

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, 300
West Evergreen,
Durant, Oklahoma
AGENDA**

November 14, 2017

**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 October 10, 2017

2. Consider Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

Citizens wishing to address the council regarding matters which are not listed on the agenda will be required to sign up no later than 5 minutes prior to the scheduled starting time of the meeting. The sign-in sheet will contain space for citizen's name, address, phone number, and topic to be discussed. In this way, city staff will be able to follow-up on any issues presented if necessary.

4. Administration

- a. Consider Approval of Request for Authorization to Purchase RFAP # 2018-85 in the amount of \$26,788.00 for the Purchase of a Complete Upgrade Kit for the Ceilometer Located at Eaker Field

5. Information Items

- a. Airport Manager's Monthly Report - October 2017

6. 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 17th day of November, 2016 and that an agenda of said meeting was posted at the place of such meeting at 4:30 p.m. on the 9th day of November, 2017.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 10/27/2017
To: Airport Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of October 10, 2017

Council Information / Action Requested

Approval of Regular Meeting Minutes of October 10, 2017

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 10.10.2017	Exhibit	10/27/2017

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 17th day of November, 2016 and that an agenda of said meeting was posted at the place of such meeting at 4:55 p.m. on the 6th day of October, 2017.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT AIRPORT
AUTHORITY OF October 10, 2017 AT 6:00 PM, Roscoe J. Hatfield Council
Chambers, 300 West Evergreen, Durant, Oklahoma**

CALL TO ORDER

Chairman Tomlinson called the meeting to order at 7:31 p.m.

ROLL CALL

Present: Trustee Destry Hawthorne	City Attorney Tom Marcum
Trustee Oden Grube	City Manager Tim Rundel
Trustee Mike Dills	City Clerk Cynthia J. Price
Vice-Chairman Chad Hitchcock	
Chairman Jerry Tomlinson	

Absent: None (*denotes partial attendance)

Chairman Tomlinson 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 September 12, 2017
- b. Request Approval to Designate the Oklahoma Aeronautics Commission to Act as an Agent of the City of Durant for a Project of the Rehabilitation and Extension of Runway 17/35 at the Durant Regional Airport - Eaker Field

Approved

Chairman Tomlinson requested that Item 1(b) be removed for further discussion.

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

Ayes: Dills, Grube, Hawthorne, Hitchcock, Tomlinson

2. Consideration Items Removed from Consent

Item 2(b) - Chairman Tomlinson recognized David Conway for his assistance with the Oklahoma Aeronautics Commission. Marty Cook, Interim Public Works Director, addressed the Authority and stated the Oklahoma Aeronautics Commission has been very helpful and he looks forward to working with them on this project.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve designation of the Oklahoma Aeronautics Commission to act as agent of the City of Durant for a project of the rehabilitation and extension of Runway 17/35 at the Durant Regional Airport - Eaker Field. Motion Passed with the following vote:

Ayes: Dills, Grube, Hawthorne, Hitchcock, Tomlinson

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. Information Items

a. Airport Manager's Monthly Report - September 2017

Durant Regional Airport Manager Dewayne Williams personally presented his report under the Durant City Council agenda.

5. New Business

There was no new business.

Adjournment

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

Ayes: Dills, Grube, Hawthorne, Hitchcock, Tomlinson



The City of Durant

Public Works Director

Memorandum

Date: 11/7/2017
To: Airport Authority
From: Marty Cook - Interim Public Works Director
Re: Consider Approval of Request for Authorization to Purchase RFAP # 2018-85 in the amount of \$26,788.00 for the Purchase of a Complete Upgrade Kit for the Ceilometer Located at Eaker Field

Vaisala Ceilometer CL31 measures cloud base height and vertical visibility in all weather - good or bad. Backscatter profiling performance and reliability in all weather conditions up to 25,000 feet (7.6 km). It is a compact and lightweight instrument for cloud base height and vertical visibility measurements. It detects three cloud layers simultaneously.

Recently our Ceilometer has been damaged by lightning and is no longer working. We are going to be repairing / upgrading this unit for continued use.

Council Information / Action Requested

Approval of Request for Authorization to Purchase RFAP # 2018-85 in the amount of \$26,788.00 for the purchase of a complete upgrade kit for the ceilometer located at Eaker Field.

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

ATTACHMENTS:

Description	Type	Upload Date
RFAP 2018-85	Cover Memo	11/8/2017

SPEND/CNTRCT#

INCODE PROJ#

RFAP#

2018-085

REQUEST FOR AUTHORIZATION TO PURCHASE

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and City of Durant Code: § 37.003-37.010

Item #

- 1 Item planned for spending (provide details):

Airport Ceilometer Sensor Upgrade Kit Complete (CL31)

- 2 Department requesting authorization:

Airport - Marty Cook

- 3 Bidding recommendation (award or reject along with name and contact information of vendor):

DBT Transportation Services

- 4 Estimated Purchase Date (M/D/Y):

November 16, 2017

- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)

- 6 Is this item included in the current FY budget (Yes/No)

Yes

- 7 GL account code:

015-065-503.80-53

- 8 Spending / purchase request details (complete below blanks):

- 8a Amount requested to spend

\$26,788.00

- 8b Item (new or replacement, if a capital item complete fixed asset form)?

Replacement

- 8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form?

