



Stillwater Regional Airport Authority
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STILL PIONEERING

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SPECIAL MEETING MINUTES

**Stillwater Municipal Building
1121-A Commission Conference Room
723 South Lewis
Stillwater, Oklahoma 74074**

September 15, 2016

1. CALL REGULAR MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:04 pm

2. ROLL CALL

MEMBERS PRESENT: CHUCK FLEISCHER, JERRY FRANKLIN, LEE ROY SMITH, RUSSELL TEUBNER, MARC TOWER

MEMBERS ABSENT: CHARLES BACON, FRED SHULTZ

OTHERS ATTENDING: Gary Johnson, Mary Morris, Dennis McGrath, Norman McNickle, Ted Allisson, Morris Dudgeon, Lauren Johnson, Justin Nelson

3. ITEMS REMOVED FROM CONSENT DOCKET

- c. Income statement month ending July 2016 (SRAA-16-42)
- d. Income statement month ending August 2016 (SRAA-16-43)

MOTION BY FRANKLIN, SECOND BY TEUBNER FOR ITEMS C. AND D. TO BE REMOVED FROM THE AGENDA FOR CONSIDERATION.

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

4. CONSENT DOCKET

- a. Approval of minutes: Regular Meeting July 21, 2016

- b. Approval of Stillwater Regional Airport Authority 2016 meeting location change (SRAA-16-41)

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

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

5. GENERAL ORDERS

- a. Approve the lease extension with Hangar 1 Flight Center of Stillwater dba LynRho, LLC, located in Hangar 1 group hangar at 1010-10 W. Airport Road for office space (SRAA-16-44)

Airport Director Gary Johnson clarified the airport tenant LynRho, LLC dba Hangar 1 Flight Center of Stillwater had requested to extend their lease agreement for one year ending September 30, 2017. The lease extension agreement covers their business office space located in the west side of Group Hangar #1 hangar. Mr. Johnson stated Hangar 1 Flight Center of Stillwater continued to be in good standing with the airport, operating their flight school, aircraft rentals, and pilot supply sales.

MOTION BY FRANKLIN, SECOND BY FLEISCHER FOR THE APPROVAL OF THE ONE YEAR LEASE EXTENSION WITH LYNRHO, LLC DBA HANGAR 1 FLIGHT CENTER OF STILLWATER LOCATED AT 2020-10 WEST AIRPORT ROAD, FOR OFFICE SPACE.

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

- b. Approve the Change Order #1 agreement with Lippert Bros. Construction to furnish and install the terminal baggage handling equipment (SRAA-16-45)

Mr. Johnson briefly explained the Change Order #1 to the CMR agreement with Lippert Bros. Construction. The Change Order #1 was for adding a baggage conveyor system to the TSA secure checked baggage room, and area behind the airline ticket counter. The construction work described was not part of the original terminal remodeling contract with Lippert Bros. Construction. Mr. Johnson worked with City Finance Department to make the necessary budget revision that was approved for \$80,127 to accommodate the construction modifications.

MOTION BY TEUBNER, SECOND BY SMITH TO APPROVE CHANGE ORDER #1 AGREEMENT WITH LIPPERT BROS. CONSTRUCTION, INC. TO FURNISH AND INSTALL THE TERMINAL BAGGAGE HANDLING EQUIPMENT.

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

- c. Approve the Supplemental Agreement #1 with Contech, Inc., for the "Install Partial Connecting Taxiway Project Runway 17-35" Oklahoma Aeronautics Commission grant SWO-16-SF (SRAA-16-46)

Director Gary Johnson described the Supplemental Agreement #1 as the final construction costs submitted by Contech, Inc. for the taxiway connectors to Runway 17-35. The construction was performed prior to the beginning of airline service on August 23, 2016. Following excavation of Delta 2, Contech, found "mucky soil" and had to add lime stabilization to meet the compaction requirements. Additional construction funding of \$15,305.65 was needed for the overall additional construction costs. Contech had a debit for late construction completion penalties and for the failed concrete tests. Mr. Johnson pointed out that all of the penalty overages would be eligible for reimbursement under the existing OAC grant project. The airport would apply for these overages to close out the grant project. The director added that the construction schedule was on a very tight deadline with no time to fix these areas before the beginning of airline service. Construction inspection found there were three concrete panels that did not pass and were required to be removed and replaced at Contech's expense. Mr. Johnson clarified to the Authority that the concrete strength was fine, but cracked beyond allowable distances of the expansion joints. These inspection findings were within the parameters, but were not within contract specifications. Director Johnson assured the Authority that there were no safety issues or concerns because of these changes.

