

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 Rd,
Durant, Oklahoma
AGENDA**

September 2, 2026

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 Called Meeting Minutes of August 5th, 2026

2. Consider Items Removed from Consent

3. Information Items

- a. Director's Report

4. Administration

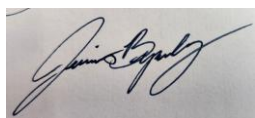
- a. Discussion of Possible Changes to Advisory Board By-Laws

5. New Business

ADJOURNMENT

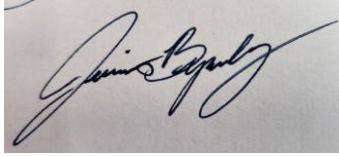
CERTIFICATE

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 4th day of December, 2025 and that an agenda of said meeting was posted at the place of such meeting at 4:00 p.m. on the 31th day of August, 2026.

A handwritten signature in black ink, appearing to read 'Jessica Byerly', is written over a light gray rectangular background.

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 4th day of December, 2025 and that an agenda of said meeting was posted at the place of such meeting at 4:00 p.m. on the 3rd day of August, 2026.

A handwritten signature in blue ink, appearing to read "Jessica Byerly", is shown on a light-colored background.

Jessica Byerly, City of Durant

**MINUTES OF THE MEETING OF AIRPORT ADVISORY BOARD
August 5, 2026 AT 4:00 PM, Durant Regional Airport
Conference Room
10 Waldron Rd,
Durant, OK 74701**

CALL TO ORDER

Chairman Dan Craige called the meeting to order at 4:02 PM.

INVOCATION/FLAG SALUTE

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

ROLL CALL

Present:

Board Member Lowrance
Board Member Dewald
Board Member Moore
Board Member Stuteville
Board Member Thomas
Vice Chairman Sherrer
Chairman Dan Craige

Absent:

Board Member Dufur
Board Member Gaffney

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 1st, 2026

Lowrance noticed that he was listed as voting for the adjournment vote but was unable to as he had not been sworn in by the city clerk yet and had to abstain from voting.

Motion To: Approve Regular Called Meeting Minutes of July 1st, 2026 with Amendment

Motion By: Lowrance

Seconded By: Stuteville

Ayes: Dewald, Moore, Stuteville, Sherrer, Craige, Thomas, Lowrance

Nays: None

Abstain: None

At the time of posting of these minutes the previous minutes from July 1st, 2026 have been amended and republished.

2. Consider Items Removed from Consent

3. Information Items

- a. Director's Report

Gaffney entered the meeting at 4:08 PM.

At the last meeting, Director Godfrey had promised an annual report, and he had not been able to finish compiling the data for this, so he was unable to prepare the report for the meeting today. He also had no new news about any of the capital improvement projects.

Godfrey did reveal that we had our first meeting with the FAA on the tower initiative. This was more of a meeting to get acquainted with the team that was going to be involved and to move toward the siting study. He also mentioned that the south hangar project is a little further along than the apron project, but everything is in the works. Craige asked if the new tower would have radar and, right now, that has not been in the plan.

Godfrey did state that one significant thing that came from this meeting is that the FAA stated we are eligible for a digital remote tower. This would be a pole-like tower with a camera array on it that a remote ATC controller would be monitoring, instead of building a brick tower. Craige asked if anyone had heard any feedback on these kinds of towers. Godfrey stated that there were two test beds, one in Colorado and the other in Virginia. Gaffney did state that both have been shut down. Godfrey moves on to state that this system is in a sort of grey area, where the FAA is still trying to work it all out. Craige inquired if they were shut down because they weren't successful, with Gaffney answering that the system wasn't ready for it. Gaffney goes on to say that in five years this may be the new "hot" way of doing things and the FAA will stop building brick towers altogether. Godfrey stated that it is possible that we don't get a normal tower but a pole with a bunch of cameras on it.

Gaffney stated that a few years back, the Southeastern President at the time, along with the airport engineer and some more people from Durant, flew to Florida and toured one of the virtual towers that was still operational. The consulting firm that was working on it at the time was really trying to push it and be the integrator of this initiative, but it never really got anywhere. However, the group that did the tour came back very excited about it. This is the kind of technology the military and FEMA use after disasters and things. The consensus is that this system has potential.

Thomas asked a question about the Taxiway Alpha where the extension was added. He stated where the asphalt and concrete meet had turned into a speed bump and inquired if Godfrey had anything in the works to fix that. Godfrey acknowledged that he is aware and that KSA engineers have also seen it and the next step is to grind the asphalt side down. However, the city's resources have been very busy with other projects, so Godfrey will have to find someone to contract the work to. Godfrey and the engineers have also had discussions with the FAA about finding money to replace the section of the taxiway starting from the "speed bump" to the end of 35 because the asphalt has waves in it and replacing it with concrete. Councilman Sherrer mentioned that Godfrey may want to reach back out to Public Works as they have recently obtained a skid-steer with a grinder attachment.

b. Discussion, Consideration, and Possible Action of New Airport Hangar Rental Agreement

Craige led this discussion by going over the proposed rental agreement one section at a time. Since Dufur could not be present at the meeting, he did email the board his thoughts on the agreement.

