

LAWTON METROPOLITAN AREA AIRPORT AUTHORITY

MEETING MINUTES

JUNE 24, 2025

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

PRESENT:

David Madigan, Chair
Allan Hampton, Vice-Chair
Clay Zelbst, Member
George Gill, Member
Jennifer Ellis, Member

ABSENT:

Dustin Hilliary
Clarence Fortney
Christie Chambers

ALSO PRESENT:

Barbara McNally, Airport Director
Michael Furlong, Attorney
Colby Stevenson, Counsel
Chris Palacio, Ft. Sill ARAC

Pat Hurley, Executive Assistant
Brad Burgess, Counsel
Kim McConnell, Lawton Constitution
Matina Davis, Public

4. REPORTS FROM MANAGERS OF AIRPORT BUSINESSES

- A. American Eagle (Michelle Ward, GM)** - Not Present. Enplanement report provided.
- B. Lawton Air Traffic Control Tower (Lee Smith)** - Not present.
- C. Fort Sill Transportation (Ray Jude)** - Not Present.
- D. Ft. Sill ARAC- (Misty Meraz)** - No Report given.

5. CONSENT AGENDA ITEMS: Members may request items be removed from the consent agenda for separate action:

- A. Minutes** - Approval of the minutes of June 24, 2025, meeting.
- B. Correction of Minutes** – approve making changes to reflect going into executive session, Aug 24- Dec 24.
- C. Financial Report – Director Financial Report, Purchase Orders, Accountants Financial Statement and Bank Statements**

Purchase Orders - Purchase Order's to be approved:

LMAAA Operating Account -	\$ 78,575.68
Car Rental Expenses-	2,135.47
Lawton Aviation Services	<u>18,205.47</u>
TOTAL	98,976.57

Capital Improvements Purchase Orders:

Terminal RB	\$ 818,283.70
TSA rent transfer	-0-
Transfer LAS Military Fuel Sales	33,421.21

AIP 47 – PER	154,611.57
TOTAL	\$ 1,006,316.48

Bank Balances:

The following are reconciled balances of unrestricted accounts:

Money Market Account (10976043)	434,851.76
Operating Account (10375822)	42,505.00
Imprest Fund (10704778)	285.38
Parking Account	7,929.10
Lawton Aviation Services	<u>387,191.47</u>
Unrestricted Accounts Balance	872,762.71

The following are reconciled balances of restricted accounts:

CFC Account	140,400.87
Passenger Facility Charges (9014251)	50,649.90
Revenue Bond Account	587,146.66
Capital Improvement Account (11 4030)	<u>58,961.10</u>
Restricted Accounts Balance	837,158.53

Payroll Expenses	54,654.23
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LMAAA Income and Expense Budget Tracking -

Income for the month \$ 323,174.54, Income to dates \$ 2,854,670.25 or 105% of the total budgeted amount of \$ 2,723,661.01 (* includes LAS income 229,216.66)

Expenses for the month \$ 123,235.98 *, YTD expenses 2,694,369.33 or 109% of the total budgeted amount of \$ 2,471,345.20 (* LAS expense \$ 76,108.42)

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 \$ 1,050,000.00 above the FDIC limit. City National \$ 1,200,000.00 above the FDIC limit.

MOTION BY Ellis, SECOND BY Hampton, to approve the monthly financial reports and bank statements. AYES: Madigan, Hampton, Zelbst, Ellis, Gill. NAYES: NONE. MOTION CARRIED.

6. FINANCE COMMITTEE (David Madigan)

FY 2026 BUDGET – Madigan reported that the Finance Committee convened to review the Fiscal Year 2026 Budget. He noted that the budget is constrained due to new expenses. Madigan also emphasized that the airport relies solely on self-generated revenue for its operations and does not receive external operational funding. He further explained that the committee was able to consult a previous budget as a reference point and acknowledged the staff and board members for their consistent efforts in increasing revenue and reducing expenses over the years.

MOTION BY Ellis, SECOND BY Gill, to approve the FY 26 Budget. AYES: Madigan, Hampton, Zelbst, Ellis, Gill. NAYES: NONE. MOTION CARRIED.

7. DIRECTORS REPORT (Barbara McNally)

A. Defense Community Infrastructure Program (DCIP)- In collaboration with the City Manager and with the support of the City's grant writer, the director is actively preparing an application for funding. This effort focuses on obtaining financial assistance for the Taxiway alignment, apron construction, and the rubber removal and paint project. These initiatives aim to enhance operational efficiency and safety standards at the airport. This is a DOD grant, and the authority will need to approve submitting this application. * **Motion Needed**

MOTION BY Ellis, SECOND BY Gill, to approve submitting the DCIP application. AYES: Madigan, Hampton, Zelbst, Ellis, Gill. NAYES: NONE. MOTION CARRIED.

B. FAA Funding for Drainage project

The Director is collaborating with our engineers at Lochner and the FAA program manager to address the drainage issue identified during the FAA Certification Inspection. The engineering/survey fees for this project are \$ 80,300.00. * **Motion Needed**

MOTION BY Ellis, SECOND BY Gill, to approve the engineering fees and FAA funding for the Drainage project. AYES: Madigan, Hampton, Zelbst, Ellis, Gill. NAYES: NONE. MOTION CARRIED.

C. Approve Accepting FAA Grant – The board will need to approve accepting and executing the first bond reimbursement grant in the amount of 1,033,984.00. Additional funding will follow once we have coordinated with the new FAA staff. * **Motion Needed**

MOTION BY Ellis, SECOND BY Gill, to approve accepting the FAA grant for reimbursement of the bond. AYES: Madigan, Hampton, Zelbst, Ellis, Gill. NAYES: NONE. MOTION CARRIED.

Gill stated that he was still working with the city to prioritize the entrance and exit roads of the airport once the construction is complete. McNally also announced that on July 1, she will be employed by the Airport Authority for 40 years. Madigan congratulated McNally.

8. PROPOSED EXECUTIVE SESSION (as defined by 25 OS 307 (B) 4)

MOTION BY Gill, SECOND BY Ellis, to approve going into Executive Session. AYES: Madigan, Hampton, Zelbst, Ellis, Gill. NAYES: NONE. MOTION CARRIED.

Proposed Executive Session for confidential communication between the Authority and its attorney concerning the pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest

MOTION BY Gill, SECOND BY Hampton, to approve returning to Open Session. AYES: Madigan, Hampton, Zelbst, Ellis, Gill. NAYES: NONE. MOTION CARRIED.

Madigan said the Authority went into the Executive Session at 9:21 a.m. and returned to Open Session at 10:36 a.m.
Madigan said no action was taken.

9. NEW BUSINESS (David Madigan, Chairperson)

A. New Business – (as defined by 25 O.S. Supp. 1977, 311(9) “Any matter not known about, or which could not have been reasonably foreseen prior to the time of posting the agenda” for his meeting.

There being no further business, the meeting was adjourned.



David Madigan, Chair