



Stillwater Regional Airport Authority
Terminal: 2020-1 West Airport Road
Administration: 3304 N. Airport Industrial Access Rd.
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 21, 2019

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: JAMIE PAYNE

OTHERS ATTENDING: Melissa Reames, Kimberly Carnley, Justin Minges, Paul Priegel, Austin Helms & Susan Diel

3. CONSENT DOCKET

- a. Approval of minutes: Regular Meeting August 22, 2019

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

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

4. ITEMS REMOVED FROM CONSENT DOCKET - None

5. GENERAL ORDERS

- a. Consider Approval of Airport Advertising Policy (**SRAA-19-30**)

Mr. Priegel presented the Airport Advertising Policy as a guide to sell advertisement space and sell Fly Stillwater. If adopted, this will be an opportunity to solicit paid advertisers, generate revenue, support marketing and the promotion of airline service. The City is currently interviewing for a part-time Marketing Specialist dedicated to the Airport. We plan to use digital and print media to advertise inside

the airport; purchase software to manage digital advertisements and reports. A local sign company will be asked to review our space and give us their professional opinion of how to present advertisement in the best light in the terminal.

MOTION BY FLEISCHER, SECOND BY SMITH FOR APPROVAL OF THE ADVERTISING POLICY.

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

b. Set 2020 SRAA Meeting Dates **(SRAA-19-31)**

Mr. Priegel offers these proposed dates for SRAA meetings in 2020. They are on the 3rd Thursday of each month, except March is one week earlier, due to OSU's Spring Break. With your approval, these dates will be sent to the City Clerk as our official meeting dates in 2020.

MOTION BY SMITH, SECOND BY FLEISCHER FOR APPROVAL OF THE 2020 MEETING DATES.

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

c. Consider Approval of LBR Amendment #10 **(SRAA-19-32)**

Mr. Priegel presented Amendment #10 to LBR, Inc.'s multi-year agreement for Professional Engineering Services. This Amendment includes services for the design through construction of the South Apron, Phase 2 and the acquisition of a replacement Primary Airport Rescue Fire Fighting (ARFF) Apparatus. This is an FAA AIP Project planned for this budget year. The amendment outlines the total scope of services from beginning to end of this project.

Monty Karns, City Engineer, approved the amendment and will provide his Independent Engineering Fee Analysis (IFEA) report. Amendment #10 will go to City Council for approval.

MOTION BY WEAVER, SECOND BY FLEISCHER FOR APPROVAL OF LBR'S AMENDMENT #10, SUBJECT TO MONTHLY KARN'S REPORT.

ROLL CALL VOTE: YEA— FLEISCHER, SMITH, TOWER AND WEAVER. ABSENT— PAYNE 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-19-33)**

Mr. Priegel presented the Operational Summary Report. He stated that Jet A fuel sales were still down for the year. Although unknown, speculation has been that AA/Envoy didn't buy as much fuel or came in full. AV Gas sales are up. Looking at trends for the last 5 year, fuel sales are up with the exception of last year being a banner year. Overall profits or flowage fees continue to be up.

AV Gas Expansion will be going out for bid soon and hope it's completed by spring. OSU and military flights are keeping us busy.

ATC Counts are high. Back-taxi has started and we've discussed a plan with the tower for traffic efficiency.

Year to Date AA/Envoy Load factors are consistent with last year at 73.3%.

ii) Construction Progress Report (SRAA-19-34)

1. Reconstruct and Realign the Connecting Taxiway and Diagonal Section of the Parallel Taxiway System to Runway 17-35, and Install Bypass Taxiway
Update: A final inspection was held for the work completed by A-Tech on October 14. Contech began the final phase (phase 3) on November 12.
Items Remaining: Phase 3 of the project began November 12 with traffic control, mobilization, and pavement removal of angular TW D. This phase for 60 working date, should be done around February 12
2. Rehabilitate Runway 4-22 and Replace Lighting with LED Lighting
Update: Construction is underway beginning at TW A and all the way to the southwest end of Runway 4 for Haskell Lemon. They have progressed to the northeast end of RW 4-22 to begin work
3. Reconstruct Apron, North Portion
Update: Contech is the contractor for this project. They began work November 11 on phase 3 of the 17-35 parallel taxiway project and will begin the apron project once completed with the Phase 3 of taxiway.

During the apron construction, we will be working with airlines to move commercial flights to the center apron until the concrete is finished and then move them back.

The airport will be installing an indoor baggage return conveyor this month which is long overdue and going to be a much-appreciated addition to both passengers and airline agents alike.

The Construction Progress Report will be sent to the board via email, when no meetings are held that month. Ms. Carnley, reminded everyone: Do not reply-to-all on these emails, if you have questions, to ensure we do not have an issue with an unintentional quorum.

- c. Miscellaneous Items from the City Manager

None

- b. Miscellaneous items from Authority Members

None

7. **ADJOURN**

MOTION BY WEAVER, SECOND BY FLEISCHER FOR APPROVAL TO ADJOURN.

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

The meeting adjourned at 1:15 p.m.

ATTEST: _____
MARC TOWER, CHAIRMAN

CHUCK FLEISCHER, VICE CHAIRMAN