The City of Stillwater OKLAHOMA

STILL PIONEERING

Stillwater Regional Airport Authority
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REGULAR MEETING MINUTES

Stillwater Regional Airport
2020 West Airport Road
Stillwater, Oklahoma 74075

July 21, 2016

1. CALL REGULAR MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:03PM

2. ROLL CALL

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

MEMBERS ABSENT: FRED SHULTZ

OTHERS ATTENDING: Gary Johnson, Mary Morris, Susan Diel, John Dorman, Norman McNickle, Ted Allisson, Morris Dudgeon

4. CONSENT DOCKET

a. Approval of minutes: Regular Meeting June 16, 2016
b. Approve proposal from Visit Stillwater for airport visitor information kiosks **(SRAA-16-33)**

MOTION BY BACON, SECOND BY FRANKLIN FOR APPROVAL OF THE CONSENT DOCKET.

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

5. GENERAL ORDERS

a. Income statement for month ending June 2016 **(SRAA-16-34)**

MOTION BY FRANKLIN, SECOND BY TEUBNER FOR APPROVAL OF THE INCOME STATEMENT FOR MONTH ENDING JUNE 2016.

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

b. Authorize Airport Director and Federal Security Director to develop Memorandum of Understanding for interim space for offices and break room usage **(SRAA-16-35)**

Director Gary Johnson briefly explained the Transportation Security Administration (TSA) has suggested signing a short-term agreement or Memorandum of Understanding (MOU) between the City of Stillwater/Stillwater Regional Airport Authority and TSA. The MOU agreement would cover the time-gap it may take to get a full term lease approved while allowing TSA to occupy the rental space for the staff to operate their shifts or training as required to perform the airline security screening mission. The approval agreement process normally takes between 6-7 months. Once the Government Services Administration (GSA) agreement has been executed the rental fee may then be applied. Mr. Johnson continued the MOU has been widely utilized for other airline service startup locations in Salina, Kansas and El Paso, Texas. The MOU would be reviewed by City Attorney's office before the final signatures are requested by the appropriate authorities before going before the City Council for approval.

MOTION BY TEUBNER, SECOND BY BACON TO AUTHORIZE AIRPORT DIRECTOR AND FEDERAL SECURITY DIRECTOR TO DEVELOP A MEMORANDUM OF UNDERSTANDING FOR INTERIM SPACE FOR OFFICES AND BREAK ROOM USAGE.

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

c. Approval of vendor subcommittee interim regulations/standards regarding transportation service providers **(SRAA-16-36)**

Director Johnson reported the intent was to obtain approval of basic regulations or standards regarding transportation service providers to get the City through the beginning stages and through the first year. Mr. Johnson explained these standards were an extension of the agreement approved on June 16, 2016.

Mr. John Dorman, City Attorney described a few of the simple standards for regulating the taxi cabs, buses, shuttles, Uber and Lyft transportation services in order to get these services started. Mr. Dorman explained some of the points if a transportation service provider comes onto airport property then: 1.) The vendor would pay to pick up passengers for doing business at the airport. Mr. Dorman added these terms were incorporated from the Oklahoma Corporation Commission. 2.) Another point covered the transportation for hire motor carrier to include: taxicabs, shuttles, and buses; and 3.) Covering the transportation network companies including Uber and Lyft. These two entities were now regulated by the State of Oklahoma. Mr. Dorman added the only entity exempt from having to pay a fee were the OSU buses, because they were a public transportation provider; however, the Authority should put an AVI permit tag on them to know when they come through. If the ride does not originate at the airport, then no

fee applies. These standards give the Airport Director lots of authority to create rules for how transportation service providers would operate on the airport. The City Attorney added the rules are limited to only transportation pick-ups at the airport. Mr. Dorman recommended the Authority to adopt the basic regulations to get the regulations established.

Member Franklin stated he felt the Authority should establish a fee structure sufficient to recover operational costs of fee issuance for the initial permitting or expenses. Mr. Franklin also suggested vendors should be registered possibly at the City of Stillwater downtown as the regulatory facility for these permits and register AVI's to simplify the process as a one-stop process.

Mr. Dorman stated he could amend the regulation by stating "The Stillwater Regional Airport Authority shall issue a fee structure for the issuance of the initial permit". The City Attorney reminded the Authority the City of Stillwater no longer regulates taxicabs and that it was almost impossible to regulate Uber or Lyft. Mr. Dorman added that there would be registration permit fee and per trip fee, and later there may be a City Ordinance created with a penalty involved in the event of a violation.

Member Teubner suggested the Authority approve the regulations/standards resolution as amended and recommended approval for a fee structure to be determined.

MOTION BY TEUBNER, SECOND BY FRANKLIN FOR APPROVAL OF VENDOR SUBCOMMITTEE INTERIM REGULATIONS/STANDARDS RESOLUTION REGARDING TRANSPORTATION SERVICE PROVIDERS AS AMENDED.

