

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING MINUTES  
October 22, 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  
Sean Fortenbaugh, Past Chair  
Ed Petersen, Member

**ABSENT:**

Sam Firman, Member  
Steve Gilkeson, Asst. Secretary  
Robert Kern, Asst. Secretary  
David Madigan, Member

The roll call confirmed that a quorum was present

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Chuck Wade, Attorney

Pat Hurley, Executive Assistant  
William Carroll, Lawton Constitution

---

**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) – 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 September 24, 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, Fortenbaugh, Petersen. NAYES: None. MOTION CARRIED.

---

---

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

## Director's Report-

- **Record Retention Policy** – McNally said it is a recommendation of our auditor that the Airport Authority adopt a Record Retention Policy in compliance with Federal and State Statues, which is 3 years. McNally said currently, we have retained purchase orders, bank statements and minutes dating back to the 1970's.

MOTION BY PETERSEN, SECOND BY FORTENBAUGH, to approve adopting a Record Retention Policy in compliance with Federal and State States. AYES: Fortenbaugh, Morford, Owens, Ellis Petersen. NAYES: None. MOTION CARRIED.

**FINANCIAL REPORT (Barbara McNally) – October's****Purchase Orders** - Purchase Order's to be approved:

LMAAA Operating Account - \$	88,136.89
Lawton Aviation Services	25,769.74
TOTAL	113,906.63

**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)	241,538.50
Operating Account (10375822)	19,012.57
Imprest Fund (10704778)	2,004.29
Parking Account	26,256.40
Lawton Aviation Services	69,291.92
<b>Unrestricted Accounts Balance</b>	<b>358,103.68</b>

CFC Account	1,169,029.28
Passenger Facility Charges (9014251)	352,257.47
Capital Improvement Account (114030)	253,431.99
<b>Restricted Accounts Balance</b>	<b>1,774,718.74</b>

**LMAAA Income and Expense Budget Tracking** -

Incomes for the month \$175,901.85\*, YTD incomes \$ 778,394.60 or 43% of the total budgeted amount of \$ 1,796,983.36.  
(\* includes LAS income \$73,061.79)

Expenses for the month \$ 176,644.72\*, YTD expenses \$ 625,207.32 or 47% 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:  
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