

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT AIRPORT AUTHORITY/ DAA

6:00 PM

**Roscoe J. Hatfield
Council Chambers,
Durant City Hall
AGENDA**

September 13, 2016

**DURANT CITY HALL
300 W. EVERGREEN, DURANT, OK
ROSCOE J. HATFIELD COUNCIL CHAMBERS**

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

- a. Consider Approval of Regular Meeting Minutes of August 9, 2016
- b. Consider Approval of Special Called Meeting Minutes of August 17, 2016

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Advisory Board to Address Council

4. Administration

- a. Consider Approval of Rehabilitative Runway 17-35 Grant (Design Only)
- b. Consider Approval of Environmental Runway Extension Justification for Runway 17-35

5. New Business

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 10th day of November, 2015 and that an agenda of said meeting was posted at the place of such meeting at 1:40 p.m. on the 9th day

of September, 2016.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 9/1/2016
To: Airport Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of August 9, 2016

Council Information / Action Requested

Approve Regular Meeting Minutes of August 9, 2016

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes - August 9, 2016	Exhibit	9/1/2016

Agenda posted on Durant City Hall Entry Door at This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 10th day of November, 2015 and that an agenda of said meeting was posted at the place of such meeting at 5:25 p.m. on the 5th day of August, 2016.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT AIRPORT
AUTHORITY OF August 9, 2016 AT 6:00 PM, Roscoe J. Hatfield Council
Chambers, Durant City Hall**

CALL TO ORDER

Chairman Hoffman called the meeting to order at 8:15 p.m.

ROLL CALL

Present: Trustee Chad Hitchcock	City Attorney Pat Phelps
Trustee Billy L. Orr	Acting City Manager Donnalla Miller
Trustee Jerry Tomlinson	City Clerk Cynthia J Price
Vice-Chairman Destry Hawthorne	
Chairman Stewart Hoffman	(*denotes partial attendance)

Absent: None

Chairman Hoffman declared a quorum.

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of July 12, 2016

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve consent item as presented. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

2. Consideration Items Removed from Consent

3. Administration

- a. Consider Approval of Request for Authorization to Purchase for Airport Operator's Share in Sales (RFAP #2016-142)

Approved

Jacque Wilson, Projects Manager, addressed council. Mr. Wilson stated the amount of the request for authorization to purchase is derived from the current contract which states the operator receives 67% of profits. The amount increased because of the increase in fuel sales. The current contract does not have cap.

Motion was made by Jerry Tomlinson and seconded by Destry Hawthorne to approve Request for Authorization to Purchase for Airport Operator's Share in Sales (RFAP #2016-142). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

- b. Consider Approval of Request for Proposal for Durant Airport Fixed Based Operations (FBO)

Approved

Jacque Wilson, Projects Manager, addressed council. Mr. Wilson stated this request for proposal is recommended as it is more extensive in that it outlays the operational structure and business plan and asks for creative solutions, The request for proposal will be put out for an extended time to allow for optimum response.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve Request for Proposal for Durant Airport Fixed Base Operations (FBO). Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

4. New Business

There was no new business.

Adjournment

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to to adjourn meeting. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson



The City of Durant

Office of City Clerk

Memorandum

Date: 9/1/2016
To: Airport Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Special Called Meeting Minutes of August 17, 2016

Council Information / Action Requested

Approve Special Called Meeting Minutes of August 17, 2016

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes - August 17, 2016	Exhibit	9/1/2016

Agenda posted on Durant City Hall Entry Door at This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 15th day of August, 2016 and that an agenda of said meeting was posted at the place of such meeting at 8:30 a.m. on the 16th day of August, 2016.

**MINUTES OF THE SPECIAL CALLED MEETING OF DURANT AIRPORT
AUTHORITY OF August 17, 2016 AT 5:00 PM, Roscoe J. Hatfield Council
Chambers, 300 West Evergreen, Durant, Oklahoma**

CALL TO ORDER

Chairman Hoffman called the meeting to order at 5:15 p.m.

ROLL CALL

Present: Trustee Chad Hitchcock	City Attorney Pat Phelps
Trustee Billy L. Orr	Acting City Manager Donnalla Miller
Trustee Jerry Tomlinson	City Clerk Cynthia J Price
Vice-Chairman Destry Hawthorne	
Chairman Stewart Hoffman	(*denotes partial attendance)

Absent: None

Chairman Hoffman declared a quorum.

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Contract Extension for Airport Management Contract (C-2016-23)

No Action Taken

Council Member Jerry Tomlinson asked that Item 1a be pulled for further discussion.

2. Consideration Items Removed from Consent

Projects Manager Jacque Wilson addressed council. Mr. Wilson stated a request for proposals for airport management services has been advertised. Mr. Wilson stated the contract extension is through November 30, 2016 to allow for proposals to be received, selection by council and a possible transition.

Motion was made by Jerry Tomlinson and seconded by Chad Hitchcock to approve contract extension for Airport Management Contract (C-2016-23). Motion Passed

with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson

Adjournment

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to to adjourn meeting. Motion Passed with the following vote:

Ayes: Hawthorne, Hitchcock, Hoffman, Orr, Tomlinson



The City of Durant

Office of City Clerk

Memorandum

Date: 9/9/2016
To: Airport Authority
From: Jacque Wilson, Projects Manager
Re: Airport Advisory Board to Address Council

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 9/9/2016
To: Airport Authority
From: Jacque Wilson, Projects Manager
Re: Consider Approval of Rehabilitative Runway 17-35 Grant (Design Only)

Council Information / Action Requested

Approve Rehabilitative Runway 17-35 Grant (Design Only)

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 9/9/2016
To: Airport Authority
From: Jacque Wilson, Projects Manager
Re: Consider Approval of Environmental Runway Extension Justification for Runway 17-35

Council Information / Action Requested

Approve Environmental Runway Extension Justification for Runway 17-35

City Staff Information / Action Follow-up, if Council authorizes this action: