

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.

DURANT AIRPORT AUTHORITY/ DAA

6:00 PM

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

April 9, 2019

**DURANT CITY HALL
300 W. EVERGREEN, DURANT, OK
ROSCOE J. HATFIELD COUNCIL CHAMBERS**

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

- a. Consider Approval of Regular Meeting Minutes of March 12, 2019

2. Consider Items Removed from Consent

3. Information Items

- a. Airport Manager Monthly Report - March 2019

4. Citizen Comments on Non-Agenda Items

Citizens wishing to address the council regarding matters which are not listed on the agenda will be required to sign up no later than 5 minutes prior to the scheduled starting time of the meeting. The sign-in sheet will contain space for citizen's name, address, phone number, and topic to be discussed. In this way, city staff will be able to follow-up on any issues presented if necessary.

5. Administration

- a. Consider Approval of Supplemental Agreement # 3 to Contract # C-2018-60 with Overland Corporation to Increase the Contract by \$24,150.00 for the Installation of Flowable Fill Above the Re-located Water Line as a Part of the Durant Regional Airport - Eaker Field Runway Extension Project and Approve Budget Supplement #001760

- 1. Approve Supplemental Agreement # 3

2. Approve Budget Supplement # 001760
- b. Consider Approval of the Fixed Base Operator (FBO) Minimum Standards Document and to Begin Implementation
- c. Consider Allowing Hangar 10 Aviation, LLC to Begin Fixed Based Operations (FBO) Out of Their Leased Facility Which Would Include But not be Limited to the Installation of Storage for Jet Fuel and 100LL Aviation Fuels by Hangar 10 Aviation, LLC and the Retail Sale of Those Fuels Subject to the Fair and Equal Fuel Flowage Fee Established for all Fuel Storage Tank Owners as Set by The Airport Authority and to be Located at Durant Regional Airport - Eaker Field

6. 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 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 4:58 p.m. on the 5th day of April, 2019..

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 3/20/2019
To: Airport Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of March 12, 2019

Council Information / Action Requested

Approval of Regular Meeting Minutes of March 12, 2019

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes 3.12.2019	Exhibit	3/20/2019

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 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 4:00 p.m. on the 8th day of March, 2019.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT AIRPORT
AUTHORITY OF March 12, 2019 AT 6:00 PM, Roscoe J. Hatfield Council Chambers,
300 West Evergreen, Durant, Oklahoma**

CALL TO ORDER

Chairman Tomlinson called the meeting to order at 8:44 p.m.

ROLL CALL

Present: Trustee Oden Grube	City Attorney Tom Marcum
Trustee Mike Dills	City Manager Tim Rundel
Trustee Destry Hawthorne	City Clerk Cynthia J. Price
Chairman Jerry Tomlinson	

Absent: Vice Chairman Chad Hitchcock (*denotes partial attendance)

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 February 12, 2019

Approved

Motion was made by Destry Hawthorne and seconded by Oden Grube to approve consent item as presented.

Motion Passed with the following vote:

Ayes: Dills, Grube, Hawthorne, Tomlinson

Absent: Hitchcock

2. Consideration Items Removed from Consent

3. Information Items

- a. Airport Manager Monthly Report - February 2019

4. Citizen Comments on Non-Agenda Items

There were no citizen comments.

5. Administration

- a. Consider Approval of the Fixed Base Operator (FBO) Minimum Standards Document and to Begin Implementation Disapproved

Marty Cook, Public Works Director, addressed the Authority Board and stated this document would allow Fixed Base Operators (FBO) to operate at the city airport but in doing so not have a contract with an individual FBO in a way that would limit the city from hiring personnel to fulfill certain duties at the airport.

