The City of Stillwater OKLAHOMA

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Stillwater Regional Airport Authority
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REGULAR MEETING MINUTES

Stillwater Regional Airport
2020 West Airport Road
Stillwater, Oklahoma 74075

April 21, 2016

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

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

MEMBERS ABSENT: CHARLES BACON, RUSSELL TEUBNER

OTHERS ATTENDING: Gary Johnson, David Lyons, Mary Morris, John Dorman, Tyler McDonald, Jed Banks

4. CONSENT DOCKET

a. Approval of minutes: Regular Meeting March 24, 2016

MOTION BY FRANKLIN, SECOND BY FLEISCHER FOR APPROVAL OF THE STILLWATER REGIONAL AIRPORT AUTHORITY MARCH 24, 2016 REGULAR MEETING MINUTES.

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

5. GENERAL ORDERS

a. Income statement for month ending March 2016 **(SRAA-16-13)**

MOTION BY FRANKLIN, SECOND BY SMITH FOR THE APPROVAL OF THE MARCH 2016 INCOME STATEMENT.

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

b. Committee recommendation for approval of engineering contract with LBR, Inc. **(SRAA-16-14)**

Airport Director Gary Johnson explained to the Authority airport staff had proceeded with the Request for Solicitation of Qualifications for the multi-project engineering services at Stillwater Regional Airport. The engineering services pertained to the upcoming Federal Aviation Administration and Oklahoma Aeronautic Commission grant projects programmed over the next three years. The upcoming projects involved the completion of the Runway 17-35 parallel taxiway system to construct a taxiway to meet standards for C-IV aircraft, rehabilitate Runway 4-22, and associated taxiway system, reconstruct and expand the terminal and associated aprons, and rehabilitate the remaining taxiways and taxi lane system including the T-hangar aprons. There were six engineering firms who submitted Statements of Qualifications for these upcoming projects. The engineering selection committee consisted of Mr. Monty Karns, P.E., Mr. Marc Tower, Authority Chairman, and Gary Johnson. The selection committee met, reviewed, and evaluated all the proposals. The committee narrowed the selection and invited three firms to interview. The short list consisted of Garver USA, Inc. Tulsa, Oklahoma, LBR, Inc. Stillwater, Oklahoma, and Olsson Associates Oklahoma City, Oklahoma. Although, all the engineering firms were excellent and exceptionally well qualified, the selection committee selected and recommended LBR, Inc.

Mr. Johnson continued to explain the multi-contract would be the base engineering contract with additional costs added by contract amendments. Each contract component would be voted on individually at a later time if the Authority would approve the selection committee's recommendation for LBR, Inc. LBR, Inc. would submit an engineering fee proposal for the associated services. These engineering fees would be reviewed by an independent consultant for an Independent Fee Analysis for negotiation basis. Director Johnson added the engineering services amendment and grant would be separate for the current project involving the "install of partial connector taxiways to Runway 17-35". The engineering selection committee submitted their recommendation for acceptance of LBR, Inc. engineering contract for the upcoming Stillwater Regional Airport Capital Improvement Projects.

Motion by Shultz, second by Franklin for approval of engineering contract with LBR, Inc for a Master Contract Services for each component.

MOTION BY SHULTZ, SECOND BY FRANKLIN FOR APPROVAL OF A MASTER ENGINEERING CONTRACT WITH LBR, INC. FOR SERVICES FOR EACH COMPONENT TO VOTED ON INDIVIDUALLY.

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

c. Approval of bids for an OAC grant project SWO-16-FS related to "Construction of Partial Connecting Taxiway for Runway 17-35" **(SRAA-16-15)**

Mr. Johnson described this item was for the acceptance of the bid to Contech, Inc., 114 S. Elm Place, Tulsa, Oklahoma as related to the "Construction of the partial connecting taxiway for

Runway 17-35" project. Director Johnson explained to the Authority only one bid was received for the construction project. The Oklahoma Aeronautics Commission (OAC) grant project SWO-16-FS for $988,518.89 would be OAC funded at 95% or $939,092.94 with the local sponsor share at 5% or $49,425.95. The OAC grant funding was in concert with the Federal Aviation Administration funding to construct the initial portion of the parallel taxiway project. The OAC grant funding was essential for upgrading the airport infrastructure. The City Council had approved a budget amendment for the estimated project cost $631,579 on April 4, 2016. After bids were received and opened, the bid was presented to the City Council approval and was awarded to Contech, Inc. on April 18, 2016 pending requesting and receiving the OAC grant funding. Mr. Johnson added the strict project timeline and completion did not allow adequate time to call a special Authority meeting before the City Council met. Airport staff decided to forego a special Authority meeting in an effort to maximize the project construction completion as soon as possible prior to the startup of commercial air service on August 23, 2016. Director Johnson recommended approval of the Contech, Inc. bid and recommended authorization for the Authority Chairman to sign all appropriate documents.

MOTION BY SHULTZ, SECOND BY SMITH FOR APPROVAL OF BIDS AND AUTHORIZE SRAA CHAIRMAN TO SIGN GRANT DOCUMENTS WITH MAYOR PENDING SUBJECT TO THE RECEIPT OF GRANT PROCEEDS.

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

d. Report and update from vendor subcommittee **(SRAA-16-16)**

Director Johnson gave a briefing from the Airport Vendor Committee in regarding to developing and establishing temporary standards for vendor service providers. The committee was composed of Authority members Mr. Russ Teubner, Mr. Jerry Franklin, Mr. John Dorman, City Attorney, and Mr. Gary Johnson, Airport Director. Mr. Dorman had gathered sample documents from the Tulsa Airport Authority, in addition to resources from the Airport Cooperative Research Program (ACRP) for use in developing these standards. Airport staff provided other rental contract samples as additional resources from Abilene Airport and Garden City Airport. The vendor services were centered on an agreement, standards, minimum expected services, as well as managing desired services. Vendor service providers discussed included rental car, transportation services, taxi, shuttle services, vending, advertising, cash vending, ATMs, airside service provider contractor standards, and electronic media services. The Vendor Committee did not request Authority approval during the meeting, but would provide future draft standards for review and approval as they are developed. The main focus was directed at the essential services first and not just developing a lease agreement.

Discussion only. No votes taken.

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

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

i. ATCT-March 2016 monthly and yearly comparison air traffic count **(SRAA-16-17)**

ii. March 2016 monthly fuel sales report and fuel comparisons **(SRAA-16-18)**

iii. Updates on Wildlife Security Fencing and Southeast Hangar Development Site and Drainage Improvement projects

iv. Airport terminal construction update

v. Airline Service Presentation: FlyStillwaterOK.com

b. Miscellaneous Items from Airport Authority

None.

c. d. Miscellaneous Items from City Manager

Not present.

7. ADJOURNMENT

MOTION BY SMITH, SECOND BY FLEISCHER TO ADJOURN THE APRIL 21, 2016 REGULAR MEETING OF THE STILLWATER REGIONAL AIRPORT AUTHORITY.

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

The meeting adjourned at 12:48 p.m.

ATTEST: _____ _____

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