

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.

AIRPORT ADVISORY BOARD

4:00 PM

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

December 6, 2023

AGENDA

CALL TO ORDER

INVOCATION/FLAG SALUTE

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. Consideration of approval of the minutes for September 6th meeting

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Director's Report

4. Administration

- a. Approval of the 2024 Meeting Schedule

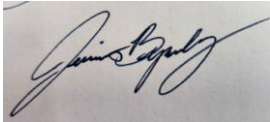
- b. Discussion, Consideration and Possible Action on Approving the Durant Regional Airport Gate Card Policy
- c. Discussion, Consideration and Possible Action of Approving the Durant Regional Airport Gate Card Application Form
- d. Discussion, Consideration and Possible Action on Approving Annual Hangar Inspection

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 20th day of December, 2022 and that an agenda of said meeting was posted at the place of such meeting at 3:00 p.m. on the 4th day of December, 2023.



Jessica Byerly, City of Durant

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 02:30 p.m. on the 30th day of August 2023.



Margaret Gilles, City of Durant

MINUTES OF THE MEETING OF AIRPORT ADVISORY BOARD
September 6, 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 4:00 p.m.

INVOCATION/FLAG SALUTE

Board Member Stuteville provided the invocation. Board Member Moore led the flag salute.

ROLL CALL

Present:

Board Member Dufur
Board Member Moore
Board Member Stuteville
Board Member Thomas
Vice Chairman Sherrer
Chairman Dan Craige

Absent:

Board Member Lambert
Board Member Olsen

None

ORDER OF BUSINESS

1. Consent Items

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- a. Consider Approval of July 5, 2023 Meeting Minutes

Motion To: Approve of Regular Meeting Minutes of July 5, 2023

Motion By: Board Member Moore

Seconded By: Board Member Dufur

Ayes: Dufur, Moore, Stuteville, Thomas, Sherrer, Craige

Nays: None

Abstain: None

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Director Report

4. Administration

5. New Business

ADJOURNMENT

Motion To: Adjourn

Motion By: Board Member Dufur

Seconded By: Board Member Stuteville

Ayes: Dufur, Moore, Stuteville, Thomas, Craige, Sherrer

Nays: None

Abstain: None

Durant Airport Monthly Report – November 2023

Airport Monthly Sales

• Avgas 100LL -	\$14,496.34	2,948.85 Gallons
• Jet A w/Additive -	\$90,189.36	19,109.9 Gallons
• Self-Serve 100LL -	\$19,935.55	2,787.11 Gallons
• Total fuel Sales –	\$124,621.25	24,845.86 Gallons
• Total Monthly Sales -		217
• Parking/Misc -	\$5,650	
• Total Sales -	\$130,271.25	

- 1) The loan from DIA to the Airport Authority was accepted. This loan will be utilized to be able to facilitate the building of a hangar for Air Evac.
- 2) The airport was able to get some funds transferred to allow the first step in starting our security upgrades at the airport. This is the first of many upgrades we are wanting to implement at the airport. We will have card access at the gate, intercom availability, cameras at the gate and a camera on every hangar bank to be able to have surveillance down every bank.
- 3) We are still moving forward on our AWOS replacement project. All the contracts have been signed and now we are simply waiting on DBT to get all the equipment in and ready to move forward.
- 4) Monthly operations for the airport as of November 30th were 4,652.

Fuel Flow in November 2023 compared to November 2022.

100LL Full Serve flow increased by 765.88 Gallons.

100LL Self-Serve flow increased by 2,061.54 Gallons.

Jet A fuel flow has increased by 7,115.9 Gallons.

Schedule of Regular Meetings for Airport Advisory Board

Calendar Year 2024

Monthly on the First Wednesday of the month, unless otherwise noted

DATE	TIME	LOCATION
January 3rd	4:00 P.M.	Durant City Hall Council Chambers
February 7th	4:00 P.M.	Durant City Hall Council Chambers
March 6th	4:00 P.M.	Durant City Hall Council Chambers
April 3rd	4:00 P.M.	Durant City Hall Council Chambers
May 1st	4:00 P.M.	Durant City Hall Council Chambers
June 5th	4:00 P.M.	Durant City Hall Council Chambers
July 3rd	4:00 P.M.	Durant City Hall Council Chambers
August 7th	4:00 P.M.	Durant City Hall Council Chambers
September 4th	4:00 P.M.	Durant City Hall Council Chambers
October 2nd	4:00 P.M.	Durant City Hall Council Chambers
November 6th	4:00 P.M.	Durant City Hall Council Chambers
December 4th	4:00 P.M.	Durant City Hall Council Chambers

Filed By:
Cynthia Price, Cemetery Administrator
Durant City Hall
P.O. Box 578
Durant, OK 74702-0578
(580) 931-6641

Filed in the office of the Durant City
Clerk on October 20, 2022.

