



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

Via Zoom Video Conference  
Stillwater, Oklahoma 74074

May 21, 2020

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### 1. CALL SPECIAL MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:01pm

### 2. ROLL CALL

MEMBERS PRESENT (via Zoom): CHUCK FLEISCHER, LEE ROY SMITH & MARC TOWER

OTHERS ATTENDING (via Zoom): Melissa Reames, Kimberly Carnley, Jenika Birdsong, Paul Priegel, Austin Helms & Susan Diel

### 3. CONSENT DOCKET

- a. Approval of minutes: Regular Meeting February 20, 2020

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

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

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

### 5. GENERAL ORDERS

- a. Review and take action on bid recommendation for Bid #22 19/20 Aviation Fuel Storage Tank and Installation (**SRAA-20-08**)

Mr. Helms presented the Aviation Gas system upgrade and in June 2019, we accepted the \$200,000 grant from Phillips 66. We went through a competitive bid process for a 12,000 gallon tank and received bids higher than expected. After reviewing the bid specs, we decided to go with a standalone system for a 20,000 gallon tank instead of trying to tie in a new 12,000 tank to our existing system. We went out to bid and bids were opened May 6, 2020. Four bids were received and Innovation

Fueling Solutions was lowest, qualified at \$250, 608.48. Additional city funds have been identified to make up the difference between grant and bid amount. SRA Staff recommends awarding this bid to Innovation Fueling Solutions.

**MOTION BY FLEISCHER, SECOND BY SMITH FOR APPROVAL OF THE BID FOR THE AVIATION FUEL STORAGE TANK.**

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

- b. Review and take action on bid recommendation for Bid#15 19/20 Apron Reconstruction, South Portion (SRAA-20-09)

Mr. Priegel presented bid results for the south portion of the multi-year apron reconstruction. The attached sketch highlights this section. This project went out for bid on April 22 and we received multiple bids. Duit Construction had the lowest bid at \$5,590,708.50. This project will be 100% reimbursable through the FAA Airport Improvement Program and the CARES Act.

Airport staff recommends the award go to Duit Construction.

**MOTION BY SMITH, SECOND BY FLEISCHER FOR APPROVAL OF THE BID FOR THE SOUTH PORTION OF THE APRON RECONSTRUCTION.**

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

- c. Review and take action on bid recommendation for Bid#23 19/20 Acquire ARFF Primary Apparatus (SRAA-20-10)

Mr. Priegel presented the results of the bids for the replacement of our primary Aircraft Rescue Fire Fighting (ARFF) apparatus. Competitive bid process opened on May 13 and the lowest bid was from Rosenbauer Minnesota, LLC. The base bid, required by FAA, plus alternate 1 was \$770,361. The base bid of \$555,555 will be 100% reimbursable through FAA Airport Improvement Program and the CARES Act. The city has identified up to \$235,000 in funds to cover the bid amount over that provided by the FAA and other tools and equipment required to outfit the apparatus.

Airport staff recommends awarding the bid for primary ARFF Apparatus to Rosenbauer Minnesota, LLC.

**MOTION BY FLEISCHER, SECOND BY SMITH FOR APPROVAL OF THE PRIMARY ARFF APPARATUS BID**

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

- d. Consider extension of current airport pasture lease until 12/31/2020 (SRAA-20-11)

Mr. Priegel reports that we have nine tracts of hay and pasture land at the airport that is leased to Don and Mike Frank. This lease expires June 30, 2020 which falls in the middle of hay season, a major product of this lease. It is requested this lease be extended 6 month and reset to expire December 31, 2020. These multiple tracts go out for competitive bid this year and are subject to CPI increase.

Airport staff recommends extending the current lease agreement until December 31, 2020.

**MOTION BY FLEISCHER, SECOND BY SMITH TO APPROVE THE EXTENSION OF CURRENT HAY AND PASTURE LEASE.**

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

- e. Consider option to renew lease agreement for current OSU Flight Center **(SRAA-20-12)**

Mr. Priegel reports the annual lease for the OSU Flight Center's, 1818 W. Wright Drive, expires June 30, 2020. OSU wishes to renew their lease for one year, expiring June 30, 2021. OSU is in good standing and provide rent for the property.

Airport staff recommends extending the current lease agreement until June 30, 2021.

**MOTION BY SMITH, SECOND BY FLEISCHER FOR APPROVAL TO RENEW THE OSU FLIGHT CENTER LEASE AGREEMENT.**

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

- f. Consider option to renew Service Agreement for Stillwater Flight Center, Inc. **(SRAA-20-13)**

Mr. Priegel reports Stillwater Flight Center is our Fixed Based Operator (FBO) and the current service agreement expires June 30, 2020. As part of this agreement, SFCI collects and remits fees as well as monitors CTAF and Unicom frequencies outside of tower hours. This is a Multi-year agreement with this being their final option to renew. Stillwater Flight Center has been a long time tenant at the airport. We recommend renewal of their agreement to go through June 30, 2021. They are in good standing. These service agreement is budgeted in the FY2021 annual operating budget.