Mr. Cook said bond counsel has stated the airport needs to be staffed by city employees to be in compliance with IRS rules due to the tax bond. City Attorney Tom Marcum said bond counsel has stated that terms of the municipal bond state the airport cannot be operated for profit. The contractor is operating for profit. If the city does not make changes, it risks being out of compliance with the bond. City Attorney Marcum defers to municipal bond counsel who advises we start steps to phase out of the current contractor relationship and run the airport with employees. After the bond is no longer in place in ten years, the city can operate the airport in other ways. The city owes approximately \$1,000,000 on the \$2,000,000 bond. City Attorney Marcum recommended approval based on recommendation of bond counsel and city staff.

Motion was made by Jerry Tomlinson and seconded by Mike Dills to approve the Fixed Base Operator (FBO) Minimum Standards document and begin implementation.

Motion Failed with the following vote:

Ayes: Dills, Tomlinson

Nays: Grube, Hawthorne

Absent: Hitchcock

6. New Business

There was no new business.

Adjournment

Motion was made by Destry Hawthorne and seconded by Mike Dills to adjourn meeting.

Motion Passed with the following vote:

Ayes: Dills, Grube, Hawthorne, Tomlinson

Absent: Hitchcock



The City of Durant

Office of City Clerk

Memorandum

Date: 4/4/2019
To: Airport Authority
From: Dewayne Williams, Airport Manager
Re: Airport Manager Monthly Report - March 2019

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Airport Manager Monthly Report - March 2019	Exhibit	4/4/2019



Durant Regional Airport Eaker Field

Airport Managers Monthly Report

April 9, 2019

Dewayne Williams, F.B.O.

- **Fuel Sales – March 2019**

Avgas 100 Low Lead (100LL)

March 2019 – 3,563 Gallons

Jet A w/prist (Deicing additive)

March 2019 – 13,316 Gallons

- **Hangars – 100% Occupancy**

- **Maintenance Issues**

No major issues currently.

- **Equipment Upgrades Needed**

100 LL Self-Service Fuel Terminal needs to be upgraded soon.

Qtpod will ~~discontinue all product support for M3000 Self-Serve Fueling Terminals~~ that were installed prior to January 1, 2008, after June 30, 2019.

Plan for AWOS complete system upgrade within four (4) years.

Questions/Concerns/Comments?

- Thank you.



The City of Durant

Public Works Director

Memorandum

Date: 4/3/2019
To: Airport Authority
From: Marty Cook - Public Works Director
Re: Consider Approval of Supplemental Agreement # 3 to Contract # C-2018-60 with Overland Corporation to Increase the Contract by \$24,150.00 for the Installation of Flowable Fill Above the Re-located Water Line as a Part of the Durant Regional Airport - Eaker Field Runway Extension Project and Approve Budget Supplement #001760

1. Approve Supplemental Agreement # 3
2. Approve Budget Supplement # 001760

The City has relocated a water line at the South end of the Runway and this waterline will require flowable fill to create a completely solid surface to construct the runway on. This flowable fill installation will cost \$24,150.00 and be installed by Overland Corporation. The money is eligible for reimbursement by the FAA and OAC grants and will therefore only cost the city 5% of the total amount.

Council Information / Action Requested

Approve Supplemental Agreement #3

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
SA #3	Cover Memo	4/3/2019
Budget Supplement # 001760	Cover Memo	4/3/2019

SUPPLEMENTAL AGREEMENT NO. 3**1. Sponsor's (Public Agency) Name and Address**

City of Durant
300 West Evergreen
Durant, OK 74702

2. Name of Airport
Durant Regional Airport-Eaker Field**3. Project Numbers**
AIP 3-40-0025-013-2018
DUA-19-FS**4. Date Prepared - Prepared by:**
April 2, 2019 - Tyler McDonald**5. Name and Address of Contractor**

Overland Corporation
534 Hwy 77 South, PO Box 1947
Ardmore, OK 73402

6. Description of Work Included in Contract

"Rehabilitate Runway 17-35; and Extend Runway 17-35 and the Parallel Taxiway System"

7. Changes Ordered and Reason Ordered (List individual changes as A, B, C, D etc.)

A.-A waterline crosses the airport in the area where the runway and taxiway extension will be. The sponsor is relocating the waterline deeper. Under the future pavement areas, the contractor will backfill with flowable fill to just below where the pavement section begins to help alleviate future settling.

