

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
November 20, 2018

The meeting was called to order at 9:02 a.m. by the Vice Chairman, Jennifer Ellis. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Jennifer Ellis, Vice-Chair
Johnny Owens, Asst. Secretary
Sam Firman, Past Chair
Ed Petersen, Member
Steve Gilkeson, Member

ABSENT:

Sean Fortenbaugh, Chair
David Aubrey, Secretary
Robert Morford, Asst. Sectary
Robert Kern, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Attorney
Jarrod Davidson, Bond Attorney

Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution

Davidson had an open Bond Hearing at 9:00 a.m. which ended at 9:01 a.m.

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 October 23, 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 OWENS, to approve the consent agenda. AYES: Ellis, Owens, Firman, Petersen, Gilkeson. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (Sam Firman, Committee Chair)

- A. Review FY 2017-2018 Audit with Robert Turner** – Firman said the Airport had a clean audit with an increase in revenue of 1.2 million. McNally said Turner provided a letter for the Authority about the audit. Firman said it is the committee’s recommendation to accept the audit report for FY 2017- 2018.

MOTION BY THE FINANCE COMMITTEE, to approve the FY 2017-2018 audit. AYES: Gilkeson, Petersen, Firman, Ellis, Owens. NAYES: None. MOTION CARRIED.

- B. Arvest Sweep Account** – Firman said the sweeps accounts that the bank accesses for its use, which earns a greater percentage of interest for the airport and is FDIC covered. Firman said it is the recommendation of the committee to enroll some of the airports accounts into a sweep account to increase the interest rate on those accounts.

MOTION BY THE FINANCE COMMITTEE, to approve enrolling some of the airport accounts into a sweep account. AYES: Petersen, Owens, Gilkeson, Ellis, Firman. NAYES: None. MOTION CARRIED.

- C. DLA Contract** – Firman said the government contract for fuel is due for renewal. McNally said the current contract was assumed from La Sill Aviation and they had a third party that did the actual bid submittal and actually held the contract. Firman said it is the recommendation of the committee to submit a proposal as the Lawton Airport Authority directly.

MOTION BY THE FINANCE COMMITTEE, to approve bidding the government contract for fuel. AYES: Firman, Petersen, Gilkeson, Owens, Ellis. NAYES: None. MOTION CARRIED.

- D. Purchase Vehicle** – Firman said the current general use vehicle has seen better days and was turned over to maintenance. Firman said it is the recommendation of the committee to approve the purchase of a vehicle to be used by the administrative staff and for travel at the State bid price of \$ 25,610.00.

MOTION BY THE FINANCE COMMITTEE, to approve the purchase of a vehicle at the state bid price of \$ 25,610.00. AYES: Gilkeson, Ellis, Petersen, Owens, Firman. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- A. Director’s Report**-McNally said enplanements and fuel sales are up.

- B. Yearly Notice of Meetings** - McNally said the Authority needs to approve the 2019 dates of meetings.

MOTION BY PETERSEN, SECOND BY OWENS, to approve the 2019 Authority list of meetings. AYES: Gilkeson, Owens, Petersen, Firman, Ellis. NAYES: None. MOTION CARRIED.

- C. Financial Report-**

Purchase Orders - Purchase Order’s to be approved:

LMAAA Operating Account - \$	37,765.93
Lawton Aviation Services	15,823.78
TOTAL	<u>53,589.71</u>

Capital Improvements Purchase Orders:

LEO Reimbursement	\$4,960.00
Garver AIP 35	\$208,484.0000
Garver AIP 36	\$0.00
TSA rent transfer	2,853.62
TOTAL	<u>\$216,297.62</u>

Bank

Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	255,440.19
Operating Account (10375822)	65,672.73
Imprest Fund (10704778)	2,162.52
Parking Account	404.11
Lawton Aviation Services	51,557.50
Unrestricted Accounts Balance	<u>375,237.05</u>

CFC Account	878,425.64
Passenger Facility Charges (9014251)	341,735.34
Capital Improvement Account (114030)	837,359.01
Restricted Accounts Balance	<u>2,057,519.99</u>

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$150,388.44*, YTD incomes \$ 567,441.02 or 33% of the total budgeted amount of \$ 1,729,049.89.

(* includes LAS income
\$50,165.16)

Expenses for the month \$ 132,373.17*, YTD expenses \$ 3483,866.21 or 31% of the total budgeted amount of \$ 1,552,055.03.

(* LAS expense \$ 35,673.57)

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 (Jennifer Ellis)

There being no further business the meeting was adjourned.

JENNIFER ELLIS, VICE-CHAIR