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STILL PIONEERING

REPORT TO AIRPORT AUTHORITY

SRAA-16-16

Date of Meeting: April 21, 2016

Subject: Vendor Committee Report and Update

Purpose of Report: Provide update regarding standards for vendor service providers

Background Discussion: In anticipation of a variety of requests to provide services for passengers associated with the startup of airline service the Authority formed a committee comprised of the following: John Dorman, City Attorney, Authority members Russ Teubner, Jerry Franklin, and staff member Gary Johnson. The purpose of the committee is to develop temporary standards for vendor services to accommodate vendors who may want to begin providing service.

The first meeting of the committee was on April 15, 2016. Initial discussions concerned anticipated services that will be necessary in advance of the start of airline service. Mr. John Dorman has gathered documents from Tulsa Airport Authority for reference purposes as well as resources from the Airport Cooperative Research Program (ACRP). The ACRP is an industry-driven, applied research program that develops near-term, practical solutions to problems faced by airport operators. The ACRP is funded by the FAA. The ACRP reference regarding vendor services is extensive and relevant to the issues to be addressed for airline startup here at Stillwater. Additionally, airport staff provided samples of rental contracts from Abilene Airport and Garden City Airport.

Discussions were centered on agreements, standards; minimum expected services, as well as managing desired services. Services discussed include: rental car agreements, transportation services, taxi, shuttle services, vending, advertising, cash vending, ATMs, airside service provider contractor standards, and electronic media.

The committee will be meeting again in the near future and bring some draft standards for review as they are developed.

Recommendation: No action is anticipated on this item.

Prepared by: Gary Johnson

Date of Preparation: April 15, 2016

Attachments: N/A