

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 CITY AIRPORT AUTHORITY/ DAA**

**4:00 PM**

**AGENDA**

**December 8, 2015**

**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 Minutes of Durant Airport Regular Meeting of November 10, 2015
- b. Consider Approval of Claims of November, 2015 - Durant Airport Authority

#### **2. Consider Items Removed from Consent**

#### **3. Information Items**

- a. Airport Projects Update - November, 2015

#### **4. Administration**

- a. Consideration Agreement with D & D Marketing Concepts, Inc. for Take to the Skies Airfest

### **ADJOURNMENT**

### **CERTIFICATE**

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Barbara Lilley, City of Durant



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 12/1/2015  
**To:** Mayor and City Council  
**From:** Barbara Lilley, Executive Assistant  
**Re:** Consider Approval of Minutes of Durant Airport Regular Meeting of November 10, 2015-

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The minutes from the November 10, 2015 Durant Airport Authority Regular Meeting are attached for review and approval.

### Council Information / Action Requested

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

#### ATTACHMENTS:

| Description                                            | Type            | Upload Date |
|--------------------------------------------------------|-----------------|-------------|
| Regular Airport Authority Meeting of November 10, 2015 | Backup Material | 12/2/2015   |

**MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT AIRPORT AUTHORITY OF  
NOVEMBER 10, 2015 AT 4:00 P.M., ROSCOE J. HATFIELD COUNCIL CHAMBERS, DURANT CITY  
HALL**

**CALL TO ORDER**

Meeting was called to order at 6:49 p.m. by Chairman Stewart Hoffman.

**ROLL CALL**

|          |                                |                                      |
|----------|--------------------------------|--------------------------------------|
| Present: | Trustee Chad Hitchcock         | City Attorney Pat Phelps             |
|          | Trustee Billy L. Orr           | Secretary Cynthia Price              |
|          | Trustee Jerry L. Tomlinson     | <i>(*denotes partial attendance)</i> |
|          | Vice-Chairman Destry Hawthorne |                                      |
|          | Chairman Stewart Hoffman       |                                      |

Absent: None

Chairman Hoffman stated that they did have a quorum.

**ORDER OF BUSINESS**

**1. Consent Items**

- a. Consider Approval of Minutes of Durant Airport Authority Regular Meeting of October 13, 2015
- b. Consider Approval of Claims

Motion made by Trustee Tomlinson and seconded by Trustee Orr to approve the Consent Items as presented. Motion carried with the following vote:

Aye: Hitchcock, Orr, Tomlinson, Hawthorne, Hoffman

Nay: None Abstain: None

**2. Consider Items Removed from Consent**

None

**3. Information Items**

- a. Airport Projects Update

This was for information only. No action was necessary.

**4. Administration**

None

**ADJOURNMENT**

Motion made by Vice-Chairman Hawthorne and seconded by Trustee Hitchcock to adjourn. Motion carried with the following vote:

Aye: Hitchcock, Orr, Tomlinson, Hawthorne, Hoffman

Nay: None Abstain: None



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 12/2/2015  
**To:** Mayor and City Council  
**From:** Barbara Lilley, Executive Assistant  
**Re:** Consider Approval of Claims of November, 2015 - Durant Airport Authority-

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### Council Information / Action Requested

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

#### ATTACHMENTS:

| Description                              | Type       | Upload Date |
|------------------------------------------|------------|-------------|
| Approval of Claims - DAA - November 2015 | Cover Memo | 12/3/2015   |

PAYROLL CLAIMS SUMMARY  
AS OF: NOVEMBER 30TH, 2015

06-DURANT AIRPORT AUTHORITY

| ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|------------------|-------------------|-----------------|----------------|------------------|-------------------|
|------------------|-------------------|-----------------|----------------|------------------|-------------------|

SALARIES AND BENEFITS



# The City of Durant

## Office of Technical Projects

### Memorandum

**Date:** 12/2/2015  
**To:** Mayor and City Council  
**From:** Jerry Yandell, Director of Technical Projects  
**Re:** Airport Projects Update - November, 2015-

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***South Hangar Access / Taxilane Project -***

Litigating construction issues

***Omni-Directional Lighting Project -***

Pre-construction held; Contractor to begin work in December, 2015

***Runway Overlay Project -***

Placed on CIP (Capital Improvement Projects) list with OAC for 2017

***Runway Extension Request -***

Meeting with FAA and OAC to finalize schedule for extension

### **Council Information / Action Requested**

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



# The City of Durant

## Office of Technical Projects

### Memorandum

**Date:** 12/2/2015  
**To:** Mayor and City Council  
**From:** Jerry Yandell, Director of Technical Projects  
**Re:** Consideration Agreement with D & D Marketing Concepts, Inc. for Take to the Skies Airfest-

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Attached is the agreement with D & D Marketing Concepts, Inc. for the Take to the Skies AirFest, scheduled for April 16, 2016 at Durant Regional Airport. D & D has provided this airshow the last 3 years and has done an excellent job in promoting the airport and surrounding area. Your acceptance of this agreement is requested.

