



**Stillwater Regional Airport Authority**  
Terminal: 2020-1 West Airport Road  
Administration: 3304 N. Airport Industrial Access Rd.  
Stillwater, Oklahoma 74075

Office: 405.372.7881 Ext. 5  
Fax: 405.372.8460

[www.Stillwater.org](http://www.Stillwater.org) - [www.FlyStillwaterOk.com](http://www.FlyStillwaterOk.com)

---

## MEETING MINUTES

Stillwater Municipal Building  
Via Zoom Video Conference  
Stillwater, Oklahoma 74075

July 16, 2020

---

### 1. CALL SPECIAL MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:00pm

### 2. ROLL CALL

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

MEMBERS ABSENT: NONE

OTHERS ATTENDING: Melissa Reames, Paul Priegel, Jenika Birdsong, John Dorman, Austin Helms & Foster Becquet

### 3. CONSENT DOCKET

- a. Approval of minutes: Special Meeting May 21, 2020

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

***ROLL CALL VOTE: YEA— FLEISCHER, SMITH, & TOWER. ABSENT— —NONE. ABSTAIN—NONE. MOTION CARRIED WITH THREE YEA VOTES.***

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

### 5. GENERAL ORDERS

- a. Review and take action on 2020-2021 Rates and Charges (**SRAA-20-18**)

Proposed changes to the 2020-2021 rates and charges include adding the cost of key replacement to the lock change fee, removing the per square footage for Airside Commercial and Landside land rental and replacing it with Fair Market Value (FMV), adding in the stipulation of "based aircraft" for the \$50 a

month tie down fee, and increasing "Level 3 Facility Fee" to \$2,000 to cover increased contract service costs for charter security screening.

In the future, the airport is also looking at contracting with a company to conduct a rates and charges study, which will be a part of our Master Plan, to help us evaluate our costs and charge our users for what it costs to run our airport.

In response to the proposal, Chairman Tower posed concerns over the way the airside and landside fee was structured. Particularly, Chairman Tower requested a legal review of the delineation between airside commercial and airside non-commercial and the potential for a variance in rates. City Attorney Dorman advised he would review and work with Mr. Priegel on the appropriate structure of the air and landside lease rates.

Based on further legal review needed, CA Dorman advised it would be acceptable for the Authority to approve all other Rates and Charges as proposed, excluding the values for land rental. The values for land rental would remain the same as last year's approved rates. Upon further legal review, if changes are needed that particularly line-item will be brought before Authority at a future meeting for additional consideration.

**MOTION BY TOWER, SECOND BY FLEISCHER FOR APPROVAL OF THE 2020-2021 RATES AND CHARGES, EXCEPT THE LAND RENTAL RATE.**

**ROLL CALL VOTE: YEA— FLEISCHER, SMITH, & TOWER. ABSENT— —NONE. ABSTAIN—NONE. MOTION CARRIED WITH THREE YEA VOTES.**

**6. REPORT FROM AIRPORT STAFF AND AUTHORITY**

- a. Miscellaneous Items from Airport Director and/or Staff.
  - i) Airport Operational Summary Report (**SRAA-20-19**)

Mr. Priegel gives the Operational Summary Report:

1. Expenditures and revenue: Even with the hit from the COVID pandemic, we were still able to outpace last year's revenue. Operational expenses were a little higher when compared to last year.
2. AV Gas and Jet A Fuel sales were down 24% year over year total, impacting our overall revenue collection for the year.
3. Air traffic control numbers are starting to increase gradually. July 7<sup>th</sup>, OSU Flight Center resumed operations as well as American Airlines resumed the midday flight.
4. Airline Load Factors are slowly going back up after bottoming out in April. June's numbers show a load factor of 39.8% and we've been told that July has been strong so far.

- ii) Construction Progress Report (**SRAA-20-20**)

Mr. Helms provided updates for the airport construction projects:

1. **Reconstruct and Realign the Connecting Taxiway and Diagonal Section of the Parallel Taxiway System to Runway 17-35, and Install Bypass Taxiway**  
Update: This project has been completed. It officially opened on the 23<sup>rd</sup> of June though it still needs a little sod work and paint fixes. It works and looks great!
2. **Rehabilitate Runway 4-22 and Replace Lighting with LED Lighting**

Update: All of the asphalt is now down and painting is almost complete. They are projecting being complete with this project in the next week or two. On the electrical side, all lights are now operational as well. We are tentatively planning a ribbon cutting ceremony sometime in Mid-August but are still awaiting possible COVID impacts.

**3. Reconstruct Apron, North Portion**

Update: All of the old asphalt has been removed and new surface concrete has been poured. They are now giving it some time to cure. There are a few cracks in certain areas but they plan to resolve those quickly. This entire project, which is made up of a few phases, is estimated to be complete by February 2021.

**4. Construct New South Apron**

Update: Duit broke ground on this project with dirt work on July 6<sup>th</sup>. They anticipate the entire project will be done by March 31<sup>st</sup> of 2021. This will add a lot of ramp space for our airport.

- c. Miscellaneous Items from the City Manager

None

- b. Miscellaneous items from Authority Members

None

**7. ADJOURN**

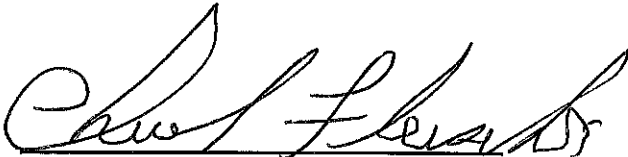
***MOTION BY FLEISCHER, SECOND BY SMITH FOR APPROVAL TO ADJOURN.***

***ROLL CALL VOTE: YEA— FLEISCHER, SMITH, & TOWER. ABSENT— —NONE. ABSTAIN—NONE. MOTION CARRIED WITH THREE YEA VOTES.***

The meeting adjourned at 12:53 p.m.

ATTEST:

  
\_\_\_\_\_  
MARC TOWER, CHAIRMAN

  
\_\_\_\_\_  
CHUCK FLEISCHER, VICE CHAIRMAN