



Stillwater Regional Airport Authority
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STILL PIONEERING

THE FRONT DOOR TO THE COMMUNITY; A GATEWAY TO THE WORLD
"A Quality Experience"

MEETING MINUTES

**Stillwater Municipal Building
1121-A Commission Conference Room
723 South Lewis
Stillwater, Oklahoma 74074**

October 20, 2016

1. CALL REGULAR MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:02 pm

2. ROLL CALL

MEMBERS PRESENT: CHARLES BACON, CHUCK FLEISCHER, JERRY FRANKLIN, LEE ROY SMITH, MARC TOWER

MEMBERS ABSENT: FRED SHULTZ, RUSSELL TEUBNER

OTHERS ATTENDING: Gary Johnson, Mary Morris, John Dorman, Jed Banks, J.R. Reeves, Paul Hendricks, John Hendricks

3. CONSENT DOCKET

- a. Approval of minutes: Special Meeting September 15, 2016
- b. Approval of Stillwater Regional Airport Authority 2017 meeting schedule (SRAA-16-53)

MOTION BY FRANKLIN, SECOND BY FLEISCHER FOR APPROVAL OF THE CONSENT DOCKET.

ROLL CALL VOTE: YEA—BACON, FLEISCHER, FRANKLIN, SMITH, TOWER. ABSENT—SHULTZ, TEUBNER. NAY—NONE. ABSTAIN—NONE. MOTION CARRIED WITH FIVE YEA VOTES.

4. ITEMS REMOVED FROM CONSENT DOCKET

5. GENERAL ORDERS

- a. Income statement months ending July, August, and September 2016 (SRAA-16-54)

MOTION BY FRANKLIN, SECOND BY SMITH FOR THE APPROVAL OF INCOME STATEMENTS MONTHS ENDING JULY, AUGUST, AND SEPTEMBER 2016.

ROLL CALL VOTE: YEA—BACON, FLEISCHER, FRANKLIN, SMITH, TOWER. ABSENT—SHULTZ, TEUBNER. NAY—NONE. ABSTAIN—NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- b. Consider airport application of Business License for aircraft maintenance shop from Hendricks Flight, LLC dba Quality Aircraft Maintenance (SRAA-16-55)
- c. Authorize Airport Director to enter into lease agreement for hangar space with Hendricks Flight, LLC dba Quality Aircraft Maintenance (SRAA-16-56)
- d. Approve request for sub-lease of office space from LynRho, LLC dba Hangar 1 Flight Center of Stillwater to Hendricks Flight, LLC dba Quality Aircraft Maintenance (SRAA-16-57)

Mr. Johnson provided brief background information regarding Quality Aircraft Maintenance who had submitted the business license application paperwork in order to open an aircraft maintenance shop at the airport to do light aircraft maintenance. Mr. Paul Hendricks offers more than 29 years of aviation experience, doing maintenance repairs, and management of light aircraft. Both Mr. Paul Hendricks and Mr. John Hendricks are pilots with the plan to provide quality aviation maintenance services in order to pull aircraft work to Stillwater from other airports.

MOTION BY FRANKLIN, SECOND BY BACON FOR THE APPROVAL OF GENERAL ORDER ITEMS SRAA-16-55, SRAA-16-56, AND SRAA-16-57 ALL RELATED TO THE APPLICATION OF BUSINESS LICENSE, LEASE AGREEMENT FOR HANGAR SPACE, AND REQUEST FOR SUB-LEASE FROM LYNRHO, LLC FOR OFFICE SPACE FOR AN AIRCRAFT MAINTENANCE SHOP FOR HENDRICKS FLIGHT, LLC DBA QUALITY AIRCRAFT MAINTENANCE.

ROLL CALL VOTE: YEA—BACON, FLEISCHER, FRANKLIN, SMITH, TOWER. ABSENT—SHULTZ, TEUBNER. NAY—NONE. ABSTAIN—NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- e. Approve Amendment #2 with LBR, Inc. to provide final design, plans and specifications, and bidding package for FAA AIP grant project #3-40-0090-025-2017 to "Reconstruct and Realign the Connecting Taxiway and Diagonal Section of the Parallel Taxiway System to Runway 1 7-35" (SRAA-16-58)

Director Gary Johnson stated the LBR, Inc. Amendment #2 would contract professional engineering services: to move forward with the final design, preparations of plans, construction inspection, and testing. If Amendment #2 would be approved it would be presented for approval on the City Council agenda for November 7, 2016, and then forwarded to FAA for approval. Director Johnson added the funding of the project was included in the current budget year with the City of Stillwater and the Federal Aviation

Administration AIP grant program. Mr. Johnson concluded by stating was construction could begin in 2017 and recommended approval to be forwarded to the City Council.

MOTION BY BACON, SECOND BY FLEISCHER FOR APPROVAL OF AMENDMENT #2 WITH LBR, INC. TO PROVIDE FINAL DESIGN, PLANS AND SPECIFICATIONS, AND BIDDING PACKAGE FOR FAA AIP GRANT PROJECT #3-40-0090-025-2017 TO "RECONSTRUCT AND REALIGN THE CONNECTING TAXIWAY AND DIAGONAL SECTION OF THE PARALLEL TAXIWAY SYSTEM TO RUNWAY 1 7-35".

ROLL CALL VOTE: YEA—BACON, FLEISCHER, FRANKLIN, SMITH, TOWER. ABSENT—SHULTZ, TEUBNER. NAY—NONE. ABSTAIN—NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- f. Consideration for future terminal apron expansion and reconstruction (SRAA-16-59)

Mr. Johnson expressed concerns to the Authority the current aircraft growth, increased usage of the airport by larger aircraft, and scheduled airline service, provided an expansion need to reconstruct the existing apron and ramp space. Director Johnson continued providing examples of the problems with parking the larger aircrafts with the current available apron and ramp spaces. The phasing process was a discussion tool to begin looking at possible construction and at the airport's overall capital plan as considered for current and future needs.

No action taken.

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

- a. Miscellaneous Items from Airport Director and/or Staff.
 - i. ATCT-September 2016 monthly and yearly comparison air traffic count (SRAA-16-60)
 - ii. July, August, and September 2016 monthly fuel sales reports and fuel comparisons (SRAA-16-61)
 - iii. Updates on the airport terminal baggage conveyor installation and grant projects
 - iv. Update on Runway 4-22 and associated taxiways
 - v. Airlines service update and promotional video
- b. Miscellaneous Items from City Manager.

None.
- c. Miscellaneous items from Authority Members.

None.

7. ADJOURNMENT

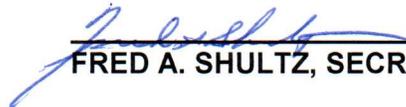
MOTION BY FRANKLIN, SECOND BY FLEISCHER TO ADJOURN THE OCTOBER 20, 2016 REGULAR MEETING OF THE STILLWATER REGIONAL AIRPORT AUTHORITY.

**ROLL CALL VOTE: YEA—BACON, FLEISCHER, FRANKLIN, SMITH, TOWER.
ABSENT—SHULTZ, TEUBNER. NAY—NONE. ABSTAIN—NONE. MOTION CARRIED
WITH FIVE YEA VOTES.**

The meeting adjourned at 12:50 p.m.

ATTEST: 

MARC TOWER, CHAIRMAN



FRED A. SHULTZ, SECRETARY