Cynthia J. Price, City Clerk

Durant Regional Airport

Policy for Security Gate Card

Procedures & Fee's

The primary purpose of the access gate is to attempt to deter unauthorized vehicle traffic in the secured area of the airport. By reducing this unauthorized traffic, the airport hopes to achieve three objectives:

1. Protect property by reducing the chance of theft and vandalism.
2. Reduce the chance of aircraft/vehicle collisions.
3. Prepare for possible security upgrades for future airport improvements.

All individuals seeking gate card access will need to sign a movement / non-movement area sheet.

Upon issuance of the gate cards, the holder agrees not to allow any unauthorized access of the Airport property or commit any violations to the FAA, State, City or Airport Rules and regulations or Minimum Standards. Should any violation of this policy or rules and regulations/minimum standards be allowed by gate card holder, the following steps will be taken:

1. First Offense - Written Warning
2. Second Offense - Deactivation of gate card for no less than a 24 hour period.
3. Third Offense - Loss of gate card access privileges for up to 6 months.

If there are repeat violations, the Airport Director will revoke gate card access privilege indefinitely.

Simply being able to fly a plane does not justify the need to have gate card access.

All T-Hangar lessees approved by the Airport Director, are allowed either one card for themselves and one for their spouse or designee or two cards for themselves. Issuance of any additional gate cards will be on an as needed basis to entities that have legitimate business on the airfield. If a need for hangar access by an individual with no gate card arises, the person can be escorted by a gate card holder, designee or as needed Airport Staff. Gate card access will be issued for all emergency services departments.

All concession agreements and businesses that operate on the Airport will have gate cards issued for their employees. These cards will be active for a year at a time and if the operator comes back in for renewal they will be movement area / non-movement area certified. This will be on an annual basis as well and the Airport staff will work with the company to set up training dates and times so as to not interfere with the business.

The Airport Director will make the determination if additional cards are warranted. The City Manager will review any protest of this decision.

After proceeding through the gate, it will automatically close behind the gate card holder. It will be the gate card holder's responsibility to ensure that no unauthorized vehicles follow them through the gate onto the secured area. The gate will automatically open for all vehicle traffic leaving the airport.

Each Hangar/Storage area/Authorized business will be assessed the the following costs:

- \$25.00 for the first card

- \$ 5.00 for each additional authorized card

- \$25.00 for replacement of any lost card

The attached application form shall be completed and returned to the Airport Director. Payment will be required for the approved application prior to receiving card(s).

Any individuals that will be away from the airport for an extended period of time, (i.e. deployments, business travel, ect.) will inform the Airport Director if there will be someone to monitor the aircraft during this time frame. ***This does not guarantee gate card access.*** Any individuals that leave the Airport permanently need to make every reasonable effort to return their gate card. Upon being informed of any individual leaving the airport permanently, the Airport administration will deactivate the gate card.

City of Durant
Durant Regional Airport
Security Gate Card Application

1. Gate cards will be issued as authorized by the Airport Director.
2. Gate Cards shall only be utilized by the persons assigned on this form.
3. Report lost or stolen gate cards immediately to the Airport Administration.
4. The City of Durant and the Durant Regional Airport are not liable and the Signatory shall hold harmless and indemnify the City of Durant for any injury or damage that may result due to a gate card holder's or their invitee(s) use of the gate at the Durant Regional Airport.
5. Tenant Cards will be valid for 2 years from the date of issuance.
6. Business Cards will be valid for 5 years from the date of issuance.

Tenant/Business: _____

Hangar Location: _____

Gate Cards Requested: _____

I, _____, Gate card recipient, acknowledge that I have read, Understand, and agree with the terms for gate card issuance at the Durant Regional Airport.

