

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
September 20, 2016**

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

PRESENT:

Bret Lewis, Chairman
Cassandra Lawson-Johnson, Secretary
Sean Fortenbaugh, Member
Robert Morford, Member (arrived late)
David Madigan, Past Chair
Johnny Owens, Member
Jennifer Ellis, Member

ABSENT:

Sam Firman, Vice-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
Chris Pittman, LaSill Aviation

Pat Hurley, Executive Assistant
Chuck Wade, Airport Attorney
Pat Grills, LaSill Aviation
Paul Hafen, FSARAC

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Michelle Ward, General Manager)** – Not Present. McNally reported enplanements are slightly down.
- b. **La Sill Aviation (Chris Pittman)** – Pittman report this would be LaSill Aviation's last meeting. Lewis said the Authority appreciates their service for the past years.
- c. **Lawton Air Traffic Control Tower (Lee Smith)** – Not Present.
- d. **Fort Sill Transportation (John Westbrook)** – No Report.
- f. **Ft. Sill ARAC – (Paul Hafen)** – Hafen report that the upgrades at the ARAC are on track.

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 August 23, 2016.

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 ELLIS, to approve the consent agenda. AYES: Lewis, Lawson-Johnson, Fortenbaugh, Madigan, Morford, Owens, Ellis. NAYES: None. MOTION CARRIED.

DEVELOPMENT COMMITTEE (Sean Fortenbaugh, Committee Chair)

- 1) **Pavement Management Program and Hydrology Study** – McNally reported for Fortenbaugh. McNally said the Engineer is compiling all data from the core drilling, water monitoring and nondestructive testing that has been completed. McNally said the Engineer is requesting some additional core drilling, since some core samples on Taxiway A are incomplete. McNally said the Engineer has asked for a two week extension for the delivery date of the analysis report. McNally said the additional testing will be \$ 3,000.00 with 5% of that from the Authority. McNally said Taxiway A will have to be repaired before the runway because it's used as the alternate runway while repairs are done. Lewis asked when we get the report, what are the next steps to be taken. McNally said Commissioner Burgess with Oklahoma Transportation Commission is working with Secretary Ridley who is working with Washington D.C.
- 2) **Snow Removal Equipment (SRE) Building FAA Grant Offer** – McNally said the grant agreement has been executed and the notice to proceed to the contract will be for October 15, 2016.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

- a. **Director's Report**- McNally said the Annual Audit will be from September 26-October 7, 2016. McNally said the transition is going well and we will be ready to go October 1, 2016.

Purchase Orders - Purchase Order's to be approved from the Operating Account total \$ 57,785.79

Capital Improvements include:

Arvest Bank (refund from SCASD)	\$	21,156.10
TSA rent transfer -		2,756.30
Garver – SRE Engineering		23,363.58
KSA Engineers – Post Construction/Final as built plans		3,000.000

TOTAL -	\$	<u>50,275.98</u>
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Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	\$	305,854.04
Operating Account (10375822)		14,854.07
Imprest Fund (10704778)		107.34
Parking Account		25,112.67

Balance of unrestricted accounts	\$	<u>345,928.12</u>
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CFC Account		249, 189.64
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Passenger Facility Charges (9014251) \$	259,385.06
Capital Improvement Account (114030)	-42,034.26
Balance of the restricted accounts \$	<u>466,540.40</u>

Income and Expense Budget Tracking

Incomes for the month totaled \$ 74,541.67 YTD incomes total \$ 150,095.34 or 15% of the total budgeted amount of \$ 972,853.05. Expenses for the month totaled \$ 98,903.97, YTD expenses total \$ 165,778.54 which is 18% of the total budgeted amount of \$ 922,006.35

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 (Brett Lewis, Chairman)

There being no further business, the meeting was adjourned.

Brett Lewis

Brett Lewis, Chair

