

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
December 17, 2019

The meeting was called to order at 9:00 a.m. by the Chair, Jennifer Ellis. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Jennifer Ellis, Chair
Johnny Owens, Vice-Chair
Robert Morford, Secretary
Robert Kern, Asst. Secretary(arrived late)
Steve Gilkeson, Asst. Secretary
Ed Petersen, Member
Sean Fortenbaugh, Past Chair
David Madigan, Member

ABSENT:

Sam Firman, Member

The roll call confirmed that a quorum was present

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
Chuck Wade, Airport Attorney

Pat Hurley, Executive Assistant
Darrell Wilson, ARAC

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Michelle Ward, General Manager) –Not Present. Enplanement report provided.
- b. Lawton Air Traffic Control Tower (Lee Smith) – Not present.
- c. Fort Sill Transportation (John Westbrook) – Not present.
- d. Ft. Sill ARAC – (Paul Hafen) – No Report.

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 26, 2019.
- 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, Morford, Gilkeson, Fortenbaugh, Petersen, Madigan. Abstain: Petersen abstained on the minutes. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

- Director's Report-
- Chairman to select committee chairs
- Hangar # 5 funding goes before City Council tonight
- Fire Station to be complete by January 15, 2020
- Terminal project to start end of January

DIRECTOR'S FINANCIAL REPORT (Barbara McNally) –

DECEMBER 2019

Purchase Orders - Purchase Order's to be approved:

| | |
|------------------------------|-------------------|
| LMAAA Operating Account - \$ | 87,083.79 |
| Lawton Aviation Services | 26,082.55 |
| TOTAL | <u>113,166.34</u> |

Capital Improvements Purchase Orders:

| | |
|-------------------|---------------------|
| LEO reimbursement | \$4,800.00 |
| TSA rent transfer | 2,903.54 |
| AIP 35 | 873,496.50 |
| TOTAL | <u>\$881,200.04</u> |

Bank Balances:

The following are reconciled balances of unrestricted accounts:

| | |
|--------------------------------------|--------------------------|
| Money Market Account (10976043) | 190,248.76 |
| Operating Account (10375822) | 13,887.40 |
| Imprest Fund (10704778) | 1,710.03 |
| Parking Account | 10,024.43 |
| Lawton Aviation Services | 31,572.79 |
| Unrestricted Accounts Balance | <u>247,443.41</u> |

CFC Account 1,221,736.18

| | |
|--------------------------------------|---------------------|
| Passenger Facility Charges (9014251) | 388,637.11 |
| Capital Improvement Account (114030) | 171,303.07 |
| Restricted Accounts Balance | 1,781,676.36 |

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$162,159.76*, YTD incomes \$1,090,052.20 or 61% of the total budgeted amount of \$ 1,796,983.36.
(* includes LAS income \$96,885.65)

Expenses for the month \$ 173,643.52*, YTD expenses \$ 1,011,625.27 or 60% of the total budgeted amount of \$ 1,681,568.00.
(* LAS expense \$ 63,586.95)

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.

DIRECTOR’S FINANCIAL REPORT – NOVEMBER 2019

Purchase Orders - Purchase Order’s to be approved:

| | |
|------------------------------|------------------|
| LMAAA Operating Account - \$ | 53,487.96 |
| Lawton Aviation Services | 34,505.18 |
| TOTAL | 87,993.14 |

Capital Improvements Purchase Orders:

| | |
|-------------------------------|--------------------|
| Fuel Sales transferred to LAS | \$18,850.75 |
| LEO reimbursement | \$9,800.00 |
| TSA rent transfer | 2,903.54 |
| AIP 35 | 33,147.36 |
| AIP36 | 0.00 |
| TOTAL | \$64,701.65 |

Bank Balances:

The following are reconciled balances of unrestricted accounts:

| | |
|---------------------------------|------------|
| Money Market Account (10976043) | 205,470.12 |
| Operating Account (10375822) | 17,744.03 |
| Imprest Fund (10704778) | 1,823.39 |
| Parking Account | 22,331.09 |

| | |
|--------------------------------------|---------------------|
| Lawton Aviation Services | 36,235.59 |
| Unrestricted Accounts Balance | 283,604.22 |
| | |
| CFC Account | 1,203,005.04 |
| Passenger Facility Charges (9014251) | 369,828.46 |
| Capital Improvement Account (114030) | 207,670.48 |
| Restricted Accounts Balance | 1,780,503.98 |

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$149,497.84*, YTD incomes \$ 927,892.44 or 52% of the total budgeted amount of \$ 1,796,983.36.
(* includes LAS income \$68,829.89)

Expenses for the month \$ 212,774.43*, YTD expenses \$ 837,981.75 or 60% of the total budgeted amount of \$ 1,611,568.00.
(* LAS expense \$ 63,586.95)

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:
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NEW BUSINESS (Jennifer Ellis)

- A. Selection Committee –2020 Slate of Officers** – Ellis said the Selection Committee met and recommended the following for 2020:

Johnny Owens – Chairman
Robert Morford – Vice Chair
Steve Gilkeson – Secretary
Jennifer Ellis – Asst Secretary
Ed Petersen – Asst. Secretary

MOTION BY ELLIS, SECOND BY MADIGAN, to approve the above slate of Officers for the 2020 Airport Authority. AYES: Fortenbaugh, Madigan, Gilkeson, Morford, Owens, Kern, Ellis, Petersen. NAYES: None. MOTION CARRIED>

There being no further business the meeting was adjourned.

Jennifer Ellis, Chair