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** **December 10, 2019**

AGENDA

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 8, 2019
   b. Consider Approval of Regular Meeting Minutes of November 12, 2019
2. **Consider Items Removed from Consent**
3. **Information Items**
   a. Airport Manager Monthly Report - November 2019
4. **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.
5. **Administration**
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 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 10:40 a.m. on the 6th day of December, 2019.

_____

Cynthia J. Price, City of Durant

Agenda Item: 1.a.

The City of Durant

Office of City Clerk

Memorandum

Date: 11/18/2019
To: Airport Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of October 8, 2019

These minutes were inadvertently left off of the November 12, 2019 agenda.

Council Information / Action Requested

Approval of Regular Meeting Minutes of October 8, 2019

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 10.8.2019	Exhibit	11/18/2019

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 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 4:22 p.m. on the 4th day of October, 2019.

MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT AIRPORT AUTHORITY OF October 8, 2019 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma

CALL TO ORDER

Chairman Grube called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Trustee Mike Morris
Trustee Danny Sherrer
Trustee Jerry Tomlinson
Vice Chairman Steve Brittingham
Chairman Oden Grube

Interim City Manager Paul Buntz
City Attorney Tom Marcum
City Clerk Cynthia J. Price

Absent: None

(*denotes partial attendance)

Chairman Grube 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 10, 2019

Approved

Motion was made by Steve Brittingham and seconded by Jerry Tomlinson to approve consent item as presented.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. New Business

Council Member Morris requested Airport Manager Katie Hefner submit a monthly report for the November 12, 2019 meeting and each month thereafter.

Adjournment

Motion was made by Steve Brittingham and seconded by Mike Morris to adjourn meeting.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

Agenda Item: 1.b.

The City of Durant

Office of City Clerk

Memorandum

Date: 11/17/2019
To: Airport Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of November 12, 2019

Council Information / Action Requested

Approval of Regular Meeting Minutes of November 12, 2019

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 11.12.2019	Exhibit	11/18/2019

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 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 12:05 p.m. on the 5th day of November, 2019.

MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT AIRPORT AUTHORITY OF November 12, 2019 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma

CALL TO ORDER

Chairman Grube called the meeting to order at 7:23 p.m.

ROLL CALL

Present:	Trustee Mike Morris	City Manager John Dean
	Trustee Danny Sherrer	City Attorney Tom Marcum
	Trustee Jerry Tomlinson	City Clerk Cynthia J. Price
	Vice Chairman Steve Brittingham	
	Chairman Oden Grube	

Absent: None (*denotes partial attendance)

Chairman Grube declared a quorum.

1. Consideration Items Removed from Consent

2. Information Items

a. Airport Manager Monthly Report - October 2019

3. Citizen Comments on Non-Agenda Items

4. Administration

a. Consider Approval of Resolution # 2019-26 to Update Certain Fees for the Durant Regional Airport - Eaker Field

Approved

Public Works Director Marty Cook and Airport Manager Katie Hefner addressed council and reviewed the proposed changes to the fee schedule. The updated fees would be effective January 1, 2020.

Motion was made by Jerry Tomlinson and seconded by Steve Brittingham to approve Resolution 2019-26 to update certain fees for the Durant Regional Airport - Eaker Field.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

5. New Business

There was no new business.

Adjournment

Motion was made by Steve Brittingham and seconded by Danny Sherrer to adjourn meeting.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

Agenda Item: 3.a.

The City of Durant

Office of City Clerk

Memorandum

Date: 12/4/2019
To: Airport Authority
From: Katie Hefner, Airport Manager
Re: Airport Manager Monthly Report - November 2019

Council Information / Action Requested

Information only.

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

ATTACHMENTS:

Description	Type	Upload Date
Airport Manager Monthly Report - November 2019	Exhibit	12/4/2019

Durant Airport Monthly Report – November 2019

October 2019 Fuel Sales

- Avgas 100LL – 2,435 gallons and $9,693 in sales
- Jet A/prist – 1,696 gallons and $6,275 in sales

*Special Note: Fuel sales extremely low due to the primary runway closure and subsequent decrease of turbine/jet aircraft traffic.

Hangars

- 100% Occupancy.
- Hangar door repairs 98% completed. One hangar door needing additional repairs.

Maintenance Issues

- Fuel tanks and truck in need of service, replacement of hoses, filters, and fire extinguishers. Awaiting final quote for service, parts, and labor. Projected estimated to be between $15,000 - $20,000.
- Concreate behind large hangar to be repaired this month.
- Ongoing issues with electric gate. Short-term repairs to be determined until new fencing installed with 2024 CIP grants.

Safety Issues

- Ramp, fuel truck and fuel tanks awaiting new fire extinguishers from vender.
- Spill kits have been acquired for both fueling stations.

Construction Update

Taxiway and runway extension phase complete. Runway overlay stage nearly complete. 80% electrical work complete. Currently using existing taxiway for landing and take-offs. Projected

completion estimated for mid-January. Date for re-opening ceremony to be determined this month.