

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**

**July 11, 2017**

**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 June 13, 2017
- b. Consider Approval of Request for Authorization to Purchase for Second Year of Airport Manager Contract (RFAP #2017-125)

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

#### **3. 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.*

#### **4. Administration**

#### **5. Information Items**

- a. Airport Manager Monthly Report - June 2017

#### **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 17th day of November, 2016 and that an agenda of said meeting was posted at the place of such meeting at 5:17 p.m. on the 7th day of July, 2017.

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Cynthia J. Price, City of Durant



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 7/2/2017  
**To:** Airport Authority  
**From:** Cynthia J. Price, City Clerk  
**Re:** Consider Approval of Regular Meeting Minutes of June 13, 2017

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### Council Information / Action Requested

Approve Regular Meeting Minutes of June 13, 2017.

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

#### ATTACHMENTS:

Description	Type	Upload Date
Regular Meeting Minutes 6.13.2017	Exhibit	7/2/2017

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 17th day of November, 2016 and that an agenda of said meeting was posted at the place of such meeting at 4:45 p.m. on the 9th day of June, 2017.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT AIRPORT  
AUTHORITY OF June 13, 2017 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 6:13 p.m.

**ROLL CALL**

Present: Trustee Oden Grube	City Attorney Pat Phelps
Trustee Destry Hawthorne	City Manager Tim Rundel
Vice-Chairman Chad Hitchcock	City Clerk Cynthia J. Price
Chairman Jerry Tomlinson	(*denotes partial attendance)

Absent: None

Chairman Tomlinson declared a quorum.

**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 May 9, 2017**

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve consent item as presented. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

**2. Consideration Items Removed from Consent**

**3. Citizen Comments on Non-Agenda Items**

There were no citizen comments.

#### **4. Administration**

- a. Consider Approval of Motion to File Durant Airport Authority FY17/18 Financial Plan with City Council as Beneficiary

Approved

Michelle Hall, Assistant City Treasurer, addressed the authority board and asked for approval to file the Durant Airport Authority financial plan with the city council as beneficiary.

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to approve the Durant Airport Authority FY 2017-18 financial plan as presented. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- b. Consider Award of Bid to Overland Corporation for Airport South Apron Repair

Approved

Jacque Wilson, Deputy City Manager of Operations. The City of Durant advertised the bid and LBR handled the remainder of the bidding process. One bid was received.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to award of bid to Overland Corporation for Airport South Apron Repair. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- c. Consider Approval of Request for Authorization of Purchase for Overland Corporation for Airport South Apron Repair (RFAP #2017-116)

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Request for Authorization to Purchase for Overland Corporation for Airport South Apron Repair (RFAP #2017-116). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- d. Consider Approval of Adjustment of Amendment No. 2S Between the

City of Durant and LBR INC.

Approved

Jacque Wilson, Deputy City Manager of Operations, addressed council and stated there is a cost reduction of \$94,000.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Adjustment of Amendment No. 2S between the City of Durant and LBR, Inc.. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

## **5. New Business**

There was no new business.

## **Adjournment**

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to adjourn meeting. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 7/5/2017  
**To:** Airport Authority  
**From:** Jacque Wilson, Public Works Director  
**Re:** Consider Approval of Request for Authorization to Purchase for Second Year of Airport Manager Contract (RFAP #2017-125)

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### Council Information / Action Requested

Approve Request for Authorization to Purchase for Second Year of Airport Manager Contract (RFAP #2017-125) in the amount of \$120,000.

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

#### ATTACHMENTS:

Description	Type	Upload Date
RFAP #2017-125	Exhibit	7/5/2017

SPEND/CNTRCT#  
 INCODE PROJ#  
**RFAP #2017-125**

## REQUEST FOR AUTHORIZATION TO PURCHASE

*Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and & City of Durant Code: § 37.003-37.010*

### Item #

- 1 Item planned for spending (provide details):  
AIRPORT OPERATOR SHARE IN SALES FY 2017/2018
  
- 2 Department requesting authorization:  
EAKER FIELD AIRPORT
  
- 3 Bidding recommendation (award or reject along with name and contact information of vendor):  
D/W AVIATION
  
- 4 Estimated Purchase Date (M/D/Y): June 29, 2017
- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)
  
- 6 Is this item included in the current FY budget (Yes/No) Yes
  
- 7 GL account code: #206-065-503-30-66
- 8 Spending / purchase request details (complete below blanks):
- 8a Amount requested to spend \$120,000.00
- 8b Item (new or replacement, if a capital item complete fixed asset form)? New
- 8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form? No
  
- If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)*
- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review No
- 8e Does the purchase involve Grant Funding (Yes or No) No
- 8f What is the City Cash Match for the Grant \$
- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)
  
- 9 Purchase is Planned By (complete appropriate item(s) below):
  
- 9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):
  
- 9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:
  
- 9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:



Spend & Contract Form

9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:

9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.