Signature: _____

Office Use Only

Photo Taken:

For Business or Personal

Yes____ No____

Business: _____ Personal: _____

Date Submitted for Processing: _____

Submitted by: _____

Issuance	Charges	Gate Cards Issued	Gate Cards Issuance Date	Gate Card Expiration Date	Staff Initials
Initial	\$25 Per	# _____			
Additional	\$5 Per	# _____			
Replacement	\$25 Per	# _____			

Note: Mark "Lost, Stolen or Damaged" if applicable in the expiration date column

Business

Issuance	Charges	Gate Cards Issued	Gate Cards Issuance Date	Gate Card expiration Date	Staff Initials
Initial for Staff	\$0 Per	# _____			
Replacement	\$5 per	# _____			

Note: Mark "Lost, Stolen or Damaged" if applicable in the expiration date column

2024 Hangar Inspections

The Durant Regional Airport will be conducting the first annual Airport Building Inspection. Airport staff will be going around conducting airport compliance checks. These routine inspections will be checking to ensure the hangars are staying in compliance with all FAA Hangar Use Policies and Durant Regional Airport Rules and Regulations.

All Hangar inspections will be conducted between July 1st – July 5th and July 8th – July 12th 2024, between 7 a.m. and 12 p.m.

Please contact Airport Administration at (580) 920-0574 or email jmatekovic@durant.org by June 24th, 2024 to request a preferred time during one of the available inspection dates. Should you be unable to be present for the inspections, we will need to have someone else onsite. This is to sign any necessary paperwork on the tenant's behalf or possibly provide access.

We would like to this time and remind everyone that per the FAA hangar use policy as well as Durant Regional Airport Rules and Regulations, it is prohibited to use storage hangars for any purpose other than aeronautical activity. Storing non-aeronautical items in hangars on airport property does not constitute an aeronautical use. Privately built and privately owned hangars are not exempt from the guidelines or standard airport sponsor assurances.

In preparation for the inspection, please make sure that your hangar meets the following standards:

- Extension cords cannot be plugged into an outlet (unless for approved aircraft trickle chargers)
- Ensure that all non-aeronautical items in hangar were pre-approved through Airport Director.

All on-airport hangars must only be used to store aircraft, items used on or for aircraft or items for privately owned hangars during the use of aircraft in hangar. Examples of permitted items allowed in Aircraft Hangars include but are not limited to:

- Aircraft tow bars or aircraft towing equipment.
- Aircraft flight log, maintenance logs and storage containers or filing cabinets as needed for storage of these logs.
- A desk to be able to conduct flight planning or other aeronautical related purposes.
- Refrigerators or appliances used for personal convenience while using the hangar.
- Trickle battery chargers for aircraft batteries (these may be attached and active to aircraft batteries).

The temporary parking of personally owned vehicles or other reasonable modes of transportation are authorized to be in the hangar by aircraft owner/lessee of the hangar during use. Short term storage of non-aeronautical items in hangars should be first brought to the Airport Director for approval. These items are not to interfere with the movement of the aircraft in or out of the hangar. Long term storage of non-aeronautical items is prohibited in hangars, these items are not limited to;

- Boats, Motorcycles, ATV's, Automobiles, recreational vehicles, campers, trailers, ect.
- Household items that do not have any aeronautical purposes.
- General Storage of non-aviation related items.

Other violations of FAA hangar use policy or Durant Regional Airport rules and regulations include but are not limited to;

- Use of hangar as a residence
- Operation of a non-aeronautical business
- Activities which displace the aeronautical contents of the hangar or impede access to aircraft or other aeronautical contents of the hangar.
- Long-term storage of derelict aircraft and parts.

If during the inspections any violations of FAA hangar use policy or Durant Regional Airport Rules and Regulations are identified, the tenant will be given 30 days to correct. Should an aircraft be found in non-compliance, tenant will be allowed 180 days (6 Months) fix aircraft and get proof of current annual, current registration and air worthiness certificate.

Airport Staff will also be conducting a current maintenance inspection of the hangar. Staff will be inspecting cables, lifting motor, rollers, guide wheels and lights. Should any items be identified staff will make a notation and start working on a maintenance plan to repair documented issues. Should you have any questions please feel free to contact Airport Administration at jmatekovic@durant.org or call the Airport at (580)920-0574. We appreciate your efforts and cooperation to ensure compliance with these regulations.

Sincerely

Joshua Matekovic

Airport Director