

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
November 26, 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
Robert Morford, Secretary
Steve Gilkeson, Asst. Secretary
Sean Fortenbaugh, Past Chair
David Madigan, Member

ABSENT:

Sam Firman, Member
Robert Kern, Asst. Secretary
Ed Petersen, Member

The roll call confirmed that a quorum was present

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant
Paul Hafen, ARAC Manager

Ellis said Brown requested to be moved up on the agenda.

DEVELOPMENT COMMITTEE (Jennifer Ellis)

A. Car Rental Projects – McNally said in 2017 the car rentals began collecting Car Rental Facility Charges that are remitted to the Airport for car rental projects. McNally said recently she, car rental representatives and CDBL met to discuss the highest priority project, a car rental wash facility. McNally said CDBL will be working directly with car rental individuals that has the information on specific equipment and layout. McNally said all expenses on these projects will be paid from the CFC account, there are no Airport funds in these projects.

Ellis said it is the recommendation of the Development Committee to enter into a Construction Management Agreement with CDBL for their design and management services on these projects, in the amount of \$ 210,000.00.

MOTION BY DEVELOPMENT COMMITTEE, SECOND BY MADIGAN, to approve entering into a Construction Management Agreement with CDBL for the design and management of the Car Rental Wash Facility in the amount of \$ 210,000.00. AYSE: Ellis, Morford, Gilkeson, Fortenbaugh, Madigan. NAYES: None. MOTION CARRIED.

B. Terminal Project Funding – McNally said she received a call from Congressmen Cole Office to confirm the supplemental appropriations fund for Lawton were released in Washington DC last Friday, this will allow us to move forward with the terminal project.

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) – Hafen said the Radar Facility at Fort Sill is up and running.

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 FORTENBAUGH SECOND BY GILKESON, to approve the consent agenda. AYES: Ellis, Morford, Gilkeson, Fortenbaugh, Madigan. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (David Madigan)

Approval of Audit Report for FY 18-19 – Madigan said the Finance Committee met with the Auditor, Robert Turner, who has been our Auditor for several years, to review the report. Madigan said that Mr. Turner was very complimentary of our staff and that of Hatch, Croke & Associates. Madigan said the board has been provided the audit report for FY 18-19 for review. Madigan said it is the committee recommendation to approve accepting the FY 18-19 audit.

MOTION BY DEVELOPMENT COMMITTEE, SECOND BY MORFORD, to approve the FY 18-19 audit. AYES: Madigan, Morford, Fortenbaugh, Ellis. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Director’s Report-

Schedule of Meetings for 2020 – McNally said the Airport Authority’s regular board meetings have to be posted by December 10th. McNally said the 2020 schedule has been provided and will need to be approved.

MOTION BY MADIGAN, SECOND BY MORFORD, to approve the schedule of Authority meetings for 2020. AYES: Madigan, Morford, Gilkeson, Ellis, Fortenbaugh. NAYES: None. MOTION CARRIED.

FINANCIAL REPORT (Barbara McNally) –

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	<u>87,993.14</u>

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	<u>\$64,701.65</u>

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	<u>283,604.22</u>

CFC Account	1,203,005.04
Passenger Facility Charges (9014251)	369,828.46
Capital Improvement Account (114030)	207,670.48
Restricted Accounts Balance	<u>1,780,503.98</u>

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:

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)

Selection Committee –Ellis appointed Owens, Fortenbaugh and Madigan to be on the Selection Committee to develop a slate of officers for 2020 with her.

There being no further business the meeting was adjourned.

Jennifer Ellis, Chair