

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
October 21, 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  
Brett Lewis, Asst. Secretary  
Jennifer Stricklin, Member  
Bob Milner, Member  
Sam Firman, Member

**ABSENT:**

Ray Friedl, 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  
Yolanda Lee, Intern

Pat Hurley, Executive Assistant  
Chuck Wade, Airport Attorney  
Rick Elerbee, LATCT

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**REPORTS FROM MANAGERS OF AIRPORT BUSINESSES**

- a. American Eagle (Erick Rodriguez, General Manager) –Not Present**
- b. La Sill Aviation (Chris Pittman) – Not present.**
- c. Lawton Air Traffic Control Tower (Frank Herndon) –No Report.**
- d. Fort Sill Transportation (John Westbrook) – 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 September 23, 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, Madigan, Lawson-Johnson, Haywood, Lewis, Stricklin, Milner, Firman. NAYES: None. MOTION CARRIED.

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**DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)**

**a. AIP 31 (Runway Lighting and Airside Electrical Upgrade)** - Lewis said the start date is October 19<sup>th</sup>. Lewis said the project is expected to last 90 days, the runway will be closed from the last flight at night until the first flight in the morning.

**b. AIP 32 (Terminal Project- Phase 1- Airside Restrooms)** –Lewis said the project will start the first week in November.

**c. Terminal Project Design** -Lewis said the architect has given us two options on the design to accomodate the addition of jet bridges in boarding gate area. Lewis said Option 1 is an interior build out that will use approximately 540 ft. of space in the building. Lewis said this option will save some money by not having to build ramps in the future. Lewis said Option 2 is an exterior build out, that allows for a little more flexibility on models/makes of jet bridges.

Lewis said the committee recommends Option 1 the interior build out because it maintains the exterior integrity of the building and is the less expensive of the options.

**MOTION BY DEVELOPMENT COMMITTEE**, to approve terminal design option #1. AYES: Milner, Madigan, Haywood, Lewis, Stricklin, Firman, Lawson-Johnson, Petersen. NAYES: None. MOTION CARRIED.

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**COMMUNITY RELATIONS COMMITTEE (Jennifer Stricklin, Chairman)**

Stricklin said the "Here to There to Anywhere Campaign" has starting the radio spots. Stricklin said the graphics have been approved by American Airlines for the billboards which are now in production. Stricklin said filming at the airport for the TV commercials will begin in the first week of November. McNally said they will be using a drone in the terminal to film the commercial.

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**FINANCE COMMITTEE (David Madigan, Committee Chair)**

Madigan said the committee met with our auditor, Robert Turner. Madigan said Turner briefed the committee on the FY 2013-2014 audit report. Madigan said Turner was very complimentary of the system the airport uses with the CPA as a third party that provides a seperation of duties and of McNally and staff. Madigan said it was a clean audit and will be turned into the City. Madigan said it is the committee's recommendation to accept the audit as presented.

**MOTION BY THE FINANCE COMMITTEE**, to approve the FY 2013-2014 audit report as presented. AYES: Haywood, Milner, Madigan, Lawson-Johnson, Firman, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

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

Consideration and actions regarding the following items:

**a. Airport Operations Report** –McNally introduced Yolanda Lee a student in law enforcement, interested in airport law enforcement at Cameron University, who is interning at our airport with our security operations office.

McNally said she believes there was an error in August enplanements, but hasn't been able to contact Erick because he is on vacation. McNally said Hurley caught the error in September. McNally said with Express Jet and American Eagle each flying into Lawton there have been problems getting both numbers.

**b. DIRECTOR'S FINANCIAL REPORT** - Purchase Order's to be approved from the Operating Account total \$ 45,920.08, Capital Improvements include, TSA rent transfer of 1,363.46, AIP 32 165,828.00 Garver, 82,420.20 Garver, a total of \$ 249,611.66.

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	298,935.83
Operating Account (10375822)		42,766.20
Imprest Fund (10704778)		259.40

Balance of unrestricted accounts	\$	<u>341,961.43</u>
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Passenger Facility Charges (9014251)	\$	219,345.03
Capital Improvement Account (114030)		-68,162.32 (holding check until grant is available)

Balance of the restricted accounts	\$	<u>151,182.71</u>
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**Income and Expense Budget Tracking**

Incomes for the month totaled \$ 100,913.48, YTD incomes total 245316.39 or 29% of the total budgeted amount of \$ 835,064.34. Expenses for the month totaled \$ 99,245.30, YTD expenses total \$ 233,002.00 which is 29% 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.

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**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.

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**Ed Petersen, Chairman**