

MINUTES  
LAWTON METROPOLITAN PLANNING ORGANIZATION POLICY BOARD  
3<sup>RD</sup> FLOOR CONFERENCE ROOM  
May 2, 2023

Minutes of the Lawton Metropolitan Planning Organization Policy Board meeting held May 2, 2023, in the 3<sup>rd</sup> 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 11:00 am by Mayor Stan Booker.

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ROLL CALL

MEMBERS PRESENT: Stan Booker  
David Denham  
Jay Earp  
Allen Hampton  
Kelly Harris  
Steve LaForge  
Johnny Owens  
David Madigan

MEMBERS ABSENT:

ALSO PRESENT: Madison Aust, Recording Secretary  
Charlotte Brown, Director of Community Services/Planning  
Jonathan Stone, Senior Transportation Planner  
Candace Smith, Transportation Planner I  
Gregory Gibson, City Attorney  
Susan Schlecht, Account Finance Department  
Joseph Painter, Director of Engineering  
Debra Porter, Director of Public Works Fort Sill  
Mike Woodums, ODOT  
Sarah McElroy, ODOT

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**2. Verify posting of meeting.**

The meeting was posted on April 28, 2023 at 1:29pm by Kobe Humble.

**3. Introductions**

**4. Approval of minutes from the April 4, 2023 meeting.**

**Motion by Madigan, Second by Owens,** to approve the revised minutes from the April 4, 2023. **Aye:** Denham, Harris, LaForge, Owens, Earp, Hampton, Madigan, Booker **Nay:** None  
**Motion Passed**

**5. Consider authorizing the Chairman to sign the Audit Engagement Letter for the FY23 Audit.**

Brown stated in January, I believe it was you guys asked that we do the agreement for the audit for the audit engagement letter as early as we could. This is the letter from Robert Turner for the FY23 audit that will take place after then end of the year.

Booker asked questions or motions?

**Motion by Denham, Second by Owens,** to authorize the Chairman to sign the Audit Engagement Letter for the FY23 Audit. **Aye:** Earp, LaForge, Hampton, Owens, Harris, Madigan, Booker, Denham **Nay:** None **Motion Passed**

**6. Consider approving the 5303 agreement with the Oklahoma Department of Transportation for FY23 and authorize the Chairman to sign.**

Brown stated the one that was sent in your packet we received a revised one yesterday afternoon and it's this one right here. There's just a few changes and Mike, with ODOT can explain the changes and the Transportation Technical Committee recommended approval pending legal review.

Woodums stated the changes were just minor date changes. It reflects that the funds that had been programmed were only in that agreement. There are leftover funds that are (cannot discern audio, recorder was knocked over) 5303 funds \_\_\_ and when the 2020 program comes in that agreement. That's not part of this agreement, because the previous agreements have been high extended and the expired this agreement that we put in place so that we could pay any outstanding invoices prior to the date of performance on that agreement.

Booker asked do we have any questions for Mike?

Brown stated once this agreement is approved and signed, then we will get the \$44,000 that's remaining in the other claims that we haven't been able to get in yet.

Booker asked and that's some of those accounts receivables listed.

Brown responded yes.

Booker asked that's all of them.

Brown responded yes, that's all of the 5303 ones.

Booker asked everybody got that.

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Motion by Denham, Second By Hampton, to approve the 5303 agreement with the Oklahoma Transportation for FY23 and authorize the Chairman to sign pending a legal review. **Aye:** Hampton, LaForge, Harris, Madigan, Owens, Booker, Denham **Nay:** None **Motion Passed**

**7. Review the responses received to the RFQ for the 2050 Land Use Plan, select a firm, and authorize the Director to negotiate and bring a contract to the next meeting for approval.**

Brown stated we had two responses to the land use plan, Garver and Wallace Design Associates. At the Transportation Technical Committee, a decision was made to form a subcommittee to do the review and actually have them do interviews. Our recommendation is that you approve the Tech Committee to form a subcommittee and we're going to call the two companies in to do actual interviews because there's not much on paper to differentiate between the two firms.

Booker asked does everyone understand. Any questions? Is there a motion?