### Council Information / Action Requested

Council approval

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

Execute agreement and distribute documents

### ATTACHMENTS:

| Description             | Type       | Upload Date |
|-------------------------|------------|-------------|
| D&D Marketing Agreement | Cover Memo | 12/2/2015   |

## **D&D Marketing Concepts Inc. Agreement for Take to the Skies AirFest with City of Durant and Durant Airport Authority**

**D&D Marketing Concepts, Inc., owner of Take to the Skies AirFest, will provide the following information and items.**

**Event Description:** One day family festival of aviation, April 16, 2016, featuring an exciting Air Show and family festival. Opening ceremonies will feature color guard, skydivers, Choctaw dancers and singers, a jet truck, aerobatic and formation flying and flyovers in a patriotic honor to our military services and veterans. Throughout the day there will be a variety of activities on site to attract all ages and lifestyles to the event, including static display of a variety of aircraft, rides offered to the public, demonstration flights, exhibits, food, vendors and children's activities. Friday, April 15, will be set up day and afternoon air show rehearsal. Our air show pilots will be available to talk to Aviation students at SOSU and visit local schools to speak with students.

**Purpose of Event:** To promote and showcase the City of Durant along with the Durant Regional Airport as a destination location throughout the state of Oklahoma, the vicinity of Lake Texoma, the Dallas/Ft Worth metroplex and North Texas as well as surrounding states along with national media exposure within the aviation community; to provide community exposure and involvement for the airport; to introduce various facets of aviation to the public and encourage interest and involvement in aviation to young adults thereby supporting them in achieving better grades in school, a drug free and clean outdoor lifestyle; to generate awareness for local business and awareness and funds for non-profit organizations participating in the festival; to create awareness for and education of the Choctaw Nation.

**Event Date:** April 16, 2016, Saturday, 10am-6:00pm

**Anticipated Attendance:** 6,000-8,000 on site and exposure to hundreds of thousands through advertising, marketing and public relations campaigns, website and social media.

**Additions:** In order to extend attendance throughout the day, and to attract attention to other types of aviation, there will be demonstration flights and flights offered to the public for purchase throughout the day, outside of air show performance times, in a variety of aircraft. We will have an FAA sanctioned TFR (Temporary Flight Restriction) in place for Air Show performance times and an FAA sanctioned waiver in place for the air show. An FAA approved air show aerobatic box will also be approved for the show. These are all the responsibilities of D&D Marketing Concepts Inc.

**Event Contact:** Debby Standefer 303.862.2869 [debby@ddmarketingconcepts.com](mailto:debby@ddmarketingconcepts.com) (Official website for Take to the Skies AirFest is [www.taketotheskiesairfest.com](http://www.taketotheskiesairfest.com) )

**Relationship:** The City of Durant and the Durant Airport Authority shall act as "host" for the Take to the Skies AirFest to be held at Durant Regional Airport-Eaker Field April 16, 2016 with set up and rehearsal April 15 and tear down complete April 17 morning. D&D Marketing Concepts Inc. shall act as the event organizer, owner and responsible party.

### **Responsibilities:**

D&D Marketing Concepts, Inc. will, with the cooperation and support of the Airport Manager:

- ✍ Coordinate security, traffic and crowd control, fire apparatus and ambulance support during the hours of the active air show activities with the Police and Fire departments.
- ✍ Provide additional facilities and utilities as required, to include lighting, portable toilets, electricity, etc.
- ✍ Provide staff for event execution and organizations for parking.
- ✍ Provide signage to direct attendees to parking, entrance, etc.
- ✍ Provide pre-event set up and post-event clean up to return premises to pre-event condition.

## D&D Marketing Concepts Inc. Agreement Page -2-

- ✍ Be solely responsible for all event expenses
- ✍ Provide a list of performers and dedicated amounts of fuel and oil prior to air show day and provide payment to FBO for the event aviation fuel bill upon receipt. Any aircraft not on the list, or amounts over what is provided on the list, will be responsible for its own fuel.
- ✍ All advertising and promotional opportunities and inquiries will be directed to D&D Marketing Concepts, Inc. air show office, to Debby Standefer, 303.862.2869 and [debby@taketotheskiesairfest.com](mailto:debby@taketotheskiesairfest.com).
- ✍ Event liability insurance, aka AirMeet policy, will be provided with the City of Durant added as an additional insured and provide certificates of insurance for property and bodily injury in the amounts of \$1,000,000 for each occurrence and \$2,000,000 aggregate. All aircraft will carry their own insurance with City of Durant as added additional insured.
- ✍ Ramp area utilized for static display, event set up and hot ramp operations will be supervised by event staff, including Civil Air Patrol and Commemorative Air Force, in coordination with the Airport Manager.
- ✍ Flight marshalling will be provided by the CAF and supervised by D&D Marketing Concepts Inc. to ensure the safe and smooth operation of the airport for both performers and tenants.
- ✍ Have designated responsible personnel on site during event hours.

