



Stillwater Regional Airport Authority
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MEETING MINUTES

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

January 18, 2018

1. CALL REGULAR MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:00 pm

2. ROLL CALL

MEMBERS PRESENT: CHUCK FLEISCHER, FRED SHULTZ, LEE ROY SMITH, MARC TOWER

MEMBERS ABSENT: CHARLES BACON, RUSSELL TEUBNER,

OTHERS ATTENDING: Gary Johnson, Norman McNickle, Justin Minges, Kimberly Carnley, Paul Priegel, Miller Karns and Susan Diel

3. INTRODUCTION

Miller Karns, Toledo, Ohio is here as part of his 15-day Intern Course, that he designed to learn about Airport Operations and Aircraft maintenance. He has grandparents who live in Stillwater, Ok.

CONSENT DOCKET

- a. Approval of minutes: Regular Meeting December 21, 2017

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

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

4. ITEMS REMOVED FROM CONSENT DOCKET - None

5. GENERAL ORDERS

- a. Income statement month-ending December, 2017 (SRAA-18-01)

Johnson said we continue to look at efficiency with the airport revenue and expenditures. The City budget is being monitored monthly by each department as well as City Administration.

MOTION BY SMITH, SECOND BY FLEISCHER FOR APPROVAL OF THE INCOME STATEMENT.

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

b. Rates and Charges related to scheduled Air Carrier Operations (SRAA 18-02)

Mr. Johnson met with the Rates and Charges Committee on January 4th with Lee Roy Smith, Marc Tower, Chuck Fleischer and Paul Priegel to review rates and charges related to air carrier operations, including landing fees for scheduled airline operations. Surveys were sent to several airports to find out if our charges are in line with the fee structures of other airports. Staff recommends .90 cents per 1000 lbs. for signatory/scheduled air carriers to be added.

MOTION BY SHULTZ, SECOND BY FLEISCHER FOR APPROVAL OF THE RATES AND CHARGES COMMITTEE'S RECOMMENDATION.

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

c. Election of Officers (SRAA-18-03)

The city attorney is looking at all City of Stillwater boards and may change the number presiding, in each group. We also have several who made application to applied for the Airport Authority as future board members.

The Authority Board discussed rotation and the roles of officers. The following were nominated for Chairman, Marc Tower, Vice-Chairman, Chuck Fleischer and Secretary, Lee Roy Smith. These officers were approved as the Stillwater Regional Airport Authority officers for 2018.

MOTION BY SHULTZ, SECOND BY FLEISCHER FOR APPROVAL OF 2018 OFFICERS.

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

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

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

i. ATCT-December 2017 monthly and yearly comparison air traffic count (SRAA-18-04)

Johnson reported that we have the highest traffic count this year compared to the last few. People are flying more and it keeps the controllers busy.

ii. December 2017 monthly fuel sales report and fuel comparison (SRAA-18-05)

Johnson states that we have a record high in fuel sales this year; of course our margin is in the flowage fees and we are well above our projected revenue.

iii. Airline Service and Passenger Update

Johnson acknowledged that Paul updated the load factor summary graph, with preliminary December numbers, of Commercial Flight's for the year; with our total at 74.8%.

In April the Saturday mid-day flight returns. We hope to keep growing.

iv. Parallel Taxiway and Apron By-pass Project for RW 17-35 Update

Johnson gave an update on the RW 17-35 project. We are 15 days into the 40 day project. They have completed excavation of the soil and with warmer weather hope to achieve soil stabilization. We are anxious to get into Phase 2.

v. FAA Partnership Conference and Aviation Issues Updates

Director Johnson and Assistant Director Priegel will attend the FAA Partnership Conference in Fort Worth, TX January 29. Awards will be presented for the SW Region Airports on Tuesday.

Johnson attended the Aviation Issues Conference earlier this month and it was well attended. The biggest impact for the Board of Directors was the feedback from Airlines, FAA, TSA and the DOT for Hawaii.

b. Miscellaneous items from Authority Members

None

c. Miscellaneous Items from the City Manager

None

7. ADJOURN

MOTION BY SHULTZ, SECOND BY FLEISCHER FOR APPROVAL TO ADJOURN THE JANUARY 18, 2018 MEETING

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

The meeting adjourned at 12:44 p.m.

ATTEST: 
MARC TOWER, CHAIRMAN


CHUCK FLEISCHER, SECRETARY