

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
February 26, 2019

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
Robert Morford, Sectary
Steve Gilkeson, Asst. Secretary
Robert Kern, Asst. Secretary
Sean Fortenbaugh, Past Chair
Sam Firman, Member
Ed Petersen, Member
David Madigan, Member

ABSENT:

Johnny Owens, Vice-Chair

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Attorney

Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Michelle Ward, General Manager) –Not Present. McNally said enplanements are down due to decreased number of flights two days a week.
- 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 January 22, 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 FORTENBAUGH, to approve the consent agenda. AYES: Ellis, Morford, Gilkeson, Kern, Fortenbaugh, Firman, Petersen, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- **Director’s Report**-McNally said we received the 100% complete design plans on the terminal project; we are working on funding with the Bond Attorney.
- McNally said the new PFC Application has been approved by the FAA, which will give the Airport its 10% matching share of projects for the next 10 years and reimbursed the Airport about 61,000.00 for past projects.
- **Project Updates**-Work is progressing on the ARFF Station, they are about 30 days behind, but the contractor thinks they can make it up.
- R/W Paint project is complete
- Restaurant is almost complete.
- **Emergency Power Generator Repair**- McNally said the airside emergency power generator has a circuit board that shorted out. McNally said the replacement circuit board will cost \$ 6,500.00 to replace.

MOTION BY PETERSEN, SECOND BY KERN, to approve replacing the emergency power generator’s circuit board for \$ 6,500.00. AYES: Fortenbaugh, Madigan, Gilkeson, Morford, Kern, Firman, Ellis, Petersen. NAYES: None. MOTION CARRIED.

Chamber Washington DC Fly in- McNally said the DC fly in will be March 27-29, the cost for the Director to attend is an amount not to exceed \$ 2,500.00.

MOTION FIRMAN, SECOND BY FORTENBAUGH, to approve the Director’s travel for the Washington DC Fly In, at an amount not to exceed \$ 2,500.00. AYES: Madigan, Morford, Fortenbaugh, Gilkeson, Petersen, Firman, Ellis, Kern. NAYES: None. MOTION CARRIED.

E. Financial Report-

Purchase Orders - Purchase Order’s to be approved:

LMAAA Operating Account - \$	47,588.80
Lawton Aviation Services	19,331.65
TOTAL	<u>66,920.45</u>

Capital Improvements Purchase Orders:

LEO Reimbursement	\$0.00
Garver AIP 35	\$640,857.88
Garver AIP 36	\$20,020.00
TSA rent transfer	2,853.62
TOTAL	<u>\$663,731.50</u>

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	229,168.82
Operating Account (10375822)	16,436.75
Imprest Fund (10704778)	907.01
Parking Account	19,062.42
Lawton Aviation Services	68,906.58
Unrestricted Accounts Balance	334,481.58

CFC Account	944,809.64
Passenger Facility Charges (9014251)	420,382.59
Capital Improvement Account (114030)	595,795.35
Restricted Accounts Balance	1,960,987.58

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$173,579.51*, YTD incomes \$ 1,001,043.81 or 58% of the total budgeted amount of \$ 1,729,049.89.
(* includes LAS income \$96,606.99)

Expenses for the month \$ 163,834.98*, YTD expenses \$ 915,673.22 or 59% of the total budgeted amount of \$ 1,552,055.03.
(* LAS expense \$ 60,039.57)

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