

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING MINUTES  
July 23, 2019**

The meeting was called to order at 9:01 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  
Sam Firman, Member  
Ed Petersen, Member  
David Madigan, Member

**ABSENT:**

Steve Gilkeson, Asst. Secretary  
Sean Fortenbaugh, Past Chair  
Robert Kern, Asst. Secretary

The roll call confirmed that a quorum was present

**ALSO PRESENT:**

Pat Hurley, Executive Assistant  
Kim McConnell, Lawton Constitution

Chuck Wade, Attorney  
Paul Hafen, ARAC Manager

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. American Eagle (Michelle Ward, General Manager) –McNally said enplanements are a little down from last month, but up from last year.
- 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 June 25, 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, Petersen, Madigan. ABSTAIN: Firman. NAYES: None. MOTION CARRIED.

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**LEASING COMMITTEE (Johnny Owens)**

**A. TSA LEASE: 1,030 sq. ft @ 33.83 per sq. ft per yr.**

Current Lease through December 2019 – \$34,842.48 annually, at a rate of \$2,904.54 per month. Base rent is 27,777.01 and 7,065.47 operating costs (utilities and janitorial) or 33.82 psfpy.

**Recommended Lease – Five-year lease with a 2% annual escalator beginning January 1<sup>st</sup>.**

2020 - 1030 sq. ft @ 34.50 psfpy

2021 – 1030 sq. ft @ 35.19 psfpy

2022– 1030 sq. ft @ 35.90 psfpy

2023 – 1030 sq. ft @ 36.62 psfpy

2024– 1030 sq. ft @ 37.35 psfpy

**B. BISHOP SCHOOL LAND LEASE:**

Current Lease – 7.089 acres of land leased. Current lease amount 2,400.00 a year.

**Recommended Lease – 20-year lease at 2,500.00 with 2% escalator every two years**

**C. LAWTON GOLF COURSE AND DRIVING RANGE**

Current Lease – Golf Course \$ 1,394.37 and Driving Range \$ 350.00 (1,744.37 per month)

**Recommended Lease – Combine Golf Course and Driving Range leases, current rate 1,744.37 – 2-year term with 2 extensions with a 2% escalator every after the 2-year term.**

**D. AMERICAN EAGLE LEASE:**

Current Lease – 5-year lease – 1.75 escalator 2-5 yrs.

Office Space 1672 sq. ft. @ 26.97 psfpy

Common Space Fee - .35 per enplaned passenger

Utility Reimbursement – 5% of gas and electric

Landing Fees - .92 per one thousand pound per landing

**Recommended Lease – 5-year lease – 2% escalator 2-5 yrs.**

Office Space 1672 sq. ft @ 27.20 psfpy

Common Space Fee – .37 per enplaned passenger

Utility Reimbursement – 5% of gas and electric

Landing Fees - .95 per one thousand pounds per landing

**MOTION BY LEASING COMMITTEE**, to approve the above leases as stated. AYES: Madigan, Morford, Owens, Firman, Ellis, Petersen. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Jennifer Ellis, Committee Chair)**

- A. Engineer Selection** - Every five years the Airport Authority is required to select an Engineering firm for the next five years of projects. We advertised a Request for Qualifications, and received two responses, Lochner and Garver. The committee rated each submission, it is the recommendation of the committee to select Garver as our project engineer.

**MOTION BY DEVELOPMENT COMMITTEE**, to approve Garver as the Authority's Engineer for the next five years. AYES: Madigan, Morford, Petersen, Firman, Ellis, Owens. NAYES: None. MOTION CARRIED.

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

Director's Report-

- Fuel sales are up.
- Garver Update Provided.
- DLA Contract cannot change hands.
- ADAGC Hangar #5 will have to have another exit door to accommodate for 1,700 family members per the Fire Chief.
- McNally proposes using the Line of Credit for the \$ 70,000.00 in repairs to Hangar #2 & #5.

**MOTION BY PETERSEN, SECOND BY MORFORD**, to approve the above Director's report and actions. AYES: Petersen, Owens, Morford, Ellis, Firman. ABSTAIN: Madigan. NAYES: None. MOTION CARRIED.

**FINANCIAL REPORT (Barbara McNally) –**

**Purchase Orders** - Purchase Order's to be approved:

LMAAA Operating Account - \$	55,969.46
Lawton Aviation Services	19,714.42
TOTAL	<u>75,683.88</u>

**Capital Improvements Purchase Orders:**

Fuel Sales transferred to LAS	\$61,977.95
LEO reimbursement	\$9,760.00
TSA rent transfer	2,903.54
AIP 35	19,235.00
AIP36	21,315.00
TOTAL	<u>\$115,191.49</u>

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	160,890.68
Operating Account (10375822)	19,134.59
Imprest Fund (10704778)	189.94
Parking Account	21,051.20
Lawton Aviation Services	69,669.45
<b>Unrestricted Accounts Balance</b>	<b>270,935.86</b>

CFC Account	1,078,232.91
Passenger Facility Charges (9014251)	453,159.57
Capital Improvement Account (114030)	492,670.99
<b>Restricted Accounts Balance</b>	<b>2,024,063.47</b>

**LMAAA Income and Expense Budget Tracking -**

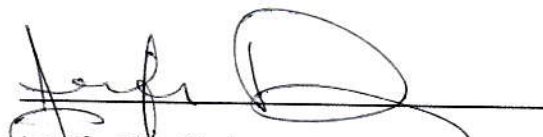
Incomes for the month \$200,823.07\*, YTD incomes \$ 1,920,511.78 or 99% of the total budgeted amount of \$ 1,729,049.89.  
(\* includes LAS income \$89,270.91)

Expenses for the month \$ 207,434.07 \*, YTD expenses \$ 1,916,997.25 or 124% of the total budgeted amount of \$ 1,552,055.03.  
(\* LAS expense \$ 29,014.87)

**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, Chair