

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY MEETING  
MINUTES  
JUNE 23, 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  
Stanley Haywood, Asst. Secretary  
Sam Firman, Asst. Secretary  
Jennifer Stricklin, Member  
Ed Petersen, Member  
Sean Fortenbaugh, Member

**ABSENT:**

Cassandra Lawson-Johnson, Secretary  
David Aubrey, 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  
Chris Pittman, LaSill Aviation

Pat Hurley, Executive Assistant  
Chuck Wade, Airport Attorney  
Paul Hafen, ARAC

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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)** – No Report.
- c. **Lawton Air Traffic Control Tower (Lee Smith)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – No Report.
- e. **Ft. Sill ARAC – (Paul Hafen)** – Hafen said they expecting new equipment 2018.

**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 May 26, 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 LEWIS**, to approve the consent agenda. AYES: Madigan, Lewis, Haywood, Firman, Petersen, Stricklin, Fortenbaugh. NAYES: None. MOTION CARRIED.

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**LEASING COMMITTEE (Ed Petersen, Committee Chair)**

**a. Parking Lot Management** – Petersen said the Authority received 4 proposals in response to our request for parking equipment. Petersen said the committee reviewed all the proposals and came to a recommendation. It is their recommendation to approve purchasing the equipment from the low bidder Parking Boxx in the amount of \$ 82,500 for installation and equipment.

**MOTION BY THE COMMITTEE**, to approve purchasing the equipment and installation from the low bidder Parking Boxx in the amount of \$ 82,500. AYES: Fortenbaugh, Stricklin, Madigan, Haywood, Firman, Lewis, Petersen. NAYES: None. MOTION CARRIED.

**b. Parking Lot Overlay** – Petersen said we have received one bid and are waiting for three others for the public parking lot overlay. Petersen said the financing will be discussed in the Finance Committees report. Firman asked about the City of Lawton doing the project. Haywood said it would have to be bid out and done in compliance with the competitive bidding act.

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**DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)**

**a. AIP 31 – Airside Electrical Project -Project Update:** Lewis said this project was suspended to allow the ground to dry. Lewis said there are several items that needs to be completed, the biggest pieces are erecting the new airport beacon and finish the ground work with the runway lights. McNally said the contractor will be sending their group out of the Texas office and should be on the ground for a week to complete the project.

**b. AIP 32 – Restroom Addition – Project Update:** Lewis said the restroom is enclosed and the inside work has started and should be complete in the first week in August.

**c. Emergency Power Generator** – Lewis said the plans for bid will be ready in about 4 weeks. Lewis said the cost of this project will be \$ 419,800 with 300,000 being paid out of PFC's. Lewis said this is a use or lose project because the FAA no longer provides funds for in terminal generators. McNally said we were grandfathered in because the project has been on the PFC list since 2008. McNally said power failure in the terminal is a frequent occurrence. McNally said it is a safety and security issue.

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**FINANCE COMMITTEE (Cassandra Lawson-Johnson, Committee Chair)**

**a. Finance Current Capital Projects** – Petersen said on the advice of our banker, it is the recommendation of the Finance Committee to approve financing the cost of the Emergency Power Generator less the federal participation, the cost of the parking equipment and the cost of the parking lot overlay. Petersen said the total amount to finance will be 321,000. @4 % interest for 36 months.

**MOTION BY THE FINANCE COMMITTEE**, to approve financing the Emergency Power Generator, the cost of the parking equipment and the cost of the parking overlay from Arvest Bank in the amount of \$ 321,000.00 @ 4% interest for 36 months. AYES: Haywood, Fortenbaugh, Firman, Stricklin, Lewis, Petersen. ABSTAIN: Madigan. NAYES: None. MOTION CARRIED.

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

Consideration and actions regarding the following items:

**a. Airport Operator's Report** - McNally said the media reports give the impressions and response that shows current flight status. McNally said the Airport receives a lot of interaction on Facebook.

McNally said Design Works won a national award on our advertising campaign. Stricklin said the Tele award is Media's version of the Emmy award.

McNally provided the enplanement report.

**b. Financial Report** - Purchase Order's to be approved from the Operating Account total \$ 54,194.50 of which \$ 15,704.50 is the SCASD grant which 77% will be reimbursed.

Capital Improvements include, AIP 31- \$ 56,596.89, AIP 32- \$ 230,090.00, TSA rent transfer \$ 2,708.90 for a total of \$ 289,395.79.

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	298,616.20
Operating Account (10375822)		35,119.43
Imprest Fund (10704778)		1,233.86

Balance of unrestricted accounts	\$	<u>334,969.49</u>
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Passenger Facility Charges (9014251)	\$	369,231.41
Capital Improvement Account (114030)		8,176.57

Balance of the restricted accounts	\$	<u>377,407.98</u>
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**Income and Expense Budget Tracking**

Incomes for the month totaled \$ 67,784.48, YTD incomes total \$ 781,784.42 or 94% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 56,369.66, YTD expenses total \$ 769,518.41 which is 96% 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 (David Madigan, Chairman)** - There was none.

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**David Madigan, Chairman**

