

**Office of the  
City Clerk**

**NOTICE AND AGENDA  
Combined Special and Regular Meetings  
Tulsa Airports Improvement Trust and Tulsa Airport Authority  
Thursday, October 10, 2024, 8:30 a.m.  
Airport Conference Room A-211  
Tulsa International Airport  
7777 Airport Drive  
Tulsa, Oklahoma, 74115**

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1. Call the combined special meeting of the Trustees of the Tulsa Airports Improvement Trust (“TAIT”) and regular meeting of the Members of the Tulsa Airport Authority (“TAA”) to order.
2. Approve the minutes of the September 12, 2024, combined annual meetings of TAIT and TAA.
3. Operating and Financial Reports.

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

4. Approve License Agreement between the City of Tulsa and Tulsa Airports Improvement Trust for the installation of a guard rail at the intersection of North Memorial Drive and East Virgin Street. City of Tulsa License Agreement Number 5-4-24-58.
5. Approve Memorandum of Understanding Between the Tulsa Airports Improvement Trust and the Transportation Security Administration (“TSA”) for the Airport’s donation to TSA of a Leidos Advanced Imaging Technology (AIT) body scanner and an associated Leidos Explosive Trace Detection (ETD) machine for the PreCheck lane.

**Engineering Capital Improvement Contract Action.**

**Contracts. None.**

**Contract Amendments. None.**

**Change Orders.**

6. Approve Change Order Number Three with Myers-Cherry Construction, LLC, in the amount of \$8,757.10 for the Airport Terminal Vestibules Improvement Project. TUL Contract F23-045.

This change compensates the contractor for additional electrical and sheet metal work. This change also adds nine calendar days to the contract.

	Amount	Percent Change
Original contract amount:	\$2,447,000.00	
Previous change orders:	\$20,852.18	0.9%
Current change orders:	\$8,757.10	0.4%
Total change of quantities:		0.0%
Total cost:	\$2,476,610.28	1.2%

Agenda Items 7 and 8 may be considered together.

7. Approve Change Order Number One with Timberlake Construction, Co. Inc., in the amount of \$-1,620.04 for the Wayfinding Implementation Phase One Project. TUL Contract F24-091.

This change compensates the contractor for additional electrical work, additional mobilization and traffic control. This change also includes reimbursement to TAIT of \$10,000 for additional construction administration costs. This change also adds 88 calendar days to the contract.

	Amount	Percent Change
Original contract amount:	\$168,798.05	
Previous change orders:	\$0.00	
Current change orders:	-1,620.04	-1.0%
Total change of quantities:	\$11,935.83	7.1%
Total cost:	\$179,113.84	6.1%

**Change of Quantities.**

8. Approve Change of Quantities Number One with Timberlake Construction, Co. Inc., in the amount of \$11,935.83 for the Wayfinding Implementation Phase One Project. TUL Contract F24-091.

This change reflects the actual quantities used on the project.

	Amount	Percent Change
Original contract amount:	\$168,798.05	
Previous change orders:	\$0.00	
Current change orders:	-1,620.04	-1.0%
Total change of quantities:	\$11,935.83	7.1%
Total cost:	\$179,113.84	6.1%

**Contract Close Out / Other Contract Action.**

**Airport Property Action.**

**Real Estate and Business Development.**

**Contracts and Concessions.**

**Tulsa International Airport.**

9. Approve Mutual Termination of Sublease with Metro Air Service dba Dnata Logistics, effective November 9, 2024. Cargo Building 2. TUL contract F24-071.

**Tulsa Riverside Airport.**

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

Agenda Items 10 and 11 may be taken together.

10. Rescind approval of Assignment of Sublease from Christiansen Aviation, LLC to Christiansen FBO, LLC that was approved at the September 12, 2024, TAIT Board meeting. Southwest Commercial Area. RVS contracts F20-047, F11-050, F20-046, F18-062, F19-060, F00-057, F23-024, F23-043.

11. Approve Acknowledgement and Consent to Subtenants with Christiansen Aviation, LLC for sixty-six (66) subtenants, effective upon approval. Southwest Commercial Area. RVS contracts F20-047, F11-050, F20-046, F18-062, F19-060, F00-057, F23-024, F23-043.

12. Approve Acknowledgement and Consent to Subtenants with Southwest Aviation Specialties, LLC for twenty-three (23) subtenants, effective upon approval. Southwest Commercial Area. RVS contracts F01-068, F02-023, F18-044, F20-011, F22-008.

**Executive Session.**

**None.**

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| 13. | New TAIT Business  | No Items. |
| 14. | TAA Business       | No Items. |
| 15. | 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 October 9, 2024.