

**LAWTON METROPOLITAN AREA AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
MINUTES
November 22, 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
Sam Firman, Vice-Chair (arrived late)
Sean Fortenbaugh, Member
Robert Morford, Member (arrived late)
David Madigan, Past Chair
Johnny Owens, Member
Jennifer Ellis, Member

ABSENT:

David Aubrey, Member
Cassandra Lawson-Johnson, Secretary

The roll call confirmed that a quorum was present.

ALSO PRESENT:

Barbara McNally, Airport Director	Pat Hurley, Executive Assistant
Kim McConnell, Lawton Constitution	Chuck Wade, Airport Attorney

REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- a. **American Eagle (Michelle Ward, General Manager)** – Not Present. McNally said the enplanements are down for the holiday season. Madigan asked McNally to look into the number of cancellations.
- b. **Lawton Air Traffic Control Tower (Lee Smith)** – Not Present.
- c. **Fort Sill Transportation (John Westbrook)** – Not Present.
- d. **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 October 25, 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 ELLIS, SECOND BY MORFORD, to approve the consent agenda. AYES: Lewis, Firman, Fortenbaugh, Madigan, Morford, Owens, Ellis. NAYES: None. MOTION CARRIED.

FINANCE COMMITTEE (David Madigan, Committee Chair)

1) FY 15-16 Audit Report- Madigan said the Finance Committee met with our audit Robert Turner and reviewed the FY 15-16 audit report. Madigan said it was an unmodified audit which is the type you want. Madigan also said the auditor was very complimentary on the airport staff. Madigan said the auditor mentioned again that the key piece to the airport financial is the separation of duties provided by the accountant, Hatch, Croke and Associates. Madigan said it is the recommendation of the Finance committee to accept the FY15-16 audit report.

MOTION BY OWENS, SECOND BY ELLIS, to approve accepting the FY 15-16 audit report. AYES: Fortenbaugh, Morford, Owens, Lewis, Firman, Ellis, Madigan. NAYES: None. MOTION CARRIED.

2) Personnel Changes to the Budget- Madigan said it is the recommendation of the Personnel and Finance Committee to approve the addition of three full time positions. Madigan said one is administrative and the other two are fuelers. Lewis asked if hiring the new employees would lessen the overtime hours. McNally said yes. Madigan asked the Authority to review the revised budget both income and expenses.

MOTION BY THE FINANCE COMMITTEE, SECOND BY FIRMAN, to approve the addition of three full time positions and the revision to the FY 2017 budget. AYES: Morford, Fortenbaugh, Madigan, Firman, Ellis, Lewis, Owens. NAYES: None. MOTION CARRIED.

LEASING COMMITTEE (Sam Firman, Committee Chair)

1) Car Rental Leases- Firman said the Car Rental Leases are due to expire on February 28, 2017. Firman said the current lease agreement terms and conditions provide for 10% of gross sales and rent for the booth and office space. Firman said the committee discussed an escalator but the car rental income already varies with the renting of more cars. Firman said it is the recommendation of the committee to renew the Car Rental Leases at the current terms and conditions of a five year lease.

MOTIONBY LEASING COMMITTEE, SECOND BY OWENS, to approve renewing the Car Rental Leases with the current terms and conditions for five years. AYES: Madigan, Owens, Morford, Lewis, Ellis, Fortenbaugh, Firman. NAYES: None. MOTION CARRIED.

Chairman's Report (Brett Lewis, Chairman)

1) Selection Committee- Lewis asked Firman, Fortenbaugh and Ellis to meet and select a slate of the officers to serve in 2017. Lewis said McNally will send the Selection Committee a current list of members to choose from.

AIRPORT DIRECTOR'S REPORT (Barbara McNally)

1) Director's Report- McNally said it has been busy and continues to be that way with Military missions in

December. McNally explained the process of military fueling and ground handling.

2) Financial Reports- DIRECTOR'S FINANCIAL REPORT – November 2016

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account - \$ 73,657.13
Lawton Aviation Services - 20,566.26

TOTAL \$ 94,223.39

Capital Improvements include:

TSA rent transfer - \$ 2,756.30
KSA Engineers – PMP 81,584.06

TOTAL - \$ 89,149.36

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	473,756.84
Operating Account (10375822)	14,813.50
Imprest Fund (10704778)	1,121.39
Parking Account	24,169.88
Lawton Aviation Services	29,940.47

Balance of unrestricted accounts \$ 543,802.08

CFC Account	305,646.64
Passenger Facility Charges (9014251) \$	128,296.44
Capital Improvement Account (114030)	-19,783.48

Balance of the restricted accounts \$ 414,159.60

LMAAA Income and Expense Budget Tracking -

Incomes for the month totaled \$ 120,418.27, YTD incomes total \$ 363,943.59 or 25% of the total budgeted amount of \$ 1,449,229.65.

Expenses for the month totaled \$ 130,854.30, YTD expenses total \$ 374,508.47 which is 24% of the total budgeted amount of \$ 1,543,308.82

- 3) 2017 Schedule of Airport Authority Meeting-** McNally said in compliance with State Law, the Authority must approve the regularly scheduled board meetings for the year 2017 and file them with the City Clerk's Office no later than the 10th of December 2016.

MOTION BY FIRMAN, SECOND BY ELLIS, to approve the 2017 schedule of Authority meetings. AYES: Lewis, Ellis, Madigan, Owens, Fortenbaugh, Firman, Morford. NAYES: None. MOTION CARRIED.

NEW BUSINESS (Brett Lewis, Chairman)

Lewis wished everyone a Happy Thanksgiving.

There being no further business, the meeting was adjourned.

Brett Lewis, Chair