

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY**  
**AIRPORT AUTHORITY MEETING MINUTES**  
**August 21, 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  
Robert Morford, Asst. Secretary  
Ed Petersen, Member  
Sam Firman, Past Chair (arrived late)

**ABSENT:**

David Aubrey, Secretary  
Steve Gilkeson, Member  
Robert Kern, Member

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Chuck Wade, Attorney

Pat Hurley, Executive Assistant

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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.

**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 July 24, 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 OWENS, SECOND BY MORFORD**, to approve the consent agenda. AYES: Fortenbaugh, Ellis, Owens, Morford, Petersen, Firman. NAYES: None. MOTION CARRIED.

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

**A. AIP 35** - Airport Fire Station Construction – Morford said progress is being made on the Fire Station.

**B. AIP 35** - Runway, Taxiway Paint Project –Morford said the contracts have been signed; HI Lite will begin this project in early September.

**C. Terminal Building Renovation** – McNally said the Engineers and Architects have asked that the Authority make a decision on the temporary boarding gate solution to be included in the final plans.

Option 1 is a temporary building costing \$ 602,600.00; Option 2 is a permanent building with restrooms costing \$ 809,600.00 which would increase the baggage claim area and provide additional restrooms to the terminal, Option 3 is a permanent barn like structure which could be used as storage. After some discussion a motion was made.

**MOTION BY MORFORD, SECOND BY FIRMAN**, to approve Option #2 at the cost of \$809,600.00. AYES: Ellis, Morford, Owens, Firman, Fortenbaugh, Petersen.

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

**A. Airport Café** –Petersen said the Authority only received one proposal, which was rejected, due to a poor fit. Petersen said we are waiting to hear on other option, more like a convenience store operation.

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

1. **Airport Director’s Report**- McNally said the Blood drive went really well. McNally said the OBI received a couple of pilots interested in the Flight for Life project.

McNally said FAA has received an additional one billion dollars in AIP funding. This Supplement Appropriation will need to be applied for and will be considered for shovel read projects in 2019. The FAA Regional Manager and our Program Manager believe the terminal stands a good chance to be funded.

**2. Director’s Financial Report –**

**JULY 2018**

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

LMAAA Operating Account - \$	48,924.58
Lawton Aviation Services	<u>15,293.83</u>
TOTAL	64,218.41

**Capital Improvements Purchase Orders:**

AIP 35 Rich Constr.	\$549,932.2
	0
TSA rent transfer	<u>2,853.62</u>
TOTAL	<u>\$552,785.8</u>
	2

**Bank**  
**Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	234,829.00
Operating Account (10375822)	15,180.51
Imprest Fund (10704778)	906.30
Parking Account	22,059.29
Lawton Aviation Services	93,124.37
<b>Unrestricted Accounts Balance</b>	<b><u>366,099.47</u></b>

CFC Account	756,949.64
Passenger Facility Charges (9014251)	370,700.36
Capital Improvement Account (114030)	1,167,701.09
<b>Restricted Accounts Balance</b>	<b><u>2,295,351.09</u></b>

**LMAAA Income and Expense Budget Tracking -**

Incomes for the month \$139,803.15\*, YTD incomes \$ 1,674,985.56 or 96% of the total budgeted amount of \$ 1,744,265.05.

(\* includes LAS income \$59,993.84)

Expenses for the month \$ 150,775.36 \*, YTD expenses \$ 1,545,902.38 or 101% 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)**

Fortenbaugh said there are companies interested in our property at the south end of the Airport and also interest in the ADAC facility.

There being no further business the meeting was adjourned.

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**SEAN FORTENBAUG, CHAIRMAN**