

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

6:00 PM

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

May 9, 2023

AGENDA

This meeting will include videoconferencing. Mayor Tucker will be appearing remotely using videoconferencing via Google Meet. Vice Mayor Simulescu, Council Member Fuller, Council Member Miller and Council Member Sherrer will be physically present at the meeting site.

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 of Regular Meeting Minutes of April 11, 2023
- b. Consider Approval of Special Called Meeting Minutes of April 25, 2023
- c. Consider Approval of KSA Task Order Number 102153 Durant Regional Airport B-C Ratio Calculation and FCT

2. Consider Items Removed from Consent

3. Administration

4. 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 8th day of November, 2022 and that an agenda of said meeting was posted at the place of such meeting at 5:31 p.m. on the 3rd day of May, 2023.



Cynthia J. Price, City of Durant



The City of Durant

Memorandum

Date: 5/9/2023
To: Mayor and City Council
From: Cynthia Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of April 11, 2023

Council Information / Action Requested

Approval of Regular Meeting Minutes of April 11, 2023

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

ATTACHMENTS:

1. Durant Airport Authority Minutes 04112023 cjp

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 8th day of November, 2022 and that an agenda of said meeting was posted at the place of such meeting at 1:00 p.m. on the 6th day of April, 2023.



Cynthia J. Price, City of Durant

MINUTES OF THE MEETING OF DURANT AIRPORT AUTHORITY

April 11, 2023 AT 6:00 PM

Roscoe J. Hatfield Council Chambers

300 West Evergreen

Durant, Oklahoma

CALL TO ORDER

This meeting was called to order by Acting Chairman Sherrer at 7:30 p.m.

ROLL CALL

Present:

Trustee Steve Brittingham

Trustee Humphrey Miller

Trustee Curtis Morris

Acting Chairman Danny Sherrer

City Attorney Tom Marcum

City Manager Lisa Taylor

City Clerk Cynthia J. Price

Absent:

None

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 of Regular Meeting Minutes of March 14, 2023

Motion To: Approve Consent Item as Presented

Motion By: Humphrey Miller

Seconded By: Steve Brittingham

Ayes: Brittingham, Miller, Morris, Sherrer

Nays: None

Abstain: None

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Director Monthly Report - March 2023

4. Administration

5. New Business

There was no new business.

ADJOURNMENT

Motion To: Adjourn Meeting

Motion By: Steve Brittingham

Seconded By: Humphrey Miller

Ayes: Brittingham, Miller, Morris, Sherrer

Nays: None

Abstain: None



The City of Durant

Memorandum

Date: 5/9/2023
To: Mayor and City Council
From: Cynthia Price, City Clerk
Re: Consider Approval of Special Called Meeting Minutes of April 25. 2023

Council Information / Action Requested

Approval of Special Called Meeting Minutes of April 25. 2023

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

ATTACHMENTS:

1. Special Called Durant Airport Authority Minutes 04252023 cjp

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 April, 2023 and that an agenda of said meeting was posted at the place of such meeting at 3:00 p.m. on the 17th day of April, 2023.



Cynthia J. Price, City of Durant

MINUTES OF THE MEETING OF DURANT AIRPORT AUTHORITY
April 25, 2023 AT 12:00 PM
Durant Regional Airport
10 Waldron Road
Durant, Oklahoma

CALL TO ORDER

Chairman Tucker called the meeting to order at 12:15 p.m.

ROLL CALL

Present:

Trustee Lauran Fuller*
Trustee Humphrey Miller
Trustee Danny Sherrer
Vice Chairman Mike Simulescu
Chairman Martin Tucker
City Attorney Tom Marcum
City Manager Lisa Taylor
City Clerk Cynthia J. Price

Absent:

None

* Partial Attendance

ORDER OF BUSINESS

1. Administration

- a. Budget Workshop to Include Presentations and Discussion on the Preliminary FY 23-24 Budget

ADJOURNMENT

Motion To: Adjourn Meeting

Motion By: Humphrey Miller

Seconded By: Mike Simulescu

Ayes: Miller, Sherrer, Simulescu, Tucker

Nays: None

Abstain: None



The City of Durant

Memorandum

Date: 5/9/2023
To: Mayor and City Council
From: Joshua Matekovic, Operations Supervisor
Re: Consider Approval of KSA Task Order Number 102153 Durant Regional Airport B-C Ratio Calculation and FCT

Council Information / Action Requested

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

ATTACHMENTS:

1. 102153 task order for signature

TASK ORDER FORM

This is Task Order No. 102153,
consisting of 6 pages,
dated _____.

KSA Project Number: 102153

Owner Project (or Purchase Order) Number:

Project Name: Durant Regional Airport B-C Ratio Calculation and FCT

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated April 13, 2021 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

- A. Owner: Durant Airport Authority
- B. Title: Durant Regional Airport B-C Ratio Calculation and FCT Program Application
- C. Description: Durant Regional Airport is interested in the FAA's Contract Tower Program. The first step is to calculate the B-C ratio using the FAA's B-C model and complete a report. The second task will be a Federal Contract Tower Program Application
- D. Number of Construction Contracts: 0

2. Services of Engineer

- A. Provide the services in Exhibit A – Schedule of Engineer's Services as outlined below:

a. Study and Report Phase:

Task 1 - Preparation of the BCA and Report:

- Compiling of the latest Terminal Area Forecast (TAF) and/or other traffic count data
- Explanation of benefit categories included in benefit calculation
- Explanation of estimated cost data used in the BCA
- Calculation of B-C ratio using the current FAA B-C model, establishment criteria, estimated costs & traffic data (actual FAA APO calculation may be somewhat different)
- Analysis of B-C ratio with a sensitivity analysis if result is close to or below 1.0

Task 2 - Preparation of the FCT Program Application Package:

