

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY  
AIRPORT AUTHORITY SPECIAL MEETING  
MINUTES  
January 26, 2016**

The meeting was called to order at 9:00 a.m. by the Chairman, Sam Firman. The agenda along with the time and place of the meeting was posted in accordance with State Law.

**PRESENT:**

Sam Firman, Vice-Chair  
Cassandra Lawson-Johnson, Secretary  
Sean Fortenbaugh, Member  
David Madigan, Past Chair  
Robert Morford, Member  
Johnny Owens, Member

**ABSENT:**

Brett Lewis, Chair  
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  
Bruce Green

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

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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)** – Not Present.
- c. **Lawton Air Traffic Control Tower (Lee Smith)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – Westbrook said there was a deployment last night and all went well.
- f. **Sill ARAC – (Paul Hafen)** – Hafen introduced Green, the new Airfield Manager.

Firman welcomes Johnny Owens to the Authority.

**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 December 18, 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 MADIGAN, SECOND BY LAWSON-JOHNSON**, to approve the consent agenda. AYES: Firman, Lawson-Johnson, Fortenbaugh, Madigan, Morford, Owens. NAYES: None. MOTION CARRIED.

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

**1) AIP 33 – Wildlife Fencing** – McNally said this project is 95% complete. McNally said the final inspection will be held in early February.

**2) Design Workshop II** – McNally said the workshop will be held to finalize plans for the airport fire station and the Snow Removal Equipment (SRE) building on January 27<sup>th</sup>, at 1: 30 p.m. in the Airport Conference Room.

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**LEASING COMMITTEE ( Sam Firman, Committee Chair)**

A. **LaSill Office Roof Project** – Firman said the committee received 3 quotes for roof replacement, which varied in specifications and warranties. Firman said it is the committee recommendation to make the specifications and warranties clearer and rebid the project. Firman said the Authority will need to consider allowing the committee to review the new bids, award it to the lowest and best bid and allow the committee to issue a Notice to Proceed since this repair is needed immediately. After some discussion a motion was made.

**MOTION BY LAWSON-JOHNSON, SECOND BY MORFORD**, to approve going out for roofing bids and allowing the Leasing Committee to review the bids and award the bid to the lowest bidder. AYES: Fortenbaugh, Lawson-Johnson, Morford, Owens, Firman, Madigan. NAYES: None. MOTION CARRIED.

B. **Soldier Express** – Firman said the committee recommended extending the current agreement with Soldier Express for one year. McNally said the current agreement is .50 per passenger or \$ 200.00 per month whichever is greater.

**MOTION BY OWENS, SECOND BY MADIGAN**, to approve extending the current agreement with Soldier Express for one year as stated above. AYES: Morford, Fortenbaugh, Madigan, Lawson-Johnson, Firman, Owens. NAYES: None. MOTION CARRIED.

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

Consideration and actions regarding the following items:

A. **Director’s Report** – McNally said enplanements are down about 950 passengers from the previous year. McNally said she believes the cause was the decreased Holiday schedule this year.

B **Air Service Development Conference** – McNally said our air service consultants Mead and Hunt are sponsoring an air service development conference Mar 30- Apr 1. Representatives of 6 airlines including American will be attending. McNally said the cost for the director to attend will be \$ 2,400.00.

c. **Financial Report** - Purchase Order's to be approved from the Operating Account total \$ 61,048.46

Capital Improvements include:  
Back-up Generator – 61,649.51  
TSA rent transfer \$ 2,708.90  
LEO reimbursement – 12,200.00

TOTAL - \$ 76,558.41

**Bank Balances:**

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	270,525.74
Operating Account (10375822)		27,533.67
Imprest Fund (10704778)		1,611.72
Parking Account		20,524.48
Balance of unrestricted accounts	\$	<u>320,195.61</u>
CFC Account		93,056.65
Passenger Facility Charges (9014251)	\$	350,241.64
Capital Improvement Account (114030)		60,699.99
Balance of the restricted accounts	\$	<u>503,998.28</u>

**Income and Expense Budget Tracking**

Incomes for the month totaled \$ 109,986.70, YTD incomes total \$ 512,350.15 or 52% of the total budgeted amount of \$ 982,854.41.

Expenses for the month totaled \$ 60,418.95, YTD expenses total \$ 487,086.82 which is 55% 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.

**MOTION BY MADIGAN, SECOND BY OWENS,** to approve McNally going to the Air Service Development Conference, March 30-April 1, 2016 in the amount of \$ 2,400.00. AYES: Madigan, Owens, Morford, Fortenbaugh, Firman, Lawson-Johnson. NAYES: None. MOTION CARRIED.

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**NEW BUSINESS (Sam Firman, Vice-Chair)** – Madigan presented Ed Petersen and Jennifer Stricklin plaques and thanked them for their service on the Authority.

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**Sam Firman, Vice-Chair**