8. Contract Changes	Bid Item No.	Original Estimated Quantity	Contract Unit Price	Revised Estimated Quantity	Negotiated C.O. Unit Price	Original Estimated Cost	Revised Estimated Cost	
A.	Not Originally Bid			150	\$161.00	\$0.00	\$24,150.00	
					Total:		\$24,150.00	

9. Original Contract Amount	\$5,660,161.75
Supplemental Agreement #1	-\$5,862.77
Supplemental Agreement #3	<u>\$24,150.00</u>
New Contract Amount After SA #3	\$5,678,448.98

10. Original Contract Time:	7 working days (Phase 1)	New Contract time:	4 working days (Phase 1)
	65 working days (Phase 2)	New Contract time:	160 working days (Phase 2)
	14 working days (Phase 3)	New Contract time:	7 working days (Phase 3)
	160 working days (Phase 4)	New Contract time:	65 working days (Phase 4)
	4 working days (Phase 5)	New Contract time:	14 working days (Phase 5)

This Change Order Subject to All Original Contract Provisions.

11. ISSUED FOR REASONS INDICATED ABOVE


Signature

Consultant
Title

Date 4/2/2019

12. ACCEPTED BY SPONSOR

Signature

Mayor
Title

Date

13. ACCEPTED BY CONTRACTOR


Signature

President
Title

Date 4/2/19

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE

Budget Adj. # 001760							
206 065-503.80-52	4/09/2019	OVERLAND SUPP #3 RUNWAY REHAB & EXTENSION DEPT: EAKER FIELD	24,150.00	0.00	6,160,305.00	6,184,455.00	419,513.08-
206 000-362.77-14	4/09/2019	OVERLAND SUPP #3 GRANT -- FAA	21,735.00	0.00	4,235,649.00	4,257,384.00-	3,790,515.00-
206 000-362.77-11	4/09/2019	OVERLAND SUPP #3 OK AERONAUTICS COMMISSION-OAC PACKET NOTES: REQUIRED SUPPLEMENT #3 TO OVERLAND CORP WATERLINE CROSSES AIRPORT IN THE AREA WHERE THE RUNWAY AND TAXI WAY WILL BE. THE SPONSOR IS RELOCATING THE WATERLINE DEEPER. UNDER THE FUTURE PAYVEMENT AREAS, THE CONTRACTOR WILL BACK FILL WITH FLOWABLE FILL TO JUST BELOW WHERE THE PAVEMENT SECTION BEGINS TO HELP ALLEVIATE FUTURE SETTTLING. FUNDING OF 90% FROM FAA AND 5% FROM OAC	1,208.00	0.00	235,314.00	236,522.00-	220,094.50-
TOTAL NO. ADJUSTMENTS--REVENUE:						2	22,943.00
TOTAL NO. ADJUSTMENTS--EXPENSE:						1	24,150.00
TOTAL IN PACKET--							<u>47,093.00</u>

*** BUDGET DEFICIT WARNINGS ***

FUND ACCOUNT	NAME	BALANCE
206 065-503.80-52	RUNWAY REHAB & EXTENSION	419,513.08-

TOTAL WARNINGS: 1

*** NO ERRORS ***

*** END OF REPORT ***



The City of Durant

Public Works Director

Memorandum

Date: 4/1/2019
To: Airport Authority
From: Marty Cook - Public Works Director
Re: Consider Approval of the Fixed Base Operator (FBO) Minimum Standards Document and to Begin Implementation

After months of evaluation and conversations with the FAA, the OAC, and Bond Council, we have come to the conclusion that the following proposal would be the most efficient and effective way to staff the Airport. We would approve any Fixed Base Operators (FBO) or Special Aviation Service Operators (SASO) who apply and follow the minimum standards included within this document. We would then provide the basic services and oversight of the Airport with a staff consisting of whatever employee(s) are necessary to perform the functions required.

