



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
Fax: 405.372.8460

www.Stillwater.org - www.FlyStillwaterOk.com

MEETING MINUTES

Stillwater Municipal Building
Room 1121-A
Stillwater, Oklahoma 74075

May 19, 2022

1. CALL SPECIAL MEETING TO ORDER

Vice-chair Denise Roberts called the meeting to order at 12:01pm

2. ROLL CALL

MEMBERS PRESENT: BILL ARRINGTON, DERRICK DAVIES, DENISE ROBERTS, TIM HARDIN

MEMBERS ABSENT:

OTHERS ATTENDING: Kimberly Carnley, Foster Becquet, Melissa Reames, Caden Young

3. CONSENT DOCKET

- a. Approval of minutes: Regular Meeting February 17, 2022

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

***ROLL CALL VOTE: YEA— ROBERTS, DAVIES, ARRINGTON
ABSENT— —. ABSTAIN—HARDIN. MOTION CARRIED WITH THREE YEA VOTES.***

4. ITEMS REMOVED FROM CONSENT DOCKET - None

5. GENERAL ORDERS

- a. Consideration of final draft of the Minimum Standards for Aeronautical Activities and Services and possible recommendation to City Council. (AAB-22-01)

Mr. Becquet presented the final draft of the minimum standards. Only one comment was received from the 30 day public comment period. The Fixed Based Operator, Stillwater Flight Center Inc., mentioned that they agreed with the new standards. No further comments were received.

In addition, insurance requirements were updated to align with current airport standards and state law.

MOTION BY ROBERTS, SECOND BY DAVIES FOR THE RECOMMENDATION OF THE MINIMUM STANDARDS FOR AERONAUTICAL ACTIVITY TO CITY COUNCIL

ROLL CALL VOTE: YEA— ROBERTS, ARRINGTON, DAVIES, HARDIN ABSENT— ABSTAIN—NONE. MOTION CARRIED WITH FOUR YEA VOTES.

- b. Review and provide input on proposed Airport Rates and Charges for 2022-2023. (AAB-22-02)

Mr. Becquet described the changes on the 2022-2023 rates and charges as compared to last year, with a few new fees related to badging. This is due to increased costs forthcoming for the badging process. The airport also researched the costs at Lawton, Tulsa, and Oklahoma City and they are the same, or comparable, to the new Stillwater badge fees.

In addition, the annual Consumer Price Index has been calculated at 7.297%. This rate will be applied to all applicable ground leases.

MOTION BY DAVIES, SECOND BY ROBERTS FOR THE RECOMMENDATION OF APPROVAL FOR THE PROPOSED AIRPORT RATES AND CHARGES.

ROLL CALL VOTE: YEA— ROBERTS, ARRINGTON, DAVIES, HARDIN ABSENT— ABSTAIN—NONE. MOTION CARRIED WITH FOUR YEA VOTES.

- c. Receive nominations for and elect Advisory Board Chair and Vice-Chair.

Vice-chair Roberts was nominated for the Chair position. Member Davies was nominated for the Vice-Chair position.

MOTION BY ROBERTS, SECOND BY ARRINGTON FOR THE ELECTION OF CHAIR ROBERTS AND VICE-CHAIR DAVIES.

**ROLL CALL VOTE: YEA— ROBERTS, ARRINGTON, DAVIES, HARDIN ABSENT—
ABSTAIN—NONE. MOTION CARRIED WITH FOUR YEA VOTES.**

6. REPORT FROM AIRPORT STAFF AND AUTHORITY

- a. Miscellaneous Items from Airport Director and/or Staff.

(1) General Construction Update

Mr. Becquet provided an update on various security upgrades occurring around the airport, from access control to badging to perimeter improvements.

The airport recently picked up snow equipment from Tulsa International Airport, which will greatly improve the airports capabilities during snow and ice operations.

The middle apron project continues to move forward, with pouring now occurring in phase 2 of 4.

On April 9th, the airport conducted its triennial full-scale exercise, required by all commercial service airports. This tested the City's response capabilities, and also helped see where improvements need to be made.

- b. Miscellaneous Items from the City Attorney

None

- c. Miscellaneous items from the City Manager

None

- d.. Miscellaneous items from the Advisory Board Members

7. ADJOURN

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

**ROLL CALL VOTE: YEA— ROBERTS, DAVIES, ARRINGTON, HARDIN.
ABSENT— ROBERTS ABSTAIN—NONE. MOTION CARRIED WITH FOUR YEA VOTES.**

The meeting adjourned at 12:45 p.m.

ATTEST:


Denise Roberts, Chair


Derrick Davies, Vice-Chair