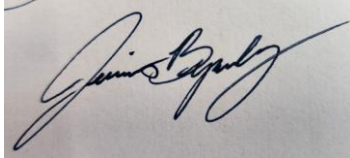


This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 7th day of November, 2024 and that an agenda of said meeting was posted at the place of such meeting at 4:00 p.m. on the 4th day of August, 2025.



Jessica Byerly, City of Durant

**MINUTES OF THE MEETING OF AIRPORT ADVISORY BOARD
August 6, 2025 AT 4:00 PM, Durant Regional Airport
Conference Room
10 Waldron Dr,
Durant, Oklahoma**

CALL TO ORDER

Chairman Dan Craige called the meeting to order at 4:10pm.

INVOCATION/FLAG SALUTE

Board Member Dan Moore provided the invocation. Chariman Craige led the flag salute.

PRESENTATION

1. Swearing In Ceremony of Mike Gaffney

Due to a scheduling conflict for the city clerk, Mr. Mike Gaffney was sworn in by Cynthia Price at City Hall on Tuesday, August 5th at 3:00pm. Board Member Gaffney will now serve the board as the representative from Southeastern Oklahoma State University.

ROLL CALL

Present:
Board Member Kathy Moore
Board Member Dan Moore
Board Member Stuteville
Board Member Gaffney
Chairman Dan Craige

Absent:
Board Member Dufur
Vice Chairman Sherrer

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 Called Meeting Minutes of July 2nd, 2025

During the agenda item the Admin and Chairman brought to the board that there was an error made within the minutes from the last meeting. A member that was not present was listed as a voting party in two other sections of the meeting.

Motion To: Approve Regular Called Meeting Minutes of July 2nd, 2025 contingent on corrections made to correct the voting parties to reflect accuracy.

Motion By: Stuteville

Seconded By: Gaffney

Ayes: Dan Moore, Stuteville, Gaffney, Craige, Kathy Moore

Nays: None

Abstain: None

As of these minutes being posted, the Admin has made the stated corrections to the voting parties and has republished the corrected minutes.

2. Consider Items Removed from Consent

3. Information Items

a. Staff Report, Rates, and Fees

Board Member Gaffney asked if there was any hangar space available, to which the Airport Director Godfrey stated that the hangars are 100% full, with one hangar being city-retained for transient aircraft. Looking at the new proposed fee schedule, the hangar rent prices have not changed. The director has made changes to the FBO fees section to better clarify the fees and rates from the old fee schedule. The biggest

change for this section is actually that he has now put a seven-day limit on overnight fees, after which there will be a monthly fee. He also broke down the prices for aircraft types to make it a little more clear for anyone looking at the fee schedule.

Board Member Dan Moore asked for some clarification on what Non-aeronautical Airport Facility Fees would be. The director stated that this would be just for the general use of the airport. Examples were someone filming or having parties. The Admin mentioned that there was a construction company that utilized the conference room last year for a meeting.

Board Member Stuteville asked if Director Godfrey expected any of these fees to go into effect immediately. The Director stated, in short, that most of the new fees would not be actionable until a new lease is drawn up, approved by the boards (advisory, authority, and council), and signed. The fee schedule, however, is a separate thing to itself and Director Godfrey felt that it needed to stay that way and to get the approval for the fee schedule before moving on to the leases. In the new leases he plans to have clauses for most of the new fees that he is proposing under the Hangar Fees section of the fee schedule.

Board Member Stuteville did ask about the annual hangar rent with paying for 11 months and getting a month free. Director Godfrey stated that we are currently still honoring that, but this could change with the new upcoming leases which could possibly be made for more than one year. New leases are still in the planning stages. The biggest change is going to be the Non-aeronautical Storage Premium for \$5.00 per square foot. This is going to affect those that are storing more than just an aircraft in their hangars, such as business record storage, boats, motorcycles, etc. The hangars are meant for aircraft and, in the Director's opinion, you can use the hangar how you want as long as there is an airworthy aircraft that is not disrupted by the other objects in the hangar. He will be using that fair market rate to calculate this fee.

The Director did say that the current lease does not allow subleasing, and he is going to change that to include clauses and wording for subleasing. There will be a clause in which the tenant will have to notify the Director of any subleasing activity. Board Member Kathy Moore inquired if Director Godfrey was creating the lease or if he had an attorney to help. The Director said to start with, he is going to pull a lease from one of his previous airports that was put together by an aviation attorney, but stated that once he has revised one for Durant, it would be good to have legal counsel review it. Board Member Stuteville mentioned that Ted Leslie is Oklahoma's aviation attorney and AOPA (Aircraft Owners and Pilots Association) appointee. The Director wanted to know what kind of aviation attorney he was, whether he was on the pilot side or the airport side; Board Member Stuteville said that Ted does both sides, which is why he is the AOPA appointee.

The board then moved on to a deeper discussion about subleasing, specifically the temporary 100% subleasing. This would be when the hangar tenant doesn't currently have an aircraft and someone else is storing their aircraft in the hangar. In which case,

Director Godfrey is proposing a double rent charge, with a sunset on the time, at which point you relinquish your lease to the new guy or get out entirely. Board Member Stuteville asked if it was fair to do that to those on the waiting list, just to let someone take over another's hangar like that, to which Director Godfrey replied that no, it's not. In these cases, Director Godfrey would be willing to put them on the waiting list just closer to the top. Chairman Craige asked about a situation where, if someone were to buy his aircraft, could he relinquish his lease to the new owner of the aircraft? After a short discussion, Director Godfrey stated that there were no set-in-stone rules about that, and it would be a judgment call at that point. Board Member Gaffney is worried about being fair to all in situations like this, offering it to one but not another. Director Godfrey stated he doesn't want a lot of heavy-handed rules and regulations that nobody is going to follow.

Director Godfrey was questioned by Board Member Stuteville about what his definition of a derelict aircraft would be. The Director's response was any aircraft that has been non-airworthy for two years; Board Member Stuteville also stated it was out of annual.

Which the topic of Temporary Insurance coverage, the Director stated that if you are going to be in a city-owned hangar you need some kind of coverage, even if it is just liability coverage. Board Member Stuteville asked if the lease requires that and currently the leases do not require insurance coverage.

Motion To: Approve Changes and Clarification to Airport Fee Schedule

Motion By: Stuteville

Seconded By: Dan Moore

Ayes: Dan Moore, Stuteville, Gaffney, Craige, Kathy Moore

Nays: None

Abstain: None

4. Administration

5. New Business

ADJOURNMENT

Motion To: Adjourn the Regular Called Meeting of August 6th, 2025

Motion By: Stuteville

Seconded By: Dan Moore

Ayes: Dan Moore, Stuteville, Gaffney, Craige, Kathy Moore

Nays: None

Abstain: None