Council Information / Action Requested

Approve New FBO Minimum Standards Document

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minimum Standards	Cover Memo	4/1/2019
Airport Employee Needs	Cover Memo	4/1/2019

Minimum Standards for Fixed Base Operators (FBO/SASO) at

Durant Regional Airport - Eaker Field

This is a summary of the obligations and services which should be provided by a Fixed Base Operator (FBO), and/or Specialized Aeronautical Service Provider (SASO).

Definitions

- A. Commercial aeronautical service providers can be broken down into two broad categories, *Fixed Base Operators* (FBO) and *Specialized Aviation Service Operations* (SASOs). An FBO is usually defined as a service provider that provides two or more aeronautical services, normally including the sale of aviation fuel. An SASO is an entity that usually provides a single aeronautical service, such as airframe & powerplant maintenance.
- B. Fixed Base Operator — A Fixed Base Operator is a person, firm, or corporation performing any of the functions or furnishing any of the services listed herein on a commercial basis. No person, firm, or corporation may act in the capacity of an FBO without a valid agreement with the City of Durant authorizing such activity at the airport. .
- C. Specialized Aviation Service Operations (SASO) - are defined by the FAA as single-service providers performing less than full services. These types of companies differ from a full-service FBO in that they typically offer only a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services for example.
- D. Airport Tenant — An airport tenant is a person, firm, or corporation leasing or using airport property solely for the purpose of storing an aircraft and is not engaged in or providing any aviation related commercial activity or service at the airport. An airport tenant is not authorized to function as or provide the services of an FBO.

II. Services and Requirements

A. An FBO/SASO is authorized to offer or perform any or all of the following services or functions for the public. The guidelines for each service or function are listed.

1. Airframe or power plant repair: Sufficient hangar space, FAA certified mechanic on duty, paved outside parking area for aircraft, and paved access to the runway-taxiway system (if connecting runway or taxiway is paved).
2. Fueling: Avgas and jet fuel delivery trucks, trained and qualified fueling technician, plan of action in case of a massive fuel spill, and at least the minimum number of working fire extinguishers and bonding cables as recommended. Fuel trucks must meet all applicable local and State codes and be approved for use by the local fire marshal. Fuel must be purchased from the Airport Owner's fuel tanks on site.
3. Line service: Properly trained personnel; ropes, chains, or other restraining devices and wheel chocks for each tie down position.
4. Aircraft sales and/or rental: Sufficient office space, aircraft display area, and aircraft inventory.
5. Flight instruction: Trained and certified instructor, and aircraft available for instruction.
6. Avionics: Shop area, office space, and trained and certified personnel on duty.
7. Aircraft storage: Sufficient hangar, T-hangar, or tie down spaces.
8. Air taxi and charter: FAA Part 91 or Part 135 certification, aircraft with sufficient hangar, T-hangar, or tie down space, and aircraft loading or unloading area.

Hangar space, shop areas, restrooms, and other equipment as well as sufficient personnel shall not necessarily be accumulative for each service provided. For example, if an FBO/SASO provides both flight instruction and aircraft sales, both functions could be serviced by the same amenities. The actual agreement between an FBO/SASO and the

airport owner shall spell out the required services of each FBO/SASO and the square footage, number of personnel, etc. which must be provided by that FBO/SASO.

