



Stillwater Regional Airport Authority
2020-1 West Airport Road
Stillwater, Oklahoma 74075

Office: 405.372.7881
Fax: 405.372.8460

www.Stillwater.org - www.FlyStillwaterOk.com

MEETING MINUTES

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

November 08, 2018

1. CALL SPECIAL MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:01 pm

2. ROLL CALL

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

MEMBERS ABSENT: JOE WEAVER

OTHERS ATTENDING: Melissa Reames, John Dorman, Paul Priegel and Susan Diel

3. CONSENT DOCKET

- a. Approval of minutes: Special Meeting August 16, 2018

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

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

4. ITEMS REMOVED FROM CONSENT DOCKET - None

5. GENERAL ORDERS

- a. 2019 SRAA Meeting Dates (**SRAA-18-47**)

Mr. Priegel presented the meeting dates for next year. These dates fall on the usual 3rd Thursday of each month with the exception of March & June meetings. These meetings will fall on the 2nd Thursday to avoid OSU's Spring Break and the AAEE National Conference that Paul will attend.

MOTION BY TEUBNER, SECOND BY SMITH FOR APPROVAL OF THE 2019 SRAA MEETING DATES.

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

b. FY2019 Airport Capital Improvement Plan Proposal (ACIP) (SRAA-18-48)

Mr. Priegel stated that FAA requested our updated Capital Improvement Plan. We are locked down for available ACIP funds through 2021. They have committed to the apron expansion. These estimated amounts coincide with our City's 5 year capital outlook.

The terminal design and master plan is anticipated for 2022. We can start these projects before; however, the soonest we can receive reimbursement is in 2022. After discussion, the Control Tower weather system and other upgrades will be reworded on this proposal to rehabilitation of Air Traffic Control Tower.

If approved, it will be submitted to Mark Colditz of FAA.

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

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

c. Ordinance Modification Regarding the SRAA (SRAA-18-49)

Mr. Dorman said we did a quick revision of the ordinance, which hasn't been reviewed since 2005. These adjustments will allow the processes to move forward and be more accurate.

8.20 Created. The reference to Municipal Airport was taken out.

8.21 Membership. Voting members changed from seven to five. At least two members shall have personal knowledge of aircraft and/or airport operations, to enlarge the pool for potential members. The term of each member shall begin on January 1 of each year for 3 years or until their qualified successors are duly appointed.

8.22 Officers, meetings, etc. Each year, the authority shall elect a chair and a vice-chair among its members. No secretary-treasurer is needed, since staff performs these duties. Three members shall constitute a quorum to conduct a meeting.

8.26 Fiscal affairs. Routine purchases and contracts within the purchasing limitations of the City Manager as established by ordinance may be made by the Airport Director without prior approval by the Authority.

This ordinance will be submitted to city council on November 19th, it requires 2 readings for the ordinance to pass and I'll attach an emergency clause with it. The 2nd reading would be on December 3 and if approved, it will be published on December 5th and go into effect immediately.

MOTION BY TEUBNER, SECOND BY FLEISCHER FOR APPROVAL OF THE RATES AND CHARGES REPORT.

ROLL CALL VOTE: YEA— FLEISCHER, SMITH, TEUBNER AND TOWER. ABSENT— WEAVER 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. Airport Operational Summary Report (SRAA-18-50)

Mr. Priegel is providing operational information in a new format to reflect a clear picture of what's going on at the airport. These data charts show two fiscal years of 1) revenue and operational expenses, 2) fuel gallons sold, 3) ATCT traffic count and 4) airline load factors.

Austin Helms has taken the new position as Airport Administrative Coordinator. He has worked at the Airport, on the operational side, for 2 years.

ii. Request SRAA Sub-Committee to review "Minimum Standards" and "Rules and Regulations"

Mr. Priegel states we are required to have minimum standards and the last updates were in 2002 and we need volunteer(s) to help update them. Marc Tower offered to work with Paul. Melissa adds that we have a technical writer on staff and could help, if needed.

Rules and Regulations need to be developed so airport users have guidelines for conduct on the airport. Once developed, we'll ask the Authority to review them and provide feedback.

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

The City has brought in OSU Long Range planning for help to look at every aspect of construction and activities of A Tech Paving on the Parallel Taxiway project. This process is more efficient and we are making improvements. A Tech Paving anticipates being finished by the end of March.

b. Miscellaneous items from Authority Members

None

c. Miscellaneous Items from the City Manager

None

7. ADJOURN

MOTION BY TEUBNER, SECOND BY FLEISCHER FOR APPROVAL TO ADJOURN THE AUGUST 16, 2018 MEETING

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

The meeting adjourned at 12:59 p.m.

ATTEST:


MARC TOWER, CHAIRMAN


CHUCK FLEISCHER, VICE CHAIRMAN