

MINUTES
LAWTON METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION
POLICY BOARD
REGULAR MEETING
3RD FLOOR CONFERENCE ROOM
May 20, 2025

Minutes of the Lawton Metropolitan Planning Organization Policy Board regular meeting held May 20, 2025 in the 3rd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton, Oklahoma.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 11:01 am by Vice-Chairman David Madigan.

ROLL CALL

MEMBERS PRESENT: David Denham, City Planning Commission, Chairman
Jay Earp, ODOT Engineer, District VII
Allan Hampton, City of Lawton, Transit Trust
Robert Weger, City of Lawton, Council
Johnny Owens, Comanche County Commissioner, Central District
David Madigan, Lawton-Ft. Sill Regional Airport Authority

MEMBERS ABSENT: Stanley Booker, City of Lawton Mayor
George Gill, City of Lawton, Council
Devon Westbrook, ODOT, MPO Coordinator
Viplav Reddy, FHWA *
Laura Chaney, ODOT Multimodal and Planning Division *
Oklahoma State Senator *
Oklahoma House of Representative Member *
Marc Oliphant, Federal Transit Administration Region VI *
Fort Sill Commanding General *

ALSO PRESENT: Christina Ryans-Huffer, Recording Secretary
Kameron Good, Senior Planner
Hope Davis, Transportation Planner
Susan Schlecht, Accountant City of Lawton Finance Department

Verify posting of meeting.

The meeting was posted on May 13, 2025, at 4:08 pm by Ashton Wall, City Clerk's Office.

Introductions.

All attendees gave introductions.

- 1. Consider approving minutes from the special scheduled meeting held on March 4, 2025**

Motion by Denham. Second by Earp to approve the special scheduled meeting on March 4, 2025 with floor amendment **Aye:** Denham, Earp, Hampton, Weger, Owens, Madigan **Nay:** None **Motion Passed 6-0**

BUSINESS

- 2. Consider approving a letter of support for the City's application for the Safe Streets and Roads for All (SS4A) grant program.**

The Safe Streets and Roads for All (SS4A) Grant Program, administered by the U.S. Department of Transportation, provides funding to support local initiatives aimed at preventing roadway fatalities and serious injuries. The City of Lawton seeks to apply for SS4A funding to advance its Vision Zero efforts and enhance transportation safety for all users, including pedestrians, cyclists, motorists, and transit riders.

The SS4A grant would support the development and implementation of a comprehensive safety action plan, and open use up for future implementation funds for infrastructure improvements. By applying for SS4A funding, the City aims to create safer, more accessible streets which aligns with the LMPO's goals of equitable, sustainable, and inclusive transportation systems.

LMPO's support is crucial to demonstrate broad community commitment to roadway safety and to strengthen the City's grant application.

The LMPO Transportation Technical Committee recommended approval at their meeting on May 6, 2025.

Motion by Weger. Second by Hampton to approve a letter of support for the City's application for the Safe Streets and Roads for All (SS4A) grant program **Aye:** Earp, Hampton, Weger, Owens, Madigan, Denham **Nay:** None **Motion Passed 6-0**

3. Consider approving the Supplemental 5303 Agreement in the amount of \$105,959 with the Oklahoma Department of Transportation (ODOT).

This Supplemental Agreement specifically pertains to a one-time allocation of 5303 transit planning funds, totaling \$105,959, with a required local match of \$26,490, for a combined total of \$132,448. This funding is made available through FFY28 and is in addition to the LMPO's regular annual 5303 allocation. The purpose of this additional funding is to support larger-scale planning projects that exceed the scope of what can typically be accomplished with annual funding alone. In essence, this grant functions as a form of back payment resulting from an increase in 5303 funds, delivered in a lump sum to maximize its impact on long-term planning initiatives.

The intent of this Supplemental Agreement is to provide one-time grant funding for the metropolitan transportation planning process within the Lawton Metropolitan Area (LMA), as identified in the LMPO's Unified Planning Work Program. This Agreement confirms that the LMPO will continue to maintain the "3 Cs" (comprehensive, continuing, and cooperative) transportation planning process in order to provide the most desirable multi-modal transportation system that aligns with community goals and is achieved at minimal expense.

Funding of the transportation planning process for the LMA comes from three sources: FHWA PL funds, FTA Section 5303 funds, and a local match. These federal funds will reimburse up to 80% of the work effort identified in the Unified Planning Work Program, with the remaining 20% provided by the City of Lawton.

