

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
January 20, 2015**

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

PRESENT:

David Madigan, Chairman
Brett Lewis, Vice-Chair
Cassandra Lawson- Johnson, Secretary
Stanley Haywood, Asst. Secretary
Sam Firman, Asst. Secretary
Ed Petersen, Member

ABSENT:

Jennifer Stricklin, Member
Bob Milner, Member
David Aubrey, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
Joe English, Lawton Municipal Golf Course

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney

Madigan presented Ed Petersen the Chairman's plaque and thanked him for a job well done. Madigan said David Aubrey would be back on the Authority next month.

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 (Rick Elerbee) – Not Present.

d. Fort Sill Transportation (John Westbrook) – Not Present.

e. Lawton Municipal Golf Course (Joe English) - English said everything is running well at the golf course. English said the employees are working to control the geese populations. English said he is offering discounts for seniors during the week and school kids on weekends. English said he plans to put up lights at the drive center for night golfing. English thanked the Authority for the opportunity to run the golf course.

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 December 19, 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 PETERSEN, SECOND BY LEWIS, to approve the consent agenda. AYES: Madigan, Lewis, Lawson-Johnson, Haywood, Firman, Petersen. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Chairman)

a. AIP 31 (Runway Lighting and Airside Electrical Upgrade) – Lewis said the weather has been causing delays to this project. Lewis said this project is back on track and the night work which is affecting the Instrument Landing System should be completed by March 3, 2015.

b. AIP 32 (Terminal Project- Phase 1- Airside Restrooms) – Lewis said the concrete work is being done and the project should be complete by April 3, 2015.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

Airport Operations Report – McNally said enplanements for the month of December were down from last year due to weather in Lawton and Dallas.

McNally said the Welcome Center has invited the Authority to the Sweetheart Dance and fund raiser, February 13, 2015 at the VFW.

b. Letter of Agreement – McNally said the FAA has asked that the Airport Authority enter into a Letter of Agreement with the City of Lawton for Aircraft Rescue and Firefighting services. McNally said the purpose is to define each party’s responsibilities before we begin the construction of the new Fire Station. McNally said the first stakeholders meeting will be April 12, 2015.

MOTION BY LEWIS, SECOND BY LAWSON-JOHNSON, to approve signing the Letter of Agreement with the City of Lawton for Aircraft Rescue and Firefighting. AYES: Lawson-Johnson, Petersen, Petersen, Lewis, Firman, Haywood, Madigan. NAYES: None. MOTION CARRIED.

c. Financial Report - Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 43, 824.07, Capital Improvements include, TSA rent transfer of 1,363.46, LEO Reimbursement \$ 6,000.00, AIP 31 -\$17,922.99, \$ 96,538.46, AIP 32- \$ 6,631.36, for a total of \$ 128,456.27.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	297,009.90
Operating Account (10375822)		42,018.34
Imprest Fund (10704778)		1,967.90

Balance of unrestricted accounts	\$	340,996.14
Passenger Facility Charges (9014251)	\$	274,548.59
Capital Improvement Account (114030)		115,584.35
Balance of the restricted accounts	\$	390,132.94

Income and Expense Budget Tracking

Incomes for the month totaled \$ 70,634.02, YTD incomes total 449,390.46 or 54% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 59,696.48, YTD expenses total \$ 442,282.25 which is 55% 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 (David Madigan, Chairman) - There was none.

a. Audience Participation – There were no comments or questions. There being no further business, the meeting was adjourned.

David Madigan, Chairman