**Motion by Earp, Second by Owens**, to approve the recommendation from the Transportation Technical subcommittee to do interviews with the responses from the RFQ for the 2050 Land Use Plan and bring it back to the LMPO Policy Board. **Aye:** Booker, Owens, Hampton, LaForge, Denham, Harris, Madigan, Earp **Nay:** None **Motion Passed**

**8. Consider providing recommendations and direction to Staff regarding projects for the FY24 Unified Planning Work Program.**

Stone stated at next month's meeting, we will be presenting the FY24 unified Planning Work program at the back of the last page, in this we'll have the five projects listed, finishing the five projects listed travel demand model, the Transit Master Plan, study of the parking in downtown, the consultant for traffic Flow improvement study and the Land Use Plan. If there are any other projects that this board would like in in the UPWP this is the time to tell staff.

Harris asked what were the five projects again please.

Stone responded we have a consultant for a travel demand model, that RFQ will be at the presented at the next meeting for approval, so we will hopefully be issuing that after the next meeting in June. We have the transit master plan which is continuing using our 5303 funds. We will be conducting a study of parking in downtown, and we have the traffic flow improvement study.

Harris stated that is the one I'm interested in. What are we going to do with that?

Stone responded when this current traffic flow improvement study is completed, we will bring to the board what projects are recommended and how much funding we have available.

Harris asked the current study is at Gore Boulevard from.

Stone responded 7th Street to Lawrie Tatum.

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Harris stated okay, and after that will it be Gore and Sheridan Road?

Brown stated there is a priority list that has already been approved, but we have to do the projects that this comes up with before we can complete the next study.

Harris responded right, okay.

Stone stated and depending on how expensive that is, the next study may be in FY24 or FY25.

Harris responded thank you.

Denham asked what's the budget for the UPW (he meant to say UPWP).

Stone responded the UPWP we don't have the full budget for the planning grants. Is the CMAC Grant going to change or is that still the same?

McElroy stated I believe that is going to increase. We have some CMAC funds and so senior staff has been discussing that and I believe there's going to be an improvement.

Stone state and then the Land Use Plan that we'll be the Tech Committee subcommittee will be interviewing candidates for.

Brown stated the Tech Committee recommended all five of these that are listed and did not add any additional.

**Motion by Harris, Second by Madigan,** to approve recommendations and direction to Staff regarding projects for the FY24 Unified Planning Work Program as presented. **Aye:** LaForge, Owens, Booker, Denham, Madigan, Earp, Harris, Hampton **Nay: None Motion Passed**

## **9. Reports or Comments**

McElroy stated I'll start so our planning our PL funds we just resold, redid the distribution formula, we do that typically every 10 years following the census. We have made our recommendations to Federal Highway and so we are waiting for them to approve budget. Once we have that budget, we'll share that with Jonathan because that will affect the UPWP in the fiscal year 24 agreement.

Denham asked wasn't there supposed to be an additional MPO in the state? So, we'll be getting a smaller slice of the pie?

Booker responded no, if I understood Isaac last time, didn't he say additional funds would be?

Brown stated I think the more MPOs, the more the state could get.

McElroy responded yes, I think right now there's two different formulas if we get \$4,000,000 or less in PL funds, I believe the MPO gets about \$150,000. If we receive more than \$4,000,000 it goes to a second formula and then it will be greater than, I'm not sure what it is on the 2nd formula. Right now, we're getting about 2.9 million funds to split between the four MPOs. Then there is a 5<sup>th</sup> MPO that we share with Arkansas.

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Booker asked how is that different than what we're receiving now on the \$4,000,000?

McElroy stated I'm not quite sure on what that is? Jonathan what is your annual granted?

Stone responded it's in the range of between \$150,000 and \$200,000.

McElroy stated okay.

Stone stated and it does change every year.

McElroy stated yes, it depends on that annual PL amount that we get from the feds and based on the current distribution formula. But like I said, we've updated that and we're just waiting our Federal Highway to approve, and I can share that with Jonathan, exactly what the two formulas, 1<sup>st</sup>, and 2<sup>nd</sup> formula, once it's been approved by Federal Highway.

Booker responded wonderful thank you.

