

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING MINUTES  
October 23, 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  
Steve Gilkeson, Member  
Robert Kern, Member

**ABSENT:**

David Aubrey, Secretary  
Ed Petersen, Member  
Sam Firman, Past Chair

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director

Chuck Wade, Attorney

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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.
- e. MWC - (Austin Bowling) – 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 September 25, 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 ELLIS, SECOND BY MORFORD**, to approve the consent agenda. AYES: Fortenbaugh, Ellis, Owens, Morford, Gilkeson, Kern. NAYES: None. MOTION CARRIED.

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

**A. Restaurant Lease** – McNally said it is the committee’s recommendation to enter into a lease agreement with Chin Maki. McNally said the term is for 3 years, at \$ 500.00 per month, plus 5.2% of the utilities for the restaurant and the vending machine rights. McNally said the first 6 months Maki will only pay the utilities.

**MOTION BY LEASING COMMITTEE**, to approve the restaurant lease to Chin Maki for the term of three years at \$ 500.00 per month with utilities and vending rights with the first six months free rent and only paying for utilities or \$ 400.00 per month with no vending. AYES: Fortenbaugh, Ellis, Owens, Gilkeson, Kern, Morford. NAYES: None. MOTION CARRIED.

**B. Restaurant Renovations** – McNally said the restaurant space is in need of some renovation to make it suitable for the new operation. McNally said renovations will include relocating the entrance to the east side, enlarging the dining area, constructing a bar area, bench seating and repainting the dining area. McNally said some work will be contracted and some will be done in house. McNally said the committee is asking for a budget of a not to exceed amount of \$ 20,000.00.

**MOTION KERN, SECOND BY ELLIS**, to approve renovations to the restaurant space in an amount not to exceed \$ 20,000.00. AYES: Fortenbaugh, Ellis, Owens, Gilkeson, Kern, Morford. NAYES: None. MOTION CARRIED.

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

1. **Airport Director’s Report**- McNally said she provided a graph for the fuel sales.

McNally said the audit is complete and will be brought to the November board meeting.

Update in construction, the contractor for the ARFF Station is asking for additional weather days and the engineer is addressing that issue, the R/W Marking project is complete and it looks pristine. The terminal design project is 50% complete.

## 2. Director's Financial Report

<b>Purchase Orders</b> - Purchase Order's to be approved:							
LMAAA Operating Account - \$			44,342.71				
Lawton Aviation Services			<u>22,184.63</u>				
TOTAL			66,527.34				
<b>Capital Improvements Purchase Orders:</b>							
LEO Reimbursement			\$9,720.00				
Garver AIP 35			\$277,785.71				
Garver AIP 36			\$76,045.00				
TSA rent transfer			<u>2,853.62</u>				
TOTAL			\$366,404.33				
<b>Bank Balances:</b>							
The following are reconciled balances of unrestricted accounts:							
Money Market Account (10976043)			330,445.06				
Operating Account (10375822)			65,672.73				
Imprest Fund (10704778)			2,393.56				
Parking Account			22,798.91				
Lawton Aviation Services			<u>63,733.87</u>				
<b>Unrestricted Accounts Balance</b>			<b>485,044.13</b>				
CFC Account			838,339.64				
Passenger Facility Charges (9014251)			341,735.34				
Capital Improvement Account (114030)			<u>1,178,159.16</u>				
<b>Restricted Accounts Balance</b>			<b>2,358,234.14</b>				
<b>LMAAA Income and Expense Budget Tracking</b> -							
Incomes for the month \$133,238.98*, YTD incomes \$ 417,052.52 or 24% of the total budgeted amount of \$ 1,729,049.89. (* includes LAS income \$59,464.33)							
Expenses for the month \$ 171,395.44*, YTD expenses \$ 351,493.04 or 23% of the total budgeted amount of \$ 1,552,055.03. (* LAS expense \$ 35,832.03)							
<b>Collateralized Accounts</b> – 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.

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**SEAN FORTENBAUGH, CHAIRMAN**