Owens, Lewis, Firman, Ellis, Petersen. NAYES: None. MOTION CARRIED.

**B. AIP 35 – Runway Joint and Crack Seal and Paint/ Airport Fire Station Construction**

Lewis said this is just an update on the projects. Lewis said the final design workshop was held June 7<sup>th</sup>, the architect and engineer are incorporating requested changes into the final plans. Lewis said the Lewis said the engineer is working on the quantities and plans for the Runway rehab.

Lewis said both projects are scheduled to be out for bids in July with an August bid opening. Based on actual bids amount we will submit the application for federal funds.

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

**A. Director’s Airport Report** – McNally said the Casino flights are coming back to Lawton and our employees will be training to do the ground handling and Ground Security Coordinators training. McNally said Swift Air is providing the casino flights, the first flight will be July 27<sup>th</sup>, then one in September and another in November.

McNally said the Commemorative Air Force will be flying in Friday, August 4<sup>th</sup> - 6<sup>th</sup> , they will have static displays open to the public and providing flights for a fee.

McNally said Lawton Aviation Services will be hosting the AOPA’s Rusty Pilots Program in November.

McNally said our annual FAA inspection starts today and the inspector will be here until June 22.

**B. Financial Report** – The Director provided the following information:

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

LMAAA Operating Account - \$	58,112.68
Lawton Aviation Services	15,091.34
TOTAL	<u>73,204.02</u>

**Capital Improvements Purchase Orders:**

TSA rent transfer	\$2,804.52
AIP 34	\$6,532.55
AIP 35	\$1,600.00
TOTAL	<u>10,937.07</u>

**Bank Bal-  
ances:**

Money Market Account (10976043)	285,213.18
Operating Account (10375822)	20,181.89
Imprest Fund (10704778)	41.54
Parking Ac- count	24,923.56
Lawton Aviation Services	42,001.39
<b>Unrestricted Accounts Balance</b>	<b><u>372,361.56</u></b>

CFC Account	460,740.64
Passenger Facility Charges (9014251)	226,195.17
Capital Improvement Account (114030)	46,201.44
<b>Restricted Accounts Balance</b>	<b><u>733,137.25</u></b>

**LMAAA Income and Expense Budget Track-  
ing** -

Incomes for the month \$ 110,248.81 \*, YTD incomes \$ 1,343,941.37 or 94% of the total budgeted amount of \$ 1,425,064.73. (\* includes LAS income \$40,599.89)

Expenses for the month \$ 92,002.48 \*, YTD expenses \$1,238,548.96 or 88% of the total budgeted amount of \$ 1,394,407.35.

(\* LAS expense \$ 30,870.61)

**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 \$ 600,000 above the FDIC limit. City National \$ 901,227.48 above the FDIC limit.

These amounts are reported monthly from the Federal Reserve Bank.

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**NEW BUSINESS (Sam Firman, Chairman)**

There being no further business, the meeting was adjourned.

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**Sam Firman, Chairman**