### Further:

- ✍ Provide economic revenue through spectator consumer spending via lodging, gas, restaurants and retail business throughout the weekend.
- ✍ Utilize local business for as many event needs as possible keeping our money in the community, including event support services, rentals, supplies, pilot and staff lodging, gas, retail purchases, restaurants and more.
- ✍ Promote and drive traffic to and for the City of Durant and its local businesses and showcase Durant as a destination location providing invaluable marketing and assistance to the Chamber of Commerce and the Economic Development council.
- ✍ Promote airport services and awareness to the aviation community across the country to encourage fuel sales, maintenance and business attraction, particularly with the new hangars, as well as to the general public.
- ✍ Promote upcoming local events and opportunity for pilots to fly into the airport for events such as Magnolia Festival and Choctaw Casino rather than drive.
- ✍ Provide awareness of the Airport immediately and lasting throughout the year through event listings in national aviation publications (including Smithsonian Air & Space, AOPA, EAA, International Council of Airshows), a dedicated website and social media pages, press releases, media involvement.
- ✍ The City of Durant will be provided additional marketing via sponsorship and named throughout all marketing, promotion and press releases locally, regionally, throughout Oklahoma and Texas as well as nationally. We will promote Economic Development and Tourism through Spring of 2017 in our social media and on our website.
- ✍ Provide on site VIP opportunities throughout the air show
- ✍ Provide on site interaction with pilots and decorated veterans for VIP's
- ✍ Provide opportunities for hands on student involvement as appropriate and desired
- ✍ Provide media opportunities within the event for Airport and City personnel
- ✍ We will invite local businesses to have booths for exhibits, vendors
- ✍ We will promote the Veterans Airlift Command
- ✍ We will invite local non-profit groups to participate to raise awareness for their organizations and fundraise
- ✍ Provide thousands of dollars of fuel sales over the two days we will be at the airport both through our show planes, as well as those flying in to watch the show, military aircraft and those conducting public rides

**The City of Durant and the Airport would:**

- ✍ Allow the Take to the Skies AirFest to use the airport grounds on the assigned Friday through Sunday of the event. Our commitment is to return them to the condition they are currently in. Set up would start Thursday afternoon (April 14) and tear down completed on Sunday morning (April 17).
- ✍ Airport would only be closed to outside air traffic only during the actual air show performance Saturday (3 hours) and the Friday practice (3 hours) when we will operate under a waiver with an air boss in charge of the airspace.
- ✍ We will direct spectators to park at the Casino but would also like to park cars on the grass around the airport in a designated agreed upon area by airport manager and event organizers if necessary.
- ✍ We will need to have hangar space for the performing aircraft that must be hangared overnight or in case of inclement weather.
- ✍ We would like AV Fuel to donate a portion of the fuel for the show. Normally this is coordinated through the Airport Manager with the fueler.
- ✍ We would like the fuel that we purchase to be provided at a discount negotiated with the city based on the market value at the time of the event.
- ✍ Allow us to hold pilot briefings and pilot lunches in the terminal conference room.
- ✍ City of Durant will provide support services of fire and EMT support during air show hours. In return these departments would have displays and interact with the public, conduct fire safety training/demonstrations, recruitment, whatever their needs are.
- ✍ City of Durant will provide police assistance for traffic direction at ingress and egress. We would like the city to provide these services.
- ✍ Provide traffic direction on dynamic message boards as available
- ✍ Promote Take to the Skies AirFest on the City and Chamber websites and Facebook pages, in inserts in utility bills and other avenues as available in support.

D&D Marketing Concepts Inc. is responsible for all event expenses in conjunction with Take to the Skies AirFest and neither the City of Durant nor the Durant Airport Authority shall be held liable for any event expenses. D&D Marketing Concepts Inc. takes full responsibility for all acts and omissions related to the organization, marketing and execution of Take to the Skies AirFest and shall hold the City of Durant and the Durant Airport Authority harmless for any claims arising out of the negligence of D&D Marketing Concepts Inc.

Duly authorized representatives of the parties have executed and delivered this Agreement to be effective as of the Effective Date.

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Debby Standefer  
President & CEO  
D&D Marketing Concepts Inc  
Take to the Skies AirFest

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Stewart Hoffman, Mayor, City of Durant

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City Clerk

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Chair, Durant Airport Authority

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Secretary