
MEETING MINUTES

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

June 26, 2018

1. CALL SPECIAL MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:06 pm

2. ROLL CALL

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

MEMBERS ABSENT: FRED SHULTZ & JOE WEAVER

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

3. CONSENT DOCKET

- a. Approval of minutes: Special Meeting May 31, 2018

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

ROLL CALL VOTE: YEA— FLEISCHER, SMITH, TEUBNER AND TOWER. ABSENT—SHULTZ AND WEAVER. 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 May 2018 (SRAA-18-34)

Mr. Johnson states the May income statement is still looking strong. Working with CMO office and finance is very helpful through the last month of our fiscal year. We were able to paint the runway and purchased the departure terminal.

Congratulations to Melissa Reames, recently appointed as Deputy City Manager/CFO.

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

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

b. Approve Bid of 4-22 Rehabilitation (SRAA18-35)

Paul announced the bids for this project were higher than originally anticipated. Cost overruns are largely due to the project being completed during overnight hours so we do not interrupt commercial and day-to-day operations.

The Base Bid and at least one of the alternates is required to construct the project. The base bid includes all paving and supporting costs. Alternate 1 brings existing lights up to grade and Alternate 2 includes the addition of new LED lighting, cans, conduits and wiring. Since the total project costs have exceeded the grant amount FAA is seeking additional AIP funds to cover the full cost of the project Alternate 1 or 2 as we work to see what the possibilities are.

Russ recommends we accept the bid for purpose of pursuing the options to move it forward administratively; subject to available FAA funding and approval by City Council.

MOTION BY TEUBNER, SECOND BY FLEISCHER FOR APPROVAL TO APPROVE BID WITH SUITABLE OPTION.

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

c. Approve LBR, Inc. Amendment #7 (SRAA-18-36)

Paul explains that Amendment No. 7 for the LBR engineering contract provides services associated with the Rehabilitation of RW 4-22, like inspection, testing, administration, and survey of RW 4-22. Funding is programmed with FAA AIP Grant #3-40-0090-026-2018 and will go to City Council for approval.

MOTION BY SMITH, SECOND BY FLEISCHER FOR APPROVAL OF AMENDMENT NO. 7.

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

d. Discussion regarding construction phasing of Terminal Apron Project (SRAA-18-37)

FAA indicated that Stillwater needs to be ready to move forward with the planning and engineering contracts as needed for funding of the first phase of the apron expansion.

NO ACTION TAKEN

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

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

i. ATCT-May 2018 monthly and yearly comparison air traffic count (SRAA-18-38)

Paul reports that May traffic numbers are up at 6683 operations compared to the previous year.

ii. May 2018 monthly fuel sales report and fuel comparison (SRAA-18-39)

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

iii. Airline Service and Passenger Update

Gary Johnson states that the 3rd flight inbound is going well on Thursday, Friday, and Sunday with the outbound a lot weaker, based on data after 3 weeks. The Airline anticipated this and they are still committed to the flight. In August or September, they plan to schedule this flight a couple of hours earlier.

We are planning a 100,000 passenger celebration in August to celebrate our 2nd year of Air Service.

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

Gary reports that we are in phase II of the Parallel Taxiway and Apron By-pass project with a few rain delays, it will be into fall before it's completed.

v. FAA Funding Update

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 APRIL 5, 2018 MEETING

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

The meeting adjourned at 12:55 p.m.

ATTEST: _____
MARC TOWER, CHAIRMAN

LEE ROY SMITH, SECRETARY