



Stillwater Regional Airport Advisory Board
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MEETING MINUTES

Stillwater Municipal Building
Via Zoom Video Conference
Stillwater, Oklahoma 74075

February 18, 2021

1. CALL SPECIAL MEETING TO ORDER

Chairman Marc Tower called the meeting to order at 12:04pm

2. ROLL CALL

MEMBERS PRESENT: CHUCK FLEISCHER, LEE ROY SMITH, MARC TOWER, DERRICK DAVIES, & DENISE ROBERTS

MEMBERS ABSENT: NONE

OTHERS ATTENDING: Melissa Reames, Paul Priegel, Kimberly Carnley, Austin Helms, Justin Minges, Foster Becquet, & Shann Brashier

3. CONSENT DOCKET

- a. Approval of minutes: Special Meeting October 15, 2020

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

ROLL CALL VOTE: YEA— FLEISCHER, SMITH, TOWER, DAVIES, & ROBERTS. ABSENT— NONE. ABSTAIN—NONE. MOTION CARRIED WITH FIVE YEA VOTES.

4. ITEMS REMOVED FROM CONSENT DOCKET - None

5. GENERAL ORDERS

- a. Review and take action on proposed changes to Interim Car Rental Regulations regarding the inclusion of Transportation Network Companies. **(AAB-21-01)**

Mr. Priegel explained that it is time for the airport to begin looking at regulations and agreements with ridesharing Transportation Network Companies (TNC's), such as Uber and Lyft. This would allow the airport to receive a payment for every TNC car that enters a defined area, helps to ensure more regular service for passengers, and defines an official area for passenger pick-up. Kimberly Carnley mentioned this preliminary agreement was based on one from Wichita National Airport. Vice-Chairwoman Roberts provided input on the placement of the designated area. Member Smith mentioned the importance of great customer service on his rental car experience at Newark Airport, which Mr. Priegel responded saying customer service was the primary goal behind this decision.

MOTION BY FLEISCHER, SECOND BY ROBERTS FOR APPROVAL OF THE PROPOSED INTERIM RENTAL CAR STANDARDS

ROLL CALL VOTE: YEA— FLEISCHER, SMITH, TOWER, DAVIES & ROBERTS. ABSENT—NONE. ABSTAIN—NONE. MOTION CARRIED WITH FIVE YEA VOTES.

b. Review and take action on proposed Standard Lease Agreement for Short-Term Facilities Rental at Stillwater Regional Airport. **(AAB-21-02)**

Mr. Priegel explained that currently, the airport does not have official agreements with tenants in T-Hangars, Port-A-Ports, monthly tie-downs, etc. This would protect both the airport and the tenant in regards to insurance, minimum standards, maintenance, and more. Kimberly Carnley explained that this would cover month to month agreements and would help to fill a gap that the airport currently has. Vice-Chairwoman Roberts asked if this action stems from any issues the airport is currently facing with tenants. Member Davies asked about insurance requirements. Mr. Priegel mentioned that this will help the airport enforce FAA rules, as well as a contingency in case of issues that may arise in the future.

MOTION BY DAVIES, SECOND BY FLEISCHER FOR APPROVAL OF THE PROPOSED STANDARD LEASE AGREEMENT FOR SHORT-TERM FACILITIES RENTAL.

ROLL CALL VOTE: YEA— FLEISCHER, SMITH, TOWER, DAVIES & ROBERTS. ABSENT—NONE. ABSTAIN—NONE. MOTION CARRIED WITH FIVE YEA VOTES.

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

a. Miscellaneous Items from Airport Director and/or Staff.
(1) General Construction Update

Mr. Priegel mentioned that the airport has two construction projects that are still ongoing. The north apron has been on hold for two weeks due to the snow, though they will be beginning the

third phase soon. The south apron final inspection was scheduled for last week, though this was delayed due to the weather. There are a few punch list items left, though it should be open very soon.

Member Smith asked about how the winter weather has affected the airport. Mr. Priegel mentioned we've been able to handle maintenance issues quickly, and that the airport is in an overall great shape. The airport staff has worked hard to clear the airfield for two weeks straight. Even with the weather, the airport was able to clear snow and ice every day.

Member Davies asked about April scheduling. At this time, the airport has been told that the airline will assess demand and as it grows, the airline will add more flights. The airport is hopeful the vaccine will lead to an increase in travel, both for business and leisure travelers.

(2) Proposal of plan regarding the review and adoption of Airport Rates and Charges.

Mr. Priegel informed the board that the airport is looking at potentially reviewing our rates and charges based on cost analysis and fairness. This is more of a longer term solution as we slowly grow out of the COVID pandemic. Federal COVID relief will help the airport over the next few years.

b. Miscellaneous Items from the City Attorney

c. Miscellaneous items from the City Manager

None

d.. Miscellaneous items from the Advisory Board Members

None

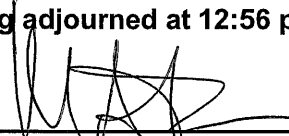
7. ADJOURN

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

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

The meeting adjourned at 12:56 p.m.

ATTEST:



Marc Tower, Chairman



Denise Roberts, Vice-Chairwoman