B. An FBO/SASO is required to perform the following functions or abide by the following rules:

1. Install, operate, maintain, repair, and store all equipment necessary for the conduct of the FBO's/SASO's business subject to the approval of the airport owner.
2. The FBO/SASO must lease their spaces from the Owner and the Terminal Building will not be an option to lease for any entity.
3. Use, with others so authorized, any common areas or equipment on the airport including, but not limited to, the runways, taxiways, public aircraft and auto parking aprons, roadways, and navigational aids.
4. Upon termination of the lease, return any leased property to the airport owner in the same condition as it was at the start of the lease, normal wear excluded. Any improvements or additions made to real property during the term of the lease will become property of the airport owner at the termination of the lease.
5. Will not prevent any person, company, or employee of a company from servicing, maintaining, or fueling their own aircraft that might be parked or hangared at the airport.
6. Make its business open to all forms and classes of aeronautical use.
7. Submit to and abide by periodic safety inspections by the Airport owner, the FAA, and/or the Oklahoma Aeronautics Commission.
8. Maintain all leased areas and the interior and exterior of any leased or constructed buildings to an acceptable standard.
9. Remove and properly dispose of any trash from the leased property.
10. Notify and gain approval of the airport owner of any intended reduction of services which are included in the FBO's/SASO's agreement.
11. Furnish all applicable services in a fair, equal, and nondiscriminatory manner to all airport users.

12. Abide by any and all rules, requirements, or mandates placed upon the airport owner by the FAA or the State of Oklahoma including, but not limited to, the Grant Assurances of FAA grants and the Terms and Conditions of OAC grants.
13. An FBO/SASO does not have the right to perform any service or business on the Airport unless such service or business is included in the current agreement with the airport owner.
14. An FBO's/SASO's rights do not supersede the airport owner's rights and obligations.

III. Airport Owner's Rights and Obligations

The airport owner retains the right and/or obligation to do the following:

- A. Perform any or all of the functions of an FBO/SASO. If so inclined, the airport owner may retain a proprietary right to offer any or all FBO/SASO services and/or products and allow no FBO/SASO to offer the same services or products at the airport.
- B. Enter into contracts with other FBO's/SASO's to operate similar or competitive businesses at the airport without regard to the wishes or desires of existing FBO's/SASO's. Any new agreements will be written to standards applicable at that time. If a new agreement gives an economic advantage to the new FBO/SASO, the airport owner may renegotiate its contract with the disadvantaged FBO/SASO; however, under no circumstances will the airport owner be held liable or required to pay damages for services, equipment or any other obligations which were required by past or current agreements.
- C. Approve an FBO's/SASO's placement of buildings, parking areas, or equipment to assure such development is accomplished in an orderly fashion and does not impede the future development or expansion of the airport as shown on an FAA approved Airport Layout Plan or Master Plan.
- D. Maintain the airport in a safe and serviceable condition.
- E. Collect all fees for the use of the airport; these fees include lease of hangar space, T-hangar space, aircraft or auto parking areas, fuel flowage fees, and tie-down fees. The airport owner may charge these fees as long as such fees are fair and appropriate and not intended to discriminate for or against any FBO/SASO or airport user or type of user.

- F. Increase or decrease the fee or required services of an FBO/SASO at any time the FBO's/SASO's agreement is renegotiated or at any such time as authorized by the lease agreement for any spaces leased by the FBO/SASO, and the Terminal Building will not be an option for lease to any entity.
- G. Reserve the right to take any actions necessary to protect the safety and usability of the airport and the approach surfaces to all runway ends.
- H. Reserve and restrict the use of property, equipment and any and all airport owned assets to the best interest of the airport owners' benefit. Owner may enter into use and/or lease agreements for assets not otherwise restricted or prohibited by grant requirements and/or other obligations.

IV. Payment and Fees

- A. Service Charge — An FBO/SASO must pay all responsible rentals, fees, or charges in a timely manner. The airport owner retains the right to assess a service charge for any late payment's due to the owner.
- B. Utilities — An FBO/SASO must arrange for water and waste water, gas, electricity, telephone, and any other utilities it uses on the airport and pay all responsible charges in a timely manner throughout the term of the lease.
- C. Taxes — An FBO/SASO will pay all responsible taxes in a timely manner.
- D. Other Bills — An FBO/SASO will pay all responsible bills in a timely manner.

Under no circumstances will the airport owner be responsible for payment of any taxes or bills owed by an FBO/SASO.

