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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SPECIAL MEETING MINUTES

Stillwater Regional Airport
2020 West Airport Road
Stillwater, Oklahoma 74075

June 2, 2016

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT: CHARLES BACON, CHUCK FLEISCHER, FRED SHULTZ, LEE ROY SMITH, RUSSELL TEUBNER, MARC TOWER

MEMBERS ABSENT: JERRY FRANKLIN

OTHERS ATTENDING: Gary Johnson, David Lyons, Mary Morris, Susan Diel, John Dorman, Ted Allison

4. CONSENT DOCKET

a. Approval of minutes: Regular Meeting April 21, 2016
Regular Meeting May 19, 2016

b. Stillwater Flight Center, Inc. retail fuel dispensing renewal permit for FY 2016-2017 **(SRAA-16-19)**

c. Air Evac EMS, Inc./EagleMed, LLC aka Air Medical Group Holdings application for renewal of self-fueling permit **(SRAA-16-20)**

MOTION BY TEUBNER, SECOND BY SHULTZ FOR APPROVAL OF THE CONSENT DOCKET.

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

5. GENERAL ORDERS

a. Income statement for month ending April 2016 **(SRAA-16-21)**

MOTION BY BACON, SECOND BY FLEISCHER FOR THE APPROVAL OF THE APRIL 2016 INCOME STATEMENT.

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

b. Approve one year lease agreement extension with OSU Flight Center, 1818 W. Wright Drive for office space **(SRAA-16-22)**

Gary Johnson, Airport Director briefly explained the Oklahoma State University Flight Center lease agreement was reviewed annually to meet state accounting budget policies. The one-year renewal lease term would begin July 1, 2016 through June 30, 2017. The lease provides for an annual rent escalation based on a positive increase of the Consumer Price Index (CPI). During the past 12 month period the CPI increased .84 percent which would increase the monthly rent to $1,066.33. Mr. Johnson stated if the lease extension received Authority approval it would be placed on the City Council agenda for on June 6, 2016. Director Johnson recommended Authority approval for the OSU Flight Center one-year lease renewal as presented.

MOTION BY SHULTZ, SECOND BY FLEISCHER FOR APPROVAL OF RENEWAL OF THE ONE YEAR LEASE AGREEMENT EXTENSION WITH OSU FLIGHT CENTER FOR OFFICE SPACE.

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

c. Approval of temporary agreement with Oklahoma State University for MD-80 learning laboratory site **(SRAA-16-23)**

Director Johnson described the OSU MD-80 temporary lease agreement to the Authority as part of the necessary process to be extended for another year. The additional time would provide OSU Legal Counsel and the City to work out any final details on a longer term agreement. The current original temporary agreement would expire on June 30, 2016.

Mr. John Dorman, City Attorney added that he expected to have the longer term agreement back from OSU in possibly 60 to 90 days. Mr. Dorman continued that the City needed something to fill the gap until the long term agreement was complete. Oklahoma State University's policy was adamant about having all lease renewals prior to July 1 for their appropriate signatures. The City Attorney recommended the Authority to approve the temporary lease extension.

Mr. Johnson concluded stating if the Authority approved the temporary lease it would be on the City Council agenda on June 6, 2016.

MOTION BY SMITH, SECOND BY TEUBNER APPROVAL OF TEMPORARY LEASE AGREEMENT WITH OSU FOR MD-80 LEARNING LABORATORY.

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

d. Rates and charges review and sub-committee **(SRAA-16-24)**

Director Johnson stated the responsibility of the rates and charges sub-committee was to annually review the airport's rate structure as required by the FAA grant assurances. The airport's rates should represent a fair market value to help airports be as self-sufficient as possible. In addition, the sub-committee would work with airport staff during the standard rate review process for other fees of additional services and rentals related to the upcoming airline service on August 23. Mr. Johnson had previously obtained the Consumers Price Index (CPI) for the previous twelve months and noticed a small increase. The written land and property leases rents would reflect the small CPI adjustments by July 1, 2016. The airport was a little later than usual requesting a sub-committee due to the upcoming commercial airline services. Director Johnson added that the Authority did not have to make all of the rate adjustments before July 1 if the Authority needed more time to work on the extended rate process or if the Authority opted to use a different rate review methodology.

Chairman Marc Tower reminded the Authority the typical process was to look at the other peer airports of equal size and services to review what rates have in place. Tower suggested to the Authority the possibility of exploring a new way to review the rates and charges. Chairman Tower had spoken with Authority member Jerry Franklin who wanted to volunteer to serve on the sub-committee. In addition, Chairman Tower suggested obtaining an outside sub-committee volunteer to help. The Chairman relayed Mr. Robert Cornell, Department Head, OSU Accounting Department and an airport tenant had also offered to help evaluate a rational process.

Member Charles Bacon volunteered as an addition of the review committee since he had served on many past rates and review sub-committees as the third person.

Mr. John Dorman, City Attorney recommended the Authority to take a vote on the selection sub-committee members once they were appointed.

MOTION BY TOWER, AND SECONDED BY SMITH FOR THE APPROVAL OF THE SELECTION OF RATES AND CHARGES REVIEW SUBCOMMITTEE MEMBERS JERRY FRANKLIN, ROBERT CORNELL, AND CHARLES BACON.

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

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

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

i. ATCT-April 2016 monthly and yearly comparison air traffic count **(SRAA-16-25)**

ii. April 2016 monthly fuel sales report and fuel comparisons **(SRAA-16-26)**

iii. Environmental Assessment public hearing, May 19, 2016 , 6:00-7:30 pm

iv. TSA approval and Airport Security Plan updates

v. Oklahoma Aeronautics commission grant letter dated April 29, 2016

vi. Airport terminal construction, southeast hangar site project, fencing project, taxiway project, road and parking updates

vii. Transfer of $150,000 NPE funds from Cheyenne Airport to Stillwater Regional Airport for taxiway connectors grant project

viii. Oklahoma Airport Operators Annual Conference, at Stillwater, April 23-26, 2017

ix. Update on airport staffing and staff certification trainings

7. ADJOURNMENT

MOTION BY SHULTZ, SECOND BY TEUBNER TO ADJOURN THE JUNE 2, 2016 SPECIAL MEETING OF THE STILLWATER REGIONAL AIRPORT AUTHORITY.

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

The meeting adjourned at 12:36 p.m.

ATTEST: _____ _____

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