

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
August 25, 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, Asst. Secretary
Sam Firman, Asst. Secretary
Ed Petersen, Member
Jennifer Stricklin, Member
Sean Fortenbaugh, Member

ABSENT:

Stanley Haywood, Asst. Secretary
David Aubrey, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Kim McConnell, Lawton Constitution
LATCT, Lee Smith
ARAC, Paul Hafen

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney
Ft. Sill Transportation, John Westbrook

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)** – Smith said the FAA performed a flight check with the run way lights and everything is in working order.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook said there will be a C-17 in September for a training mission and some other deployments.
- e. **Ft. Sill ARAC – (Paul Hafen)** – Hafen said the Army and the Air Force signed an agreement to fund and operate ARAC.

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 July 21, 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, Lawson-Johnson, Firman, Petersen, Stricklin, Fortenbaugh. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Ed Petersen, Committee Chair)

a. Parking Lot Equipment – Petersen said Parking Boxx estimates a one week installation. McNally said Republic Parking last day will be August 31, 2015.

b. Credit Card Processing Agreement – Petersen said the Leasing Committee selected PCS which had the best rates.

c. Betty Albert's Request- Petersen said Betty Albert has requested that her lease be signed over to Hilary Hunt and Stacy Robertson effective September 23, 2015.

MOTION BY LAWSON-JOHNSON, SECOND BY LEWIS, to approve Betty Albert assigning her Café Lease over to Hilary Hunt and Stacy Robertson. AYES: Fortenbaugh, Stricklin, Lawson-Johnson, Petersen, Lewis, Firman, Madigan. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)

a. AIP 31 – Airside Electrical Project -Project Update: Lewis said two major pieces, the rotating beacon and some cabling on the airside. Lewis said McNally is working diligently to get this resolved with the contractor.

b. AIP 32 – Restroom Addition – Project Update: Lewis said restroom walk though with the contractor was last week and there are a couple items yet to finish. McNally said the panels should have been removed yesterday and she would update the board later today. Lewis said this addition will be great for the traveling customers at the airport.

c. Emergency Power Generator – Lewis said we received two bids one from Rural Electric in the amount of \$ 212,011.00 and one from Patco Electric of \$ 192,416.00. Lewis said it is the recommendation of the committee to award the bid to Patco Electric. Lewis said the project is funded 100% out of PFC's collected for this project. Firman asked if we could use the remaining funds for another project. McNally said yes for another PFC project.

MOTION BY THE DEVELOPMENT COMMITTEE, to approve Patco Electric be awarded the Backup Generator Project in the amount of \$ 192,416.00. AYES: Fortenbaugh, Madigan, Lawson-Johnson, Firman, Stricklin, Lewis, Petersen. NAYES: None. MOTION CARRIED.

d. WILDLIFE FENCING – Lewis said the Wildlife Fencing bids are due today at 11:00 a.m. Lewis said this for the footing under the perimeter fence. McNally said Garver is handling this project.

e. GARVER WORK ORDERS

1. Program Development and Final Design SRE building and ARFF Station – Lewis said this will be two of this year projects for the FAA grant. Lewis said the amount of the work order is \$ 379,400.00 and will be funded through AIP and PFC funds.

2. Dam Inspection – Lewis said the Oklahoma Water Resource Board requires the owners of Lake Lawton, located at the golf course, to conduct an inspection by a qualified engineer every 3 years and submit a report on the condition of the dam. Garver’s fee will be \$ 3,000.00 for this inspection.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. Airport Operator’s Report - McNally said the enplanement reports has been handed out. McNally said she asked the Airline GM to provide an airline report which has also been handed out. McNally said that there were only 3 cancellations last month and enplanement were up over the previous month and year.

McNally said our annual audit starts September 21-October 2, 2015.

Financial Report –

Purchase Orders - Purchase Order’s to be approved from the Operating Account total \$ 111, 177.61 of which \$ 16,536.81 is the SCASD grant which 77% will be reimbursed. Parking Equipment payment \$ 25,648.50. Capital Improvements include, AIP 32- \$ 6,595.00, TSA rent transfer \$ 2,708.90 and LEO Reimbursement 6,000.00, future projects \$ 32,800.00 for a total of \$ 48,103.90

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	255,305.32
Operating Account (10375822)		13,379.64
Imprest Fund (10704778)		697.98
Balance of unrestricted accounts	\$	<u>269,382.94</u>
Passenger Facility Charges (9014251)	\$	385,608.63
Capital Improvement Account (114030)		25,153.43
Balance of the restricted accounts	\$	<u>410,762.06</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 69,495.85, YTD incomes total \$ 69,495.85 or 7% of the total budgeted amount of \$ 982,854.41. Expenses for the month totaled \$ 62,345.65, YTD expenses total \$ 62,345.65 which is 7% of the total budgeted amount of \$ 879,453.53.

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