AIRPORT OPERATOR SHARE IN SALES

9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.

9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

10 Signature & date blocks (complete appropriate sections):

10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
10b	Signature Department Head	date (M/D/Y):
10c	Signature of Division Head	date (M/D/Y):
10d	Signature of Budget Administrator	date (M/D/Y):
10e	Signature of Project Manager	date (M/D/Y):
10f	Signature of City Treasurer	date (M/D/Y):
10g	Signature of City Manager (only over \$2,000)	date (M/D/Y):

11h City Manager Comments:

**MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT  
AIRPORT MANAGEMENT CONTRACT**

**THIS AGREEMENT**, made and executed this day of Jan 26, 2017, by the Durant Airport Authority, a public trust (the Authority), being the leasehold owner of the municipal airport (the Airport), with offices at 300 W. Evergreen, Durant, Oklahoma, 74701, Johnny Dewayne Williams d/b/a D/W Aviation, with its principal address being 10 Waldron Drive, Durant, Oklahoma, 74701, referred to hereinafter as the Fixed Base Operator (FBO),

**WITNESSETH:**

**WHEREAS**, "Owner" is public trust created by City of Durant, operating and controlling the Airport; and

**WHEREAS**, "FBO" is experienced in aeronautical matters and the administration of airports; and

**WHEREAS**, it is in the best interest of the Authority to have a qualified individual act as the FBO of Airport;

**IT IS, THEREFORE, AGREED** by and between the parties hereto as follows:

**1. APPOINTMENT, TERM AND SALARY OF FBO**

- a. That FBO is hereby appointed by the Authority as Airport Manager of Durant Regional Airport: within the Airport proper, in the City of Durant, Bryan County, Oklahoma, for an annual sum of \$120,000.00, 12 equal monthly payments, from 1 February 2017 through June 30, 2017 (prorated contract amount will be 5/12's for the first year), with an option to renew for five additional lease terms from July 1, 2017 through June 30, 2022, unless sooner terminated by action of the parties hereinafter provided. Base amount for phone line processing credit card payments AND the credit card processing fees are split equally between the parties.

**2. AUTHORITY TO FBO**

- a. That the FBO is hereby given full power and authority by the Authority to supervise and oversee any and all aeronautical activities at said Airport, including both flight and ground activities, for the purpose of enforcing the rules and regulations pertaining thereto now or hereafter adopted by the Authority, the State of Oklahoma, or the United States of America.

**3. PAYMENT**

- a. For and in consideration of its services as manager in the operation of the Airport, Authority agrees to pay the FBO as follows:
  - i. A fuel flowage fee of 10% of net profits for all aviation fuel sold each calendar month less any dishonored payments. FBO will receive the same

# MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT

flowage fees generated by fuel sales from the self-serve card type pump. FBO understands and agrees that he shall purchase all fuels used or sold at the Airport exclusively through the Authority's Purchasing System, and Authority shall designate the FBO as its authorized representative for such purchases. Fuel inventory shall be recorded and reported to the City Manager's designee weekly for auditing purposes. Authority shall purchase and promptly pay for all fuels ordered by FBO for use or sale at the Airport.

