



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

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MEETING MINUTES

Stillwater Municipal Building
Room 1121-A
Stillwater, Oklahoma 74075

August 31, 2023

1. CALL SPECIAL MEETING TO ORDER

Chair Denise Roberts called the meeting to order at 12:03 pm.

Roll Call

MEMBERS PRESENT: DENISE ROBERTS, BILL ARRINGTON, MINDY MURRAY, PHIL THOMAS

MEMBERS ABSENT: DERRICK DAVIES

OTHERS ATTENDING: Brady Moore, Ashlyn Garis, Kellie Reed, Shawn Beale

2. CONSENT DOCKET

- a. Approval of minutes: Meeting May 18, 2023.

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

***ROLL CALL VOTE: YEA— ROBERTS, MURRAY, ARRINGTON, THOMAS
ABSENT— DAVIES MOTION CARRIED WITH FOUR YEA VOTES.***

3. ITEMS REMOVED FROM CONSENT DOCKET - None

4. GENERAL ORDERS

a. Update and discussion of new Terminal Building

Airport Director Kellie Reed provided information about the new terminal design, showing exterior and interior views of the terminal, including check-in counters, baggage claim, and departure gates one and two.

b. Update and discussion of Terminal Parking lot.

Airport Director Reed presented future airport roadway and parking lot design. Member Thomas asked if the development of Hargis Road was being considered and Interim City Manager Brady Moore said that Olsson Engineering was designing both projects and would ensure design objectives for each were addressed.

Member Thomas requested the Airport to request Olsson design a raised crosswalk (a sort of speed bump), with lighting and flashing lights from the north portion of the parking lot across four lanes of inbound traffic directly into the terminal. Member Thomas asked for a description of the three phases being proposed. Reed agreed to provide an update in the next meeting. Reed advised the board that Federal Aviation Administration (FAA) AIP funded projects shall remain non-revenue producing for their useful life. Additionally, she explained that one of the grant assurances to accept AIP grants is to ensure the Airport maintains a fee and rental structure that makes the Airport as self-sustaining as possible. A discussion occurred around the potential for a limited paid VIP parking lot that would be close to the terminal, but paid for with city funds only, and all other free parking lot development costs would remain 90% FAA funded, and 10% City match funded. For comparison, Reed also stated that the terminal costs are currently estimated at approximately 81% FAA funds and 19% Airport match.

Reed informed the board that if FAA funded, a portion of parking lot considered for revenue development may be reimbursed if a revenue parking lot is considered for development in the future. Olsson Engineering has been asked to segment pieces of the project so costs can more easily be tracked, should a future portion of the non-revenue parking lot be converted to a revenue lot. Revenue parking would be an asset to the Airport and to the City, to ensure the Airport continues to take steps towards strengthening the airport budget and becoming as self-sustaining as possible.

A discussion occurred about the \$6mil ATP grant being sought to help offset city costs. Reed advised the Airport is in the process of requesting letters of support for the new terminal project from regional legislators to submit as a package of support to the FAA with the application for consideration of award in the ATP program.

c. Update and discussion of Construction Manager at Risk (CMAR) Selection:

Reed advised the board that submissions for the CMAR were received. A committee is scheduled to review the CMAR submissions on September 6, 2023, the highest scoring submissions will be extended an offer for interview, from which the most qualified CMAR will be presented to City Council to seek their selection approval on October 2, 2023. Member Thomas asked who the Airport Owner's Representative would be for the terminal project, and Reed advised that she would act as Owner's Representative.

d. Presentation and discussion of parking lot monitoring program.

Reed explained there is concern that some users of airport parking lots may be taking advantage of free parking, and parking vehicles long term for uses other than commercial air travel. She explained the Airport is initiating a parking lot monitoring program to determine how many vehicles are parking at the airport for long periods of time, and the most common lengths of vehicle stay. The airport plans to continue to offer free parking, and may seek a solution for free parking for a finite time period, i.e. 10-14 days. The airport plans to assess the parking lot monitoring data to determine whether or not extended parking is an issue, and if so, collaborate with the city to develop airport parking ordinances that continue to offer free parking, however also offer paid permit parking for long-term parking needs. A discussion occurred related to tenant parking and potential changes to tenant and leaseholder parking due to terminal development changes. Member Roberts advised she has to pay for parking at DFW airport when she works from Dallas Fort Worth, and it is common for aviation tenants to reimburse the airport for their employees parking costs. Reed said she would provide information on tenant and rental car parking fees in the next meeting.

5. REPORT FROM AIRPORT STAFF AND AUTHORITY

- a. Miscellaneous Items from Airport Director and/or Staff.
- b. Miscellaneous Items from the City Attorney

None

- c. Miscellaneous items from the City Manager

Interim City Manager Moore advised the board that a grant was given to allow an economic development study to be conducted focusing on the west side of Stillwater Regional Airport which should be completed by late fall.

- d. Miscellaneous items from the Advisory Board Members

None

7. ADJOURN

MOTION BY ROBERTS, ARRINGTON FOR APPROVAL TO ADJOURN.

***ROLL CALL VOTE: YEA— ROBERTS, ARRINGTON, MURRAY, THOMAS
ABSENT— DAVIES MOTION CARRIED WITH FOUR YEA VOTES.***

The meeting adjourned at 1:07 p.m.

**ATTEST: _____
Denise Roberts, Chair**