

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
August 26, 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
David Madigan, Vice-Chair
Cassandra Lawson- Johnson, Secretary
Stanley Haywood, Asst. Secretary (arrived late)
Brett Lewis, Asst. Secretary
Ray Friedl, Member
Jennifer Stricklin, Member
Bob Milner, Member
Sam Firman, Member

ABSENT:

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Chuck Wade, Airport Attorney
Erick Rodriguez, American

Kim McConnell, Lawton Constitution
John Westbrook, Fort Sill Transportation
Paul Hafen, Fort Sill Approach

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. American Eagle (Erick Rodriguez, General Manager)** –McNally said Rodriguez is the General Manager of Lawton and Wichita Falls. Rodriguez said it will be a few months before they make a decision on a local manager.
- b. La Sill Aviation (Chris Pittman)** – Not present.
- c. Lawton Air Traffic Control Tower (Frank Herndon)** – Not Present.
- d. Fort Sill Transportation (John Westbrook)** – No Report.
- e. Fort Sill Approach (Paul Hafen)** – No Report.

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 July 22, 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 LAWSON-JOHNSON, to approve the consent agenda. AYES: Petersen, Madigan, Lawson-Johnson, Haywood, Lewis, Friedl, Stricklin, Milner, Firman. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)

Terminal Projects – Lewis said the Design Team met with the Development Committee on August 8th to look at all the phases of the upcoming terminal projects. Lewis said he asked the engineer to come to the next board meeting to brief all the Authority members and also the City Council and Lawton community who will be watching the televised council meeting. McNally said we are awaiting the responses from American Eagle and TSA on the proposed changes to their office areas in future phases.

Lewis said phase one is moving forward. McNally said we received bids that are under the engineer's estimate. McNally said the next step is the grant offer from the FAA and will be ready to proceed on the bathroom construction. McNally said the project should start mid-October. Lewis said the project should finish mid-February.

Petersen asked about the public interest in our terminal projects. McNally said that the Constitution usually writes an article in the newspaper of what will be on the agenda, so those who wish to comment will come to the City Council meeting.

COMMUNITY RELATIONS COMMITTEE (Jennifer Stricklin, Chairman)

Stricklin said the committee will be meeting with DesignWork following the board meeting to discuss marketing strategy and creative ideas. Stricklin said we hope to have the plan in place and marketing started by October 1st.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

- A. Airport Operations Report** – McNally provided the Authority with the enplanement report. McNally said a fifth flight is scheduled to start in October.

McNally said our annual audit will start mid September and we should have a final report for the October board meeting.

B. DIRECTOR’S FINANCIAL REPORT

Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$52,018.30, Capital Improvements include, TSA rent transfer of 1,363.46, AIP 32 43,062.00 and sweeper purchase \$ 62,215.00 (PFC project).

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	353,730.23
Operating Account (10375822)		42,398.77
Imprest Fund (10704778)		435.45

Balance of unrestricted accounts	\$	<u>396,564.45</u>
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Passenger Facility Charges (9014251)	\$	266,484.74
Capital Improvement Account (114030)		7,894.37

Balance of the restricted accounts	\$	<u>274,379.11</u>
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Income and Expense Budget Tracking

Incomes for the month totaled \$ 81,691.21, YTD incomes total 81,691.21 or 10% of the total budgeted amount of \$ 835,064.34. Expenses for the month totaled \$ 60,894.18, YTD expenses total \$ 60,894.12 which is 8% of the total budgeted amount of \$ 798,596.38.

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