

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

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

1. Approve the minutes of the combined November 9, 2023 meetings of TAIT and TAA.
2. Operating and Financial Reports.

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

3. Receive and file the Tulsa Airports Improvement Trust Audited Financial Reports for the fiscal year ended June 30, 2023, along with other related reports prepared by RSM US, LLP.
4. Approve revisions to the TAIT Employee Handbook, formally called, the Human Resources Policy Manual. The proposed revisions were provided in advance to the Trustees prior to consideration.
5. Approve Agreement with Blue Cross Blue Shield of Oklahoma (BCBSOK) for annual medical insurance coverage in an amount not to exceed \$1,600,000.00, effective January 1, 2024.

The estimated amount of the agreement is \$1,480,197.76 and represents a 1.1% increase from the previous plan year. The contract amount depends on enrollment numbers. All plans are the same as the previous year.

6. Approve Agreement with BCBSOK for dental insurance in an amount not to exceed \$110,000.00, effective January 1, 2024.

The estimated amount of the Agreement is \$103,668.24 and represents a 5.01% increase from the previous plan year. The contract amount depends on enrollment numbers. All plans are the same as the previous year.

7. Amend award of contract to ControlTouch Systems, LLC, a sole source provider, in an amount not to exceed \$653,000.00 for the upgrade of the baggage handling system variable frequency drives. TUL contract F24-049.

8. Approve Distributed Energy Resource Agreement between TAIT and Voltus, Inc., for a term of 5 years. TUL contract F24-058.

Voltus will provide curtailment dispatch opportunities at peak times of electrical usage over the Southwest Power Pool Grid. When TAIT chooses to participate in the curtailment, TAIT will get reimbursed 51% of the calculated value of energy savings. TAIT has the right to terminate the contract at any time.

9. Reject bids and withdraw Request for Proposal #IT-Wayfinding23. This RFP was issued to refresh and update all the electronic displays inside the terminal building. TAIT received one bid, which was over the budgeted amount.

Agenda Items 10 and 11 may be considered together.

10. Reject bids for Request for Proposal #IT-ACC23, and rescind award of Agreement to Orion Security Solutions, LLC, in the amount of \$249,883.00 for the replacement of electronic circuit boards to improve TAIT's security access control system. The sole bid received was non-responsive.

11. Approve Agreement with Orion Security Solutions, LLC for project IT-ACC23-2 in the amount of \$249,883.00 for the replacement of electronic circuit boards to improve TAIT's security access control system. TAIT will utilize Oklahoma State Contract SW10480. TUL contract F24-050.

12. Approve Five-Year airport Capital Improvement Plans (CIP) for Fiscal Years 2025-2029 – for Tulsa International Airport and Tulsa Riverside Airport.

The proposed CIP for TUL identifies twenty six (26) projects totaling \$80,326,000.00.

Anticipated Fiscal Year 2025 projects for TUL are: Taxiway K reconstruction, Taxiway M rehabilitation, Pavement Management System upgrade, restroom improvements in the lower-level terminal and bag claim area, security fencing improvements, landside cargo pavement rehabilitation, replacement of the ARFF roof and the continuation of the wayfinding sign upgrade.

The proposed CIP for RVS identifies five (5) projects totaling \$7,645,000.00.

Anticipated Fiscal Year 2025 projects for RVS are: The designs for a drainage project near the entrance of the airport, realignment of Taxiway GG and the associated perimeter road, and the rehabilitation and widening of Runway 13/31.

13. Accept and approve pending FAA BIL Grant Number 3-40-0099-112-2023 in an amount up to \$2,610,000.00 for the construction of the Airport Terminal Vestibules Improvement Project. TUL Grant.

14. Amend pending FAA BIL Grant Number 3-40-0099-110-2023 by adding \$1,900,000.00 to the grant award for the total amount up to \$11,400,000.00 for the construction of the General Aviation & Federal Inspection Services Facility Project. The previous award was an amount up to \$9,500,000.00. TUL Grant.

**Engineering Capital Improvement Contract Action.**

**Contracts.**

15. Accept bids and approve award of contract for the Employee Parking Lot “A” Expansion Project to Ellsworth Construction, LLC, in the amount of \$565,161.90. TUL contract F24-059.

This contract provides funding to expand the employee lot “A” from 230 to 407 parking spaces. TAIT received eight bids, ranging from \$565,161.90 to \$1,012,437.20. The engineer’s estimate was \$808,158.00, 43% above the lowest responsible bidder.

16. Accept selection and approve award of contract for Professional Design Services to H. W. Lochner, Inc., in the amount of \$99,642.24 for the Wayfinding Implementation Project. TUL contract F24-063.

**Contract Amendments           None.**

**Change Orders**

17. Approve Change Order Number Three with Third Generation Electrical, Inc., to extend contract time by 65 calendar days due to supply chain issues. There will be no additional compensation made due to this time extension. Parking Garage Level 1 EV Charging Stations Project. TUL Contract F23-051.

The contractor has identified a delay in delivery of automatic transfer switches and main distribution panels due to supply chain issues. The original contract time was 365 calendar days, the new contract time will be 425 calendar days.

	<b>Amount</b>	<b>Percent Change</b>
Original contract amount:	\$1,092,712.00	
Previous change orders:	-\$35,537.75	-3.3%
Current change orders:	\$0.00	
Total change of quantities:	\$0.00	
Total cost:	\$1,057,174.25	-3.3%

**Contract Close Out / Other Contract Action           None.**

**Property Development Contract Action.**

### **Tulsa International Airport**

18. Approve Sublease and Concession Agreement with TNP Fuels, LLC, effective upon the earlier of a Certificate of Occupancy or March 1, 2025. This is a Sublease for the development and operation of an automotive fuel station and convenience store. ACDBE Goal is 6.7% TUL contract F24-056.

19. Approve Sublease and Membership Concessions Agreement with CAVU Experiences (AMER), LLC, upon the earlier of a Certificate of Occupancy or September 1, 2024. TUL contract F24-057.

20. Approve Sublease Agreement with Camo Farms, Inc., dba Cowboy Asphalt, effective December 1, 2023. TUL contract F24-056.

21. Approve Amendment Number One to Sublease Agreement with the City of Tulsa, effective upon approval. The amendment is to extend the term of the Sublease for Green Waste Site. TUL contract F23-089.

Agenda Items 22 and 23 may be considered together.

22. Approve Ground Transportation Operating Agreement with Lyft, Inc., effective January 1, 2024. TUL contract F19-953.

23. Approve Ground Transportation Operating Agreement with Raiser, LLC, d/b/a Uber, effective January 1, 2024. TUL contract F19-954.

### **Tulsa Riverside Airport**

24. Approve Acknowledgement and Consent to Subtenant with Meridian Resources, LLC, for subtenant Steve Currington, effective upon approval. Hangar Number One. RVS contract F05-072.

25. Executive Session      None.

26. New TAIT Business      No Items.

27. TAA Business            No Items.

28. Motion to Adjourn.

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