

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
November 26, 2013**

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

**PRESENT:**

Bob Milner, Chairman  
Ed Petersen, Vice Chair  
David Madigan, Secretary  
Cassandra Lawson- Johnson, Asst. Secretary  
Stanley Haywood, Asst. Secretary  
Ray Friedl, Member (arrived late)  
Jennifer Stricklin, Member  
Brett Lewis, Member

**ABSENT:**

David Aubrey, Member

The roll call confirmed that a quorum was present.

**ALSO PRESENT:**

Barbara McNally, Airport Director  
Kim McConnell, Lawton Constitution  
John Westbrook, Fort Sill Transportation

Pat Hurley, Executive Assistant  
Chuck Wade, Airport Attorney

**OLD BUSINESS**

**a. Minutes** – Milner asked for additions and/or corrections to the minutes of the Airport Authority meetings of October 22, 2013.

**MOTION BY HAYWOOD, SECOND BY LAWSOM-JOHNSON**, to approve minutes of the October 22, 2013 meeting.  
AYES: Milner, Petersen, Madigan, Lawson-Johnson, Haywood, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

**a. American Eagle (Heather Barrett, General Manager)** – Not present. McNally said American Eagle is putting on two extra flights on the 18<sup>th</sup> for Exodus and returning on the 2<sup>nd</sup> of January. McNally said she has made Ft Sill Aware of the extra flights.

**b. La Sill Aviation (Chris Pittman)** – Not present .

**c. Lawton Air Traffic Control Tower (Frank Herndon)** – Not present.

**d. Fort Sill Transportation (John Westbrook)**–Westbrook said there will be two groups returning in early December.

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**DEVELOPMENT COMMITTEE (David Aubrey, Committee Chair)**

**a. Repairs to the Airport Fire Station** – McNally said we have removed all of the tiles and now we need to consider replacement of the floor materials. McNally said there three different estimates on the materials and the cheapest estimate are from Brown’s carpeting in the amount of \$ 6,755.30.

**MOTION BY PETERSEN, SECOND BY MADIGAN** to approve Brown’s Carpeting in the amount of \$ 6,755.30. AYES: Lewis, Stricklin, Milner, Lawson-Johnson, Petersen, Madigan, Haywood. NAYES None. MOTION CARRIED.

McNally said the second issue is the sheet rock removal and replacement, because of the roof damage. McNally said the company contracted to the City of Lawton’s original bid was \$ 9,300.00. McNally said she negotiated it down to \$ 7,500.00 for the same work. McNally said the Airport maintenance will do the painting. McNally explained the process and after some discussion a motion was made.

**MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON** to approve \$7,500 for sheetrock removal and replacement. AYES: Friedl, Haywood, Milner, Madigan, Lawson-Johnson, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

**b. Engineer Selection** – McNally said the FAA requires the airport to select an Engineer every five years. McNally said the current engineers were selected in 2008. McNally said she has developed a Request for Qualifications (RFQ) for engineering services for the next 5 years of projects. McNally said responses to the RFQ are due in on December 20, 2013. McNally said the Development Committee will need to review and rate the proposals that are received. McNally said the committee may opt to develop a short list and conduct interviews.

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**AIRPORT DIRECTOR’S REPORT (Barbara McNally)**

Consideration and actions regarding the following items:

**a. Airport Operations Report** – McNally said the last snow day, the runway was closed for six hours. McNally explained braking action.

McNally said the new flight schedule went into effect November 23. McNally said there will be four flights a day.

**b. Financial Reports** - Consideration and approval of the manager’s report, purchase orders, review of the bank statements and financial reports for this month.

**Purchase Orders** - Purchase Order’s to be approved from the Operating Account total \$ 43,661.45, Capital Improvements includes TSA rent transfer of 1,363.46.

