



**Stillwater Regional Airport Authority**  
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## MEETING MINUTES

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

**May 31, 2018**

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### 1. CALL SPECIAL 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 & JOE WEAVER

MEMBERS ABSENT: RUSSELL TEUBNER,

OTHERS ATTENDING: Gary Johnson, Kimberly Carnley, Paul Priegel, Melissa Reames and Susan Diel

### 3. CONSENT DOCKET

- a. Approval of minutes: Regular Meeting April 5, 2018
- b. Approve SFCI Retail Fuel Permit Renewal (SRAA-18-25)
- c. Approval of Air-Evac Self-Fueling Permit Renewal (SRAA-18-26)
- d. Approve SFCI One-Year Service Agreement Extension (SRAA-18-27)

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

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

### 4. ITEMS REMOVED FROM CONSENT DOCKET - None

### 5. GENERAL ORDERS

- a. Income statement month-ending March and April, 2018 (SRAA-18-28)

Johnson reports we're looking at March and April income statements; year to year expenditures continue to be on track. We are about to run out of fuel purchase money so we're working with CFO

Reames to amend our budget to provide funding for the purchase of fuel through year end. The Airport budget gained over \$200,000, due to two major decisions: 1) to purchase the departure terminal instead of leasing it and 2) to Remark RW 17-35 and associated taxiways. Are there any questions?

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

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

**b. Approve OSU Flight Center Lease Renewal (SRAA18-29)**

Gary states that the OSU Flight Center's lease is renewed every year in May. Their renewed lease will include the Consumer Price Index (CPI) increase at 2.36%.

**MOTION BY SMITH, SECOND BY SHULTZ FOR APPROVAL OF THE OSU FLIGHT CENTER LEASE RENEWAL.**

**ROLL CALL VOTE: YEA— FLEISCHER, SHULTZ, SMITH, AND TOWER. ABSENT— TEUBNER. NAY—NONE. ABSTAIN—WEAVER. MOTION CARRIED WITH FOUR YEA VOTES AND 1 ABSTAIN.**

**c. Approve Rates and Charges Committee Recommendation (SRAA-18-30)**

Paul notes the committee met on May 11 to review the airport's existing rates and charges. The CPI 2.36% increase will affect land rentals, port-a-ports, and group hangars. Since T-Hangars are in need of improvements, we didn't increase those. Changes are highlighted on your handout.

We want to reconvene to discuss already developed land, as an investment, compared to someone who comes in and picks a raw piece of land to build on. We will stay in line with FAA expectations at fair market value.

**MOTION BY FLEISCHER, SECOND BY WEAVER FOR APPROVAL OF THE RATES AND CHARGES RECOMMENDATION.**

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

**d. Approve Mead & Hunt Agreement for te continued Air Service Consulting (SRAA-18-31)**

Gary reports that we've had a consulting agreement with Mead & Hunt, since start of airline service. We continue to need this service to assist with booking trends, market share, year-over-year travel data and where our passengers travel. These services are vital to the continued efforts of a successful air service. This new agreement is at a reduced rate and fits our needs better.

**MOTION BY FLEISCHER, SECOND BY SMITH FOR APPROVAL OF CONTINUING MEAD & HUNT CONSULTING SERVICES.**

**ROLL CALL VOTE: YEA— FLEISCHER, SHULTZ, SMITH, TOWER AND WEAVER. ABSENT— TEUBNER. 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-March & April 2018 monthly and yearly comparison air traffic count **(SRAA-18-32)**

Mr. Johnson reports that airport traffic continues to be busy.

Funding for the US Contract Tower Program is critical to ensure operations continue. A letter was sent in support of FAA funding of the Contract Tower Program requesting to be included in the Fiscal Year FY2019 budget. It is a good program for us and for our users.

Paul will be attending the meeting in Washington, DC in June.

#### ii. March & April 2018 monthly fuel sales report and fuel comparison **(SRAA-18-33)**

Mr. Johnson states that our fuel sales summary continues to be strong.

#### iii. Airline Service and Report on Airline Customer Survey

Paul reports results of the survey, with 960 responding. Some Highlights are: 90% were Stillwater Residents, 180 of those have never flown out of SWO just took the survey; 302 had flown 1 time and about 500 have flown more than 2 times. 55% were business travelers, 37% traveled for OSU business, 23% were leisure travelers. This information will help us figure out how we can do better and be a benefit to our marketing efforts.

In response to: Why fly Stillwater? 94% responded for convenience and location; 63% like free parking, 52% likes the short lines, and 23% was the price of tickets. 90% were likely to fly again.

700 people left comments. What can we do better? 1) 160 people wanted something done to the open air baggage claim area, 2) 140 people wanted additional destinations, like Chicago and Denver and 3) better times. Other suggestions were parking improvements, pave overflow lot. These are all good takeaways from the survey.

The Survey winner will receive a frequent flyer bag.

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

Gary Johnson reports that they are on Phase II of the project. A Tech has a new superintendent, who seems to be managing the construction flow better. We'll keep you updated on this project.

#### v. Update of Future Airport Projects-RW 4-22 Rehabilitation Project–Bid Schedule **(SRAA-18-34)**

Gary stated the RW 4-22 Rehabilitation Project has been advertised for proposals and a pre-bid meeting was held with potential bidders to discuss the project and answer questions. The bid opening is scheduled for next week, and will be presented to the Authority and City Council review and approval. The FAA grant application will be submitted after approval of the bids. A project schedule was included in the Authority packet for reference purposes. We will start this project after the completion of the Parallel Taxiway/Apron Expansion project is completed.

#### vi. FAA Funding Update – **(SRAA-18-35)**

Congress has added stimulus funding of \$1 Billion dollars per year over the next three years to the FAA for distribution to airports throughout the US. These funds are to be distributed through the FAA regional offices to Priority Airports, then to airports with justified needs. This special stimulus funding is in addition to the regular Airport Improvement Program funding and provides 100% project funding with no local matching funds. Stillwater is one of several Oklahoma Airports identified for inclusion in the stimulus funding.

vii. AERO-OK Aviation & Aerospace Advocacy Day April 24, 2018

Mr. Priegel reports, we set up a booth at the capital and it was a big success. We highlighted air service and offered giveaways. The 1<sup>st</sup> pilot that flew our inaugural flight was there to answer questions along with Karen Strawder, SWO Ground Supervisor for Envoy.

Gary announced he plans to retire on September 28, 2018. He's been working on a succession plan with great support from administration to ensure the airport moves forward. Paul is transitioning to be the next airport director. He brings a lot of skills, great talents, people skills and much more to this position. Gary said, It's been an incredible opportunity to work with the authority, city officials, chamber and many others.

Paul said we're planning a retirement celebration and when a date is confirmed, details will be provided.

Gary announces that we are looking at a "100,000 Passenger's Celebration" in August for our 2<sup>nd</sup> year anniversary of Air Service.

- b. Miscellaneous items from Authority Members

None

- c. Miscellaneous Items from the City Manager

None

**7. ADJOURN**

***MOTION BY SMITH, SECOND BY FLEISCHER FOR APPROVAL TO ADJOURN THE APRIL 5, 2018 MEETING***

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

The meeting adjourned at 1:02 p.m.

ATTEST:

  
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MARC TOWER, CHAIRMAN

  
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LEE ROY SMITH, SECRETARY