MOTION BY FRANKLIN, SECOND BY FLEISCHER FOR APPROVAL OF THE SUPPLEMENTAL AGREEMENT #1 WITH CONTECH, INC. FOR THE "INSTALL PARTIAL CONNECTING TAXIWAY PROJECT RUNWAY 17-35" OAC GRANT SWO-16-SF.

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

- d. Approve the Supplemental Agreement with Cook's Fence and Iron Company for the final costs associated with the FAA Wildlife Security Fencing Project #3-40-0090-022-2015 (SRAA-16-47)

The airport director explained the Supplemental Agreement with Cook's Fence and Iron Company reduces their construction costs by \$14,645.50. The airport will be providing proper documentation to Federal Aviation Administration along with the Supplemental Agreement for the encumbered projects costs. Mr. Johnson recommended Authority approval of the Supplemental Agreement with Cook's Fence and Iron Company.

MOTION BY FRANKLIN, SECOND BY SMITH FOR THE APPROVAL OF THE SUPPLEMENTAL AGREEMENT WITH COOK'S FENCE AND IRON COMPANY FOR THE FINAL COSTS ASSOCIATED WITH THE FAA GRANT PROJECT #3-40-0090-022-2015.

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

- e. Approve the FAA grant application for the "Reconstruct and Realign the Connecting Taxiway and Diagonal Section of the Parallel Taxiway System to Runway 17-35" AIP #3-40-0090-024-2016 (SRAA-16-48)

Mr. Johnson asked the Authority to approve the FAA grant application design portion of parallel taxiway. The Airport Director explained the City of Stillwater/Stillwater Regional Airport had applied for a 2016 FAA grant to fund a portion of the design portion totals of \$166,667, with the federal participation of \$150,000. If the Authority would approve the FAA grant application #3-40-0090-024-2016, then the grant application would be forwarded to City Council for approval.

MOTION BY SMITH, SECOND BY FRANKLIN FOR APPROVAL OF FAA AIP GRANT APPLICATION TO "RECONSTRUCT AND REALIGN THE CONNECTING TAXIWAY AND DIAGONAL SECTION OF THE PARALLEL TAXIWAY SYSTEM TO RUNWAY 17-35" #3-40-0090-024-2016.

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

- f. Approve Supplemental Agreement #10S with LBR, Inc. for additional engineering services required on the connecting taxiway extension project (SRAA-16-49)

Director Johnson stated the Supplemental Agreement #10S with LBR, Inc. would amend the taxiway project to handle the required additional testing and inspecting services. Since the Contech, Inc. the construction contractor exceeded the construction time by eight days, additional inspection services were required.

MOTION BY FLEISCHER, SECOND BY FRANKLIN FOR THE APPROVAL THE LBR, INC. SUPPLEMENTAL AGREEMENT #10S FOR ADDITIONAL ENGINEERING SERVICES RELATED TO OAC GRANT PROJECT SWO-16-SF.

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

- g. Authorize airport director to enter into a short-term agreement with Fowler Vending for vending services in the main terminal and passenger departure terminal (SRAA-16-50)

Mr. Johnson asked for Authority authorization to enter into a short-term agreement with Fowler Vending for vending services in the main terminal and the departure terminal. The director explained in the event of any unfortunate airline delays, the passengers do not have access to vending inside the secure departure terminal. Fowler Vending has agreed to provide a new machine supplying drinks and snacks through June 30, 2017. The airport does receive revenues from the vending sales. Director Johnson would continue toward working with the City legal department for updating the airport's service agreement standards concerning other vendors and services within the airport terminal.

MOTION BY FRANKLIN, SECOND BY FLEISCHER AUTHORIZING THE AIRPORT DIRECTOR TO ENTER INTO A SHORT-TERM AGREEMENT WITH FOWLER VENDING FOR THE AIRPORT MAIN TERMINAL AND DEPARTURE TERMINAL VENDING SERVICES.

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

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

- a. Miscellaneous Items from Airport Director and/or Staff.
 - i. ATCT-July and August 2016 monthly and yearly comparison air traffic count (SRAA-16-39)
 - ii. July and August 2016 monthly fuel sales reports and fuel comparisons (SRAA-16-40)

The Airport Director did not discuss the July and August 2016 monthly fuel sales reports and monthly fuel comparison reports due to the removal of the Consent Docket items c. and d.
 - iii. Open Meeting Act board member required training, Monday, September 26, at Stillwater Community Center at 5:30 pm
 - iv. Updates on the airport southeast hangar site project, Airport Road, and airport Parking updates, and general airlines operations

- 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 SEPTEMBER 15, 2016 SPECIAL MEETING OF THE STILLWATER REGIONAL AIRPORT AUTHORITY.

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

The meeting adjourned at 12:51 p.m.

ATTEST: 

MARC TOWER, CHAIRMAN



FRED A. SHULTZ, SECRETARY