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	362,777.59
Operating Account (10375822)		49,999.54
Imprest Fund (10704778)		1,626.53
Balance of unrestricted accounts	\$	<u>414,903.66</u>
Passenger Facility Charges (9014251)	\$	87,212.30
Capital Improvement Account (114030)		20,465.34
Balance of the restricted accounts	\$	<u>107,677.64</u>

### **Income and Expense Budget Tracking**

Incomes for the month totaled \$ 75,840.12, YTD incomes total \$ 304,204.15 or 35% of the total budgeted amount of \$ 878,834.86..Expenses for the month totaled \$ 85,803.08,YTD expenses total \$ 319,708.11 which is 39% of the total budgeted amount of \$ 814,879.28.

**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 has pledged \$ 600,000 above the FDIC limit. City National has pledged \$ 632,644.53 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

**MOTION BY MADIGAN, SECOND BY PETERSEN**, to approve the financial reports and purchase orders as presented. AYES: Milner, Petersen, Madigan, Haywood, Lawson-Johnson, Friedl, Stricklin, Lewis. NAYES: None. MOTION CARRIED.

**c. Authority Meetings for 2014** – Oklahoma State statutes requires public trusts to post their annual meetings date, times and place by December 10<sup>th</sup> each year. The schedule of meetings for 2014 was provided.

**MOTION BY LAWSON-JOHNSON, SECOND BY FRIEDL**, to approve the meetings for 2014. AYES: Madigan, Petersen, Friedl, Haywood, Lewis, Milner, Stricklin, Lawson-Johnson. NAYES: None. MOTION CARRIED.

### **8. CHAIRMAN'S REPORT (Bob Milner, Chairman)**

**a. Selection Committee** – Milner said he has selected Cassandra Lawson Johnson, Ray Friedl, and David Aubrey as the committee that will develop a slate of officers for 2014.

**MOTION BY HAYWOOD, SECOND BY LEWIS**, to approve the selection committee for 2014 slate of officers. AYES: Madigan, Petersen, Haywood, Lewis, Milner, Stricklin, Lawson-Johnson, Friedl. NAYES: None. MOTION CARRIED.

### **9. FINANCE COMMITTEE (David Madigan, Committee Chair)**

**a. FY12-13 Audit** – Madigan said the Finance committee met with the auditor Robert Turner to discuss and review the FY 12-13 audit report. Madigan said there was a correction made on one page and McNally got those out to the Authority. Madigan said to summarize Turners comments; he was very complementary to management and staff of our airport. Madigan said he was also complementary of the board and the internal controls of our finances. Madigan said he was complementary of our outsourcing of the monthly financials to Hatch, Croke, and Associates and he encouraged us to continue using a third party. Madigan said on pages 21 and 22 is where any findings would be. Madigan said Turner said it was a very clean audit with no findings. Madigan said he would be happy to go over anything the Authority needed. Madigan said the Airport staff does a very good job.

**MOTION BY LEWIS, SECOND BY STRICKLIN**, to approve the annual audit. AYES: Lawson-Johnson, Lewis, Stricklin, Friedl, Madigan, Petersen, Milner, Haywood. NAYES: None. MOTION CARRIED.

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### **PROPOSED EXECUTIVE SESSION (Bob Milner)**

As authorized by Title 25, O.S. SECTION 307 (B) (4) Consideration and action to convene in executive

session for a confidential communication between the Authority and its attorney concerning a pending claim or action because the Authority, with the advice of its attorney, is of the opinion that disclosure will seriously impair the ability of the Authority to process the claim or conduct a pending investigation, potential litigation or proceeding in the public interest.

a. Vote to Convene in Executive Session.

**MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON-** to Convene in Executive Session. AYES: Haywood, Madigan, Petersen, Lawson-Johnson, Lewis, Milner, Friedl. NAYES: None. MOTION CARRIED.

B. Vote to Acknowledge Return to Open Session.

**MOTION BY AUBREY, SECOND BY PETERSEN,** to approve returning to Open Session. AYES: Friedl, Haywood, Stricklin, Petersen, Lawson-Johnson, Lewis, Milner, Madigan. NAYES: None. MOTION CARRIED.

Wade said no motion was made in Executive Session.

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**NEW BUSINESS (Robert Milner, Chairman)** - There was none.

**b. Audience Participation** – There were no comments or questions.

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**NEW BUSINESS**

There being no further business, the meeting was adjourned.

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**Bob Milner, Chairman**