

**STILLWATER REGIONAL AIRPORT
CAR RENTAL FACILITY--INTERIM REGULATIONS
ADOPTED JUNE __, 2016**

Car Rental Operations-Definitions:

Airline passenger means a person arriving or departing on commercial airline service at SRA.

AVI Tag (Automated Vehicle Identification Tag) means a device issued by SRA to commercial ground transportation providers for attachment to each motor vehicle owned by the provider operating at SRA to record the movement of such vehicle on SRA property.

Commercial Car Rental Operation or Commercial Car Rental Operator means any person or entity that rents motor vehicles as defined by Title 47, Oklahoma Statutes, to the public.

Customer means anyone but an airline passenger that leases a rental car from a commercial car rental operator.

Off-Premises Car Rental Facility means any commercial car rental facility except an On-Premises Car Rental Facility as provided under this interim regulation.

Off-Premises Car Rental Operator means any person or entity that operates a commercial car rental facility other than an On-Premises Car Rental Facility as provided under this interim regulation.

On-Premises Car Rental Facility means a commercial car rental facility operated on SRA property in accordance with this interim regulation.

On-Premises Car Rental Operator means a person or entity that operates a commercial car rental facility on SRA property in accordance with this interim regulation.

SRA means Stillwater Regional Airport.

SRAA means Stillwater Regional Airport Authority.

SRA Director means the duly-appointed director of Stillwater Regional Airport.

Rental car means a car leased from a commercial car rental operator.

Car Rental Operations-Generally:

No employee or agent of a Commercial Car Rental Operation shall deliver a rental car or provide transportation to an Off-Premises Car rental facility to an airline passenger at SRA except as provided by this interim regulation.

On-Premises Car Rental Facilities-Requirements:

Car Rental Operators may enter into a lease agreement with the SRAA to operate On-Premises Car Rental Facilities at SRA in accordance with the provisions of this interim regulation. All such agreements shall include the following:

Term: One (1) year with an option to renew for one (1) additional year. The lease agreement during any renewal period shall be subject to all revised standards applicable on or after the renewal date. The lease agreement shall additionally include a provision providing for immediate termination should commercial airline activities cease at SRA.

Compensation: The lease agreement shall provide for payment to SRA for use of counter space inside of the SRA Terminal, parking space for rental cars maintained at SRA, and a concession fee based upon ___ percent (___%) of the gross revenues derived by the On-Premises Car Rental Operator solely from its operations at SRA. The lease agreement shall include a clause granting SRAA the right to audit relevant financial records of the On-Premises Car Rental Operator to determine compliance with the concession fee requirement.

Facilities-Kiosk: The On-Premises Car Rental Operator may purchase space within the Terminal for a kiosk or similar portable counter to service airline passengers. Availability of Terminal space shall be on a first-come first-served basis and rental costs shall be based on published annual Terminal space lease rates established by the SRAA.

Facilities-Parking Space: The On-Premises Car Rental Operator shall purchase parking space for rental cars kept at SRA consistent with the inventory requirements established in the lease agreement. The SRAA shall establish uniform monthly rental rates for such parking spaces.

Other Uses of Facilities: All space leased to an On-Premises Car Rental Operator under this regulation shall be used exclusively for renting cars to airline passengers. No other activities shall be permitted in the leased areas except that the Operator may use the parking area for minor maintenance/repair and cleaning of rental cars kept at SRA. Nothing in this section shall prohibit an On-Premises Car Rental Operator that maintains a facility off of SRA property from transferring rental cars between such facilities.

Inventory: The On-Premises Car Rental Operator shall maintain a minimum inventory of rental cars at SRA for lease by airline passengers not holding an advance reservation at the date/time of arrival at SRA. Said minimum inventory shall be initially determined by SRAA and may be adjusted during the term of the agreement by the SRA Director based upon changes in airline passenger loads. Should the SRA Director determine that the minimum inventory should be increased, he shall make additional on-airport parking space available to the On-Premises Car Rental Operator at the same rate as provided in the existing agreement. All rental cars available for lease at SRA shall be of recent make and model, maintained in good condition, licensed and insured in accordance with applicable state laws and municipal ordinances.

Other Lease Terms: The lease agreement shall follow the form of the standard ground lease agreement utilized by SRA to the extent applicable or altered by this regulation until the SRAA and City of Stillwater adopts final regulations for concessionaires at SRA.

Off-Premises Car Rental Facilities-Requirements:

Car Rental Operators may obtain a permit from SRAA to pick up airline passengers at SRA and transport them to an Off-Premises Car Rental Facility in accordance with the provisions of this interim regulation. The permit shall include the following:

Term: One (1) year. Permit must be renewed annually. Renewals shall be subject to all revised standards applicable on or after the renewal date, provided that, any applicable regulation adopted during the term of a permit shall become effective immediately or as provided in said regulation. The permit shall additionally include a provision providing for immediate termination should commercial airline activities cease at SRA.

Fee: SRAA shall establish a uniform annual fee for the privilege of picking up airline passengers at SRA and transporting them to an Off-Premises Car Rental Facility. The fee shall, at minimum, incorporate a base annual access cost, a per trip charge, AVI tag rental charge, and a concession charge based upon ___ percent (___%) of the gross revenues derived by the Off-Premises Car Rental Operator solely from its operations at SRA.

Car Rental Operations-Basic Operational Requirements

On-Premises Car Rental Operators may deliver rental cars to airline passengers and customers on SRA premises at locations designated by the SRA Director.

Off-Premises Car Rental Operators shall not deliver vehicles to airline passengers or customers at SRA or permit airline passengers or customers to return rental cars delivered at a location other than SRA to the Off-Premises Car Rental Operator at any location on SRA property.

Off-Premises Car Rental Operators may pick up and drop off airline passengers in courtesy vehicles provided that said vehicles are operated in accordance with SRA guidelines or as specifically instructed by the Airport Director.

Off-Premises Car Rental Operators shall not pick up or drop off airline passengers at SRA at any location other than that designated by the SRA Director.

No rental car may be delivered or returned in an SRA parking lot. This provision does not include rental cars delivered at On-Premises Car Rental Facilities.

Employees of Car Rental Operators shall wear appropriate identification at all times present on SRA property and shall produce such identification upon request. The SRA Director may establish a uniform system of identification for all vendors operating at SRA.

All courtesy vehicles operated at SRA by Off-Premises Car Rental Operators shall bear a current AVI tag.

Car Rental Operators shall follow all traffic circulation rules and regulations established by SRAA and all temporary or emergency traffic requirements established by the SRA Director while present on SRA property.