

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**

May 1, 2024

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 the March 6th meeting

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Directors Monthly Report

4. Administration

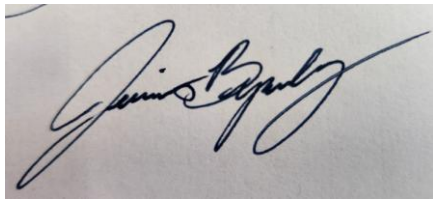
- a. Discussion, Consideration and Possible Recommendation on Accepting Bid C-2023-37-BID for the Runway and Taxiway Marking Project.

5. New Business

ADJOURNMENT

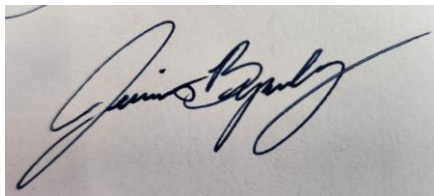
CERTIFICATE

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 October, 2023 and that an agenda of said meeting was posted at the place of such meeting at 1:00 p.m. on the 29th day of April, 2024.

A handwritten signature in black ink, appearing to read "Jessica Byerly", is written over a horizontal line.

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 October, 2023 and that an agenda of said meeting was posted at the place of such meeting at 2:00 p.m. on the 4th day of March, 2024.



Jessica Byerly, City of Durant

**MINUTES OF THE MEETING OF AIRPORT ADVISORY BOARD
March 6, 2024 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 4:00pm.

INVOCATION/FLAG SALUTE

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

ROLL CALL

Present:

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

Absent:

Board Member Kathy Moore
Board Member Lambert
Board Member Olsen
Vice Chairman Sherrer

ORDER OF BUSINESS

Once the meeting was called to order and roll call taken, Interium City Manager Rick Rumsey spoke to the board asking their opinion about moving the Airport Advisory Board meetings from City Hall out to the Airport. After a short discussion, the result was starting April 3rd, these meetings will be hosted in the Airport Conference Room.

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 the February 7th meeting

Motion To: Approve Minutes from the February 7th meeting

Motion By: Board Member Thomas

Seconded By: Board Member Dan Moore

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

Nays: None

Abstain: None

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Directors Monthly Report

Discussion was had about the upcoming Solar Eclipse event on April 8th of this year. Our area is projected to see 99.8% totality. Airport Director Josh Matekovic asked for advice about some changes for this event. The possibility of imposing a special ramp fee for event goers due to higher air traffic volumes was discussed. Members were leery about it but asked about other airports charging the fees. After discussion, terms for charging for the "event only" incoming traffic were made. Those numbers are still being determined; however, the preliminary numbers are as follows: small piston \$75, large piston/small turbo prop \$125, large turbo prop \$250, and jets would be \$300.

There was also discussion about the available space for parking. The Airport Director

spoke of using the grass for parking small aircraft and utilizing the south apron. Some members spoke of possibly using the old runway for any helicopter traffic. Members of the board also asked about staffing to help keep a good flow with people coming into the event and leaving. The Director plans to have all staff members working that day to insure business flow and safety for everyone. If the traffic is heavy, Board Member Thomas stated that we may be able to get volunteers from Southeastern.

The Director plans to publish a Prior Permission Required NOTAM for the event running from April 7th to April 9th which will have the airport phone number along with a link to an online form to reserve space. This will be for helping with the parking of aircraft so that we do not go over our capacity. Members were also concerned about the overuse of the facilities and recommended getting some portable restrooms.

During a conference that the Director recently attended, he found out that FAA is going to participate with some discretionary funds for the ramp expansion in 2027. We will now have both State and Federal participation which could drop the city's match portion of this nearly \$4 million project.

Board Member Stuteville asked about the Air Evac project for their hangar. The Airport Director mentioned that OAC was have a meeting to decide if the Commission would be put forth payment for a portion of the build. Board Member Dufur in turn asked if that money would be put toward Air Evac's side or the city side. The Director advised that a portion of the funds from OAC would go to both the Scope and Fee for the design and a portion to the actual hangar build and that the Airport wouldn't be out any money for this project. It was also mentioned that at the end of Air Evac's contract lease on the new hangar that it would revert back to city control.

4. Administration

5. New Business

ADJOURNMENT

Motion To: Adjourn March 6th Advisory Board Meeting at 5:05pm

Motion By: Member Dufur

Seconded By: Member Thomas

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

Nays: None

Abstain: None

Durant Airport Monthly Report – April 2024

Airport Monthly Sales	April 2024		April 2023	
Avgas 100LL -	3,125.06	\$15,742.74	3,381.2G	\$17,259.31
Self-Serve 100LL -	863.73	\$4,620.95	1526.62G	\$8,126.78
Jet A W/Additive -	20,057	\$88,148.65	9,136G	\$40,311.30
Total Sales -	24,045.79	\$108,512.34	14,043.82G	\$65,697.39
Total Number of Sales -	195		186	
Misc. - Hangar - \$2820	LAV - \$450	Callout - \$450	O/N Hangar - \$50	\$100 \$65,797.39
Estimated Total Gross Revenue for April - \$112,282.34				

Current Projects:

1. The Solar Eclipse was not as busy as we were originally intending. We did have a few cancellations due to weather being reported as mostly cloudy. We had two from New Mexico that cancelled, one from Texas and I believe there was one from Colorado. We did have about 4-5 Aircraft that actually showed up un-announced.
2. We have received all the new equipment for the new AWOS. We are currently waiting for all parties to update their schedules so we can move forward with a Pre-Con meeting.
3. We have started the preliminary design work on the Air Evac Hangar. We are currently working on a modified loan agreement for Air Evac and DIA as the one that was originally completed was lacking in some areas. There were no consequences on the original loan, even though I had thought that there was.
4. The A1 repair is currently getting finished on the design phase. Once that is complete then we will be able to get it out for bid.
5. Our Pavement Assessment for our pavement strength update is finishing up on the environmental side. Once we have the environmental completed on it, then we will be able to get the project finished and get our new weights published. Part of the reason this has taken so long to complete is due to that fact that the FAA took a year to get back on the assessment.

