



STILL PIONEERING

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REPORT TO AIRPORT AUTHORITY

SRAA-16-35

Date of Meeting: July 21, 2016

Subject: Authorize Airport Director and Federal Security Director to develop Memorandum of Understanding for interim space for offices and breakroom usage

Purpose of Report: Authorize staff to negotiate a Memorandum of Understanding with Transportation Security Administration

Background Discussion: The rental space for the Transportation Security Administration (TSA) through the General Service Administration (GSA) requires approximately six to seven months completing from start to finish. With the startup of airline service occurring on August 23, 2016 and the short time remaining, the TSA has suggested signing a short-term agreement (MOU) between the City of Stillwater/Stillwater Regional Airport Authority and TSA allowing them to occupy the rental space. The Memorandum of Understanding will cover the time gaps it may take to get a full term lease approved while allowing them to occupy the space for staff support required to perform the security screening mission.

There are three areas that need to be included in the lease, the TSA office, a training room/breakroom, and an additional supervisor's office which is to be added to the Departure Terminal. During the time period that we operate under the MOU, the TSA cannot pay rent. Once the GSA agreement is in place the rental fee may be applied.

An MOU has been utilized for other airline service startups in Salina, Kansas and El Paso, Texas. The MOU will be reviewed by City Attorney's office before the final signatures are requested by appropriate authorities.

Recommendation: Airport staff recommends the approval to negotiate a MOU for temporary rental space for TSA support of airline service at Stillwater Regional Airport.

Prepared by: Gary Johnson

Date of Preparation: July 19, 2016

Attachments: N/A