No

If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)

- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review

No

- 8e Does the purchase involve Grant Funding (Yes or No)

No

- 8f What is the City Cash Match for the Grant

\$

- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)

- 9 Purchase is Planned By (complete appropriate item(s) below):

- 9a
- Informal Quotes**
- Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below). \$5,000):

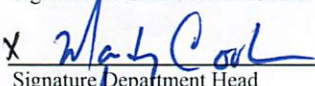
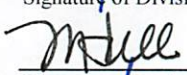
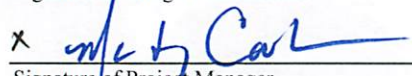
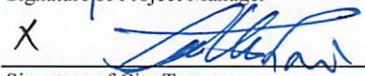
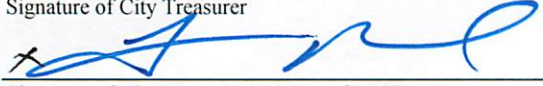
- 9b
- Formal Bids**
- Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:

- 9c
- State Contract**
- Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

- 9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:
- 9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.
- 9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.
- 9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

Our Ceilometer is a Vaisala Brand and has specifically designed upgrade kits making this a very unique upgrade. We have reached out to Vaisala and they provided DBT Transportation Services as a unique provider for this kit.

- 10 Signature & date blocks (complete appropriate sections):

	N/A	
10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
	X 	11-7-17
10b	Signature Department Head	date (M/D/Y):
	X 	11-7-17
10c	Signature of Division Head	date (M/D/Y):
		11-7-17
10d	Signature of Budget Administrator	date (M/D/Y):
	X 	11-7-17
10e	Signature of Project Manager	date (M/D/Y):
	X 	11-07-2017
10f	Signature of City Treasurer	date (M/D/Y):
	X 	11-7-17
10g	Signature of City Manager (only over \$2,000)	date (M/D/Y):

- 11h City Manager Comments:



QUOTATION No: 20170815-MTRO
DATE: 7/Nov/2017 1 (1)
Updated

Durnat Regional Airport (DUA)
Attn: Dewayne Williams, Manager
10 Waldron Drive
Durant, OK 73521

Phone: 580-920-0574
Email: aviation182dw@yahoo.com
cc: J. Wilson, Director of Public Works, jwilson@durant.org

Time of Delivery:
Approximately one (1) to two (2) weeks ARO.

Terms of Delivery:
FCA, Durant, OK

Prices:
Prices do not include taxes, if applicable
Shipping costs are included below.

Reference:
AWOS Ceilometer Sensor
Replacement / Upgrade

Contact Details:
Michael Trosclair
Phone: 303.330.7883
Fax: 970.237.3541
E-mail: mtrosclair@dbttranserv.com

Last Day of Validity:
30 Days from Quote Origination

Terms of Payment:
Net 30.

Qty	Part Number	Description	Unit Price	Total Price
1	DRW222589	Ceilometer Sensor Upgrade Kit Complete (CL31)	\$26,638.00	\$26,638.00
1	FREIGHT	Ground Freight Shipping Costs	\$150.00	\$150.00
Total Price in USD				\$26,788.00



QUOTATION No: 20170815-MTRO

DATE: 07/November/2017

PURCHASER'S ACCEPTANCE

This Quotation is deemed accepted when Purchaser returns the acknowledgement copy of this Quotation with a valid Purchase Order Number (when applicable).

The DBT Transportation Services Standard Terms of Sales are incorporated herein by reference.

Purchaser:

Billing Address:

Signature:

Title

Purchase Order

No:

Ship to Address:



October 11, 2017

To Whom It May Concern:

DBT Transportation Services LLC is the sole source provider for the United States Automated Weather Observing System – US AWOS. DBT Transportation Services purchased this line of business from the prior sole source provider Vaisala INC. in August 2016.

DBT Transportation Services LLC looks forward to serving your future AWOS needs.

Please contact cs@dbttranserv.com if additional information is needed.

Thank you

THE DBT Transportation Team



The City of Durant

Office of City Clerk

Memorandum

Date: 11/7/2017
To: Airport Authority
From: Dewayne Williams, Airport Manager
Re: Airport Manager's Monthly Report - October 2017

Council Information / Action Requested

Information only.

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

ATTACHMENTS:

Description	Type	Upload Date
Airport Manager's Monthly Report - October 2017	Exhibit	11/8/2017



Durant Regional Airport Eaker Field

Airport Managers Monthly Report

November 14, 2017

Dewayne Williams, F.B.O.

- **Fuel Sales – 2017 Year to Date**

- Avgas 100 Low Lead (100LL)**

- Year to Date – 30,169 Gallons

- Monthly Average – 3,016 Gallons

- October – 3,879 Gallons

- Jet A w/prist (Deicing additive)**

- Year to Date – 95,590 Gallons

- Monthly Average – 9,559 Gallons

- October – 8,600 Gallons

- **Hangars – 100% Occupancy**

- Interest is still high for both individual and corporate hangars.

- **Maintenance Issues**

- Runway edge lighting is currently in temporary service. Wise electric is scheduled Thursday 11/9/17, to evaluate the repairs needed to correct the issue

- AWOS (Automated Weather Observation System) is partially in operation. Ceilometer is not working and not repairable. Replacement of new Ceilometer under evaluation as of 11/7/17.

- **Questions/Concerns/Comments?**

- **Thank you.**