- Data gathering with assistance from airport staff
- A cover Letter of Interest to the FAA
- Previously completed BCA & Report
- Narrative including justification for participation in the FCT Program
- Data for the FAA to run an official BCA - operations, based aircraft, costs, etc.
- Memorandum of Understanding with the FAA
- Site Specific Information - traffic issues, events, FBO, photos, letters, etc.

b. Preliminary Design Phase:

Not Included

c. Final Design Phase:

Not Included

- d. *Bidding or Negotiating Phase:*
Not Included
- e. *Construction Phase:*
Not Included
- f. *Commissioning Phase (or Operational Phase):*
Not Included

- B. Additional Services of ENGINEER: As noted below, the ENGINEER is hereby authorized to perform the following additional services as outlined in Exhibit A – Paragraphs 2.01 and 2.02:

Included	Excluded		
☐	☒	a.	Design Survey
☐	☒	b.	Grant or Loan Application
☐	☒	c.	Storm Water Pollution Prevention Plan
☐	☒	d.	Environmental Assessment
☐	☒	e.	Environmental Information Document
☐	☒	f.	Resident Project Representative Services
☐	☒	g.	Construction Survey (Baselines and Benchmarks)
☐	☒	h.	Geotechnical Investigation
☐	☒	i.	Materials Testing
☐	☒	j.	Analytical Testing
☐	☒	k.	Reimbursable Expenses (Mileage, Printing, Postage & etc.)
☐	☒	l.	Easement or Boundary Surveys
☐	☒	m.	Easement or Boundary Descriptions
☐	☒	n.	Land Acquisition Services
☐	☒	o.	TxDOT Utility Installation Request Applications
☐	☒	p.	Operation and Maintenance Manual
☐	☒	q.	Other:
☐	☒	r.	Other:
☐	☒	s.	Other:
☐	☒	t.	Other:
☐	☒	u.	Other:
☐	☒	v.	Other:
☐	☒	w.	Other:

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, except as modified by this Task Order.

4. Times for Rendering Services

[illegible]

Note:

Should review times exceed those identified above, the project schedule will be extended accordingly.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Work Task	Study & Report Phase	Preliminary Design Phase	Final Design Phase	Bidding Phase	Construction Phase (See Note Two)	Commissioning Phase	Total	Payment Method (See Note 1)
Task 1	\$5,000.00						\$5,000.00	Lump Sum
Task 2	\$10,000.00						\$10,000.00	
Subtotal	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	

								Hourly Rate and Reimbursable Expenses
Subtotal								
Total	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	

Notes:

¹ Payment Method: Fees shown for services to be provided on the basis of Hourly Rates and Reimbursable Expenses as shown in Par. 6 of this Task Order are estimated only and are not considered lump sum or not-to-exceed values.

² Construction Phase Basic Service assumes a construction period of N/A consecutive calendar days. ENGINEER's work on this phase beyond the construction period will be billed at hourly rates.

6. Hourly Rates and Reimbursable Expenses Schedule

Rates for hourly work and reimbursable expenses effective on the date of this Agreement are:

Principal	\$290.00/hour
Senior Aviation Planner	\$220.00/hour
Aviation Planner	\$180.00/hour
Electrical Engineer	\$185.00/hour
Electrical Design Engineer	\$155.00/hour
Senior Project Manager	\$235.00/hour
Project Manager	\$190.00/hour
Senior Project Engineer	\$180.00/hour
Project Engineer	\$155.00/hour
Senior Design Engineer	\$145.00/hour
Design Engineer	\$125.00/hour
Senior Project Architect	\$220.00/hour
Project Architect	\$145.00/hour
Design Architect	\$105.00/hour
Senior Engineering Technician	\$205.00/hour
Engineering Technician	\$110.00/hour
Senior Design Technician	\$125.00/hour
Design Technician	\$ 90.00/hour
Project Assistant	\$120.00/hour
Senior CAD Technician	\$100.00/hour
CAD Technician	\$ 90.00/hour
Senior Project Representative	\$115.00/hour
Project Representative	\$100.00/hour
Graphic Designer	\$ 75.00/hour
Grant Administrator	\$135.00/hour
Administrative Assistant	\$ 90.00/hour
Secretary	\$ 60.00/hour
Three-Man Survey Crew	\$200.00/hour
Two-Man Survey Crew	\$170.00/hour
Senior Registered Surveyor	\$180.00/hour
Registered Surveyor	\$150.00/hour
Senior Survey Technician	\$120.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.65/mile
ATV (4-Wheeler)	\$100.00/day
GPS	\$100.00/day

Reimbursable Expenses (Travel, Lodging, Copies, Printing)	Actual Cost
Outside Consultants	Cost + 15%

NOTE: The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually as of January to reflect equitable changes in the compensation payable to Engineer.

7. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

OWNER: Durant Airport Authority

ENGINEER: KSA Engineers, Inc.

By: _____

By: _____

Name: _____

Name: Joncie H. Young, P.E.

Title: _____

Title: Director of Client Services

Date Signed: _____

Date Signed: 4/18/2023

Engineer License or Firm's
Certificate No. F-1356

State of: Texas

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Lisa Taylor

Name: Adam Marsh

Title: City Manager

Title: Senior Project Manager

Address: PO Box 578
Durant, OK 74702

Address: 2720 Washington Drive
Suite 120
Norman, OK 73069

E-Mail Address: ltaylor@durant.org

E-Mail Address: amarsh@ksaeng.com

Phone: 580-931-6650

Phone: 405.548.1279

Fax: _____

Fax: 888.224.9418



The City of Durant

Memorandum

Date: 5/9/2023
To: Mayor and City Council
From:
Re: Administration

Council Information / Action Requested

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

ATTACHMENTS: