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AIRPORT ADVISORY BOARD

4:00 PM

**Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma**

May 3, 2023

AGENDA

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

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 for April 5, 2023 Airport Advisory Board Meeting

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Directors Report

4. Administration

- a. Lease Renewal Changes
- b. Potential Security Upgrade

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 30th day of December, 2022 and that an agenda of said meeting was posted at the place of such meeting at 03:30 p.m. on the 27th day of April, 2023.



Tamme Collins, City of Durant

MINUTES OF THE MEETING OF AIRPORT ADVISORY BOARD
April 5, 2023 AT 4:00 PM, Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma

CALL TO ORDER

Chairman Dan Craige called the meeting to order at 4:02 p.m.

INVOCATION/FLAG SALUTE

Board Member Olsen provided the invocation.

ROLL CALL

Present:

Board Member Dufur*
Board Member Moore
Board Member Olsen
Board Member Tucker
Board Member Thomas
Chairman Dan Craige

*Board Member Dufur joined @ 4:07 p.m.

Absent:

Board Member Lambert
Board Member Stuteville
Vice Chairman Sherrer

ORDER OF BUSINESS

1. Consent Items

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- a. Consider approval for January 4, 2023 Minutes

Motion To: Approve January 4, 2023 Minutes

Motion By: Board Member Olsen

Seconded By: Board Member Thomas

Ayes: Dufur, Moore, Olsen, Tucker, Thomas, Craige

Nays: None

Abstain: None

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Manager's Report

4. Administration

5. New Business

No New Business

ADJOURNMENT

Motion To: Adjourn

Motion By: Board Member Dufur

Seconded By: Board Member Craige

Ayes: Dufur, Moore, Olsen, Tucker, Thomas, Craige

Nays: None

Abstain: None

Durant Regional Airport Report

During the month of April we have noticed a slight drop in the total fuel sales at the airport. We are unsure at this time as to the cause of this drop but we are working a few different avenues in terms of recruiting more customers to the airport. With that being said, we have reached almost 4,000 operations at the airport for the month.

I am working with Titan fuels to become a primary fuel stop for Corporate and charter aircraft. We are still working on getting into the military contract fuel program. We are currently waiting on the National Guard to send us a letter of intent for military aircraft to receive fuel at our airport. Once we have this LOI we will then be able to start working with the DOD to get into the contract fuel program.

We are currently working on a ramp repair project at the airport. Our entrance stub at A3 had some major pavement issues. To address this our Street department has come out and is assisting on the repair work. The section of pavement removed was 50 ft. long and approx. 4-5 ft. wide. We have consulted with KSA on the mix for the concrete going to be used for the patch.

Starting with the new round of lease agreement signing coming up, the airport is going to request some new information in regards to aircraft on the field. If current tenants wish to sign a new lease they are going to need to provide some additional information. This is to ensure that all hangars at the airport are being used for proper purposes.

When tenants are filling out the lease agreements the Airport is now going to require a current Air-worthiness certificate or one that has expired within the year. Should an expired air-worthiness certificate be presented then there will need to be a plan submitted as well that will state how long until the aircraft will regain the air-worthiness certificate.

Should the aircraft be in maintenance then a maintenance plan will need to be submitted that will outline the plan of the owner to get the aircraft flyable. The airport will allow for up to one year; however, the airport will make for extensions on a case-by-case basis.

There will also be the start on an annual hangar inspection at the airport. This will be announced per a notice to all tenants stating the dates of the inspection. This inspection will simply be to ensure that the hangar is in good working condition, check all mechanical components of the lift system, ensure lights and electrical are operating properly and document repairs needed.

We will also be requiring all tenants to give a copy of their hangar key or access code to all city owned hangars. This is in the event that we do not currently have a copy or code. All this information will be gathered before the signing of the lease agreement. Any tenant that refuses any of the above mentioned items will not be allowed to sign a lease agreement and will be asked to vacate their current hangar ASAP.

The Airport is looking into revamping some of the security aspects at the airport. One of these items being looked into is redoing the main drive through gate access system. We are looking at putting in a card reader system and cameras to monitor this entrance. This means that the current key code access and remote access will go away.

Once the card system is in place, the airport is looking at a \$25 dollar initial card fee with \$5 for any extra cards. All tenants would be authorized 2 cards and if there is a need for additional cards, this will be handled on a case by case basis. All businesses that are at the airport will be authorized 1 card for each of their employees. Any outside businesses that have dealings at the airport will be handled on a case by case basis.

We are considering about getting a card machine at the airport so as to be able to print the cards quickly on-site and would work with the City IT department to have the cards coded. This would allow the airport to better control access to the airport. This would also allow us to shutoff access to cards that were either lost, stolen, being used improperly and any that have left.