



Stillwater Regional Airport Authority
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MEETING MINUTES

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

April 5, 2018

1. CALL SPECIAL MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:09 pm

2. ROLL CALL

MEMBERS PRESENT: FRED SHULTZ, LEE ROY SMITH, RUSSELL TEUBNER, MARC TOWER

MEMBERS ABSENT: CHARLES BACON, CHUCK FLEISCHER

OTHERS ATTENDING: Gary Johnson, Norman McNickle, Dennis McGrath, Paul Priegel, and Susan Diel

3. CONSENT DOCKET

- a. Approval of minutes: Regular Meeting February 15, 2017
- b. Acknowledge receipt of letter from EAN Holdings, LLC "Enterprise" to exercise second one year lease option (SRAA-18-14)

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

ROLL CALL VOTE: YEA—SHULTZ, SMITH, TEUBNER, TOWER. ABSENT— BACON, FLEISCHER. 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 February, 2018 (SRAA-18-06)

Johnson reports an overview for a positive revenue/expenditure ratio, which is above last year's numbers. Additionally the Parallel Taxiway Apron Expansion project is moving forward and staff working with our CFO to find funds for the maintenance project to Remark RW 17-35. Johnson offered to answer any questions the Authority may have.

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

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

b. Approve Bids for Remark Runway 17-35 and Associated Taxiways (SRAA-18-16)

Mr. Johnson reports that we completed the advertisement for the Remark RW 17-35 and Associated Taxiway project and received three (3) bids. The lowest bid was from "Custom Pavement Maintenance & Safety." They've done work for us before and we have confidence they will do a good job. Work will be done after the last air carrier flight and before 1st flight of the next day. All air traffic will be shut down. The projected timeline is Fifteen (15) working days to complete this project.

MOTION BY TEUBNER, SECOND BY SHULTZ FOR APPROVAL OF THE BIDS FOR REMARK RW 17-35 AND ASSOCIATED TAXIWAYS.

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

c. Consider Change or Cancel Date for SRAA April 19, 2018 meeting (SRAA-18-17)

Gary asked the board to consider not having the April 19th meeting in two weeks. We have several items to consider today and don't anticipate having any pressing issues between now and May 17th meeting. The March and April financials will be presented in May. Two members stated they will be out of town on this date.

MOTION BY SMITH, SECOND BY TEUBNER FOR APPROVAL TO CANCEL APRIL 19 MEETING.

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

d. Update on Budget Request for FY 2019 (SRAA-18-18)

Paul reports that our budget was submitted to CFO Reames. We are down from last year's budget. We are using a 3 year average projection; if adjustments are needed justification must be provided. The purchase of the modular building was the biggest drop in our budget. There is an increase in travel and training budget, since we have new personnel. Administration is working toward a Career Progression Path Plan to give employees higher opportunities, which should lead to higher job satisfaction; less attrition and more recruiting ability. I'll entertain any questions.

MOTION BY SHULTZ, SECOND BY SMITH FOR APPROVAL OF THE BUDGET REQUEST.

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

e. Approve Proposal from Blackshare Environmental Solutions to Provide an Airport Concessions Disadvantage Business Enterprise (ACDBE) Program for Stillwater Regional Airport (SRAA-18-19)

- f. Approve Proposal from Blackshare Environmental Solutions to provide required Disadvantaged Business Enterprise (DBE) Goals Update for the period 2019-2020-2021 **(SRAA-18-20)**

Since items e. and f. are similar in nature and with the same contractor the Authority decided to consider the two items in one vote. Johnson reported that even though our concession revenues are well below the normal \$250,000 threshold, as a primary airport with scheduled air service, Federal Civil Rights regulations require our airport to develop and maintain Concessions Disadvantage Business Enterprise Program (ACDBE). This plan assists with ways to provide opportunities for minorities and disadvantaged enterprises to participate in major contracts. Also related to the Airport Improvement Program grant requirements Stillwater is also required to update the airports Disadvantaged Business Enterprise (DBE) goals for the next 3 years (2019, 2020 and 2021).

When the plan is undated the goals designated within the plan will be utilized in advertisement for services or projects that are assisted with federal funds. Potential contractors must make every attempt to meet the goals identified in the Airport DBE program.

MOTION BY SHULTZ, SECOND BY SMITH FOR APPROVAL OF BOTH ACDBE PLAN AND UPDATE DBE GOALS.