Virtower operations for the month of April to Date: 3,428

April 17, 2024

Ms. Pam Polk
City Manager
City of Durant
300 West Evergreen
Durant, Oklahoma 74701

Re: DURANT REGIONAL AIRPORT
Runway and Taxiway Marking Project
Durant Bid No. C-2023-37-BID
Award Recommendation Letter

Dear Ms. Polk:

Sealed bid proposals were received on Friday, April 12th, 2024, at 11:00 a.m. and publicly opened and read aloud for the above referenced project at City Hall, as duly advertised. One bid was received. As shown on the attached bid tabulation sheet, the low total bid for the project was submitted by Hi-Lite Airfield Services, LLC. of Watertown, NY. A summary of the bid is as follows:

Contractor	Hi-Lite Airfield Services, LLC.
Base Bid:	\$203,885.95

Per the FAA AIP Handbook, KSA understands that receiving only one bid can result in being deemed Insufficient Bidders. Per Section 3-48 of the Handbook though, this is defined as, "only a single bidder on a construction contract and the bid was \$250,000 or more." Since this Contract is less than \$250,000, we believe the current bid process to be acceptable. Additionally, the bid provided by Hi-Lite is less than the engineer's estimate and aligns with previously bid project items of similar scope.

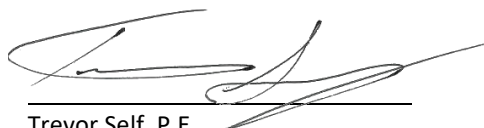
KSA also evaluated the procurement process. We do not believe that the technical specifications unduly restricted competition, as the same or similar technical specifications have been utilized on other recent projects that received multiple bids. The advertising period and method of soliciting bids was the same utilized for all other Airfield Improvement Projects at the Durant Regional Airport. We do not believe that re-bidding the project would result in a more competitive environment.

KSA recommends awarding the project to Hi-Lite Airfield Services, LLC in the amount of \$203,885.95. KSA will utilize this recommended award to develop an associated FAA BIL Grant.

KSA appreciates the opportunity to assist the City of Durant and the Durant Regional Airport with this very important project. Please do not hesitate to contact us should you have any questions, concerns or require additional information.

Sincerely,

KSA



Trevor Self, P.E.
Senior Project Engineer

Enclosures: Bid Tabulation

BID TAB Runway and Taxiway Marking Project Durant No. C-2023-37 BID Durant Regional Airport KSA Project No. 100555 Bid Opening: Friday, April 12, 2024 at 11 am					Hi-Lite Airfield Services, LLC 20128 NYS Route 12F Watertown, NY 13601 315.583.6111	
BID NO.	SPEC NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
BASE BID - Schedule 1: General Project Items						
1.01	C-105	Mobilization, Etc.	LS	1	\$ 20,000.00	\$ 20,000.00
1.02	C-102-5.1	Rock Construction Exit	EA	2	\$ 5,000.00	\$ 10,000.00
1.03	KSA-105-3.1	Barricades and Markings for Pavement Closures	LS	1	\$ 3,500.00	\$ 3,500.00
1.04	KSA-105-3.3	Preparation of the Safety Plan Compliance Document	LS	1	\$ 2,500.00	\$ 2,500.00
Total Base Bid:						\$ 36,000.00
BASE BID - Schedule 2: Removal and Marking of Runway 17-35 Pavement						
2.01	P-620-5.1	Pavement Marking Removal	SF	46,003	\$ 1.00	\$ 46,003.00
2.02	P-620-5.2a	White Markings (Reflective)	SF	33,781	\$ 1.25	\$ 42,226.25
2.03	P-620-5.2b	Yellow Markings (Reflective)	SF	1,140	\$ 1.25	\$ 1,425.00
2.04	P-620-5.2c	Black Markings (Non-Reflective)	SF	9,764	\$ 1.15	\$ 11,228.60
2.05	KSA-105-3.2	Runway Closure	LS	1	\$ 5,000.00	\$ 5,000.00
Total Base Bid:						\$ 105,882.85
BASE BID - Schedule 3: Removal and Marking of Taxiway System, Taxilanes, and Apron Pavement						
3.01	P-620-5.1	Pavement Marking Removal	SF	28,593	\$ 1.00	\$ 28,593.00
3.02	P-620-5.2b	Yellow Markings (Reflective)	SF	9,525	\$ 1.25	\$ 11,906.25
3.03	P-620-5.2c	Black Markings (Non-Reflective)	SF	18,699	\$ 1.15	\$ 21,503.85
Total Base Bid:						\$ 62,003.10
<u>BID SUMMARY:</u>						
BASE BID - Schedule 1: General Project Items:					\$	36,000.00
BASE BID - Schedule 2: Removal and Marking of Runway 17-35 Pavement:					\$	105,882.85
BASE BID - Schedule 3: Removal and Marking of Taxiway System, Taxilanes, and Apron Pavement					\$	62,003.10
TOTAL - Bid Schedule 1, Schedule 2, and Schedule 3:					\$	203,885.95
Error found and corrected by KSA Low Bid						



Trevor Self, P.E.
Senior Project Engineer