

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
May 26, 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
Steve Gilkeson, Secretary
Ed Petersen, Asst. Secretary
Robert Kern, Member
Sean Fortenbaugh, member
David Madigan, Member
Brad Burgess, Member (arrived late)

ABSENT:

Johnny Owens, Chair
Jennifer Ellis, Past Chair

The roll call confirmed that a quorum was present

ALSO PRESENT:

Barbara McNally, Airport Director
Glen Brockenbush, 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 – (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 February 25, 2020.
- c. **Monthly Financial Reports** - Approval of the Director’s Financial Report, Accountant’s Financial Monthly Statement, Purchase Orders, Bank statements for the month of March, April and May 2020.

MOTION BY PETERSEN SECOND BY KERN, to approve the consent agenda. AYES: Morford, Gilkeson, Petersen, Kern, Fortenbaugh, Madigan, Burgess. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (David Madigan)

- A. Review and Approve FY 2021 Budget** –Madigan said the Finance committee meet and reviewed the budget. Madigan said in front of you is the proposed 2021 Budget. Madigan explained the changes in the incomes do the drop in air traffic and car rentals because of COV-19. Madigan said McNally did an excellent job trying to project the incomes for the next physical year. Madigan explained the expenses. After some discussion Madigan said it is the committee’s recommendation to approve the FY 2021 budget as presented.

MOTION BY BURGESS, SECOND BY KERN, to approve the proposed FY 2021 Budget. AYES: Fortenbaugh, Madigan, Gilkeson, Morford, Kern, Burgess, Petersen. NAYES: None. MOTION CARRIED.

- B. Parking Lot Overlay Project** – Madigan said the Airport Authority received bids for the three phases of the parking lot project. McNally explained the asphalt overlay, striping and signage and the barrier fence. McNally said the lower bids came in at a total of \$ 119,899.20. Madigan said it is the committee’s recommendation to award the bids to T & G Construction \$ 89,230.00, A & M Striping \$ 9,200.00 and Jet Commercial \$ 21,469.20.

MOTION BY THE FINANCE COMMITTEE, to approve awarding the bids as stated above. Madigan, Morford, Fortenbaugh, Gilkeson, Petersen, Burgess, Kern. NAYES: None. MOTION CARRIED.

C. Tenant Rent Waivers and Deferral Requests

1) American Airlines asked for a deferment for three months April, May and June. All of which will be paid in July.

2) Chin asked for a waiver of rent for the restaurant while she has to be closed (mid-March through June).

3) Joe English at the Lawton Golf Course asked for a waiver for the time he was closed (2 weeks in April)

Madigan said it is the committee’s recommendation to approve the deferment and waivers.

MOTION BY THE FINANCE COMMITTEE, to approve the above deferment and waives. AYES: Petersen, Madigan, Morford, Gilkeson, Fortenbaugh, Burgess, Kern. NAYES: None. MOTION CARRIED.

- D. Audit Engagement Letter with Robert Turner for the FY 2019-20 Audit** – Madigan said Robert Turner has been doing the audits for the airport for many years and has a good working relationship with the airport staff and Hatch, Croke & Associates. Madigan said the auditing fee for the FY 19-20 audit is \$9,800.00. Madigan said It is the committee recommendation to approve executing the engagement letter.

MOTION BY THE FINANCE COMMITTEE, to approve executing the engagement letter with Robert Turner in the amount of 9,800.00. AYES: Morford, Burgess, Petersen, Kern, Fortenbaugh, Madigan, Gilkeson. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

A. AIP project for FY 2020 –McNally said the Runway Rehab and Underdrains project as recommended in the 2016 Pavement Analysis. McNally said this will be 100% federally funded. McNally said this project will include panel replacement, Joint and crack sealing and installation of underdrains the length of the runway on both sides to address the ground water and clay soils.

B. Garver Engineering Fees – McNally said the Design Fees, Testing, Construction Observation and Management for the Runway Rehab is \$ 328,000.00. McNally said this amount has been reviewed by an independent analysis and approved by the FAA. McNally said it is the recommendation of the Finance committee to approve this amount for Garver engineers.

MOTION BY FINANCE COMMITTEE, to approve the above amount for Garver Engineers.
AYES: Gilkeson, Kern, Madigan, Petersen, Fortenbaugh, Burgess, Morford. NAYES: None.
MOTION CARRIED.

C. Director’s Financial Report

Purchase Orders - Purchase Order’s to be approved:

LMAAA Operating Account - \$	26,097.72
Lawton Aviation Services	<u>12,170.70</u>
TOTAL	38,268.42

Capital Improvements Purchase Orders:

Garver	\$46,846.20
LEO reimbursement	\$4,960.00
TSA rent transfer	3,254.50
AIP 35	382,222.90
AIP 38	<u>610,909.29</u>
TOTAL	\$1,048,192.8

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Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	282,712.88
Operating Account (10375822)	14,441.52
Imprest Fund (10704778)	1,518.63

Parking Account	2,153.73
Lawton Aviation Services	62,554.23
Unrestricted Accounts Balance	363,380.99

CFC Account	1,305,552.06
Passenger Facility Charges (9014251)	150,217.55
Capital Improvement Account (114030)	-245,245.53
Restricted Accounts Balance	1,210,524.08

LMAAA Income and Expense Budget Tracking

Incomes for the month \$212,066.01*, YTD incomes \$2,656,506.73 or 148% of the total budgeted amount of \$ 1,796,983.36.
 (* includes LAS income \$76,703.34)

Expenses for the month \$ 1111,050.57 *, YTD expenses \$ 1,834,989.78 or 109% of the total budgeted amount of \$ 1,681,568.00.
 (* LAS expense \$ 39,465.87)

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)

There being no further business the meeting was adjourned.

Robert Morford, Vice Chair