

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
January 22, 2018

The meeting was called to order at 9:06 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 (arrived late)
Robert Morford, Sectary
Sean Fortenbaugh, Past Chair
Sam Firman, Member
Ed Petersen, Member
David Madigan, Member

ABSENT:

Steve Gilkeson, Asst. Secretary
Robert Kern, Asst. Secretary

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Attorney
John Westbrook, Ft. Sill Transportation

Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution
Austin Bowling, MWC

Ellis presented Fortenbaugh with a Chairman's plaque for outstanding service.

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) – Mission next month, hoping to test the ADACG Hangar.
- d. Ft. Sill ARAC – (Paul Hafen) – Not Present.
- e. MWC - (Austin Bowling) – Bowling said the Military Welcome Center host 8,819 Military and had 15,274 visits.

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 December 18, 2018 and the Special Meeting January 10, 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 MORFORD, to approve the consent agenda. AYES: Ellis, Morford, Fortenbaugh, Firman, Petersen, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

A. Director's Report-McNally said enplanements in December were down due to holiday scheduling.

B. Lease of Hangar #5 as a Military Arrival/Departure Airfield Control Group (ADACG) Facility
McNally said the new MOA for the lease of Hangar #5 is making its way to the departments in the Army that will need to review and approve. In the meantime, it has been suggested that we add a short amendment to the current Ft Sill MOA allowing the military access to Hangar #5 at no cost until a lease can be approved.

MOTION BY MORFORD, SECOND BY PETERSEN, to approve an amendment to Ft. Sill MOA allowing the military access to Hangar #5 at no cost until a lease can be approved. AYES: Fortenbaugh, Madigan, Morford, Ellis, Petersen. NAYES: None. MOTION CARRIED.

C. Finance of New Airport Vehicle – McNally said the Authority approved the purchase of a new vehicle in November. It has been ordered and will be delivered in the next few weeks. McNally said she has polled our banks and the best interest rate is with City National Bank for 3.45% for 60 months.

MOTION BY MADIGAN, SECOND BY PETERSEN, to approve financing the new vehicle with City National Bank in the amount of \$ 25,060.00 for 3.45% for 60 months. AYES: Madigan, Morford, Fortenbaugh, Petersen, Ellis.
NAYES: None. MOTION CARRIED.

D. Travel and Training Expenses- McNally said the FAA's SW Training Conference will be held February 12 and 13 in Hurst, TX. McNally said the cost for staff to attend will be an amount not to exceed \$ 500.00.

McNally said the Oklahoma Airport Operators Conference will be held April 28 - May 1 in Tulsa amount for staff to attend will not exceed \$1,000.00.

MOTION BY MADIGAN, SECOND BY FORTENBAUGH, to approve the staff training and conference expense of \$ 1,500.00 for the FAA conference and the OAOA Conference. AYES: Petersen, Madigan, Morford, Ellis, Fortenbaugh. NAYES: None. MOTION CARRIED.

E. Financial Report-

DIRECTOR'S FINANCIAL REPORT – JANUARY 2019

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$	61,493.69
Lawton Aviation Services	13,852.84
TOTAL	75,346.53

Capital Improvements Purchase Orders:

LEO Reimbursement	\$0.00
Garver AIP 35	\$0.00
Garver AIP 36	\$0.00
TSA rent transfer	0.00
TOTAL	\$0.00

Bank

Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	275,708.68
Operating Account (10375822)	11,471.10
Imprest Fund (10704778)	1,885.53
Parking Account	15,920.62
Lawton Aviation Services	35,422.87

Unrestricted Accounts Balance	340,408.80
CFC Account	923,938.64
Passenger Facility Charges (9014251)	393,491.96
Capital Improvement Account (114030)	672,998.95
Restricted Accounts Balance	<u>1,990,429.55</u>

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$132,196.63*, YTD incomes \$ 827,494.15 or 48% of the total budgeted amount of \$ 1,729,049.89.

(* includes LAS income \$48,165.89)

Expenses for the month \$ 109,074.32*, YTD expenses \$ 752,138.09 or 48% of the total budgeted amount of \$ 1,552,055.03.

(* LAS expense \$ 26,048.08)

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