The Transportation Technical Committee recommended approval at their May 6, 2025 meeting.

Motion by Denham. Second by Owens approve the Supplemental 5303 Agreement in the amount of \$105,959 with the Oklahoma Department of Transportation (ODOT) Aye: Hampton, Weger, Owens, Madigan, Denham, Earp Nay: None Motion Passed 6-0

4. Consider directing staff to issue a request for proposals for a microtransit study to accompany the completed Transit Master Plan for Lawton.

In April of 2021, Hendrickson Transportation Group (HTG) began work on the Transit Master Plan, which is a multi-year strategy that outlines future transit improvements aimed at enhancing transportation services over time. The Transit Master Plan involved significant public involvement and public surveys conducted over multiple years. In November of 2023, the Policy Board approved an amendment to the Transit Master Plan contract to add a study on microtransit pending final negotiations with HTG. Unfortunately, the contract amendment was not signed before the completion and acceptance of the Transit Master Plan by the Policy Board in April of 2024. Once the original contract was concluded an amendment could not be added. The study on

microtransit is still needed by the Lawton Area Transit System (LATS), therefore staff is recommending moving forward with this RFP.

The scope of services for the RFP includes:

1. Needs Assessment and Feasibility Analysis
2. Stakeholder and Public engagement
3. Development of a Microtransit Pilot Concept
4. Integration with the Transit Master Plan

The LMPO Transportation Technical Committee recommended approval at their meeting on May 6, 2025.

Motion by Denham. Second by Owens to direct Staff to issue a request for proposals for a microtransit study to accompany the completed Transit Master Plan for Lawton Aye: Hampton, Weger, Owens, Madigan, Denham, Earp **Nay: None Motion Passed 6-0**

Reports or Comments.

Federal Highways

None

ODOT

Earp reported that the Gore Project is near completion and the City of Lawton Mayor and Council would like to do a ribbon cutting ceremony.

Fort Sill

None

Lawton Fort Sill Regional Airport

Hampton stated that the new terminal and skybridge are close to completion. They are expecting that by the 3rd week in June.

Madigan added that the Annual Economic Reports were given today, the impact on the City of Lawton is \$55.2 million total annual economic activity, bringing an average of 537 jobs with a total annual payroll at \$19 million.

Hampton also reported on the revamping of King Road. Additionally, he noted that the airport is experiencing a record number of flights and is working to provide a full-service experience.

LMPO Director

None

LMPO Finances

Susan Schlecht stated financial report through February 2025.

See attached Reports.

City of Lawton Engineering

None

Comments from the public.

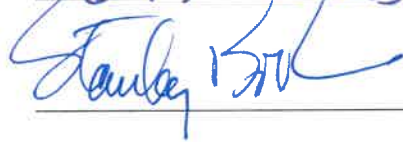
None

Adjournment.

Motion by Owens, Second by Denham to adjourn the meeting **Aye:** Weger, Owens, Madigan, Denham, Earp, Hampton, Weger **Nay:** None **Motion Passed 6-0**

With no further business the meeting was adjourned at 11:27 am.

These meeting minutes were approved by the LMPO Policy Board members at their meeting on

6-17-2025


Stan Booker

Chairman

BALANCE SHEET FOR 2025 6

FUND: 504 LMPO		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
504	10250		
504	10251	-18,746.87	156,055.88
504	13000	13.89	163,606.93
504	13050	.00	4.00
504	15000	-24.06	.00
504	15030	.00	17,674.00
	TOTAL ASSETS	-18,757.04	-16,085.00
			321,255.81
LIABILITIES			
504	22000	.00	900.00
504	24003	.00	-283,434.59
	TOTAL LIABILITIES	.00	-282,534.59
FUND BALANCE			
504	30000	.00	-85,405.87
504	30005	826.98	826.98
504	39000	18,785.00	77,476.52
504	39001	-27.96	-30,791.87
504	39100	.00	-33,944.00
504	39101	.00	-434,140.00
504	39102	.00	468,084.00
504	39200	-826.98	-826.98
	TOTAL FUND BALANCE	18,757.04	-38,721.22
	TOTAL LIABILITIES + FUND BALANCE	18,757.04	-321,255.81