- ii. FBO shall establish a reasonable price for all fuels sold, which prices shall be competitive with prices charged by other airports in the vicinity for comparable products. Provided, however, the prices for products shall be subject to the final approval of the Authority, which shall not be unreasonably withheld. The price for all fuels sold will be included in the weekly reports.
- iii. FBO shall receive one-half (1/2) of the fees collected for ramp and large, orange hangar parking less any dishonored payments. FBO's share of fees for large orange hangar shall be discontinued when large orange hangar is secured. The Authority shall agree by resolution the fees charged for any services. All service fees shall be charged to all customers uniformly. The FBO shall maintain a record of all fees collected. The fees and reports thereof shall be remitted to the City Manager's designee weekly. FBO shall not receive any of the rental fees for any hangars (except the large, orange hangar), and all proceeds from rental of said hangar shall inure to the benefit of the Authority.
- iv. As further consideration of this Agreement, FBO shall have full control and use of Terminal, Building #8, Hangars #1 and #2 (Shop) to perform maintenance. The current value of these two hangars is \$330/mo each for a total value of \$7,920.00. FBO will provide and pay for all cost of utilities and telephone equipment and internet services used and placed in these two hangars.
- v. FBO shall deposit on a regular basis, but not less often than one (1) time per calendar week, all revenues received from hangar rentals and/or the sale of fuel, into an account to be designated by the Authority.
- vi. All claims shall be submitted by the 24th day of each month to be approved by the second Tuesday of the following month. Payment of the above stated management fee to the FBO shall be made no later than 30 days from submission of claim contingent upon the Airport Authority's approval. Authority shall provide an itemized statement showing all authorized deductions from FBO's submitted claims.

## MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT

### 4. DUTIES OF FBO

- a. FBO shall at all times during the continuance of the term of this agreement and any renewal or extension thereof, conduct, operate, and maintain for the benefit of the flying public an Airport Service Center (ASC), for the purpose of performing the functions and furnishing the services hereinafter set out. The following are the minimum standards for the operation of the ASC:
  - i. Make aircraft parts, lubricants, and services available to the flying public.
  - ii. Service all aircraft with the requested 100LL AVGAS, jet fuel or replacement specification fuel as stocked.
  - iii. Maintain orderly parking of aircraft in hangars and on the ramps.
  - iv. Monitor stock levels of AVGAS, jet fuel, lubricants and supplies used at the airport.
  - v. Timely furnish all reports relating to the services furnished as requested by the Authority. Report to the Authority all sales, purchases, and other items on forms provided by the Authority, at such times as are provided herein and at intervals which the owner may direct to accomplish the ultimate reason for the reporting.
  - vi. FBO manager will present an airport operational and status report to the Authority at their regularly scheduled meetings.
  - vii. All reporting documents (which shall be furnished by the Authority), as requested by the Authority, shall be submitted to Authority at minimum intervals of once weekly. Authority shall give direction of the week day on which reports are to be submitted.
  - viii. To collect and keep accurate accounting of all funds received from the sale of AVGAS, jet fuel, ramp and hangar parking fees, and other fees to which FBO shares with the Authority. All collected fees which the Authority is entitled to any portion must be deposited with Authority no less than once weekly or at other intervals as the Authority may direct.
  - ix. Monitor the Unicom system, oversee all facilities, grounds, buildings, water and contamination filters, roads, runways, taxiways, ramps, and all other areas of the general airport facility by periodic inspections as may be directed by Authority. FBO shall direct and advise the Authority of any necessary maintenance of the airport facility and shall report the periodic inspections at intervals directed by the Authority, which shall be made in

## MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT

writing. FBO shall perform minor maintenance or repairs on any of the facilities, or he shall direct all routine maintenance by authorized vendors. Any maintenance performed shall be reimbursed to FBO or furnished by the Authority when notified by FBO in its periodic reports to the Authority.

- x. Coordinate the maintenance, dispatch, and control of a serviceable vehicle for the use of transporting airport visitors, patrons, and customers of the airport. Two (2) courtesy vans, and one (1) Ford Jet A Truck.

Dodge Grand Caravan 2005 Vin# 2D8GP44L15R223037 OK Tag# 3-64146.  
Chevrolet Uplander Van 2005 Vin# 1GNDV33125D185105 OK Tag# 18727.  
Ford F800 Jet A Fuel Truck Vin# 1FDXF82J1MVA36642 OK tag# 3-62781

