

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
November 24, 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
Steve Gilkeson, Secretary
Ed Petersen, Asst. Secretary
David Madigan, Member
Sean Fortenbaugh, member
Robert Kern, Member (arrived late)

ABSENT:

Jennifer Ellis, Past Chair
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 October 20, 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 FORTENBAUGH, to approve the consent agenda. AYES: Owens, Gilkeson, Petersen, Madigan, Fortenbaugh. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (David Madigan)

A, Approval of the Annual Audit – Madigan said the audit report was distributed to all the board members. Madigan said the audit was unmodified with no material weaknesses and no deficiencies Madigan said the Auditor said McNally and staff as always are good to work with and get the information he needs in a timely manner. Madigan said he recommends approving the FY 2020 Audit as received.

MOTION BY MADIGAN, SECOND BY GILKESON, to approve the FY 2022 audit as received. AYES: Fortenbaugh, Madigan, Gilkeson, Owens, Petersen. NAYES: None. MOTION CARRIED.

APPOINTMENT OF SLECTION COMMITTEE (Johnny Owens) – Owens selected Himself, Madigan Fortenbaugh, Gilkeson, Petersen to select the slate of officers for 2021.

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 315 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: 35%
Demo: 90%
Exterior Fencing: 40%
IT: 10%
Shoring to install beam: 100%
Structural Footings: 100%
Slab: 100%
Framing: 93%
Rough Electrical: 55%
HVAC: 35%
Terrazzo Floor: 80%

Work completed this period:

Continue Drywall.
Continue Steel Stud Framing.

- 2. AIP 40 - Runway Rehab and Underdrain Project** – McNally said Phase 1 of this project will last 28 days and Phase 2 will last 50 days.

3. Schedule of Meetings for 2021- McNally said the schedule of the meetings is in your packet and needs to be approved.

MOTION BY MADIGAN, SECOND BY PETERSEN, to approve the schedule of meetings for 2021 as listed in the packet. AYES: Fortenbaugh, Madigan, Gilkeson, Owens, Petersen, Kern. NAYES: None. MOYION CARRIED.

A. Director's Financial Report

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$	41,053.94
Lawton Aviation Services	<u>17,900.02</u>
TOTAL	58,953.96

Capital Improvements Purchase Orders:

LEO reimbursement	\$0.00
TSA rent transfer	3,254.50
CARES money transfer	0.00
Project 37, 38 &40	576,083.59
Arvest LAS fuel transfer	<u>9,210.72</u>
TOTAL	\$588,548.81

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	621,685.03
Operating Account (10375822)	62,054.60
Imprest Fund (10704778)	1,975.75
Parking Account	10,222.17
Lawton Aviation Services	<u>94,339.26</u>
Unrestricted Accounts Balance	790,276.81

CFC Account	1,086,070.77
Passenger Facility Charges (9014251)	45,419.76
Capital Improvement Account (114030)	<u>1,995.49</u>
Restricted Accounts Balance	1,133,486.02

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$250,514.68 *, YTD incomes \$1,858,479.97 or 64% of the total budgeted amount of \$ 2,911,370.82.
(* includes LAS income \$165,554.81)

Expenses for the month \$ 188,295.44 *, YTD expenses \$ 743,795.50 or 38% 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