

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
JULY 21, 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
Cassandra Lawson-Johnson
Stanley Haywood, Asst. Secretary
Sam Firman, Asst. Secretary
Ed Petersen, Member
David Aubrey, Member

ABSENT:

Brett Lewis, Vice-Chair
Jennifer Stricklin, Member
Sean Fortenbaugh, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney

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)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – Not Present.
- e. **Ft. Sill ARAC – (Paul Hafen)** – Not Present.

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 June 23, 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 HAYWOOD, to approve the consent agenda. AYES: Madigan, Lawson-Johnson, Haywood, Firman, Petersen. ABSYAIN: Aubrey. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Ed Petersen, Committee Chair)

a. Parking Lot Management – Petersen said we are moving ahead with the parking lot.

b. Credit Card Processing Agreement – Petersen said the Director is soliciting proposals from merchant credit card companies. Petersen said since this selection needs to happen quickly, the committee is asking to be allowed to review the proposals and select the credit card provider.

MOTION BY THE LEASING COMMITTEE, to approve allowing the Leasing Committee to select the best provider and rate structure for merchant credit card services. AYES: Lawson-Johnson, Petersen, Aubrey, Firman, Haywood, Madigan. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)

a. AIP 31 – Airside Electrical Project -Project Update: McNally said the project has resumed work and should be completed by the end of the month.

b. AIP 32 – Restroom Addition – Project Update: McNally said the project is about 82% complete. McNally said the engineer will be developing a punch list on the 23rd of July.

c. Emergency Power Generator – McNally said we have reached out to 10 contractors and the bids are due on the 11th of August.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. Airport Operator’s Report - McNally said the enplanement reports are in front of you. McNally said load factors are up and there were 6 cancellations last month.

b. Financial Report - Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 106,449.59 of which \$ 32,012.93 is the SCASD grant which 77% will be reimbursed. The deposit for the parking equipment \$ 34,198.00.

Capital Improvements include, AIP 32- \$ 224,192.82, TSA rent transfer \$ 2,708.90 and LEO Reimbursement 30,200.00 for a total of \$ 257,101.72.

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	315,959.47
Operating Account (10375822)		(15,590.02)
Imprest Fund (10704778)		814.41

Balance of unrestricted accounts	\$	<u>301,183.86</u>
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Passenger Facility Charges (9014251)	\$	368,725.88
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Capital Improvement Account (114030)	(18,221.39)
Balance of the restricted accounts	\$ <u>350,504.49</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 77,343.27, YTD incomes total \$ 859,127.69 or 103% of the total budgeted amount of \$ 835,064.34.

Expenses for the month totaled \$ 60,804.23, YTD expenses total \$ 830,322.64 which is 104% 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.

David Madigan, Chairman