- xi. FBO to conduct limited mowing and weed control on the ramp, hangar areas, the Terminal front, sides, and Terminal rear area, around 100LL fuel pumps, and near rear entrance.
- xii. Provide all services and perform all duties on a daily basis, maintaining business hours from 8:00 am to 5:00 pm Monday through Friday, 9:00 am to 5:00 pm Saturday and Sunday, excluding the holidays observed by the Authority, which holiday services will be "on call" as needed. Operating hours will be extended during daylight savings time to 7:00 pm until Terminal access doors are modified to allow patrons to access terminal "after hours". Exceptions of business hours include inclement weather or when other extenuating circumstances prohibit the operation of the airport. Terminal will be staffed during operating hours with the exceptions of lunch breaks and/or on/off-field duties/operations. FBO will be on call 24 hours a day with a response time of 30 minutes.
- xiii. The FBO is required to make an inspection of the fueling facilities once every three years from the date of the last inspection in accordance with the Spill Prevention and Countermeasure Plan (SPCP) which shall be delivered to the Authority within ten (10) days thereafter. A copy of all inspection reports shall be filed with the City Clerk.
- xiv. The FBO shall be responsible for a daily inspection of the fuel storage tanks, secondary containment areas and the area at the point of sale for AVGAS.
- xv. FBO, acting at the direction of the airport authority, beginning February 1, 2017, will manage and collect all airport hangar rent. All payments will be directed to D/W Aviation, c/o City of Durant, 10 Waldron Drive,

## MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT

Durant, OK, 74701. All payments will be made payable to the City of Durant, 300 West Evergreen, Durant, OK, 74702.

- xvi. The FBO shall conduct an inspection according to the SPCD inspection procedure every six (6) months. The written inspection report shall be kept as part of this plan for a period of three (3) years. A copy of all inspection reports shall be filed with the City Clerk.
- xvii. The FBO shall be responsible for the appropriate training of all persons utilized in the operation of the fuel facility and refueling procedures at the airport. This training shall be done on an annual basis. A list of the attendees to the training session and a summary of the subject matter discussed shall be kept as a part of this plan for a period of three years. The FBO will receive annual instruction on the requirements for the SPCP. A record of the training received by the operator and the subject matter discussed shall be retained. A copy of all training and inspection reports shall be filed with the City Clerk.
- xviii. The FBO shall provide a written report of all accidents occurring on the property owned by the Authority to the appropriate authority.

### 5. OBLIGATION OF THE AUTHORITY

- a. The Authority shall, as a part of the consideration herein, provide, furnish, and obligate the following:
  - i. Furnish a terminal building, which complies with the Americans with Disabilities Act, all utilities excluding business telephone(s).
  - ii. All Airport mowing (excluding FBO maintained areas) will be done by the City.
  - iii. Authority will evaluate securing gray water handling equipment, FBO takeout meal service, an additional aircraft tug and appropriate tow bars to accommodate all aircraft.
  - iv. Furnish hangar spaces #1 and #2 in Building #8 totaling two thousand two hundred two square feet (2,202 sq. ft.), this space is also known as the aircraft maintenance shop.
  - v. Furnish a 12,000 gallon tank and related items for AVGAS, and a 12,000 gallon tank for jet fuel which meets the requirements of the Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), Federal Aviation Administration (FAA), American

**MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT**

Petroleum Institute (API), uniform building code standards, and state and local fire codes and ordinances.

- vi. Furnish all maintenance to the tanks, pump, meter, hoses, nozzles, etc. and all fire prevention items related to aircraft fueling safety and servicing.
- vii. Furnish the real property, janitorial supplies for terminal building, and upkeep of the Airport (including sweeping of runways) and terminal building; maintain hangars, parking hangars, storage building, owner supplied equipment, and facilities not otherwise provided by the FBO.
- viii. Provide zero-turn mower necessary for mowing and be responsible for major maintenance and repair of mower.
- ix. Provide a waiting room and flight planning room together with the furniture, furnishings, and necessary equipment and maintain the same.
- x. Provide fire prevention training in conjunction with the Durant Fire department. Training records shall be kept on file a minimum of three years.
- xi. Keep on file current copies of the NFPA Manual 407 (Aircraft Fuel Servicing, together with API Quality Control Standards, as such documents may be amended. These standards set forth therein shall control all matters related to aircraft fueling safety and servicing.
- xii. Provide a serviceable automobile for use as a courtesy vehicle for pilots and passengers utilizing the airport and to furnish all tags, license, insurance and registration. Authority will be responsible for routine maintenance supplies and for major maintenance and repair of same.