There was some confusion about how Section #1 TERM differs from the current agreement, as it appears to still hold a 30-day month-to-month context.

Section #3 SECURITY & CLEANING DEPOSIT: This was where discussion really began on the revisions to this agreement. The board members were worried about

current tenants signing this new agreement having to pay this security deposit even though they have already been in their hangars, some for years now. Also, there was no wording stating if this was a one-time payment and would roll over should the tenant agree to sign a new lease when the current one expires or if that total is owed at every renewal. Godfrey stated that he would be amenable to adding a grandfather clause and have the security deposit effect and new tenants, and that the deposit would be a one-time pay. Most board members agreed that the cost of one month's rent would be a good amount but may be left for further discussion. Dewald also made an excellent point about whether there is any damage done to the hangar that exceeds the deposit if the airport could go to the tenant for damages above and beyond that cost. Godfrey said that this is a tough thing to do unless the damage is egregious and then lawyers get involved then. Denis is confident that regular inspections would prevent any damage that would require this.

Some board members were curious if hangars being left dirty was an active issue around here and Godfrey confirmed that it is. Upon his first look at some of the hangars when he started here, he mentioned seeing some concerning state of the hangars.

Section #4 TAXES: Stuteville stated that this line was too vague and, as it reads, the airport would have the right to assess part of that fee to the tenants which would be deemed unfair. He believes this clause should be amended to state more specifics, and Thomas wonders if that clause is even necessary. Godfrey is going to ask the city attorney about this.

Section #7 CONDITION OF PREMISES: HOUSEKEEPING: Board Member Dufur's response to the section drew the eyes of other board members with the topic of leaving lights on inside the hangars. With a lot of back and forth talk, Godfrey stated that this section is meant for hangars that have electricity in the city's name and not those that the tenant has an electricity account on. More community hangars, like buildings 8, 10, and 12, all link into one meter and, therefore, Godfrey deems that the city will cover the electricity for them. He has added this clause to help with deterring some critters being drawn to the hangar as well as any possible breaker tripping while no one is around. Lowrance asked if the current rates included calculations for electrical use. Godfrey responded that it is based on square footage. Airport staff have been working on tracking all the meters and figuring out which are airport paid versus tenant paid. Both Godfrey and the Admin admitted that it has been quite the task so far.

Section #8 RIGHT OF ENTRY: Several board members mentioned that most places that rent space are required to give advance notice before entry. Lowrance looked this information up and provided that Oklahoma statutes state a minimum of 24 hours notice be given to a tenant before entry by owners. Godfrey will have this verbiage added. Craige was concerned about the city losing keys or just randomly granting access to people's hangars. Not long after Godfrey started here, he sent out an email to all the tenants about having a key to their hangar and that he had all the keys locked up with him holding the only key to the lock box.

Gaffney and Thomas asked how often Godfrey would perform inspections and if there would be a schedule for it. Godfrey confirmed that, yes, there would be a schedule and the board seemed in agreement that no more than semi-annual inspections would be necessary unless something triggers the need for an inspection (i.e. oil leaking under walls or smoke). Gaffney also asked if the tenants would have the "right of refusal" for the inspections; Godfrey and Craige both agreed that this would put that tenant in default should they refuse the inspection. The board also did like the verbiage of "sharing" the premises. Godfrey's response was to strike out that first sentence of the second paragraph.

Gaffney stepped out of the meeting around 4:50pm.

Section #9 USE OF PREMISES: The biggest topic that the board spoke about with this section was that it states that commercial aeronautical use is prohibited. Godfrey stated that there will be a separate agreement for commercial use for those tenants that do run commercial aeronautical businesses from the hangars, excluding the big red hangar, as it has its own separate lease that is still in effect. He also stated that this version of the agreement ties into the Airport Rules and Regulations and the Airport Rates and Fees schedule. The commercial lease will tie to the Airport Commercial Minimum Standards, which the airport currently does not have. These standards are to help protect the current business from random people coming in and taking business from these already established businesses. This will also prevent the barriers of entry from getting too high that no one else can come in. These standards are meant to keep the field fair and even.

There was also a mistype stating that Lessor-owned vehicle parking is permitted inside the hangar. This should have been "Lessee"; stating that the renter could park their vehicle inside the hangar.

After a small discussion about the use of heaters in the hangars, Godfrey stated he would have the verbiage change to reflect unattended electric heaters.

Section #11 ASSIGNMENT The airport has had problems in the past with subletting happening without permission. This prevents people from taking advantage of the system in order to make money off of the hangar. The new provisions will require the sub-lessee to pay the airport directly instead of the original lessee. Over 30days would constitute needing sublet permission.

Section #12 COMPLIANCE WITH REGULATIONS AND LAWS: Lowrance had an issue with this version of the agreement stating that the Lessee had "received and read" the Airport Rules and Regulations. Godfrey felt that this statement was also a little heavy-handed and should be taken out or changed to "acknowledgment of."

