



Stillwater Regional Airport Authority
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REGULAR MEETING MINUTES

**Stillwater Regional Airport
2020 West Airport Road
Stillwater, Oklahoma 74075**

February 18, 2016

1. CALL REGULAR MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:00PM

2. ROLL CALL

MEMBERS PRESENT: JERRY FRANKLIN, FRED SHULTZ, LEE ROY SMITH, MARC TOWER

MEMBERS ABSENT: CHARLES BACON, CHUCK FLEISCHER, RUSSELL TEUBNER

OTHERS ATTENDING: Gary Johnson, Mary Morris, Dennis McGrath, Norman McNickle, Ted Allison, Tony Chambers, Tim Hamilton, Tyler Hogsett, Bob Sabo

4. CONSENT DOCKET

- a. Approval of minutes: Special Meeting December 17, 2015
Special Meeting February 5, 2016

MOTION BY FRANKLIN, SECOND BY SMITH FOR APPROVAL OF THE STILLWATER REGIONAL AIRPORT AUTHORITY DECEMBER 17, 2015 REGULAR MEETING MINUTES AND THE FEBRUARY 5, 2016 SPECIAL MEETING MINUTES.

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

5. GENERAL ORDERS

- a. Income statement for month ending January 2016 (SRAA-16-01)

No discussion.

MOTION BY SHULTZ, SECOND BY FRANKLIN FOR THE APPROVAL OF THE DECEMBER 2015 AND JANUARY 2016 INCOME STATEMENTS.

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

- b. Review and update on airport budget process for FY2016-2017 (SRAA-16-02)

Director Gary Johnson briefly spoke about the City of Stillwater overall budget process. All departments were to submit their preliminary budget requests by December 2015 to the Finance Department. The City Finance Department put together a compilation of all the City departments for the upcoming year. A community Budget Fair was held on February 4 at the Stillwater Community Center to offer the Stillwater citizens an opportunity to participate and discuss the City of Stillwater preliminary budget. The City would schedule future budget meetings in an effort to continue to educate the public about the budget. The airport would most likely be providing upcoming budget revisions and budget amendments to the Finance Department as related to airline service start up needs. The City Council has until June 2 to approve the final City budget for FY 2016-2017.

No votes taken.

- c. Authorize Airport Director to solicit proposals to provide professional services related to development of revised Minimum Standards at Stillwater Regional Airport (SRAA-16-03)

Mr. Johnson explained discussions his with Mr. John Dorman, City Attorney for options to seek proposals from a professional consultant to outsource the completion of the airport's minimum standards. Director Johnson continued the airport was rapidly approaching the need for the completion for these standards with the upcoming airline service. Mr. Johnson stated there are a variety of companies who do this work, but hiring a professional consultant would probably develop a better set of standards more applicable to the airport. The Authority had started reviewing and approving airport minimum standards several years ago without finishing a complete set of standards. Director Johnson recommended Authority approval for the director to proceed for soliciting proposals for revising and completing the airport minimum standards.

MOTION BY SHULTZ, SECOND BY SMITH FOR AUTHORIZING AIRPORT DIRECTOR TO SOLICIT PROPOSALS FOR PROFESSIONAL SERVICES RELATED TO DEVELOPMENT AND COMPLETION OF THE REVISED AIRPORT MINIMUM STANDARDS.

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

- d. Appoint sub-committee to develop interim Vendor and Service Provider Standards at Stillwater Regional Airport (SRAA-16-04)

Director Johnson stated the airport would need to step forward to develop a short term vendor agreement as part of the minimum standards prior to the startup of airline service on August 23.

The long term Vendor and Service Provider Standards would be covered later once the adopted airport minimum standards were approved.

Member Franklin volunteered and Member Teubner had volunteered in advance by email prior to the Authority meeting to assist the Airport Director with the short-term Vendor and Service Provider Standards.

Discussion only. No votes take.

e. Election of officers for Stillwater Regional Airport Authority (SRAA-16-05)

Chairman Tower explained the Authority had not addressed preparing a sub-committee for election of officer last October as previously suggested in past years.

Director Johnson indicated the Authority could elect to keep the same officers or select a new rotation of officers. The decision for the election of officers' decision was up to the Authority members. The 2015 officers who served were Chairman Marc Tower, Vice Chairman Russell Teubner, and Secretary Fred Shultz.

MOTION BY FRANKLIN, SECOND BY SMITH TO KEEP THE SAME OFFICERS FOR 2016 TERM FOR THE STILLWATER REGIONAL AIRPORT AUTHORITY.

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

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

a. Miscellaneous Items from Airport Director and/or Staff.

- i. ATCT-December 2015 and January 2016 monthly and yearly comparison air traffic count (SRAA-16-06)
- ii. December 2015 and January 2016 monthly fuel sales report and fuel comparisons (SRAA-15-64)
- iii. Engineering selection process for completion of the parallel taxiway grant project
- iv. Update on Wildlife Security Fencing grant project
- v. Update on Southeast Hangar Development Site and Drainage Improvement project
- vi. Airport terminal construction updates
- vii. American Airlines announcement and press conference
- viii. Airline service requirements and updates
- ix. OSU Flying Aggies Fly-in at Stillwater Regional Airport
- x. Oklahoma Airport Operators Association Annual Conference, April 17-20, 201, Marriott Conference Center at NCED, Norman, Oklahoma

f. Miscellaneous Items from Airport Authority

Member Fred Shultz and Mr. Ted Allison expressed their sincere appreciation and acknowledged Director Gary Johnson for his hard work and tenacity toward getting a contract

for commercial air service into Stillwater. The Authority members all agreed they knew there were countless hours and meetings that the airport director participated in obtaining the airline letter of commitment.

g. Miscellaneous Items from the City Attorney

None.

d. Miscellaneous Items from City Manager

None.

7. ADJOURNMENT

MOTION BY FRANKLIN, SECOND BY SMITH TO ADJOURN THE FEBRUARY 18, 2016 REGULAR MEETING OF THE STILLWATER REGIONAL AIRPORT AUTHORITY.

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

The meeting adjourned at 12:55 p.m.

ATTEST: 

MARC TOWER, CHAIRMAN



FRED A. SHULTZ, SECRETARY