

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
February 24, 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
Jennifer Stricklin, Member
Bob Milner, 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, Ft. Sill Transportation
Sean Fortenbaugh, Chamber Representative

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney
Lee Smith, LATCT
Paul Hafen, Ft. Sill ARAC

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 (Lee Smith)** – No report given.
- d. Fort Sill Transportation (John Westbrook)** – Westbrook reported that there will be a C-17 next month.
- e. Ft. Sill ARAC – (Paul Hafen)** - Hafen said that it is his understanding that the Army and the Air Force have come to an agreement to continue funding through 2025. This agreement includes funding an equipment upgrade and staffing.

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 January 20, 2015.

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 MILNER, to approve the consent agenda. AYES: Madigan, Lewis, Lawson-Johnson, Haywood, Firman, Petersen, Stricklin, Milner. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Ed Petersen, Committee Chair)

a. Candy and Gum Concession – Petersen said the lessee's company was recent sold and the new owner who has asked for a change in terms. Petersen said it is the committee's recommendation to remove the machines until the terminal project is complete and then rebid with an RFP.

MOTION BY THE COMMITTEE, to approve having the gum and candy machines removed until after the terminal project is complete. AYES: Milner, Stricklin, Lawson-Johnson, Petersen, Lewis, Firman, Haywood, Madigan. NAYES: None. MOTION CARRIED.

b. Lee's Janitorial – Petersen said the current janitorial service has asked to exercise their five year option. Petersen said the committee believes they do a good job and recommend the extension. Petersen said in recent negotiations with TSA the janitorial allocation was increased, this is a pass-through cost from TSA and will increase the janitorial fee by \$ 70.00.

MOTION BY THE COMMITTEE, to approve a five year extension with a \$ 70.00 increase passed through allocation from TSA. AYES: Haywood, Milner, Madigan, Lawson-Johnson, Firman, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

c. Liberty National Bank - ATM lease- Petersen said that Liberty National Bank has to exercise their three year extension. It is the committee's recommendation to renew the lease for three years with the same terms and conditions.

MOTION BY THE COMMITTEE, to approve renewing the lease Liberty National for ATM services at the same terms for another 3 years. AYES: Madigan, Petersen, Haywood, Lewis, Milner, Stricklin, Firman, Lawson-Johnson. NAYES: None. MOTION CARRIED.

d. Republic Parking – Petersen said the committee is in discussion with Republic Parking. Petersen said it is the committee's recommendation to a month to month contract until the discussions are negotiations are complete.

MOTION BY THE COMMITTEE, to approve a month by month contract with Republic Parking until nego-

tiations are complete. AYES: Petersen, Firman, Lawson-Johnson, Lewis, Milner Haywood, Stricklin, Madigan. NAYES: None. MOTION CARRIED.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

- a. Project Updates - McNally said the airside electrical project is slated to be completed mid-April. The Instrument Landing System (ILS) that has been turned off during the night work on the runway should be returned to service by March 3rd.

McNally said with regards to the terminal restroom project, the concrete piers have been poured. The bathroom project should be complete in mid May time frame.

McNally said the enplanements were up in January but, will be down in February due to weather.

- b. **New PFC Application** – McNally said in order to continue uninterrupted collections of PFC’s she is requesting the approval of hiring our Engineering firm, Garver, in the amount of \$15,500.00 to develop a new application to be submitted to the FAA. McNally said the fee for the services is 100% reimbursable on the application.

MOTION BY PETERSEN, SECOND BY LAWSON-JOHNSON, to approve hiring Garver Engineer’s to develop a new PFC Application to submit to the FAA in the amount of \$ 15,500.00. AYES: Lawson-Johnson, Lewis, Stricklin, Madigan, Petersen, Milner, Firman, Haywood. **NAYES: None. MOTION CARRIED.**

- c. **Oklahoma Airport Operators Association Conference** – McNally said the OAOA conference will be held in Tulsa, March 8-11. McNally said she is requesting \$ 800.00 from the travel and training budget to attend this conference.

MOTION BY HAYWOOD, SECOND BY STRICKLIN, to approve the Director going to the OAOA Conference in the amount of \$ 800.00. AYES: Milner, Lawson-Johnson, Petersen, Stricklin, Lewis, Firman, Haywood, Madigan. NAYES: None. MOTION CARRIED.

- c. **Financial Report** - Purchase Order’s to be approved from the Operating Account total \$ 78,819.54 of which \$ 20,350.96 is the SCASD grant which 77% will be reimbursed.

Capital Improvements include, TSA rent transfer of 1,363.46, AIP 31 -\$ 338,425.26, AIP 32- \$ 4,696.52, for a total of \$ 344,485.24.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	243,061.70
Operating Account (10375822)		60,046.44
Imprest Fund (10704778)		1,869.90
Balance of unrestricted accounts	\$	<u>304,978.04</u>

Passenger Facility Charges (9014251)\$	294,497.44
Capital Improvement Account (114030)	98,770.77
Balance of the restricted accounts	\$ 363,268.21

Income and Expense Budget Tracking

Incomes for the month totaled \$ 51,051.81, YTD incomes total 499,442.27 or 60% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 60,409.39, YTD expenses total \$ 503,222.64 which is 63% 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.

Madigan recognized Milner for his service to the Authority and as past Chairman. Madigan thanked Milner for his service.

David Madigan, Chairman