

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING MINUTES
January 26, 2021

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

PRESENT:

Steve Gilkeson, Chairman
Ed Petersen, Vice Chair
Jennifer Ellis, Asst. Secretary
Sean Fortenbaugh, Asst. Secretary
Johnny Owens, immediate past chair
Brad Burgess, Member

ABSENT:

David Madigan, Secretary
Robert Kern, Member

The roll call confirmed that a quorum was present

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnel, Lawton Constitution

Pat Hurley, Executive Assistant
Paul Hafen, Ft. Sill ARAC

APPROVAL OF BOARD OFFICERS

Gilkeson said the Authority needed to vote in the below slate of officers.

Steve Gilkeson - Chairman
Ed Petersen – Vice Chairman
David Madigan – Secretary
Sean Fortenbaugh – Asst Secretary
Jennifer Ellis - Asst Secretary

MOTION BY BURGESS, SECOND BY ELLIS, to approve the above slate of officers for the year 2021. AYES: Gilkeson, Petersen, Ellis, Fortenbaugh, Owens, Burgess. NAYES: None Motion Carried.

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)** – No report.

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 November 24, 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 December.

MOTION BY PETERSEN, SECOND BY BURGESS, to approve the consent agenda. AYES: Fortenbaugh, Gilkeson, Petersen, Owens, Burgess, Ellis. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Ed Petersen)

A. Fire Station #2 – McNally said the fire station is experiencing shifting and movement, primarily in the center section of the structure. McNally said our engineers are actively monitoring the movement. McNally said the geotechnical engineer will analyze the soil beneath the foundation in five locations and provide recommendations for remediation. McNally said there is no danger to any occupants and none will develop.

B. Phase 2 Terminal Project – McNally said this project is proceeding on schedule with a completion date of mid-April.

C. Capital Improvement Plan (CIP) – Petersen said it is the committee's recommendation to approve the updated CIP to be submitted to the FAA as the plan for the Lawton Airport.

D. Phase 3 & 4 Terminal Project – Petersen said It is the committee's recommendation to proceed with the next phase of the terminal include the new boarding gate, airline area, car rentals, relocating TSA equipment out of the lobby, renovations to the exterior including vestibule doors and exterior canopies. Petersen said this phase will be financed out of the approved revenue bond, with the debt to be retired with federal entitlement funds.

E. Runway Rehab and Underdrains – Petersen said this project is slated to be completed the end of this month.

Petersen said approval of Change Order #1 in the amount of \$ 477,983.36 for changes required by the FAA to the safety areas of the temporary taxiway.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve the items C, D, & E. AYES: Owens, Fortenbaugh, Gilkeson, Petersen, Burgess, Ellis. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

A. Director's Financial Report:

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$	42,549.84
Lawton Aviation Services	<u>18,567.13</u>
TOTAL	61,116.97

Capital Improvements Purchase Orders:

LEO reimbursement	\$0.00
TSA rent transfer	3,254.50

CARES money transfer	181,506.88
Project 37, 38 &40	1,600,863.86
Arvest LAS fuel transfer	<u>6,755.36</u>
TOTAL	<u>\$1,792,380.60</u>

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	595,779.92
Operating Account (10375822)	-12,998.18
Imprest Fund (10704778)	1,715.58
Parking Account	6,305.52
Lawton Aviation Services	<u>45,913.67</u>
Unrestricted Accounts Balance	<u>636,716.51</u>

CFC Account	1,126,413.46
Passenger Facility Charges (9014251)	76,626.21
Capital Improvement Account (114030)	<u>280,137.20</u>
Restricted Accounts Balance	<u>1,483,176.87</u>

LMAAA Income and Expense Budget Tracking -

Incomes for the month \$152,728.45 *, YTD incomes \$2,108,498.45 or 72% of the total budgeted amount of \$ 2,911,370.82.
(* includes LAS income \$ 39,499.72)

Expenses for the month \$ 159,684.67 *, YTD expenses \$ 1,021,829.91 or 52% of the total budgeted amount of \$ 1,951,868.00.
(* LAS expense \$ 76,173.98)

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.

There being no further business, the meeting was adjourned.

Steve Gilkeson, LMAAA Chair