** END OF REPORT - Generated by Susan Schlecht **

Income Statement



Period: 6 to 6

	2023	2024	2025
Revenue	\$0.00	\$0.00	\$27.96
5040000 - LMPO	\$0.00	\$0.00	\$27.96
48005 - Earned Interest	\$0.00	\$0.00	\$27.96
Expense	\$0.00	\$0.00	\$18,785.00
5048505 - LMPO	\$0.00	\$0.00	\$18,785.00
52025 - Prof & Technical Service	\$0.00	\$0.00	\$18,785.00
Net Income:	\$0.00	\$0.00	(\$18,757.04)

LAWTON METROPOLITAN PLANNING ORGANIZATION
as of DECEMBER 31 , 2024

BANK DEPOSITS

Claim Type/Month	Claim Date	Amount	Deposit Date
		Total	-

RECEIVABLES

Claim Type/Month	Claim Date	Amount	As of Date
CMAQ JUL24	September 5, 2024	1,059	December 31, 2024
CMAQ SEP24	October 18, 2024	4,798	
CMAQ OCT24	November 5, 2024	3,156	
FHWLA PL OCT24	November 21, 2024	47,650	
		Total	56,663

ACCOUNTS PAYABLE

DESCRIPTION/CHECK #	Invoice Date	Amount
Main Acct Balance as of 12/31/2024		156,055.88
Sweep Acct Balance as of 12/31/2025		163,606.93
Minus Accounts Payable		0.00
Adjusted Cash Balance		<u>\$ 319,662.81</u>
Adjusted Cash Balance		\$ 319,662.81
HTG		-
Total Cash Available		<u>\$ 319,662.81</u>

List of Acronyms

MPO 5303	Metropolitan Planning Organization Transit Planning
CMAQ	Congestion Mitigation and Air Quality
FHWA PL	Federal Highway Administration Transportation Planning



BALANCE SHEET FOR 2025 7

FUND: 504 LMPO		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
504	10250	61,927.38	217,983.26
504	10251	13.89	163,620.82
504	13000	.00	4.00
504	13050	18.62	18.62
504	15000	.00	17,674.00
504	15030	.00	-16,085.00
	TOTAL ASSETS	61,959.89	383,215.70
LIABILITIES			
504	22000	.00	900.00
504	24003	.00	-283,434.59
	TOTAL LIABILITIES	.00	-282,534.59
FUND BALANCE			
504	30000	.00	-85,405.87
504	30005	1,200.00	2,026.98
504	39000	2,183.62	79,660.14
504	39001	-64,143.51	-94,935.38
504	39100	.00	-33,944.00
504	39101	.00	-434,140.00
504	39102	.00	468,084.00
504	39200	-1,200.00	-2,026.98
	TOTAL FUND BALANCE	-61,959.89	-100,681.11
	TOTAL LIABILITIES + FUND BALANCE	-61,959.89	-383,215.70

** END OF REPORT - Generated by Susan Schlecht **

Income Statement



Period: 7 to 7

	2023	2024	2025
Revenue	\$0.00	\$0.00	\$64,143.51
5040000 - LMPO	\$0.00	\$0.00	\$64,143.51
47000 - Federal Grant	\$0.00	\$0.00	\$64,111.00
48005 - Earned Interest	\$0.00	\$0.00	\$32.51
Expense	\$0.00	\$0.00	\$2,183.62
5048505 - LMPO	\$0.00	\$0.00	\$2,183.62
52000 - Rental, Publ, Printing	\$0.00	\$0.00	\$213.62
52025 - Prof & Technical Service	\$0.00	\$0.00	\$1,970.00
Net Income:	\$0.00	\$0.00	\$61,959.89

LAWTON METROPOLITAN PLANNING ORGANIZATION
as of JANUARY 31, 2025

BANK DEPOSITS

Claim Type/Month	Claim Date	Amount	Deposit Date
FHWLA PL NOV24	December 11, 2024	4,897	1/10/2025
FHWLA PL OCT24	November 21, 2024	47,650	1/13/2025
CMAQ JUL24	September 5, 2024	1,059	1/17/2025
CMAQ AUG24	September 13, 2024	1,897	1/17/2025
CMAQ SEP24	October 18, 2024	4,798	1/17/2025
CMAQ OCT24	November 5, 2024	3,156	1/17/2025
CMAQ NOV24	December 11, 2024	654	1/17/2025
Total		64,111	

