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STILL PIONEERING

REPORT TO AIRPORT AUTHORITY

SRAA-16-50

Date of Meeting: September 15, 2016

Subject: Authorize airport director to enter into a short-term agreement with Fowler Vending for vending services in the main terminal and passenger departure terminal

Purpose of Report: Authorize Director to negotiate for vending services.

Background Discussion: In concert with the start of new air service, airport staff desires to add one additional vending machine in the departure terminal to service passengers waiting in the secure hold area. Currently passengers may be in this area for thirty minutes up to a couple of hours with flight delays. Staff feels it is important to add the service using our current vendor to meet passenger's expectations as quickly as possible.

We have discussed the addition of this equipment from our current vendor and they are willing to provide a new combination soft drink/candy machine to that area. Servicing and supplying of this equipment will need to be coordinated with TSA and airport staff. All supplies will be screened before being brought into the secure passenger hold area. The current arrangement with the vending includes two machines in the main terminal building. This vending returns revenue of ten percent of gross sales back to the airport. City Attorney, John Dorman, and I have discussed the need to add this quickly and negotiate an agreement which gets this equipment in place. Our discussion included negotiating an agreement with the current vendor to add the new equipment with a term that extends through June 30, 2017.

On a long term basis the Authority will need to develop standards concerning vendors within the airport terminal. The City Attorney has been researching standards that are in use at other airports as a basis for developing the Stillwater Regional Airport standards.

Recommendation: Airport staff requests authorization to move forward with Fowler Vending our current vendor to supply the equipment on a short term basis.

Prepared by: Gary Johnson

Date of Preparation: September 14, 2016

Attachments: N/A