

**Office of the
City Clerk**

**NOTICE AND AGENDA
Combined Meeting of
Tulsa Airports Improvement Trust – Special Meeting
Tulsa Airport Authority – Regular Meeting
Thursday, June 8, 2023, 8:30 a.m.
Airport Conference Room A-211
Tulsa International Airport
7777 Airport Drive
Tulsa, Oklahoma 74115**

Call the combined Special and Regular Meetings of the Trustees of the Tulsa Airports Improvement Trust and the Members of the Tulsa Airport Authority to order.

1. Approve the Minutes of the combined May 11, 2023, meetings of TAIT and TAA.
2. Operating and Financial Reports.

Administrative, Finance, IT, and Operations Contract Action.

3. Approve TAIT Budget for FY2024 (July 1, 2023 through June 30, 2024), the Schedule of Rates, Fees & Charges, and the operating budget for management of the parking system.

TAIT annual budget in an amount not to exceed \$78,172,256 comprised of:

- | a. | Item | Amount |
|----|-----------------------------|---------------|
| | Operating Budget | \$29,610,830 |
| | Operating Capital Purchases | \$ 2,633,800 |
| | Debt Service | \$12,935,698 |
| | Capital Projects | \$32,991,928 |
- b. TAIT Schedule of Rates, Fees & Charges.
 - c. Parking system management budget of \$1,951,700 (included in the TAIT operating budget).

4. Approve annual Memorandum of Understanding (“MOU”) between the City of Tulsa and Tulsa Airports Improvement Trust regarding allocation of airport revenues to the City for services performed by the City in support of the Airport for FY2024 in the amount of \$44,091, effective July 1, 2023. TUL Contract F23-084.

This MOU represents the amount paid to the City for actual support services of the City Clerk, Mayor and Mayor’s office; City Council; limited Human Resources services for MERP administration; and limited finance services, and only those amounts which are allowable under the FAA Revenue Use Policy and Federal Grant Assurances.

5. Accept donation from The Bridges Foundation benefiting the Airport's Sensory Rooms in the new Guest Services Areas in the amount of \$100.
6. Approve renewal of RVS Private Hangar Insurance Group Policy with ACE Chubb in the amount of \$27,983.00 effective July 1, 2023, which is a 10% increase from last year's premium. This premium is 100% reimbursed by participating RVS tenants. The reimbursement includes a small administrative fee to the Airport.
7. Approve renewal of Aviation General Liability Policy of Insurance with ACE Chubb Limited Insurance Company effective July 1, 2023. This policy is a two year term at an initial annual premium not to exceed \$83,644.00 and a cap of no more than 10% in the second year if the loss ratio in the initial term is less than 25%. The new premium represents a 9% increase over last year's premium.
8. Approve renewal of Employment Practices and Public Officials Liability insurance policy with Navigators Insurance Company, effective July 1, 2023 in the amount of \$31,800. No increase in premium this year.
9. Approve Workers Compensation Insurance policy with Beacon Aviation, for one year at the annual premium amount of \$88,138, effective July 1, 2023, a 14% decrease in premium from last year. Last year's MOD was .88 down from 1.01.
10. Approve Business Auto Liability Insurance Policy with Granite State Insurance Company for one year effective July 1, 2023, at the annual premium amount of \$116,174.00. The premium represents a 42% increase from last year's premium, due to, among other things, an increase in the number of vehicles insured. We had one claim last year which resulted in a lawsuit and has recently been dismissed, but there was a substantial reserve placed on the policy. That reserve has now been removed.
11. Approve Unmanned Aircraft System (UAS) Insurance Policy with USAIG Insurance Company for one year effective July 1, 2023 in the amount \$4,312.00. The premium represents a \$205.00 increase from last year's premium, due to changing the loss frequency from aggregate to per occurrence.
12. Approve Replacement Value Property Insurance policy with AIG Specialty Insurance Company at an annual premium not to exceed \$663,500.00 effective July 1, 2023. Total Insured Value (TIV) of property is \$468,350,405 – a 2% increase from last year. The premium represents

a 13% increase and the deductible remains at \$100,000.00. The expiring rate is \$0.1254 per \$100 and the new rate is \$0.1417 per \$100.

