

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
June 23, 2020

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

PRESENT:

Johnny Owens, Chair
Robert Morford, Vice Chair
Jennifer Ellis, Past Chair
Robert Kern, Member
Sean Fortenbaugh, member
Brad Burgess, Member

ABSENT:

Steve Gilkeson, Secretary
Ed Petersen, Asst. Secretary
David Madigan, Member

The roll call confirmed that a quorum was present

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnel, Lawton Constitution
Chris Wilson, 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 May 26, 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 ELLIS, SECOND BY KERN, to approve the consent agenda. AYES: Owens, Morford, Ellis, Kern, Fortenbaugh, Burgess. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (David Madigan)

- A. Line of Credit** – McNally asked for approval of renewing the Line of Credit with Arvest bank in the amount of \$ 300,000.00 at 3.25% interest. McNally said the Line of Credit is used for gap funding on federal and CIP projects.

MOTION BY ELLIS, SECOND BY MORFORD, to approve the renewing of the Line of Credit. AYES: Fortenbaugh, Madigan, Gilkeson, Morford, Kern, Burgess, Petersen. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

- A. AIP PROJECT UPDATES:** McNally stated the following.

1. Terminal Baggage Claim Construction is currently 160 days of a 480 -day contract.
Work completed this period:

Worked on framing.

Moved utilities in building out of way of framing.

Worked on setting forms from grade beams West side.

Getting grade beams ready to pour on Monday.

Pouring grout in wall.

Poured concrete back around columns in baggage area.

2. Installation of the Emergency Power Generator- This is the generator for the airside. The contract has been executed and the equipment has been ordered.

3. Runway Rehab and Underdrain Project – This project is slated to be advertised on July 10th, with the bid opening August 6th. Once the bids are approved, we will submit a grant application to the FAA.

Construction is expected to begin early October.

B. Director’s Financial Report

Purchase Orders - Purchase Order’s to be approved:

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

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 | 610,909.29 |
| | <hr/> <hr/> |
| TOTAL | \$1,048,192.89 |

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 |
| | <hr/> <hr/> |
| 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 |
| | <hr/> <hr/> |
| 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 \$ 1,111,050.57 *, 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 (Johnny Owens)

There being no further business the meeting was adjourned.

Johnny Owens, Chair