V. Solicitation and Conduct

- A. An FBO/SASO will not engage in the solicitation of its fuel delivering or other services on or about the airport in a loud, offensive, or objectionable manner. In the event of such questionable conduct, the airport owner will be the sole judge in determining if said conduct is a violation of the lease agreement and take any and all necessary steps to eliminate the undesirable condition, up to and including the termination of the FBO/SASOs agreement.
- B. An FBO/SASO will conduct business on the airport in such a manner as to maintain a friendly and cooperative, though competitive, relationship with other operators engaged in similar businesses on the airport. An FBO/SASO

will not engage in open public disputes, disagreements, or conflicts which would tend to deteriorate the quality of service of either party involved or which would be incompatible with the best interest of the public or the airport. The airport owner has the right to resolve all such disputes, disagreements, or conflicts and the airport owner's determination will be binding upon all FBO/SASO's operating at the airport.

VI. Use and Use Conflict

Any land, building, paved area, and other infrastructure leased to an FBO/SASO are to be used and occupied solely for the purpose of operating a Fixed Base Operation/ Specialized Aeronautical Service Provider and no other. The leased airport property cannot be sublet or divided, except for parking aircraft in hangars, T-hangars, or tie down spaces without the written permission of the airport owner.

VII. Unauthorized Use

An FBO/SASO may not park vehicles, trailers, motor homes, mobile homes, or any other vehicle or trailer on airport property without written approval of the airport owner.

VIII. Rules

An FBO/SASO must abide by all laws, rules, regulations, guidelines, terms, and conditions of the airport owner, the Environmental Protection Agency, the National Fire Protection Association, the local and State fire Marshal, the Oklahoma Aeronautics Commission, the Federal Aviation Administration, and any other applicable agencies in regard to the use and storage and dispensing of aircraft fuel, the storage, dispensing, and disposal of engine oil, the maintenance and upkeep of the airport facilities, the operation of the FBO/SASO's business, and the general safety and operation of the airport.

IX. Application Information

Name_____

Phone# _____

Address

E-Mail

Business Name

_____ Phone #_____

Business Address

Interested in a Ground Lease (☐)

Interested in a Hangar (☐)

Proposed services to be provided

IN WITNESS WHEREOF we have set our hands and seals the day reflected on the acknowledgment hereafter.

DURANT AIRPORT AUTHORITY

ATTEST

JERRY L TOMLINSON, CHAIRMAN

FBO / SASO



THE CITY OF DURANT

Durant Regional Airport

Eaker Field

January 25, 2019

To whom it may concern,

The Airport will be hiring an Airport Manager and Operational staff to work at the Airport. These employees will be Managing the Terminal Building and all of the basic operations of the airport.

The management and operations are to include but not be limited to:

1. Fuel System and Storage Tanks - Buying and selling fuel, maintaining equipment, inspection and upgrade, documentation, ensuring compliance with all regulations pertaining to the fueling system.
2. City Owned Hangars - Managing and maintaining Hangars that this City owns, Collecting lease payments, having leases signed and issuing new leases to new occupants, complete oversight of the leased hangars.
3. Terminal Building and Airport Equipment - Maintain and operate the Terminal building, operation of the radio system, including issuing Notams, maintain all AWOS, VOR, Lighting systems, and any other essential airport equipment or navigational aids, formal publication requirements, proper documentation of any required testing, inspections, or maintenance of all airport equipment, cleaning, mowing, overall appearance of the Airport, scheduling use of conference and training rooms, and marketing the airport for growth.
4. Budgetary - Ensure proper reporting of any revenue streams and expenditures through the City of Durant Purchasing Policy, assist with budget writing for any airport related needs, assist with grant writing and decision making where it concerns the Airport property or equipment, daily deposits of fees collected in conjunction with the airport, assist in staffing decisions for airport operation.
5. Operations - Ensure necessary staffing to accommodate customers with a level of service as required, expected high level of customer service without bias, pulling planes, tie downs, parking, fueling, after hours call ins, managing fleet loan vehicles, manage Airport owned fuel truck, tugs, tractors, mowers, and any other direct assets.

