

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
April 22, 2014**

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

PRESENT:

Ed Petersen, Chairman
Cassandra Lawson- Johnson, Secretary (aL)
Stanley Haywood, Asst. Secretary
Brett Lewis, Asst. Secretary
Ray Friedl, Member
Bob Milner, Member
Sam Firman, Member

ABSENT:

David Madigan, Vice-Chair
Jennifer Stricklin, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

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

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Heather Barrett, General Manager)** – Not present.
- b. **La Sill Aviation (Chris Pittman)** – Not present, Pittman provided a fuel report.
- c. **Lawton Air Traffic Control Tower (Frank Herndon)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)**–No Report.
- e. **Fort Sill Approach (Paul Hafen)** –Not present.

OLD BUSINESS

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 regular meeting of March 25, 2014.

c. Monthly Financial Reports - Approval of the Director's Financial Report, Accountant's Financial Monthly Statement, Purchase Orders, Bank statements for the month.

MOTION BY HAYWOOD, SECOND BY MILNER, to approve the consent agenda. AYES: Petersen, Haywood, Friedl, Lewis, Friedl, Milner, Firman. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)

1. FY 2014 Projects- Lewis said the projects are listed below.

A) Runway Lighting/Electrical Upgrade Project (KSA Engineers) -This project is currently out for bids. The pre-bid conference will be April 22 at 2:00 p.m. Bids are due May 1st. The Engineer's estimate is 1.2 million. The engineer's recommendation will come to the board to approve at the May board meeting.

B) Work Order for Design Hold Room Phases 1 and 2 (Garver) – Phase 1 is the bathroom addition, construction of the mechanical mezzanine above the bathrooms and a temporary hall to the facilities.

The Work Order for this project is for 60% of the total design of the terminal work which includes the Hold Room (Phases 1 &2), Security Screen Check Point, Meeter / Greeter area, Baggage Claim, Ticketing area changes, Front Vestibule doors, modify front canopies and 100% design for phase one of the hold room.

The work order total is \$ 342,800.00. Fees over \$ 100,000 are subject to an independent analysis from another engineer. This scope of the work order has been approved by the FAA.

It is the committee's recommendation to approve this work order subject to review and concurrence by the independent engineer.

C) Work Order for Design Fencing Foundation (Garver) – Installing a fence foundation which was recommended in our wildlife hazard management plan. The fence foundation is designed to act as a deterrent for animals to dig under the fence. The project was recommended to be done by the FAA.

This work order is for \$ 54,500.00. It is the committee's recommendation to approve this work order.

2. PFC project – Sweeper Purchase – On our current PFC application has \$ 100,000 approved for the purchase of a Runway Sweeper. Specifications have been developed.

McNally asked that the Authority approve the projects pending the independent analysis.

It is the committee's recommendation to approve advertising for this equipment.

After some discussion a motion was made.

MOTION BY LEWIS, SECOND BY FRIEDL, to approve Items 1. B and C, and Item 2. AYES: Milner, Lawson-Johnson, Petersen, Friedl, Lewis, Firman, Haywood. NAYES: None. MOTION CARRIED

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. Airport Operations Report – McNally said we are running about 77% load factor. McNally said the Air-

lines have changed their name to Envoy but the Airplanes will still be American Eagle. Lewis asked who we talk with about increasing flights. McNally said she is not sure.

McNally said the Military Welcome Center is having their 2nd Annual Open House this afternoon.

b. Director's Financial Reports – Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 26,874.83, Capital Improvements, TSA rent transfer of 1,363.46.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	308,434.47
Operating Account (10375822)		40,231.50
Imprest Fund (10704778)		960.35

Balance of unrestricted accounts	\$	<u>349,626.32</u>
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Passenger Facility Charges (9014251)	\$	191,976.01
Capital Improvement Account (114030)		20,447.20

Balance of the restricted accounts	\$	<u>212,432.21</u>
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Income and Expense Budget Tracking

Incomes for the month totaled \$ 61,651.18, YTD incomes total \$ 631,511.00 or 75% of the total budgeted amount of \$ 878,834.86. Expenses for the month totaled \$ 51,729.88, YTD expenses total \$ 689,776.61 which is 85% of the total budgeted amount of \$ 814,879.28. Incomes are higher than projected due to overruns in Snow and Ice control because of inclement weather, replaced of two security DVR/NVR that failed, increased utilities rates and large equipment repairs and rental equipment.

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 \$ 901,227.48 above the FDIC limit. These amounts are reported monthly from Federal Reserve Bank.

NEW BUSINESS (Ed Petersen, Chairman) - There was none.

a. Audience Participation – There were no comments or questions.

There being no further business, the meeting was adjourned.

Ed Petersen, Chairman