Section #13 CONTROL OF ACCESS: Here the board really just wanted clarification on what the Director considered movement and non-movement areas, as there has been a lot of confusion about this in the past with previous directors. Thomas stated that since

we are currently non-towered, there are no hard lines for what is what. Godfrey clarified that anything west of the taxiway (i.e. the ramp area and about the hangar and terminal building) would be considered non-movement areas to him.

Section #14 INSURANCE: The only real aversion the board had in this section was the topic of hull insurance as that is meant to protect the aircraft owner and not the city. The board feels that this requirement is not necessary. Godfrey made a note to strike it for the agreement. In addition, it was mentioned that it is not an extra charge for the policyholder to have the city listed as an additional insured party, as the new agreement will require, calling for at least liability coverage.

Section #14 IDEMNIFICATION: Both Stuteville and Dufur did not like this section. Stuteville stated that as the second paragraph currently reads, the tenant would wave all rights to go against the city should any damages occur due to error on the city's side. Stuteville gave the example of crashing into a tractor upon landing, because staff was driving over the runway. With the language currently, this would mean that he could not come after the city because of any damage. Godfrey stated he would note to have this removed or modified. Dewald also wants the first paragraph in this section looked at as it appears to be multiple sentences with no true end and is very confusing. Lowrance seconded him on this.

Gaffney did not return to the meeting.

Motion To: Table the Agreement and not recommend it to the Airport Authority

Motion By: Stuteville

Seconded By: Craige

Ayes: Dewald, Moore, Stuteville, Sherrer, Craige, Thomas, Lowrance

Nays: None

Abstain: None

4. Administration

5. New Business

ADJOURNMENT

Motion To: Adjourn Regular Called Meeting of August 5th, 2026

Motion By: Thomas

Seconded By: Dewald

Ayes: Dewald, Moore, Stuteville, Sherrer, Craig, Thomas, Lowrance

Nays: None

Abstain: None

AIRPORT ADVISORY BOARD

§ 32.105 COMPOSITION, APPOINTMENT, AND TERMS OF MEMBERS.

The Airport Advisory Board shall consist of nine members to be appointed by the Mayor and confirmed by the City Council. Six members shall be appointed to three-year overlapping terms and serve until their successors have been appointed and have taken office. The seventh member shall be appointed to represent SOSU for an indefinite term and the eighth member shall be appointed to represent the Durant Industrial Authority for an indefinite term. The ninth member shall be appointed by the City Council from among its own members and shall serve an indefinite term; however, such term shall automatically end when the City Council member ceases to serve on the City Council. The term of two of the six members appointed to overlapping terms shall expire in June of each year. The City Manager or his or her appointee, and the fixed base operator shall serve as a non-voting, ex-officio members.

(Prior Code, § 32.120) (Ord. 1549, passed 6-18-2007; Ord. O-2022-10, passed 4-12-2022)

§ 32.106 COMPENSATION OF MEMBERS.

The members of the Airport Advisory Board shall serve without compensation, but may be paid for such reasonable expenses in performing their duties as may be allowed by the City Council.

(Prior Code, § 32.121) (Ord. 1549, passed 6-18-2007)

§ 32.107 ELECTION OF OFFICERS.

Each year, at the time prescribed for the beginning of the term of a new member of the Airport Advisory Board, or as soon thereafter as practical, the Airport Advisory Board shall elect a Chairperson, a Vice-Chairperson, and a Secretary. The Secretary need not be a member of the Board.

(Prior Code, § 32.122) (Ord. 1549, passed 6-18-2007)

§ 32.108 MEETINGS.

(A) The Airport Advisory Board shall determine the time of its regular meetings. The Airport Advisory Board shall meet in the City Council Chambers. The City Manager, Mayor, Chairperson, or any three members of the Airport Advisory Board may call a special meeting thereof.

(B) Any member of the Board who misses two consecutive meetings or three meetings in any calendar year shall have effectively resigned to hold his, her, or their position on the Board.

(Prior Code, § 32.123) (Ord. 1549, passed 6-18-2007; Ord. 1898, passed 3-10-2020; Ord. O-2021-18, passed 8-10-2021)

§ 32.109 ADVISORY BODY.

The Airport Advisory Board is an advisory commission. As such, it shall consult with the City Manager on administrative affairs and shall consult with the City Council on matters of policy.

(Prior Code, § 32.124) (Ord. 1549, passed 6-18-2007)

§ 32.110 FUNCTIONS.

The Airport Advisory Board shall advise the City Council and the Airport Authority in making recommendations regarding the care, management, and control of airport facilities, grounds, buildings, and the property used for aerospace activities. The Airport Advisory Board shall make recommendations to the City Council and Airport Authority for both short-range and long-range plans

for facility and equipment upgrades. The Airport Advisory Board shall make recommendations to the City Manager, City Council and Airport Authority regarding policy and operational issues affecting the airport. All recommendations by the Airport Advisory Board are subject to the approval of the City Manager, City Council, or Airport Authority, or any combination thereof.

(Prior Code, § 32.125) (Ord. 1549, passed 6-18-2007; Ord. 1898, passed 3-10-2020)