RECEIVABLES

Claim Type/Month	Claim Date	Amount	As of Date
MPO 5303 070124 - 072124	January 22, 2025	1,190	January 31, 2025
MPO 5303 072224 - 081824	January 22, 2025	2,362	
MPO 5303 08192024 - 091524	January 22, 2025	1,059	
MPO 5303 091624 - 101324	January 22, 2025	1,135	
MPO 5303 101424 - 111024	January 22, 2025	607	
MPO 5303 111124 - 120824	January 31, 2025	1,361	
Total		7,714	

ACCOUNTS PAYABLE

DESCRIPTION/CHECK #	Invoice Date	Amount
Bank Balance as of 01/31/2025		217,983.26
Sweep Acct Balance as of 01/31/2025		163,620.82
Minus Accounts Payable		0.00
Adjusted Cash Balance		<u>\$ 381,604.08</u>
Adjusted Cash Balance		\$ 381,604.08
HTG		-
Total Cash Available		<u>\$ 381,604.08</u>

List of Acronyms

MPO 5303	Metropolitan Planning Organization Transit Planning
CMAQ	Congestion Mitigation and Air Quality
FHWA PL	Federal Highway Administration Transportation Planning

BALANCE SHEET FOR 2025 8

FUND: 504 LMPD		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
504	10250		
504	10251	-808.36	217,174.90
504	13000	12.54	163,633.36
504	13050	.00	4.00
504	15000	-1.37	17.25
504	15030	.00	17,674.00
	TOTAL ASSETS	-797.19	-16,085.00
			382,418.51
LIABILITIES			
504	22000	.00	900.00
504	24003	.00	-283,434.59
	TOTAL LIABILITIES	.00	-282,534.59
FUND BALANCE			
504	30000	.00	-85,405.87
504	30005	-826.98	1,200.00
504	39000	826.98	80,487.12
504	39001	-29.79	-94,965.17
504	39100	.00	-33,944.00
504	39101	.00	-434,140.00
504	39102	.00	468,084.00
504	39200	826.98	-1,200.00
	TOTAL FUND BALANCE	797.19	-99,883.92
	TOTAL LIABILITIES + FUND BALANCE	797.19	-382,418.51

** END OF REPORT - Generated by Susan Schlecht **

Income Statement



Period: 8 to 8

	2023	2024	2025
Revenue	\$0.00	\$0.00	\$29.79
5040000 - LMPO	\$0.00	\$0.00	\$29.79
48005 - Earned Interest	\$0.00	\$0.00	\$29.79
Expense	\$0.00	\$0.00	\$826.98
5048505 - LMPO	\$0.00	\$0.00	\$826.98
51000 - Supplies, Tools and Equipment	\$0.00	\$0.00	\$826.98
Net Income:	\$0.00	\$0.00	(\$797.19)

LAWTON METROPOLITAN PLANNING ORGANIZATION
as of FEBRUARY 28, 2025

BANK DEPOSITS

Claim Type/Month	Claim Date	Amount	Deposit Date
		Total	-

RECEIVABLES

Claim Type/Month	Claim Date	Amount	As of Date
MPO 5303 070124 - 072124	January 22, 2025	1,190	February 28, 2025
MPO 5303 072224 - 081824	January 22, 2025	2,362	
MPO 5303 08192024 - 091524	January 22, 2025	1,059	
MPO 5303 091624 - 101324	January 22, 2025	1,135	
MPO 5303 101424 - 111024	January 22, 2025	607	
MPO 5303 111124 - 120824	January 31, 2025	1,361	
MPO 5305 120924 TO 010525	February 13, 2025	6,511	
MPO 5305 010625 TO 020225	March 13, 2025	2,064	
FHWA-PL DEC24	January 23, 2025	11,695	
FHWA-PL JAN25	February 19, 2025	4,466	
CMAQ DEC24	January 23, 2025	376	
CMAQ JAN25 18903(28)	February 19, 2025	115	
CMAQ JAN25 18903(26)	February 19, 2025	38	
		Total	32,979

ACCOUNTS PAYABLE

DESCRIPTION/CHECK #	Invoice Date	Amount
Bank Balance as of 02/28/2025		217,174.90
Sweep Acct Balance as of 01/31/2025		163,633.36
Minus Accounts Payable		0.00
Adjusted Cash Balance		\$ 380,808.26
Adjusted Cash Balance		\$ 380,808.26
HTG		-
Total Cash Available		\$ 380,808.26

List of Acronyms

MPO 5303	Metropolitan Planning Organization Transit Planning
CMAQ	Congestion Mitigation and Air Quality
FHWA PL	Federal Highway Administration Transportation Planning