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

- g. Approve Proposal from H.W. Lochner, Inc. for update of the Wildlife Hazard Management Plan **(SRAA-18-21)**

Stillwater Regional Airport Wildlife Hazard Management Plan (WHMP) is required to be updated every 5 years. The WHMP outlines procedures and processes that assist with identifying wildlife trends, patterns and potential threats; additionally the plan outlines staff training to meet FAR 139 regulatory requirements. Approval of this proposal will update the existing plan and receive WHMP required training for airport staff. Staff recommended approval of the proposal.

MOTION BY TEUBNER, SECOND BY SHULTZ FOR APPROVAL OF WILDLIFE PLAN.

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

- h. Appoint Rates & Charges Review Committee for FY 2019 **(SRAA-18-22)**

In concert with a review of current rates and charges for FY 2019, staff requests an Authority Committee to assist with the process. The committee utilized earlier this year consisted of: Tower, Smith and Fleischer.

MOTION BY SHULTZ, SECOND BY TEUBNER FOR APPROVAL OF MARK TOWER, LEE ROY SMITH AND CHUCK FLEISCHER TO SERVE ON THE RATES AND CHARGES REVIEW COMMITTEE.

ROLL CALL VOTE: YEA—SHULTZ, SMITH, TEUBNER, TOWER. ABSENT— BACON, FLEISCHER. 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-February 2018 monthly and yearly comparison air traffic count (SRAA-18-23)

Mr. Johnson reports that the heavy traffic continues due to activity here at the airport. Johnson reported that the US Contract Tower Association is working with Senator Inhofe's office on a support letter from the US Senate supporting full funding for FAA Contract Towers. Paul Priegel has been appointed by the AAAE Board of Directors to serve on the US Contract Tower Policy Board with me. Stillwater is one of 256 Air Traffic Control Towers in the FAA Contract Tower Program.

ii. February 2018 monthly fuel sales report and fuel comparison (SRAA-18-24)

Mr. Johnson states that our Feb fuel sales summary continues to show strength in fuel sales. The March fuel sales totals are not available yet.

iii. Airline Service and Passenger Update

Johnson states that currently we are looking toward airline schedule changes in April and June.

In April, the Saturday mid-day flight returns to the schedule. Additionally the mid-day flight schedule for all days of the week will have a departure time of 2:21 pm replacing the 12:45 pm departure time. This time schedule change will be very beneficial to our passengers from the West coast area who will be able to arrive at DFW in time to reach the first inbound flight to SWO.

In June our extra flight has been added to depart from SWO at 8:05 pm on Thursday, Friday & Sunday to test the early evening potential on those days.

We plan to do a Survey to find out why people are flying SWO and use it as a marketing tool to get the word out better.

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

Gary Johnson reports that they are still working on Phase 1 and they are 18 days behind schedule. The penalties per phase are set at \$1,500 per day to encourage them to complete on time. Once completed, it will be a great improvement.

v. OAOA Annual Conference at Tulsa, OK April 29 - May 2, 2018

OAOA State conference will take place in Tulsa and if you are interested in attending, please let me know. They anticipate 100-125 to attend.

Paul and Gary will attend the AAAE conference in San Diego, CA week of April 16-19.

vi. OSU Flight Center Update

OSU has chosen the south location, which is beside the MD-80. Final decisions will be made soon so they can move forward. Some cost estimates are in the \$18 million range. Airport staff will brief the Authority as plans for the facility move forward.

vii. Update of Future Airport Projects

The design is completed for the RW 4-22 project, including the bid schedule, bid award and grant application date. The project is programmed to receive an AIP grant in FAA FY2018. The total project is estimated at \$2,820,000 with a local share \$300,000. Additional grants are programmed over the

next 4 years for Phase 1, Phase II and Phase III of the Terminal apron reconstruction and also the 22,000 sq/ft Terminal Expansion.

Congratulations to Paul Priegel for completing his AAAE Certification Management training and he is on his way to become an accredited airport executive.

b. Miscellaneous items from Authority Members

None

c. Miscellaneous Items from the City Manager

None

7. ADJOURN

MOTION BY TEUBNER, SECOND BY SHULTZ FOR APPROVAL TO ADJOURN THE APRIL 5, 2018 MEETING

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

The meeting adjourned at 1:12 p.m.

ATTEST:



MARC TOWER, CHAIRMAN



CHUCK FLEISCHER, SECRETARY