13. Accept and Approve pending OAC Preserving Rural Economic Prosperity (PREP) Grant in an amount up to \$3,601,000.00, for the Design of the TUL Air Traffic Control Tower (ATCT) and Terminal Radar Approach Control Facility (TRACON) Project. Grant Number TUL-23-PREP

14. Accept and Approve pending FAA AIP Grant in an amount up to \$1,495,022 for design of the GAF & FIS Facility Project. TUL Grant Number 3-40-0099-107-2023.

Engineering Capital Improvement Contract Action.

Contracts.

15. Approve Amendment Number Two to the Professional Services Agreement with Gresham Smith, a Tennessee General Partnership, in the amount of \$44,710.23 for additional Consulting services to the Sign and Wayfinding Improvement Plan Project. TUL contract F22-110.

These additional services will compensate the consultant for materials and labor to construct a Mock-Up of the entrance monument.

Contract Amendments None

Change Orders None.

Contract Close Out / Other Contract Action.

16. Accept project and approve final payment to Keith Construction Co., LLC in the amount of \$7,561.40 for the “Replace Concourse B Exit Lane Security Doors Project.” TUL contract F23-040.

	Amount	Percent Change
Original contract amount:	\$289,000.00	
Total change orders:	\$13,456.00	4.7%
Total change of quantities:		
Total cost:	\$302,456.00	4.7%

17. Accept project and approve final payment to Keith Construction Co., LLC in the amount of \$80,359.57 for the Escalator Replacement Project Phase 4. TUL contract F22-051.

	Amount	Percent Change
Original contract amount:	\$1,211,522.00	
Total change orders:	\$53,265.00	4.4%
Total change of quantities:		
Total cost:	\$1,264,787.00	4.4%

Property Development Contract Action.

18. Approve Contract for the Sale of Real Estate between Clyde O. Box Jr., as Trustee of The Box Family Trust, and Tulsa Airports Improvement Trust. TUL Contract F23-225.

Agenda Items 19 through 22 may be considered together.

19. Approve Cargo Facility Sublease Agreement with Matheson Flight Extenders, Inc., effective June 3, 2023. Cargo Building #2. TUL contract F23-011.

20. Approve Cargo Facility Sublease Agreement with United Parcel Service, Inc. (UPS), effective July 1, 2023. Cargo Buildings #2 and #3. TUL contract F18-066.

21. Approve Cargo Facility Sublease Agreement with Southwest Airlines, Co., effective July 1, 2023. Cargo Building #3. TUL contract F18-067.

22. Approve Cargo Facility Sublease Agreement with American Airlines, Inc., effective July 1, 2023. Cargo Exchange Center, Cargo Building #1 and adjacent land. TUL contract F18-068.

Agenda Items 23 through 28 may be considered together.

23. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from DEFC Hangar Management, LLC to SDK Hangar Management, LLC, effective upon approval. Lot 9, Block 6, Southwest Commercial Area. RVS contract F12-002.

24. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from D & E Associates, LLC to Steven Seth Erkenbeck, effective upon approval. Lot 5, Block 3, Southwest Commercial Area. RVS contract F20-023.

25. Approve new Sublease Agreement with David K. and Louise A. Johnson, effective August 1, 2023. Lot 2, Block 1A, Northwest Hangar Area, Hangar A-40. RVS contract F04-012.

26. Approve new Sublease Agreement with Kent Felkins and Alexander Felkins, effective July 1, 2023. Lot 11, Block 7A, Northeast Hangar Development Area, Hangar B-23. RVS contract F03-053.

27. Approve new Sublease Agreement with Charles M. Sublett, effective September 1, 2023. Lot 10, Block 11, Northeast Hangar Development Area – Section C, Hangar B-93. RVS contract F12-016.

28. Approve Temporary Sublease Agreement with Christiansen Aviation, Inc. for Cessna 180/185 Convention Parking, effective upon approval. RVS contract F23-086.

- 29. New TAIT Business No Items.
- 30. TAA Business No Items.
- 31. Motion to Adjourn.

If you require special accommodations pursuant to the Americans with Disabilities Act, please notify Sheila Cook at (918) 838-5000 by June 7, 2023.