Sincerely,

Marty Cook
Public Works Director
City of Durant



The City of Durant

Public Works Director

Memorandum

Date: 4/1/2019
To: Airport Authority
From: Marty Cook - Public Works Director
Re: Consider Allowing Hangar 10 Aviation, LLC to Begin Fixed Based Operations (FBO) Out of Their Leased Facility Which Would Include But not be Limited to the Installation of Storage for Jet Fuel and 100LL Aviation Fuels by Hangar 10 Aviation, LLC and the Retail Sale of Those Fuels Subject to the Fair and Equal Fuel Flowage Fee Established for all Fuel Storage Tank Owners as Set by The Airport Authority and to be Located at Durant Regional Airport - Eaker Field

At the request of Hangar 10 Aviation, this proposal has been placed on the agenda for this evening. Hangar 10 Aviation would like the opportunity for airport patrons desiring expanded or additional services a means to obtain them, this would include placing fuel storage tanks and provide fuel service at our Durant Regional Airport - Eaker field.

Services they would expect to provide are:

- Retail full-service sale of aviation fuel
- Retail sale of general pilot and aircraft supplies
- Safe parking and ramp services for arriving and departing aircraft
- Aircraft lavatory services
- Ground power unit services
- Aircraft rental and flight training

If the board approves the proposal, then we would recommend a contract be drawn up with the specifics to this agreement outlined that would reflect clear and binding responsibilities and brought back to this board for approval.

Council Information / Action Requested

Approve Proposal

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Hangar 10 Aviation Proposal	Cover Memo	4/5/2019

Hangar 10 Aviation, LLC

Proposal

Hangar 10 Aviation, LLC desires to increase its investment in the Durant Regional Airport by expanding our current operations. We have received numerous requests by tenants and users of the Durant Regional Airport for us to provide expanded services. We believe that there is sufficient demand for expanded FBO services at the Durant Regional Airport and as such we are requesting to be allowed to provide additional FBO services. Hangar 10 Aviation, LLC desires to increase its investment in the airport as outlined below.

- Begin General FBO operations to Include but not be limited to:
- Retail full-service sale of aviation fuel.
- Retail sale of general pilot and aircraft supplies.
- Safe parking and ramp services for arriving and departing aircraft.
- Pull in and pull out services for based aircraft.
- Aircraft lavatory services.
- Ground power unit services.
- Aircraft rental and flight training.

Hangar 10 Aviation, LLC IS NOT proposing to be the “exclusive” provider of FBO services at the Durant Regional Airport. We simply wish to provide an opportunity for airport patrons desiring expanded or additional services a means to obtain them. In order to facilitate the Retail Full-Service Sale of Aviation fuels Hangar 10 Aviation, LLC is also requesting to install Jet Fuel and 100LL Aviation Fuel storage tanks as needed on the property that we currently have leased from the Durant Airport Authority. Any fuel storage facility installed on the leased property and all fuel dispensed from Hangar 10 Aviation, LLC trucks will comply with all FAA Rules and Regulations governing the storage and distribution of aviation fuels.

We at Hangar 10 Aviation, LLC look forward to the opportunity to provide services to patrons of the Durant Regional Airport and would like to emphasize that approval of this proposal in no way grants Hangar 10 Aviation, LLC exclusive rights to provide FBO services. Hangar 10 Aviation, LLC is simply asking for the right to expand our services at the airport so that the general public will have additional options when visiting Durant. In addition we realize that in consideration of this permission to sell fuel we will be subject to reasonable fuel “flowage” fees that are assessed on an fair and equal basis to all owners of fuel storage tanks for every gallon of fuel pumped at the airport and will remit those fee’s to the Durant Airport Authority in whatever manor they see fit.

We look forward to the opportunities that lay ahead and welcome any questions that you may have.