

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
January 21, 2020**

The meeting was called to order at 9:00 a.m. by the Vice-Chair, Robert Morford. The agenda along with the time and place of the meeting was posted in accordance with State Law.

PRESENT:

Robert Morford, Vice Chair
Ed Petersen, Asst. Secretary
Jennifer Ellis, Past Chair
Sean Fortenbaugh, member
David Madigan, Member
Brad Burgess, Member (arrived late)

ABSENT:

Johnny Owens, Chair
Steve Gilkeson, Secretary
Robert Kern, Member

The roll call confirmed that a quorum was present

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney

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 – (John Westbrook) – 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 December 17, 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 ELLIS, to approve the consent agenda. AYES: Ellis, Morford, Fortenbaugh, Petersen, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

- A. Director's Airport Report** – McNally explained the temporary movement of the baggage claim area during the terminal construction period.
- B. Chamber's Washington DC Trip** – McNally said the Chamber's DC trip is scheduled for March 24 – 27, the amount for the Director to attend will be \$ 2,300.00.
- C. American Association of Airport Executives Annual Conference** – McNally said the national conference will be May 9-13 in Denver, CO. McNally said the amount for the Director to attend will be about \$ 2,200.000.

MOTION BY PETERSEN, SECOND BY FORTENBAUGH, to approve both the Washington DC trip for \$ 2,300.00 and the AAAE Annual Conference for \$ 2,200.00. AYES: Fortenbaugh, Madigan, Morford, Burgess, Ellis, Petersen. NAYES: None. MOTION CARRIED.

DIRECTOR FINANCIAL REPORT

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$	87,083.79
Lawton Aviation Services	26,082.55
TOTAL	<u>113,166.34</u>

Capital Improvements Purchase Orders:

LEO reimbursement	\$4,800.00
TSA rent transfer	2,903.54
AIP 35	873,496.50
TOTAL	<u>\$881,200.04</u>

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	190,248.76
Operating Account (10375822)	13,887.40
Imprest Fund (10704778)	1,710.03
Parking Account	10,024.43
Lawton Aviation Services	31,572.79
Unrestricted Accounts Balance	<u>247,443.41</u>

CFC Account	1,221,736.18
Passenger Facility Charges (9014251)	388,637.11
Capital Improvement Account (114030)	171,303.07
Restricted Accounts Balance	1,781,676.36

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$162,159.76*, YTD incomes \$1,090,052.20 or 61% of the total budgeted amount of \$ 1,796,983.36.
(* includes LAS income \$96,885.65)

Expenses for the month \$ 173,643.52*, YTD expenses \$ 1,011,625.27 or 60% of the total budgeted amount of \$ 1,681,568.00.
(* 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 (Robert Morford)

McNally presented Ellis with the Chairpersons appreciation plaque.

There being no further business the meeting was adjourned.

Robert Morford, Vice Chair