

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
December 18, 2018

The meeting was called to order at 9:02 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
David Aubrey, Secretary
Robert Morford, Asst. Secretary
Sam Firman, Past Chair
Ed Petersen, Member
Steve Gilkeson, Member
Robert Kern, Member

ABSENT:

Johnny Owens, Asst. Secretary

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Attorney
Michelle Ward, AE General Manager
Paul Hafen, Ft. Sill Approach

Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution
John Westbrook, Ft. Sill Transportation
Mike Brown, CDBL

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Michelle Ward, General Manager) – Ward said there would be no exodus from Ft. Sill this year.
- b. Lawton Air Traffic Control Tower (Lee Smith) – Not Present.
- c. Fort Sill Transportation (John Westbrook) – No report.
- d. Ft. Sill ARAC – (Paul Hafen) – Hafen said they are working on a memorandum of agreement with the Lawton Tower.
- 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 November 20, 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 ELLIS, to approve the consent agenda. AYES: Fortenbaugh, Ellis, Aubrey, Morford, Firman, Petersen, Gilkeson, Kern. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Ed Petersen, Committee Chair)

- A. Lease of Hangar #5 as a Military Arrival/Departure Airfield Control Group (ADACG) Facility-** Petersen said he was turning the discussion over to McNally. McNally said the committee met with City leaders at the request of Ft Sill leadership, to discuss the use of Hangar # 5 as an ADACG to process Ft Sill soldier's arrivals and departures. Brown said the City of Lawton Economic Committee will be giving \$ 160,000.00 for renovations to Hangar #5 for ADACG use and Hangar #2 for aircraft maintenance to be reimbursed by the Oklahoma Military Planning Commission less 10%, the City's responsibility. Petersen said the term discussed is 5 years with a 5 year option; the Military would maintain the Hangar and pay the utilities.

It is the committee's recommendation to approve the concept of a Memorandum of Agreement (MOA) with the Fires Center of Excellence. Petersen said the final MOA will be brought back to the Authority for review and approval.

MOTION BY THE LEASING COMMITTEE, to approve the concept of a MOA with the Fire Center of Excellence. AYES: Kern, Gilkeson, Morford, Petersen, Aubrey, Firman, Fortenbaugh, Ellis. NAYES: None. MOTION CARRIED.

SELECTION COMMITTEE (Sean Fortenbaugh)

- A. Slate of Officer for 2019** – Firman said we are losing Aubrey as of the 31st of December and Madigan will finish his term. Firman said the committee met before this meeting and the recommended slate of officers for 2019 is as follows.

Chairperson-Jennifer Ellis
Vice-Chair-Johnny Owens
Secretary-Robert Morford
Asst. Secretary-Steve Gilkeson
Asst. Secretary-Robert Kern

MOTION BY SELECTION COMMITTEE, to approve the above list of officers AYES: Ellis, Firman, Petersen, Gilkeson, Fortenbaugh, Aubrey, Morford, Kern. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

A. Director's Report-McNally said enplanements in December will be down due to holiday scheduling. McNally said the terminal design is at 75% and moving in the right direction.

B. Financial Report-

DIRECTOR'S FINANCIAL REPORT – DECEMBER 2018

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$	34,845.68
Lawton Aviation Services	23,854.96
TOTAL	<u>58,700.64</u>

Capital Improvements Purchase Orders:

LEO Reimbursement	\$0.00
Garver AIP 35	\$0.00
Garver AIP 36	\$75,672.00
TSA rent transfer	0
TOTAL	<u>2,853.62</u>
	\$78,525.22

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	241,678.54
Operating Account (10375822)	24,624.51
Imprest Fund (10704778)	2,054.03
Parking Account	20,756.47
Lawton Aviation Services	39,221.08
Unrestricted Accounts Balance	<u>328,334.63</u>

CFC Account	899,317.64
Passenger Facility Charges (9014251)	376,638.40

Capital Improvement Account (114030)	748,608.9
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Restricted Accounts Balance	<u><u>2,024,565.</u></u>
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LMAAA Income and Expense Budget Tracking -

Incomes for the month \$125,140.48*, YTD incomes \$ 695,297.52 or 40% of the total budgeted amount of \$ 1,729,049.89.
 (* includes LAS income \$78,619.52)

Expenses for the month \$ 140,128.58*, YTD expenses \$ 643,063.77 or 41% of the total budgeted amount of \$ 1,552,055.03.
 (* LAS expense \$ 73,789.14)

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.

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NEW BUSINESS (Sean Fortenbaugh)

There being no further business the meeting was adjourned.

SEAN FORTENBAUGH, CHAIR