**6. COOPERATION OF PARTIES AND ADDITIONAL IMPROVEMENTS TO PREMISES**

- a. The parties agree to cooperate and evaluate individual proposals for additions, renovations, alterations, and improvements to the airport buildings, facilities, and equipment to determine to what extent, if any, the Authority will participate. FBO, or a representative, shall attend and be included in the monthly Authority meetings for presentations or decision making activities related to the Airport.
- b. All improvements which become appurtenances to the land, whether at the expense of the FBO or joint expense of the parties, shall remain the property of the Authority at the expiration of this Agreement, free and clear of any lien from the FBO or any third party provider, unless previously agreed.

## MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT

### 7. PROTECTION OF PROPERTY AND COVENANTS WHICH RUN WITH THE LAND

- a. FBO acknowledges that no right, grant or privilege has been given under the terms of this Agreement which would operate to violate the Authority's involvement in any project grant agreement, nor shall this Agreement affect any future grant agreements in which the Authority may undertake.
- b. This Agreement is subject to the terms, covenants and restrictions contained in the granting deed(s) or other documents by which the Authority became vested with the leasehold title to the Airport and this Agreement is subordinate to the Authority's rights, obligations, covenants and restrictions contained in such documents. A copy or copies of such documents are available to FBO upon request and are made a part of this Agreement by reference.

### 8. TERMINATION AND ARBITRATION

- a. The parties recognize and agree that the ability of the Authority to obtain tax-exempt financing for Airport improvements depends, in part, on compliance with applicable provisions of the Internal Revenue Service Code (IRS) and IRS rules and regulations, including, but not limited to, Revenue Procedure 97-13 relating to management contracts, and requirements as to termination at the option of the leasehold owner of the facilities. Accordingly, this Agreement may be terminated by the Authority, at its sole discretion, without penalty or cause. Provided, as a condition to any such termination, the Authority shall give written notice thereof to the FBO not less than sixty (60) days prior to the date of such termination.
- b. Further, this Agreement may be terminated by either party for cause (breach of the terms of the Agreement) if the reason therefore is not corrected within the 30-day notice as hereinafter defined.
- c. The party complaining shall give notice in writing of the complaint to the responsible party, and the responsible party shall have 30 days to correct or resolve the issue(s) contained in the complaint. The party receiving the complaint shall have 30 days to correct the alleged problem. If the complaining party continues to feel aggrieved, it may demand arbitration under the terms hereof. The decision of the arbitrators shall be binding upon the parties. The parties agree that arbitration is the sole and exclusive means of resolving differences arising under the terms of this Agreement with respect to termination for cause.

### 9. MODIFICATION OF AGREEMENT



## MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT

- a. Any modification of this Agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if in writing signed by each party or an authorized representative of each party.

### 10. ENTIRE AGREEMENT

- a. This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

### 11. ATTORNEY FEES

- a. In the event any legal action is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney fees and costs relating thereto.

### 12. ASSIGNMENT OF RIGHTS

- a. The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party. Provided, the parties understand and specifically agree that the right, title, and interest of the Authority in this Agreement and the revenues derived therefrom, may be assigned as security bonds, notes or other obligations the proceeds of which will be used to finance improvements to the Airport.

### 13. HAZARDOUS DISCHARGES OR ENVIRONMENTAL COMPLAINTS

- a. If FBO receives any notice of the happening of any event involving an emission, spill, release or discharge into or upon (i) the air, (ii) soils or any improvements located thereon, (iii) surface water or groundwater, or (iv) the sewer, septic system or waste treatment storage or disposal system servicing the Airport or of any toxic or hazardous substances or wastes (intended hereby and hereafter to include any and all such material listed in any federal, state or local law, code or ordinance and all rules and regulations promulgated thereunder, as hazardous or potentially hazardous) (any of which is hereafter referred to as a Hazardous Discharge), or any complaint, order, directive, claim, citation or notice by any governmental authority or any other person or entity with respect to (v) air emissions, (vi) spills, releases or discharges to soils or any improvements located thereon, surface water, groundwater, or the sewer, septic system or waste treatment, storage, or disposal systems servicing the Airport, (vii) noise emissions, (viii) soils or liquid waste disposal, (ix) the use, generation, storage, transportation or disposal of toxic or hazardous substances or wastes or (x) other environmental, health or safety matters affecting FBO, the Airport, any improvements located thereon, or the business therein conducted (any of which is hereafter referred to as an Environmental Complaint), then FBO shall give

#### MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT

immediate oral and written notice of same to the Authority, detailing all relevant facts and circumstances.