Earp stated give the board an update on a few construction projects. Hwy. 49 up north of Fort Sill. We're overlaying that right now. US 62 from out West of town from the fly over bridge out West to Cache, we're going to soon be overlaying that this summer. I get a new surface on that that stretch out to 115. At the fly over bridge, we've been having a everybody knows what I'm talking about on the West side of town, the fly over bridge, joint rehab project that's finishing up there. And Wolf Creek, which is right north of the fly over bridge and then we've had a joint rehab project on a deck on I-44 South of Lee that's wrapping up and concludes my reports on the construction projects.

Booker asked joint projects.

Earp responded join projects; bridges move so they have an expansion joint.

Booker responded oh that kind of joint. I thought you meant we were participating. I'm like, I don't remember that.

Earp stated there's many different joints.

Booker stated all right. We're glad we're not having to pay for any of them. Thank you. Are there any questions? Fort Sill?

Porter responded we do not have any updates this month.

Booker stated okay, thank you. Lawton Fort Sill Regional Airport?

Madigan responded last week at our board meeting our director, Barbara McNally, reported in March we had a three-year high of activity of enplanements and deplanements. It's great activity!

Brown stated I think she said 4000 in and 4000 out.

Madigan stated they are almost close to identical numbers, but to go over 4000 enplanements and deplanements, it's a big deal.

Booker asked we currently have 4 flights a day.

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Hampton responded on certain days.

Booker stated so some days we have more and some days we have less. With bigger planes?

Hampton responded yes, with bigger planes.

Harris stated they're flying jets out of there now.

Booker stated I think they've been flying jets. They're not that small.

Hampton stated two rows.

Harris stated first class, you're flying the plane.

Booker stated is that all? OK. We better move on forward before we lose control.

Brown stated we're going to review the land use plan. We got RFQ's back on the transfer center, look for site selection and stuff on that and we got 3 responses for that and we're scheduling interviews with all three of those that responded to that. I still need your alternates. If you prefer, you can tell me, shoot me a text, email me. John Jones needs to be reminded he is yours, Mady sent the packet, and he was confused. I did get an answer to your question, mayor, about who would be the chair of the meeting if you were not here, it would be whoever the committee had named alternate or as the vice chair. David Madigan would chair in your absence.

Booker stated okay.

Brown stated then you can just appoint whoever you would like to appoint.

Booker responded okay, very good. Thank you. We do need to get our alternates in because we have people driving in from out of town and if we don't have a quorum, it's really just not very respectful for their time. So please get in some alternates. Is that all?

Brown stated yes, sir.

Booker responded okay, LMPO Finances?

Schlecht stated all of the board members have a report in front of you. This is pretty much like the last time we talked. There haven't been really any changes on it besides some interest. So really quick, we'll just say that we do still as you know have the 5303 numbers out, once we have that contract of course we'll start getting those as soon as probably as soon as we turn it around, I'm sure. It's probably ready to go or close to it.

Woodhams responded as soon as that gets done, we'll get it executed within several days. Then as soon as the funds are incumbered, we begin processing those.

Schlecht stated we'll see that soon and that will be off with this sheet. Also, we just got a little bit of interest, so our numbers have not changed that much from last month. You can see we do still have the encumbered funds for the EST on there and our adjusted cash for this month is \$79,241.26. That's because we did pay some bills. We've got some bills coming out and another one that we have today that will be coming out. So that is our cash that we have available to encumber for something else. That's pretty much it.

Booker stated are there any questions? Okay, great. It's nice to have financial reports.

**10. Comments from the public.**

Booker stated and that concludes our reports and comments and moves us to comments from the public. And I'm going to ask Joe Painter if he's got comments and I appreciate you being there. Do you have any comments or anything you want to tell us about?

Painter responded probably but I can't think of it.

Booker stated you know first of all I appreciate you being here and maybe in the future, I don't know why we couldn't add another report and Joe could let us all know what's going on the city. I think the more we get that out the better because we have a tremendous amount of work going on across the city and being bid out and being coming up for awarding.

Painter responded we could put together a short PowerPoint next meeting.

Booker stated I like it.

Brown responded ok; we will add it.

Booker stated are there any other comments from the public?

**12. Adjournment**

**Motion** by Owens, **Second** by Denham, to adjourn the meeting. **Aye:** Harris, Hampton, Earp, Denham, Booker, Madigan, Owens, LaForge **Nay:** None **Motion Passed**