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

d. Rates and charges subcommittee recommendations for FY 2016-2017 **(SRAA-16-37)**

Chairman Tower thanked the subcommittee Authority members Jerry Franklin, Charles Bacon, airport tenant Dr. Bob Cornell, and Director Johnson assisted with the task of reviewing the airport's existing rates and charges fee structure. Johnson explained the subcommittee reviewed a survey of peer airports to compare the rates differences to determine how they applied in relation to the Consumer's Price Index (CPI).

Authority member Franklin provided an overview from subcommittee meeting for FY 2016-2017. There were two tasks: 1.) The subcommittee wanted to be fair about the fees to the airport users, but the airport had many operating expenses. 2.) The subcommittee did not want to out price the rates and services out of the market. Member Franklin continued by pointing out to the Authority each of the rate changes increases, the proposed new T-hangar rental fees, and then spoke of the new airline service fees the subcommittee recommended for approval. Member Franklin in addition, spoke of the rate for the Spill Prevention increase to be assessed to the perpetrator for the spill expenses. In closing, member Franklin recommended the subcommittee the rates and charges recommendations for approval.

MOTION BY FRANKLIN, SECOND BY SMITH FOR APPROVAL OF THE SUBCOMMITTEE RECOMMENDATIONS FOR RATES AND CHARGES FOR FY 2016-2017.

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

Mr. Johnson brought up to the Authority the need for additional discussion for the rates and charges for rental car agreements. The airport had been discussing with the rental car companies for rental services, but the Airport did not have a fee established. Director Johnson explained how other airports handled the rental space, counter/terminal space, kiosk, signage, for parking spaces, and possibly a percent of gross sales. Johnson strongly felt the airport did needed car rentals available at the airport. Mr. Johnson explained Garden City uses: terminal space per sq. ft. and $2.50 per rent-a-car for every rental and parking car spot fee annually. Will Rogers is doing a straight percent of 11.11% gross with a reduced counter fee inside the airport. Mr. Johnson suggested $10 per car rental space, or a percentage of monthly gross.

Other Authority members continued to discuss some scenarios of how other fee structures may apply with different situations and consensually suggested the fees should be applied to the car rental companies.

Mr. Dorman suggested to the Authority members to select a fee to cover the interim period. Mr. Dorman felt the rates should be kept simple. He reminded the Authority they should act with the intent as collectible to see constant revenue. Mr. Dormant stated the fees should be for: 1) A modest terminal space fee, 2) A fee per rent-a-car, and 3) A fee per parking space would be a good start. Years ago the Airport charged $10 per parking space per month when Hertz was here. Fees for consideration should be a registration fee or an AVI permit. Mr. Dorman said the Authority could adopt a one year agreement to set the regulation and later adopt a fee.

Member Teubner stated the Airport did not have a means of collection and suggested to approve a regulation with the intention to establish a fee structure later.

Mr. Dorman added if the Authority would approve the agreement, then the Airport Director could proceed to negotiate car rental company fees to be subject for approval by the City Council.

MOTION BY TEUBNER, SECOND BY SMITH FOR AIRPORT DIRECTOR TO NEGIOTIATE THE CAR RENTAL AGREEMENT FOR $10 PER CAR RENTAL SPACE AND NEGOTIATE THE TERMS OF THE RENTAL RATES PENDING CITY COUNCIL APPROVAL.

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

e. Approval of interior wall mural design for main terminal building **(SRAA-16-38)**

Mr. Johnson stated the committee was chaired by Authority member Mr. Russell Teubner, who has been working with Ms. Cristy Morrison, Executive Director, Visit Stillwater, OSU, and others to put the final touches on the Stillwater Regional Airport interior main terminal wall mural. The final version of the mural would make an exciting first impression to visitors who use the airport. The City of Stillwater/Stillwater Regional Airport expressed appreciation and extended thanks to Authority member Russell Teubner, Ms. Morrison, OSU, and everyone else for their hard work

that has been given to make this mural a reality. Director Johnson mentioned to the Authority that Visit Stillwater would be funding the cost for the interior terminal wall mural improvements.

MOTION BY TEUBNER, SECOND BY FRANKLIN FOR THE APPROVAL OF THE MAIN TERMINAL INTERIOR WALL MURAL DESIGN.

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

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

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

i. ATCT-June 2016 monthly and yearly comparison air traffic count **(SRAA-16-39)**

ii. June 2016 monthly fuel sales report and fuel comparisons **(SRAA-16-40)**

iii. Updates on airport terminal construction, southeast hangar site project, fencing project, taxiway project, road and parking updates

iv. Update on ground service equipment and Airport Security Plan

v. Update on the Environmental Assessment for terminal expansion and airline service

b. Miscellaneous Items from City Manager.

None.

c. Miscellaneous items from Authority Members.

None.

7. ADJOURNMENT

MOTION BY FRANKLIN, SECOND BY TEUBNER TO ADJOURN THE JULY 21, 2016 REGULAR MEETING OF THE STILLWATER REGIONAL AIRPORT AUTHORITY.

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

The meeting adjourned at 1:10 p.m.

ATTEST: _____ _____

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