

**Office of the  
City Clerk**

**NOTICE AND AGENDA  
Combined Annual Meetings of  
Tulsa Airports Improvement Trust and Tulsa Airport Authority  
Thursday, September 14, 2023, 8:30 a.m.  
Airport Conference Room A-211  
Tulsa International Airport  
7777 Airport Drive  
Tulsa, Oklahoma, 74115**

---

Call Combined Annual 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 August 10, 2023 meetings of TAIT and TAA.
2. Election of Officers – Chairman, Vice Chairman, and Secretary.
3. Submittal of Secretary’s annual report pursuant to the TAIT Trust Indenture.
4. Operating and Financial Reports.

**Administrative, Finance, IT, and Operations Contract Action.**

5. Approve the September 14, 2023, Tulsa Airports Improvement Trust Purchasing Policy.

The last revision to the Purchasing Policy was October 10, 2021. Airport staff made comprehensive changes to the new proposed policy. A summary of the major changes include:

- Raising the maximum dollar limits for purchases made by employees (with a level-appropriate approval structure) from \$2,499.99 to \$4,999.99;
- Adding procedures for the use of P-Card for Purchase Orders and other methods;
- Adding regulatory requirements for purchasing which were not referenced in the previous policy;
- Amending the entire policy for improvement in clarity; and
- Changing the “lowest responsible bidder” award criteria to a “best value” award, and providing specific examples of what is required to award a contract under “best value” criteria.

6. Approve contract for asset valuation appraisal services with Aon Global Risk Consulting in the amount of \$27,000.00. TUL Contract F24-033.

Four bids were received ranging from \$17,000 to \$150,000, and were evaluated for best value by the selection committee. These services will give us an accurate picture of the replacement value of our property for insurance purposes.

7. Approve purchase from Axon Enterprise, Inc., for 33 Axon body worn cameras and one year of licensing and cloud storage services in an amount not to exceed \$40,104.50.

This contract will replace our existing body worn camera system for Tulsa Airport Police Officers and Tulsa Airport Landside Agents. The contract will include four additional years of licensing and cloud storage services at an annual cost of \$9,144.63. The body cameras will be purchased using Oklahoma State Contract OK-MA-145-015. TUL Contract F23-032.

8. Approve purchase from Bill Knight Ford for one new 2022 Ford F250 4x4 Super Cab in an amount not to exceed \$51,833.00. This will be purchased under Oklahoma state contract SW035.

The cost of this vehicle is under the budgeted amount of \$55,000.00.

9. Approve Memorandum of Agreement between the Federal Aviation Administration (FAA) and Tulsa Airports Improvement Trust (TAIT) in the amount of \$40,000,000 from the Consolidated Appropriations Act, 2023 for the Tulsa International Airport Air Traffic Control Tower Project.

10. Approve Amendment Number One to the Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2024-2028.

#### **Engineering Capital Improvement Contract Action.**

##### **Contracts.**

11. Rescind Amendment Number One to the Professional Design Services Agreement with Poe & Associates, Inc., for additional consulting services to the Terminal Roads Repair Project. TUL contract F23-048.

The contract was completed, and the amended amount was not used.

<b>Contract Amendments</b>	None.
----------------------------	-------

<b>Change Orders</b>	None.
----------------------	-------

<b>Contract Close Out / Other Contract Action</b>	None.
---	-------

#### **Property Development Contract Action.**

##### **Tulsa International Airport**

12. Rescind Approval of Sublease Agreement with Sundance Concrete, LLC, approved July 13, 2023. Mingo Development Area. TUL contract F23-090.

13. Rescind approval of Sublease Agreement with Morgan Services Company, LLC, for 1.83 acres north and east of North Sheridan Road and East Virgin Street. TUL contract F21-042.

This sublease was approved November 20, 2020, but never closed.

14. Approve Non-Signatory Air Carrier Sublease and License Agreement with Allegiant Air, LLC, effective November 1, 2023. TUL contract F23-032.

15. Approve Concession Agreement with Fulton Street Books, LLC, effective November 1, 2023. TUL Terminal Building. TUL contract F24-027.

