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MAY 05 2016

Stillwater Regional Airport

OKLAHOMA AERONAUTICS COMMISSION

4/29/16

The Honorable Gina Noble
Mayor of Stillwater
723 South Main, P.O. Box 1449
Stillwater, OK 74076

Dear Mayor Noble,

Thank you for partnering with us to improve your airport and the Oklahoma Airport System. It is my pleasure to inform you that your grant application for a grant in the amount of \$939,092.94, from the State of Oklahoma through the Oklahoma Aeronautics Commission to construct two stub connecting taxiways along runway 17/35 at your airport was approved by the Commission on March 10th, 2016.

There are several significant provisions that must be fulfilled in the Grant Application and Agreement (the same document) to which I would like to call your attention:

1. Please note that under Section 2.2, the Commission will not process any invoices until your **Construction Management Program** has been submitted.
2. The airport sponsor, city, etc. is required to submit an invoice on a monthly basis with all required documentation (as set forth in Section 2.2) to the Commission for the Commission's share of the project cost. **Failure to do so is a default of this agreement that may result in the forfeiture of your grant funding**, unless you have notified the Commission in writing (email is sufficient) of the reasons for not submitting an invoice.
3. The Commission will process and pay invoices until 90% of the granted state funds are expended. The final 10% will not be released until certain conditions are met, which are set forth in Section 2.3. These conditions **must be complied with in order to receive your final payment**.
4. Section 2.4 requires that the sponsor provide documentation stating that the sponsor has its share of the funding on deposit.
5. Section 3 provides that several exhibits must be attached to the Application/Agreement in order for it to be considered by the Commission.
6. Section 8 sets forth the grant assurances that you should read carefully as they are similar to FAA grant assurances and it is incumbent upon you to comply with them. In particular, I would call your attention to Section 8.1 which provides that the project for which these funds are requested will be completed **one year** from the date of Grant Approval. **If the one year limit cannot be met, the Sponsor must request an extension, in writing, to the Commission in a timely manner.**
Also, Section 8.10.3 states that the Sponsor assures that all land to be constructed upon is held in clear fee simple title by the Sponsor, is leased from the Federal Government of the United States, or is leased for a period not less than the life of the agreement.

Please remember, failure to comply with these provisions and the others in your grant agreement will result in default and the potential forfeiture of your funding. Help us to avoid this result that no one wants.

Sincerely,

Victor N. Bird
Director
Oklahoma Aeronautics Commission