

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
September 25, 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. Sectary
Sam Firman, Past Chair

ABSENT:

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

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Attorney
Paul Hafen, Ft. Sill ARAC
Jared Davidson, Public Law, Bond Attorney

Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution
Austin Bowling, MWC

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) – Hafen said the project upgrading the radar facility was on track and the fiber optics have been run from the satellite to the offices.
- e. MWC - (Austin Bowling) – Bowling gave a report on the number of Military through the Welcome Center. Austin said the year to date is visitations 65,082 and touches are 11,145.

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 August 21, 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 ELLIS, to approve the consent agenda. AYES: Fortenbaugh, Ellis, Owens, Morford, Firman. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (Ed Petersen)

Davidson discussed the possible action with respect to declaring the intent of the Lawton Metropolitan Area Airport Authority (the "Authority") to expend certain funds in connection with the expansion and renovation of the existing passenger terminal serving the City of Lawton, Oklahoma (the "City") with said expenditures to be reimbursed from the proceeds of revenue bonds or notes to be incurred by the Authority; authorizing the holding and conducting of a public hearing, if deemed necessary; approving a professional services agreement; and containing other provisions relating thereto.

MOTION BY FIRMAN, SECOND BY ELLIS, to approve the above action. AYES: Ellis, Morford, Owens, Firman, Fortenbaugh. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Robert Morford, Committee Chair)

A. AIP 35 - Airport Fire Station Construction – Morford said the Contractor is preparing to pour the concrete for the grade beams. Morford said upon completion of the grade beams, they will continue with the select fill and utilities under the slab.

B. AIP 36 – Terminal Design Grant Offer – Morford said the board will need to approve accepting AIP 36 in the amount of \$ 544,320. McNally said the City Council approved accepting the grant on September 11th.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve accepting AIP 36 Grant for the Terminal Design, in the amount of \$ 544,320.00. AYES: Morford, Fortenbaugh, Firman, Ellis, Owens. NAYES: None. MOTION CARRIED.

C. Change Order for AIP 36 – Morford said the change order in the amount of \$78,400.00 for the additional design and surveying and plans and specs for the permanent addition to the terminal building.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve the change order in the amount of \$ 78,400.00 for the additional design, surveying, plans and specs for the permanent addition to the terminal building. AYES: Owens, Morford, Ellis, Fortenbaugh, Firman. NAYES: None. MOTION CARRIED.

D. Lake Lawton Dam Inspection – McNally said the Dam Inspection is required by the OWRB every three years. McNally said the proposed amount is \$ 3,500.00.

MOTION BY MORFORD, SECOND BY OWENS, to approve doing the Dam Inspection in the amount of \$ 3,500.00. AYES: Morford, Firman, Fortenbaugh, Owens, Ellis. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Ed Petersen, Committee Chair)

A. Airport Café –McNally said the committee is working with a potential tenant. A recommendation will be coming back to the board.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

1. **Airport Director’s Report**- McNally said enplanements are up. McNally said Express Jet will stop flying into Lawton in October and will be replaced by SkyWest. McNally said the Airport employees will go through some training for the new airline.

McNally said our annual Audit will start October 1 and last for 2 weeks, the results will be brought to the November Board Meeting.

2. Director’s Financial Report –

Purchase Orders - Purchase Order’s to be approved:

LMAAA Operating Account - \$

Lawton Aviation Services	70,607.00
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TOTAL	13,940.41
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	84,547.41
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Capital Improvements Purchase Orders:

LEO Reimbursement

Garver AIP 35	\$14,720.00
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Garver AIP 36	\$19,658.00
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TSA rent transfer	\$42,976.00
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TOTAL	2,853.62
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	\$80,207.62
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Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)

Operating Account (10375822)	234,170.96
Imprest Fund (10704778)	15,534.33
Parking Account	24.87
Lawton Aviation Services	22,211.78
Unrestricted Accounts Balance	118,631.41
	<hr/> <hr/> 390,573.35

CFC Account	
Passenger Facility Charges (9014251)	808,057.64
Capital Improvement Account (114030)	322,418.66
Restricted Accounts Balance	1,245,704.51
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LMAAA Income and Expense Budget Tracking -

Incomes for the month \$140,116.47*, YTD incomes \$ 282,486.34 or 16 % of the total budgeted amount of \$ 1,729,049.89.
(* includes LAS income \$59,440.10)

Expenses for the month \$ 158,214.68 *, YTD expenses \$ 275,999.07 or 18% of the total budgeted amount of \$ 1,552,055.03.
(* LAS expense \$ 20,006.07)

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 FORTENBAUGH, CHAIRMAN