

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
October 20, 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
Steve Gilkeson, Secretary
Ed Petersen, Asst. Secretary
David Madigan, Member
Sean Fortenbaugh, member

ABSENT:

Jennifer Ellis, Past Chair
Robert Kern, Member
Brad Burgess, Member

The roll call confirmed that a quorum was present

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnel, Lawton Constitution

Pat Hurley, Executive Assistant

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 22, 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 June, July and August.

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

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

A. AIP PROJECT UPDATES: McNally stated the following.

- 1. Terminal Baggage Claim Construction**-McNally said the Terminal Baggage Claim Construction is currently 265 days of a 480 -day contract. McNally said a Rough Estimate of Percent Completion to Date of Construction Phases (Include items such as clearing, grading, drainage, base, surface, lighting, etc.)

Utilities: 30%

Demo: 90%

Exterior Fencing: 40%

IT: 10%

Shoring to install beam: 100%

Structural Footings: 100%

Slab: 95%

Framing: 93%

Rough Electrical: 45%

HVAC: 35%

Work completed this period:

Started on Drywall.

Worked on roofing.

- 2. Installation of the Emergency Power Generator**- McNally said this is the generator for the airside. McNally said the contract has been executed and the equipment has been ordered.

- 3. AIP 40 - Runway Rehab and Underdrain Project** – McNally said this project began October 19 with the closure of Taxiway A to prepare it to become an alternate runway, while the runway is closed. McNally said this phase should be complete in 20 days, the runway will be closed for 60 days.

- 4. Commissioned Art** – McNally said as discussed at the last board meeting, local artist Robert Petersen has offered a reduced price for an original piece that will be displayed in the terminal. McNally said the full amount will be 12,000., which the board will need to approve.

MOTION BY FORTENBAUGH, SECOND BY GILKESON, to approve purchasing a paint for the terminal for the reduced amount of \$ 12,000.00. AYES: Fortenbaugh, Madigan, Gilkeson, Morford, Owens, Petersen. NAYES: None. MOYION CARRIED.

A. Director's Financial Report

DIRECTOR'S FINANCIAL REPORT – October 2020

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$	69,082.06
Lawton Aviation Services	44,702.74
TOTAL	<u>113,784.80</u>

Capital Improvements Purchase Orders:

LEO reimbursement	\$3,520.00
TSA rent transfer	3,254.50
CARES money transfer	239,588.06
Project 37, 38 &40	202,833.17
Arvest LAS fuel transfer	129,959.48
TOTAL	<u>\$579,155.21</u>

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	623,225.19
Operating Account (10375822)	63,406.05
Imprest Fund (10704778)	2,341.45
Parking Account	19,234.13
Lawton Aviation Services	28,715.61
Unrestricted Accounts Balance	<u>736,922.43</u>

CFC Account	1,059,154.57
Passenger Facility Charges (9014251)	39,944.09
Capital Improvement Account (114030)	64,573.59
Restricted Accounts Balance	<u>1,163,672.25</u>

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$371,384.76 *, YTD incomes \$1,608,190.92 or 55% of the total budgeted amount of \$ 2,911,370.82.
(* includes LAS income \$54,963.00)

Expenses for the month \$ 188,436.70 *, YTD expenses \$ 555,450.06 or 28% of the total budgeted amount of \$ 1,951,868.00.
(* LAS expense \$ 29,026.17)

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