

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**

**Durant Regional Airport  
Conference Room  
10 Waldron Dr,  
Durant, Oklahoma  
AGENDA**

**October 1, 2025**

### **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. Consider Approval of Regular Meeting Minutes of August 6, 2025

#### **2. Consider Items Removed from Consent**

#### **3. Information Items**

- a. Quarterly Operational Report

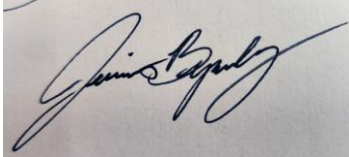
#### **4. Administration**

#### **5. New Business**

### **ADJOURNMENT**

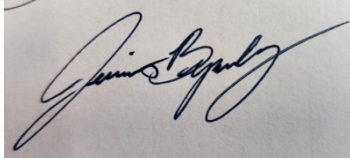
CERTIFICATE

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 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 29th day of September, 2025.



Jessica Byerly, City of Durant  
[INGORE\_INDENT]

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**

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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 Criage 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 Godfey was questioned by Board Member Stuteville about what his definition of a derelict aircraft would be. The Director's response was that 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



**QUARTERLY STAFF OPERATIONAL REPORT TO THE AIRPORT ADVISORY BOARD - OCTOBER 1, 2025**

<b>2025 YTD TOTAL AIRCRAFT OPERATIONS:</b>	42,630	<i>JET OPS - 564</i>	
<b>2026 FYTD GALLONS DISPENSED:</b>	Jet-A: 45,519	Avgas: FullServ – 13,257	SelfServ - 7028
<b>TOTAL COURTESY CAR USAGE SINCE 9/1:</b>	35	<b>TOTAL CASINO SHUTTLE:</b>	36

**AIRPORT CAPITAL IMPROVEMENT PROJECTS (ACIP)**

Completed projects are: 1) Airfield Pavement Analysis, 2) AWOS, 3) Runway & Taxiway Marking. These projects are currently in various stages of administrative closeout and reimbursement from the FAA.

2026 pending projects are: 1) Apron Expansion, Phase I – Design, 2) ATCT Siting Study.

**AIRPORT MAINTENANCE**

- Airside terminal sliding door** – This door failed and required normal wear parts refurbishing at a cost of \$1,992. The landside doors will need similar refurbishment.
- Taxiway lighting** – The taxiway light circuit that also incorporates some signage, had an intermittent fault that caused its circuit breaker to trip. The fault was found to be an undersized main electrical panel at the lighting vault that was overheating. A larger panel with new breakers was installed at a cost of \$1,626. Note: normally, a specialized airfield electrician is employed for these circumstances, but that comes at a high cost. Instead, a local electrician was given the opportunity to troubleshoot at a significant savings.
- Terminal window cleaning** – The terminal has a lot of windows! All terminal windows were quite dirty and professionally cleaned at a cost of \$1,500. Going forward, airport staff will maintain the windows with periodic professional cleaning.
- Seasonal groundskeeper** – Current airport staff and equipment cannot maintain the airfield properly. In the meantime, a part-time seasonal groundskeeper has been employed until winter at a projected cost of around \$3,300. The worker is an SEOU aviation student and will be eligible to become a line service technician. Next year it will be a mix of airport staff & equipment, seasonal worker, and the city parks & rec department, to maintain the airfield.
- Airport tractor** – The singular tractor used to brush-hog mow the rough areas of the airfield has been chronically in disrepair. Repairs totaled \$2,125 from the airport budget with some extra costs expensed to the city garage and we think all the issues have been fixed.
- Tree obstruction removal** – Trees have been allowed to grow in various locations inside the Runway Safety Area (RSA), Runway Object Free Area (ROFA), and Runway Protection Zone (RPZ). The condition has also affected drainage. This was noted in prior state airport inspections and restated to me during a grant meeting with the Department of Aerospace and Aeronautics. Additionally, the city/airport is obligated by its federal grant assurances to keep these areas compliant. The hot spot is a 13-acre parcel acquired in 2019 off the end of runway 35, substantially inside the RPZ and overgrown with brush and trees but under the Part 77 surface. A bid of over \$83,000 was received to clear this area. There is no budget or grant opportunities to cover the cost, at this time. Therefore, the contractor offered a per diem rate, and the airport authorized two days for a total of \$3,600. That was enough to become compliant in the most critical areas, leaving additional work in the 35 RPZ.
- Runway repair** – The night of September 23 lightning struck the runway creating a small pothole. It was cold patched the following morning.

8. **Terminal HVAC replacement** – The terminal is 14 years old and has five original rooftop air conditioning units that are beyond their service life. There is a total of seven units, two of which were previously replaced. Currently one unit is dead and two are struggling. Therefore, an RFQ was put out, a PO issued, and work started at a cost of \$33,258.

## FBO

1. **Fueling equipment** – Hoses have been reversed and nozzles replaced as needed. A faulty air brake was repaired on the Jet refueler. Bonding reels repaired throughout.
2. **Line staff office remodel** – The FBO line service staff office is being moved from its current location to the kitchenette area on the north end of the terminal. An FBO in the terminal was either an afterthought or not fully contemplated as the current layout is problematic. For operational and safety reasons, line staff need a segregated office with a view of the aircraft parking apron and direct access to the ramp and fueling equipment. Ideally, they also need a hard floor, segregated lunch area and locker space. This area of the terminal provides those amenities. A wall with an interior door into the terminal will be constructed. An exterior door will likewise be added with landside and airside access and the FBO front desk will be moved as well. This, along with the pending vacancy of the Med-Evac office will open the south terminal as rental space. Remodel cost is \$15,486.

## HANGARS

1. **Hangar doors 8-1&2** – This is the old Magnolia Aviation hangar. One door failed on two separate occasions. Both doors required extensive electrical and structural repairs totaling \$3,080.
2. **Airport maintenance hangar 4-3** – This hangar is a catch-all for equipment and supplies. Use by the airport for non-aeronautical storage violates FAA policy and federal grant assurances. It is being vacated and returned to aircraft storage. Additionally, this will add \$3,720 annually back to rental income.
3. **Asphalt removal around hangar building 4** – When this hangar complex was constructed, it was done so over a slab of asphalt laid over the old WWII concrete parking ramp. The asphalt extended beyond the hangar walls to form an apron of sorts. This apron has deteriorated causing raveling FOD. Notably, it was severe outside of the Med-Evac hangar creating a hazard for helicopter ops. The immediate hazard was removed, and staff is working to remove the remaining deteriorated asphalt.

## MISC.

1. **Airport cameras** – The previous administration started a project to install a TSA compliant video surveillance system at a bid cost of over \$32,000. The equipment totaling over \$18,000 was received by the city but installation was pending. Further work on this project was cancelled. The equipment and its cost were transferred to the city and will not further affect the airport fund.
2. **Mini excavator** – This equipment was acquired in 2023 by the previous administration and is in storage at the airport. The airport has no acute need for it and offered it to public works. It was purchased for \$48,000 and remains in like-new condition. City finance confirms it was not purchased with airport funds but it's on the airport books and the airport has been paying upkeep costs.
3. **Based aircraft** – Based aircraft has been audited and the FAA airport master updated. Some aircraft on the airport are claimed by other airports and the process to correct that needs to be undertaken. DUA reports 71 based aircraft but only 67 can be claimed.