

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY**  
**AIRPORT AUTHORITY MEETING MINUTES**  
**May 22, 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  
David Aubrey, Secretary  
Johnny Owens, Asst. Secretary  
Ed Petersen, Member  
Steve Gilkeson, Member  
Robert Kern, Member

**ABSENT:**

Jennifer Ellis, Vice-Chair  
Robert Morford, Asst. Secretary  
Sam Firman, Past Chair

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution  
Ed Agnew, Lochner

Pat Hurley, Executive Assistant  
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.

**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 April 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 PETERSEN, SECOND BY KERN**, to approve the consent agenda. AYES: Fortenbaugh, Aubrey, Owens, Petersen, Gilkeson, Kern. Abstain: Aubrey from Minutes. NAYES: None. MOTION CARRIED.

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

A. **AIP 35** - Airport Fire Station Construction –Morford asked McNally to report. McNally said the ARFF Station project is progressing with no apparent issues at this time.

B. **AIP 35** - Runway, Taxiway Paint Project –McNally said the bid opening was held May 16th at 1:30 p.m. McNally said there were three bidders, the lowest bidder being HI-Lite in the amount of \$ 511,348.75. McNally said it is the recommendation of the committee to award the bid to HI-Lite.

**MOTION BY THE DEVELOPMENT COMMITTEE**, to approve awarding the project to Hi-Lite in the amount of \$ 511,348.75. AYES: Aubrey, Gilkeson, Owens, Kern, Firman, Fortenbaugh, Petersen. NAYES: None. MOTION CARRIED.

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**FINANCE COMMITTEE (Sam Firman)**

A. **Line of Credit Renewal** – McNally said the committee recommended the renewal of the both lines of credit with Arvest Bank. McNally said the terms are 4.5%, with a onetime processing fee of \$ 150.00. Kern talked about the differences between lines of credit and loans.

**MOTION BY PETERSEN, SECOND OWENS**, to approve renewing both of the Lines of Credit at the above rate and charge, based on clarification of terms. AYES: Aubrey, Fortenbaugh, Gilkeson, Petersen, Kern, Owens. NAYES: None. MOTION CARRIED.

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

A. Airport Café – McNally said the previous tenants left the Café in such deplorable condition it required us to seek bids for cleaning services to degrease the floors, walls and equipment. McNally said a local contractor will be starting the cleaning in early June.

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## AIRPORT DIRECTOR'S REPORT (Barbara McNally)

1. **FAA Certification Inspection-** McNally said the FAA Certification Inspection will be from May 14-16. McNally said it was a good inspection with few recommendations.

### 2. Director's Financial Report – May 2018

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$	45,128.82
Lawton Aviation Services	15,643.78
TOTAL	60,772.60

Capital Improvements Purchase Orders:

Garver	\$3,760.00
Garver	22,735.00
LEO reimbursement	4,480.00
TSA rent transfer	2,863.58
TOTAL	\$33,838.58

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	234,238.93
Operating Account (10375822)	19,568.39
Imprest Fund (10704778)	1,033.62
Parking Account	21,190.62
Lawton Aviation Services	61,903.74
Unrestricted Accounts Balance	337,935.30
CFC Account	708,162.97
Passenger Facility Charges (9014251)	336,862.11
Capital Improvement Account (114030)	1,198,420.37
Restricted Accounts Balance	2,243,445.45

LMAAA Income and Expense Budget Tracking - Incomes for the month \$139,636.76\*, YTD incomes \$ 1,384,682.93 or 79% of the total budgeted amount of \$ 1,744,265.05.

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

Expenses for the month \$ 126,120.78\*, YTD expenses \$ 1,288,808.37 or 84% 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.

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**NEW BUSINESS (Sean Fortenbaugh)**

There being no further business the meeting was adjourned.

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SEAN FORTENBAUG, CHAIRMAN