

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY SPECIAL MEETING
MINUTES
OCTOBER 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
Cassandra Lawson-Johnson, Secretary
Sam Firman, Asst. Secretary
Jennifer Stricklin, Member
Ed Petersen, Member
Sean Fortenbaugh, Member

ABSENT:

Brett Lewis, Vice-Chair
David Aubrey, Member

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director
Steve Robertson, Lawton Constitution
LATCT, Lee Smith
John Westbrook, Ft. Sill Transportation

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney
Chris Pittman, LaSill Aviation

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Erick Rodriguez, General Manager)** – Not Present.
- b. **La Sill Aviation (Chris Pittman)** – Pittman said the oil field flights have discontinued..
- c. **Lawton Air Traffic Control Tower (Lee Smith)** – No report.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook said there are several missions coming up in November and December.
- 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 special meeting of September 29, 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 FIRMAN, to approve the consent agenda. AYES: Madigan, Lawson-Johnson, Firman, Petersen, Stricklin, Fortenbaugh. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Brett Lewis, Committee Chair)

- 1) **AIP 31 – Airside Electrical Project -Project Update:** McNally said this project has a short list of items that still need to be complete. McNally said hopefully the grant can be closed out in 30 days.
- 2) **AIP 32 – Restroom Addition – Project Update:** McNally said this project is complete. McNally said this grant should be closed out in the next 30 days.
- 3) **Emergency Power Generator–** McNally said there is a 12 week lead time after ordering the generator. McNally said construction of the pad will be done in October, but the generator will probably be set in January.
- 4) **Wildlife Fencing Bid –** McNally said the contractor has been given the notice to proceed.
- 5) **Design of SRE Building and ARFF Station –** McNally said no work has been started on these projects as of yet.

AIRPORT DIRECTOR’S REPORT (Barbara McNally)

Consideration and actions regarding the following items:

a. Airport Operator’s Report - McNally said the enplanement report has been handed out. McNally said enplanements are holding steady. Madigan said 0 cancellations for the month.

McNally said the audit has been completed and will be brought to the next Authority meeting.

b. Financial Report Purchase Order’s to be approved from the Operating Account total \$ 63,297.34.

Capital Improvements include:

- AIP 32- \$ 1,600.00
- AIP 33 - \$1,600.00
- Generator Project – 2800.00
- TSA rent transfer \$ 2,708.90 and LEO Reimbursement 12,200.00
- SCASD Reimbursement – 47,082.70
- TOTAL - \$ 67,991.60

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$ 306,695.19
Operating Account (10375822)	32,717.03
Imprest Fund (10704778)	2,150.26
Parking Account	19,590.02
Balance of unrestricted accounts	\$ 361,152.50
CFC Account	26,656.04
Passenger Facility Charges (9014251)	\$ 351,090.20
Capital Improvement Account (114030)	59,794.25
Balance of the restricted accounts	\$ 437,540.49

Income and Expense Budget Tracking

Incomes for the month totaled \$ 118,694.59, YTD incomes total \$ 252,133.25 or 26% of the total budgeted amount of \$ 982,854.41.

Expenses for the month totaled \$ 98,020.82, YTD expenses total \$ 248,063.33 which is 28% 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) – No New Business.

David Madigan, Chairman