- b. Without limitation on the foregoing, Authority shall have the option, but shall not be obligated, to exercise any of its rights as provided in Section Eight (8) of this Agreement and may enter onto the Airport to investigate or take any actions as it deems necessary or advisable to discover, clean up and remove, resolve or minimize the impact of, or otherwise deal with, any Hazardous Discharge or Environmental Complaint upon Authority's receipt of any notice from any person or entity asserting the happening of such. All costs and expenses incurred by Authority in the exercise of any such rights shall be the responsibility of the FBO if the FBO is found to be negligent. Assessment of any and all costs and expenses incurred by the Authority in the exercise of such rights shall be determined through utilization of the procedures as addressed in Section 8.
- c. Authority hereby agrees to defend, indemnify and hold FBO harmless from and against any and all claims, lawsuits, liabilities, losses, damages, and expenses (including attorney fees (to the extent of the limited coverage authorized by law contained in 51 O.S. Section 154) arising by reason of any of the aforesaid or an action against the Authority under this indemnity) arising directly or indirectly from, out of or by reason of (i) any breach of this Section occurring during the term of this Agreement, (ii) any Hazardous Discharges at the Airport which occur before or during the term of this agreement other than those caused by the action or omission of FBO, or (iii) Authority's failure to provide all information, make all submissions, and take all actions required by any federal, state, or local environmental authority.

#### 14. LUBRICANTS

- a. There shall be no rebate to Authority on sales of lubricants, parts or other merchandise sold on the premises except as heretofore specifically stated.

#### 15. INSURANCE AND INDEMNIFICATION

- a. FBO shall hold the Authority harmless from any act of negligence or omission on the part of the FBO, and in the event of any claim or judgement, shall indemnify the Authority from any loss, judgement or claim, including the expense of defense and attorney's fees. FBO shall obtain and keep in force liability coverage, naming Authority as an additional insured and furnishing Authority verification of such, prior to occupation of the premises and selling fuel. FBO shall maintain a liability insurance policy with coverage for bodily injury and property damage in an amount no less than ONE MILLION DOLLARS (\$1,000,000) per occurrence and shall name the Authority as additional insured. A copy of liability verification shall be filed with the City Clerk annually.

MANAGEMENT CONTRACT FOR DURANT REGIONAL AIRPORT

16. RELATIONSHIP OF PARTIES

- a. FBO enters into this Agreement as, and shall continue to be, an independent contractor. All services shall be performed only by FBO and FBO's employees. Under no circumstances shall FBO, or any of FBO's employees, be entitled to any of Authority's employee benefits, including without limitation worker's compensation, disability insurance, vacation or sick pay. FBO shall be responsible for providing, at his own expense, and in his name, unemployment, disability, workers compensation and other insurance.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed at Durant, Bryan County, Oklahoma on the 26<sup>th</sup> day of January, 2017.

ATTEST

DURANT AIRPORT AUTHORITY

Cynthia J Price  
Secretary

BY: [Signature]  
Chairman



FIXED BASE OPERATOR

BY: [Signature]  
Dewayne Williams dba D/W Aviation



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 7/5/2017  
**To:** Airport Authority  
**From:** Dewayne Williams, Durant Regional Airport  
Manager  
**Re:** Airport Manager Monthly Report - June 2017

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### Council Information / Action Requested

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

#### ATTACHMENTS:

Description	Type	Upload Date
Airport Manager Monthly Report - June 2017	Exhibit	7/5/2017



**Durant Regional Airport Eaker Field**

Airport Managers Monthly Report

July 11, 2017

Dewayne Williams, F.B.O.

- Fuel Sales – May through June, 2017  
Avgas 100 Low Lead (100LL)  
May - 2,710 Gallons  
June – 2791 Gallons  
Jet A w/prist (Deicing additive)  
May – 8,733 Gallons  
June – 11,860 Gallons
- Hangars  
Interest is still high for both individual and corporate hangars.
- Community Hangar  
Securing the community hangar with door locks and security cameras is currently under evaluation.
- Maintenance Issues  
AWOS (Automated Weather Observation System) needs repaired.

The 100LL avgas bulk storage tank has been modified to conform to vent specifications currently in effect per regulatory commission.

Weed eradication process is ongoing on the ramp, around the hangars, and taxiways.

No major damage sustained from recent storms.

- Questions/Concerns/Comments?
- Thank you.