The City of Stillwater OKLAHOMA

STILL PIONEERING

Stillwater Regional Airport Authority
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THE FRONT DOOR TO THE COMMUNITY; A GATEWAY TO THE WORLD
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REGULAR MEETING MINUTES

Stillwater Regional Airport
2020 West Airport Road
Stillwater, Oklahoma 74075

March 24, 2016

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT: CHUCK FLEISCHER, JERRY FRANKLIN, LEE ROY SMITH, RUSSELL TEUBNER, MARC TOWER

MEMBERS ABSENT: CHARLES BACON, FRED SHULTZ

OTHERS ATTENDING: Gary Johnson, Mary Morris, John Dorman, Norman McNickle, Ted Allison, Bob Sabo. Tyler McDonald, Jed Banks

4. CONSENT DOCKET

a. Approval of minutes: Regular Meeting February 18, 2016

MOTION BY TEUBNER, SECOND BY FLEISCHER FOR APPROVAL OF THE STILLWATER REGIONAL AIRPORT AUTHORITY FEBUARY 18, 2016 REGULAR MEETING MINUTES.

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

5. GENERAL ORDERS

a. Income statement for month ending February 2016 **(SRAA-16-08)**

MOTION BY SMITH, SECOND BY TEUBNER FOR THE APPROVAL OF THE MARCH 2016 INCOME STATEMENTS.

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

b.. Review and approve FAA project #3-40-0090-023-2016 to install partial connecting taxiways to Runway 17-35 **(SRAA-16-09)**

Director Gary Johnson began explaining the agenda items b. and c. were closely related. Mr. Johnson continued to provide an overview of Federal Aviation Administration (FAA) project to install the partial connecting taxiways stubs to Runway 17-35 and the critical timing involved. The FAA had programmed the project to be completed during 2017. It was realized if the project was started as scheduled it would be necessary to close Runway 17-35 during construction after the start-up of airline service. The FAA, Oklahoma Aeronautics Commission (OAC), OSU Long Range Planning, and along with a few other state officials strongly suggested for Stillwater to move forward as quickly as possible with this project for completion prior to the August 23 start-up of commercial air service. Because of the close partnership with Oklahoma State University, OSU offered the use of their OSU Long Range Planning services to help with the project in any way. The Federal Aviation Administration had the project scheduled in 2017, but could not fund the project any earlier than what was originally programmed. The Oklahoma Aeronautics Commission stepped up and identified funding to cover the grant project until the FAA funding was available allowing the project to proceed.

Since the construction would be within the Runway 17-35 safety area, Runway 17-35 would need to be closed during construction. The airport did not want to close the main runway after the start of air service on August 23, 2016. Officials thought it prudent for the airport to move rapidly forward with the design, bid, selection, and construction. Having the completion of the taxiway stubs would allow the continued construction of the remaining parallel taxiway as programmed in 2017. The Authority was not convened for approval during a special meeting because of the critical timeline involved. Instead the project was presented to the City Council for approval on March 7, 2016. The grant project money used would be funded back to OAC after October 1 from the FAA grant funds by the method of a reimbursable agreement. Director Johnson and other members of the Authority expressed their appreciation to Oklahoma Aeronautics Commission for their cooperation and assistance with this project.

Mr. Johnson introduced Mr. Tyler McDonald, LBR, Inc. airport engineering consultant who described the depth of the project process and explained in further detail the connecting taxiway stub and project timeline. Mr. McDonald stated his firm actually postponed other projects just to expedite the process for the Stillwater project. The LBR firm realized the importance of air service to the airport and the community benefits and expedited their normal processing time. In addition, LBR, Inc. offered preliminary standards and convinced FAA to use the current taxiway design that the City Council had approved on March 7.

MOTION BY FRANKLIN, SECOND BY SMITH FOR APPROVAL OF FAA PROJECT #3-40-0090-023-2016 TO INSTALL PARTIAL CONNECTING TAXIWAYS TO RUNWAY 17-35.

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

c. Approval of LBR, Inc., Amendment #10 engineering agreement **(SRAA-16-10)**

Mr. Johnson commented the LBR, Inc. Amendment #10 agreement being presented was for the engineering services for the FAA project described in the previous agenda item b. Director Johnson recommended approval of the engineering services as described in Amendment #10 to "Install the partial connecting taxiways to Runway 17-35".

MOTION BY FRANKLIN, SECOND BY TEUBNER FOR APPROVAL LBR, INC. AMENDMENT #10 ENGINEERING AGREEMENT.

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

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

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

i. ATCT-February 2016 monthly and yearly comparison air traffic count **(SRAA-16-11)**

ii. February 2016 monthly fuel sales report and fuel comparisons **(SRAA-16-12)**

iii. Update on airport budget process for FY 2016-2017

iv. FAA Far 139 annual inspection March 23-25, 2016

v. Engineering selection process for completion of the parallel taxiway grant project

vi. Updates on Wildlife Security Fencing and Southeast Hangar Development Site and Drainage Improvement project

vii. Airport terminal construction updates and tour

viii. Partial reconstruction project of the South Airport Industrial Access Road

ix. Senate passed FAA temporary reauthorization and extend funding Bill for airports

x. OSU Flying Aggies Fly-in at Stillwater Regional Airport on April 2, 2016

xi. Oklahoma Airport Operators Association Annual Conference, April 17-20, 201, Marriott Conference Center at NCED, Norman, Oklahoma

d. Miscellaneous Items from Airport Authority

None.

e. Miscellaneous Items from the City Attorney

None.

d. Miscellaneous Items from City Manager

None.

7. ADJOURNMENT

MOTION BY TEUBNER, SECOND BY SMITH TO ADJOURN THE MARCH 24, 2016 REGULAR MEETING OF THE STILLWATER REGIONAL AIRPORT AUTHORITY.

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

The meeting adjourned at 12:39 p.m.

ATTEST: _____ _____

MARC TOWER, CHAIRMAN **FRED A. SHULTZ, SECRETARY**