



Stillwater Regional Airport Authority  
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**MEETING MINUTES**

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

**August 16, 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, MARC TOWER & JOE WEAVER

MEMBERS ABSENT: FRED SHULTZ & RUSSELL TEUBNER

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

**3. CONSENT DOCKET**

- a. Approval of minutes: Special Meeting June 26, 2018

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

***ROLL CALL VOTE: YEA— FLEISCHER, SMITH, TOWER AND WEAVER. ABSENT— SHULTZ AND 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 June & July 2018 (SRAA-18-40)

Mr. Priegel states that the June income statement ends a fiscal year and July starts the new fiscal year. In June fuel sale amounts were up 25% from last year and revenue increased for the year. Year over year fuel sales are up due to price and volume increases. We are off to a smooth start.

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

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

**b. Rates and Charges Report (SRAA18-41)**

Mr. Priegel reports that the Rates and Charges Committee of Marc Tower, Chuck Fleischer, Gary Johnson and Paul Priegel met to discuss rates for building corporate hangars on the developed land south of the airport, near the MD-80. We were approached by current tenants and other pilots who ask about building their own hangar. The committee concluded that someone building a hangar would pay \$0.22 cents per sq. ft. for ground rate in addition to \$415 per linear ft. to connect to that developed area. This price is in line with similar airports and we hope to recover the City's investment.

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

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

**c. Bid Approval of Runway 4-22 Rehabilitation (SRAA-18-42)**

Mr. Priegel said that in June, you received one bid for RW 4-22 Rehabilitation that was above the FAA programmed amount and we were asked to re-bid with alternate options. On August 8, two re-bids were received with base and alternate options. FAA asked us to review the options to be considered for stimulus money and prioritize price and options. We met with LBR, Inc. and presented 6 options to FAA. Presented options ranged from overlay with crown and upgrade to LED lighting all the way to crown a 4 inch overlay and keeping the existing lighting. SRAA was asked to approve a range of sponsor share with \$396,173 maximum and \$322,346 minimum. The sponsor share is dependent upon FAA decision on presented options.

We are asking SRAA to review and move forward this matter to city council; with the understanding that FAA will guide us to one of the six presented options when the funding source and amount is determined. The deadline is September 15, 2018.

**MOTION BY WEAVER, SECOND BY FLEISCHER TO RECOMMEND THIS PROCESS FOR THE BID APPROVAL OF RW 4-22 REHABILITATION.**

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

**d. Hangar 1 Flight Center Lease Renewal (SRAA-18-43)**

Mr. Priegel states the owner of LynRho LLC dba Hangar 1 Flight Center of Stillwater requests the renewal of their lease agreement for a five (5) year term with one (1) five year option. They are a tenant in good standing; operating a flight training school and aircraft rental for users at the Stillwater Airport. If approved, this will run from October 1 until June 30, 2023 with the option to renew for an additional five (5) year term. We recommend approval by the City Council.

**MOTION BY FLEISCHER, SECOND BY WEAVER FOR HANGAR 1 FLIGHT CENTER LEASE RENEWAL.**

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

**e. DBE GOALS 2019, 2020, 2021 (SRA-18-44)**

Mr. Priegel presents that the airport has established Disadvantaged Business Enterprise (DBE) goals for the next 3 years in accordance with regulations of the US Department of Transportation (DOT). This is required because the airport has received federal grants. We are working with Blackshare Environmental Solutions to comply with 49 CFR Part 26 to ensure that DBEs have an equal opportunity to receive and participate in DOT assist contracts. Notifications of our goals have been published in a couple of Newspapers and websites.

**MOTION BY SMITH, SECOND BY FLEISCHER FOR THE AIRPORT'S DBE GOALS FOR 3 YEARS.**

**ROLL CALL VOTE: YEA— FLEISCHER, SMITH, TOWER AND WEAVER. ABSENT— SHULTZ AND 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-June and July 2018 monthly and yearly comparison air traffic count (SRAA-18-45)**

Mr. Johnson reports that June and July traffic numbers are up compared to the previous year.

**ii. June and July 2018 monthly fuel sales report and fuel comparison (SRAA-18-46)**

Mr. Johnson mentioned that fuel sales continue to be up, over the last year

**iii. Airline Service and Passenger Update-100K Passenger reached 7-30-2018**

Mr. Johnson states that Cynthia Martin, a local citizen, was our 100,000th passenger who flew out on July 30<sup>th</sup> from the Stillwater Airport. Our "Partnership Celebration" will be on August 24 at 10:30am at the Airport to celebrate our 2<sup>nd</sup> year of air service. City Manager McNickle, Mayor Joyce, OSU President Hargis, Secretary of Transportation Mike Patterson, TSA Steven Crawford and American Airlines/Envoy Karen Strawder will speak. Senator Inhofe will be there following the celebration.

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

Mr. Johnson reports that we are in phase II of this project, the longest phase. The contractor is still underperforming on the Parallel Taxiway and Apron By-pass project. They will have to redo those areas of stabilization that failed inspection. They are now on their 4<sup>th</sup> supervisor. It's been a very challenging project.

**v. Joint Capital Planning with FAA/OAC/COS September 20<sup>th</sup>**

Mr. Johnson welcomes FAA, OAC and City of Stillwater to look at what's going on here at the airport.

**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 AUGUST 16, 2018 MEETING**

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

The meeting adjourned at 12:55 p.m.

ATTEST:   
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MARC TOWER, CHAIRMAN

  
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LEE ROY SMITH, SECRETARY