16. Approve Amendment Number One to Sublease Agreement with Tulsair Beechcraft, Inc., to assign agreement to new company name, Tulsair, Inc., and remove license to operate as a Fixed Base Operator and granting a non-exclusive license to operate a commercial operation for aircraft storage and repairs, effective upon approval. Hangars 11, 12 and 16. TUL contract F23-024.

17. Approve grant of three (3) Right-of-Way Easements from Tulsa Airports Improvement Trust to the City of Tulsa, for widening and improvements to 36<sup>th</sup> Street North between Mingo Creek and Mingo Road.

### **Tulsa Riverside Airport**

All Subleases for the agenda items below are for the standard published Term and at the standard published Rental rate; Assignments are given for the remaining Term of the current Sublease, and all inspections have been conducted prior to approval.

Agenda items 19 through 33 may be taken together, and without objection from any of the Trustees, the Chair may waive the reading of these agenda items. Questions regarding any one of the agenda items may still be heard.

18. Approve Acknowledgement and Consent to Subtenant with South Tulsa Hangars, LLC for new subtenant Joe Cavett, effective upon approval. Lot 14, Block 6, Southwest Commercial Area, Section 5. RVS contract F01-068.

19. Approve Acknowledgement and Consent to Subtenant with South Tulsa Hangars, LLC for new subtenant Robert Prater, effective upon approval. Lot 14, Block 6, Southwest Commercial Area, Section 11. RVS contract F01-068.

20. Approve Acknowledgement and Consent to Subtenant with South Tulsa Hangars, LLC for new subtenant Riverside Aviation, effective upon approval. Lot 14, Block 6, Southwest Commercial Area, Sections 2 & 4. RVS contract F01-068.

21. Approve Acknowledgement and Consent to Subtenant with South Tulsa Hangars, LLC for new subtenant Brian Lambert, effective upon approval. Lot 14, Block 6, Southwest Commercial Area, Section 7. RVS contract F01-068.
22. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Surgical Innovations, LLC, to Enerlex Inc., effective August 31, 2023. Lot 8, Block 9, Northeast Hangar Development Area, Hangar B-56. RVS contract F04-011.
23. Approve Sublease Agreement with Enerlex, Inc., effective September 1, 2023. Lot 8, Block 9, Northeast Hangar Development Area, Hangar B-56. RVS contract F04-011.
24. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from The Dan Howard Revocable Inter Vivos Trust dated December 13, 2013, to Stuart L. Wilson, effective upon approval. Lot 18, Block 7A, Northeast Hangar Development Area, Hangar B-30. RVS contract F14-060.
25. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from ASJ, LLC, to Tulsa Aviation Partners, LLC, effective upon approval. Lot 4, Block 1B, Northwest Hangar Area, Hangar A-33. RVS contract F18-078.
26. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Christiansen Aviation, Inc., to Christiansen Aviation, LLC, effective upon approval. Lots 6 & 7, Block 4, Southwest Commercial Area. RVS contract F00-057.
27. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Christiansen Aviation, Inc., to Christiansen Aviation, LLC, effective upon approval. Lot 10, Block 6, Southwest Commercial Area. RVS contract F11-050.
28. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Christiansen Aviation, Inc., to Christiansen Aviation, LLC, effective upon approval. Lots 1, 2, 4, 13, & 14, Block 4, Southwest Commercial Area. RVS contract F18-062.
29. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Christiansen Aviation, Inc., to Christiansen Aviation, LLC, effective upon approval. Lots 10 & 11, Block 4, Southwest Commercial Area. RVS contract F19-060.
30. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Christiansen Aviation, Inc., to Christiansen Aviation, LLC, effective upon approval. Lot 6, Block 5, Southwest Commercial Area. RVS contract F20-046.
31. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Christiansen Aviation, Inc., to Christiansen Aviation, LLC, effective upon approval. Tie-down blocks 9 & 10, Southwest Commercial Area. RVS contract F20-047.

- 32. New TAIT Business No Items.
- 33. TAA Business No Items.
- 34. Motion to Adjourn.

---

If you require special accommodations pursuant to the Americans with Disabilities Act, please notify Jeff Shaw at (918) 838-5000 by September 13, 2023.