



Together, Investing in Municipal Excellence

STILLWATER REGIONAL AIRPORT ADVISORY BOARD

THURSDAY, MAY 15TH, 2025
723 S. Lewis Street, Room 1121-A
Stillwater, OK 74074
12:00 P.M.

Chair Denise Roberts, Vice Chair Derrick Davies
Members: Bill Arrington, Mindy Murray, Phil Thomas

- 1. Call Meeting to Order
- 2. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Board will take action on these items collectively with a single vote or individually under Items Removed from Consent Docket. Should a Board Member elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action.

a.	Approve April 17th, 2025 Minutes
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- 3. Items Removed from the Consent Docket

Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the Board. The Board may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision or amendment.

- 4. General Orders

The Board will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Board under General Orders unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Board.

a.	Updates on terminal project. No action will be taken on this item.
b.	Updates on t-hangar 2 pavement project and segmented circle/traffic pattern indicator. No action will be taken on this item.
c.	Updates on Air Service. No action will be taken on this item.
d.	Updates on Airport Rates and Fees consultant selection. No action will be taken on this

	item.
e.	Discussion, consideration, and possible action to make a recommendation to City Council regarding the annual review of the proposed Airport Rates and Charges for FY2025-2026 and the consumer price index for FY2025-2026, including implementing the consumer price index adjustment to yearly leases and agreements.

5. Public Comment

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Board at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting.

6. Reports from Officers and Board Members

Announcements and remarks of general interest may be made by Board Members, Airport Director, City Manager or City Attorney. Items of City business that may require discussion or action including a vote or series of votes are listed below.

a.	Miscellaneous items from the Airport Director
b.	Miscellaneous items from the City Attorney
c.	Miscellaneous items from the Board Members

7. Questions and Inquiries

8. Adjourn

The Stillwater Regional Airport Advisory Board agendas are posted at the airport terminal and City Hall. Agendas are accessible to the public on the internet at stillwaterOK.gov.

The Stillwater Regional Airport Advisory Board and City of Stillwater encourage participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the airport administrative office at least 48 hours prior to the meeting by calling 405.372.7881, Ext. 5.

On _____, a true and correct copy of this agenda was posted at the airport terminal building at 2020-1 West Airport Road.

On May 13, 2025 @ 4:55 p.m. a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street. *Kodary*



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

Office: 405.372.7881 Ext. 5
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SPECIAL MEETING MINUTES

**Stillwater Municipal Building
Room 1121-A
Stillwater, Oklahoma 74075**

April 17, 2025

1. CALL MEETING TO ORDER

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

Roll Call

MEMBERS PRESENT: DENISE ROBERTS, DERRICK DAVIES, BILL ARRINGTON, PHIL THOMAS, MINDY MURRAY, ALANE ZANNOTTI

MEMBERS ABSENT: NONE

OTHERS ATTENDING: Kimberly Carnley, Kellie Reed, Duncan Craig, Serge Walzack, Brandon Ingham, Michelle Charles, Devon Shiplett, Caden Davis.

2. CONSENT DOCKET

- a. **Approval of minutes: Meeting November 1, 2024.**
- b. **Approve Continuation of previous board members – Item Struck**

MOTION BY MURRAY, SECOND BY ARRINGTON FOR APPROVAL OF THE CONSENT DOCKET.

***ROLL CALL VOTE: YEA— ROBERTS, DAVIES, MURRAY, ARRINGTON, THOMAS
MOTION CARRIED WITH FIVE YEA VOTES. NAY – NONE. ABSENT – NONE.***

3. ITEMS REMOVED FROM CONSENT DOCKET - None

4. GENERAL ORDERS

a. Update to Terminal Project.

Last structural beam placed, meeting re: furniture, fixtures and equipment held, overview of passenger boarding bridge, update on mural for entry and OSU charter lounge. Description of work packages, hope to get future state funding, upcoming work packages to be paid from FY 25 FAA funding.

b. Update on FAA Five Year Capital Improvement Plan (AAB 24-01) (No Action to be taken)

Air Traffic Control Tower cost estimate has been adjusted from \$12,000,000 to \$15,000,000 to reflect current costs. FAA Discretionary funds will pay for Phase 2 relocated access road and will seek City Council approval to apply for additional FAA Discretionary funds for the passenger boarding bridge.

c. Update regarding Airport Rates and Changes (AAB 24-02) (No Action to be taken)

Minor administrative changes have been approved by City Council. Working on a Request for Qualifications for a consultant to support a comprehensive analysis of current rates and fees, one response received, hope to move forward soon.

d. Discussion of Airport Events. No action taken.

- o Rescheduled Aggie Fly-In scheduled to be held in two weeks, also weather dependent.
- o Triennial Full-Scall Disaster Drill – Brandon Ingham successfully planned and coordinated the successful drill, SWO is grateful to OSU for use of the MD 80 aircraft.
- o A pop-up TSA Pre-Check enrollment event was held January 21 – January 24 with approximately 80 slots filled per day.

5. PUBLIC COMMENT - None

6. REPORTS FROM OFFICERS AND BOARDS

a. Miscellaneous Items from Airport Director and/or Staff

Update on recent Presidential Orders – Notice received earlier this year that certain federal grants may be at risk. FAA Airport's District Office (ADO) has expressed confidence that funding for the terminal project is stable and should not be affected.

b. Miscellaneous Items from the City Attorney - None

c. Miscellaneous Items from the Board Members

1. Discussion of Chair and Vice-Chair Appointments for 2025 Term

Arrington, Murray and Roberts have been reappointed to new terms by the City Council. Roberts to continue as Chair and Davies to continue as Vice Chair.

Motion by Arrington, second by Thomas. Yea - Roberts, Davies, Arrington, Murray, Thomas. Carried with five Yea Votes. Nay – None. Absent – None.

2. Roberts congratulates Airport Director Kellie Reed for being named Airport Director of the Year by the Oklahoma Airport Operators Association and for SWO being named Airport of the Year.

3. Zannotti is glad to be working with the Airport Advisory Board.

7. QUESTIONS AND INQUIRIES - None

8. ADJOURN

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

***ROLL CALL VOTE: YEA— ROBERTS, DAVIES, ARRINGTON, MURRAY, THOMAS.
MOTION CARRIED WITH FIVE YEA VOTES. NAY - NONE.***

The meeting adjourned at 12:23 p.m.

ATTEST:

Denise Roberts, Chair