



Stillwater Regional Airport Authority
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MEETING MINUTES

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

February 20, 2020

1. CALL SPECIAL MEETING TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT: CHUCK FLEISCHER, JAMIE PAYNE, LEE ROY SMITH, MARC TOWER & JOE WEAVER

MEMBERS ABSENT: NONE

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

3. CONSENT DOCKET

- a. Approval of minutes: Regular Meeting November 21, 2019

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

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

4. ITEMS REMOVED FROM CONSENT DOCKET - None

5. GENERAL ORDERS

- a. Consider approval of an agreement for Airline Consultant Services by Mead and Hunt (**SRAA-20-01**)

Mr. Priegel offered the Airline Consultant agreement with Mead and Hunt. They have provided services since the beginning of commercial airline in 2016. They provide quarterly reports, performance monitoring, analyze data and strategic planning for marketing meetings. They also provide a mode of direct communication at the airline corporate level. This initial agreement for professional services will end on June 30, 2020 with two options to extend built into the agreement if both parties mutually agree. The total length of the agreement is 24 months.

We recommend approval of this agreement and Legal has reviewed it.

MOTION BY WEAVER, SECOND BY PAYNE FOR APPROVAL OF THE MEAD AND HUNT AGREEMENT.

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

- b. Review and take action on bid recommendation for BID #11-19/20 Aviation Storage Fuel Tank and Installation **(SRAA-20-02)**

Mr. Priegel mentioned that we accepted a grant in June of 2019 for an AV Gas upgrade, which would add a 12,000 gallon tank and replace the AV Gas pump and filter system as well as upgrade electrical. One bid was submitted which was significantly over our budget. We've worked with Phillips 66 to revise the bid specifications and believe re-bidding this project with the new bid specifications could potentially add significant cost savings, bringing this project to within our budget.

We recommend rejecting this bid and allow us to re-open the bid process for one within our budget.

MOTION BY WEAVER, SECOND BY FLEISCHER FOR APPROVAL TO REJECT THIS BID AND RE-OPEN THE BID PROCESS.

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

- c. Consider approval of an Off-Premise Rental Car Agreement with Avis Budget Car Rental, LLC. **(SRAA-20-03)**

Mr. Priegel submitted the Avis Budget off-premise rental car proposal, which has been reviewed by both parties. They will maintain their site west of town but want to service our facility by leasing 4 parking spaces, have a kiosk area, in addition to remit the standard 10% of gross revenue. This initial term will run from March 1 thru June 30, 2020. They requested the option to extend this agreement upon approval.

We recommend going forward with this agreement.

MOTION BY PAYNE, SECOND BY FLEISCHER FOR APPROVAL OF THE AVIS BUDGET AGREEMENT.

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

- d. Consider approval of an option to renew the Off-Premise Rental Car Agreement with Avis Budget Car Rental, LLC **(SRAA-20-04)**

Mr. Priegel continues that this will activate the option to extend the Avis Budget Agreement starting July 1, 2020 thru June 30, 2021.

Airport staff recommends approval of the option to extend the Avis Budget request.

MOTION BY WEAVER, SECOND BY SMITH FOR APPROVAL TO EXTEND THE AVIS BUDGET AGREEMENT.

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

- e. Consider Conceptual Site Plan for OSU Flight Center **(SRAA-20-05)**

Mr. Priegel presents the OSU Flight Center conceptual site plan. The OSU flight school makes up a significant amount of our annual airport operations. It was mutually decided the south side of the airfield by the MD-80 is the best location. This new facility will allow increased enrollment, aircraft fleet and the number of pilots operating out of this airport. We are bringing this conceptual site to the Authority to allow you to make a decision on the use of the general area proposed. If this conceptual site plan is approved for this general location for the new facility, the process will move forward. Once a final design is approved, Federal approvals and then a ground lease agreement will be put in place within the next couple of months. The expectation is to have the flight school completed by Fall of 2021.

Approval is recommended for the conceptual site plan.

MOTION BY SMITH, SECOND BY PAYNE FOR APPROVAL OF THE OSU FLIGHT CENTER CONCEPTUAL SITE PLAN.

ROLL CALL VOTE: YEA— FLEISCHER, PAYNE, SMITH, TOWER AND WEAVER. 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.
 - i) Airport Operational Summary Report **(SRAA-20-06)**

Mr. Priegel gives the Operational Summary Report:

1. Expenditures and revenue. Our revenues are up and we are outpacing our expenses. Continuing to scrutinize expenditures while also trying to make practical improvements has helped keep our expenses down. We have also worked with the FBO to ensure consistency in the assessment of various fees, particularly with our many charter flights. The addition of the airline's rent and landing fees have also proven to be very beneficial to our revenue stream.
2. AV Gas and Jet A Fuel sales are both doing very well. Jet A is still trying to gain ground from the summer when we saw a very low amount of Jet fuel sales.

3. Air traffic control numbers surpass last year. We have completed an air traffic study and submitted for review to hopefully justify keeping our ATC open an additional two hours each day. If approved the tower hours would be from 8am until 10pm daily.
4. Airline Load Factors continue to remain high. We have had 5 banner months in a row where our Load Factors have been the best they have been since beginning air service. We also saw an 8.5% increase in passenger numbers for 2019 with just over 58,000 passengers in and out.

ii) Construction Progress Report (**SRAA-20-07**)

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: weather has been an issue with snow and mud but they are working full days. On phase 3 they finished lime stabilization, poured the lean concrete and working hard to finish
 Estimated completion date is the end of March
2. Rehabilitate Runway 4-22 and Replace Lighting with LED Lighting
Update: they need 55 degree weather to lay down the asphalt on the NE end of the runway. It should be a quick process, if it stays warm. We will be working with our city engineer to devise a plan to make surface repairs to the taxiways that will hopefully get us by until we can get the FAA grant for a full rehabilitation of those taxiways in about 2 years.
 Estimated completion date is April 30
3. Reconstruct Apron, North Portion
Update: Contech is ready to start tearing out the apron. It will be divided into phases, starting with departure terminal to the runway.
4. South Apron
 We are the test case for FAA, who is looking to expedite the grant process. We know how much the grant is for. Our application has been submitted and the design is being reviewed.
 ARFF Truck money was released. The bid process will start in the next few months.

c. Miscellaneous Items from the City Manager

None

b. Miscellaneous items from Authority Members

None

7. ADJOURN

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

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

The meeting adjourned at 12:59 p.m.

ATTEST:



MARC TOWER, CHAIRMAN



CHUCK FLEISCHER, VICE CHAIRMAN