Airport staff recommends approving the renewal of the service agreement.

**MOTION BY FLEISCHER, SECOND BY SMITH FOR APPROVAL TO RENEW THE SFCI SERVICE AGREEMENT.**

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

- g. Consider Fuel Dispensing Permit Renewal for Stillwater Flight Center, Inc. **(SRAA-20-14)**

Mr. Priegel reports, on an annual basis, City Ordinance mandates all fuel dispensing permits be renewed. Currently, Stillwater Flight Center is our sole fuel retailer and included their annual application

for renewal. The current permit expires June 30, 2020. The application has been reviewed and they remain in compliance and in good standing with the airport.

Airport staff recommend renewal of their 2020-2021 fuel dispensing permit.

**MOTION BY FLEISCHER, SECOND BY SMITH FOR APPROVAL TO RENEW THE FUEL DISPENSING PERMIT.**

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

h. Consider option to renew lease agreement with Quality Aircraft Maintenance **(SRAA-20-15)**

Mr. Priegel reports on September 1, 2019, a multi-year lease agreement went into effect for Quality Aircraft Maintenance (QAM). This agreement's initial term expires June 30, 2020 but has three options to renew. Scott Minor, owner/operator of QAM, requested to exercise option 1 of 3 to renew. If approved the agreement will expire on June 30, 2021. They provide the airport revenue and currently in good standing. Their continued service has been a benefit to the airport and provides quality mechanical services to tenants, visitors and the OSU Flight Center, as needed.

Airport staff recommends approving the renewal of the lease agreement.

**MOTION BY SMITH, SECOND BY FLEISCHER FOR APPROVAL TO RENEW THE QUALITY AIRCRAFT MAINTENANCE AGREEMENT.**

**ROLL CALL VOTE: YEA— FLEISCHER, SMITH, AND TOWER. ABSENT—PAYNE. 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-20-16)**

Mr. Priegel gives the Operational Summary Report that the numbers were strong in February then COVID-19 hit the City and Nation for a decline. City wide, our accounts changed drastically.

1. Expenditures and revenue. Our revenue, through the end of April was up, year over year. Our Maintenance and Operations expenditures are on track to stay below revenues. COVID-19 has adversely impacted revenue collection due to sharp drop in fuel sales and activity.
2. Jet A Fuel sales are down 85% for the month due to COVID-19, a significant decrease. AV gas is still outpacing last year's total. Fuel sales are expected to finish the year down comparatively due to the significant decrease in activity in March, April and May. OSU Flight School, who consumes about 90% of our AVGas, will not resume flight training until after July 4<sup>th</sup>.
3. Air traffic count plummeted. March was low due to spring break and COVID-19 hit in late March, with a drastic drop finishing out March and into April. It's possible that May numbers will be over last year, due to last year's historic flooding and severe weather. Activity is slowly resuming and we are hopeful operations will rebound this summer.
4. Airline Load Factors dropped off in late March and got down to 8.8% for the month of April. Flights are down with reduced schedules for May and June. We received confirmation that our 2 flights a day will return on July 7. The 2-week numbers show our load factors are steadily increasing.

Currently, AA has implemented restrictions for 50 passenger planes to only take 35 passengers and a 44 passenger plane only 30.

5. As a result of the CARES Act, the airport received a little over \$1.1 million to go towards airport operating expenses and also 100% funding for the FY2020 FAA projects, which includes the south apron and replacement of primary ARFF apparatus.

ii) Construction Progress Report (SRAA-20-17)

Mr. Helms reports the airport construction projects updates:

**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 has been a long work in progress; Contech is working hard as often as possible around weather delays. They have poured all the concrete on phase 3. Now they are working on shoulders and electrical. They are on track to complete by the end of the month. The big thing left is marking.

**2. Rehabilitate Runway 4-22 and Replace Lighting with LED Lighting**

Update: Haskell Lemon had weather delays but so far have poured over 5,000 tons of asphalt. They were working on the northeast side and with the break in the mid-day flights, are able to work days between flights to complete the project. The rain has been the biggest challenge for grinding repairs and the electrical.

**3. Reconstruct Apron, North Portion**

Update: Contech started working outside the departure terminal. They took out the existing apron down to the base soil, then had to remove more soil to stabilize it and possibly add rocks to aid with drainage in the area. They estimate completion by the beginning of July, for this portion of the project. Also, looking at completion of the entire project by February, 2021.

- c. Miscellaneous Items from the City Manager

None

- b. Miscellaneous items from Authority Members

None

**7. ADJOURN**

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

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

The meeting adjourned at 1:02 p.m.

ATTEST:

  
MARC TOWER, CHAIRMAN

  
CHUCK FLEISCHER, VICE CHAIRMAN