

06/09/2025 03:48 PM

Office of the  
City Clerk

**NOTICE AND AGENDA**  
**Combined Special and Regular Meetings**  
**Tulsa Airports Improvement Trust and Tulsa Airport Authority**  
**Thursday, June 12, 2025, 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 May 8, 2025, combined meetings of TAIT and TAA.
3. Operating Report, Financial Report, and Board Member Recognition.

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

4. Approve TAIT Budget for Fiscal Year 2026 beginning July 1, 2025, including 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 \$100,776,619 comprised of:

<b>Item</b>	<b>Amount</b>
Operating Budget	\$32,431,511
Operating Capital Purchases	\$ 1,681,000
Debt Service	\$12,947,765
Capital Projects	\$53,716,343

Approval includes:

- TAIT Schedule of Rates, Fees & Charges – See Attached (Adjusted per the Airline Use Lease Agreements and Implicit Price Deflator Index (IPDI) economic indices or Consumer Price Index (CPI)).
- Parking System Management Budget for \$2,445,000.

5. Approve donation of 1960 Jeep Willys fire truck to Tulsa Air and Space Museum (“TASM”).

TAIT previously approved a loan of the fire truck to TASM October 14, 1999. TAIT has

clear title to the vehicle and the title will be transferred to TASM upon approval.

6. Approve revisions to the TAIT Employee Handbook effective July 1, 2025. The proposed revisions were provided in advance to the Trustees prior to consideration.

Current Page	Current Handbook Section	Revised Handbook Title where revisions were made
9	2.2	Equal Opportunity and Merit-Based Employment
10	2.4	Inclusive Workplace
13	2.9	Anti-harassment & Nondiscrimination
32	4.12	Phishing Testing and Training
55	5.1	Compensation
62	6.1	Benefits Overview
103	10.1	Employee Involvement, Input, and Participation
Policy-wide: added employee policy compliance obligations.		

7. Approve renewal of RVS Private Hangar Insurance Group Policy with ACE Chubb in the amount of \$29,243.00 effective July 1, 2025, a slight decrease from last year's premium. This premium is reimbursed by participating RVS tenants.

8. Approve Employment Practices and Public Officials Liability insurance policy with Navigators Insurance Company, effective July 1, 2025, in the amount of \$41,543.00, an increase of 7%.

9. Approve Workers Compensation Insurance policy with Beacon Aviation, for one year at the annual premium amount of \$91,921.00, effective July 1, 2025, a 6% decrease in premium from last year. Last year's MOD was up from .80 to .85.

10. Approve Business Auto Liability Insurance Policy with Granite State Insurance Company for one-year effective July 1, 2025, at the annual premium amount of \$120,298.00. The premium represents a 9.6% increase from last year's premium.

11. Approve Property Insurance policy with AIG Specialty Insurance Company at an annual premium not to exceed \$630,301.00, effective July 1, 2025. The Total Insured Value (TIV) of property is adjusted from \$423 million to \$427 million. The premium and TIV each represent a 1% increase.

Agenda Items 12 through 14 may be considered together.

12. Accept and approve pending FAA Airport Improvement Program (“AIP”) Grant in an amount up to \$3,920,000.00 for construction of the Airfield Lighting Rehabilitation Project. AIP Grant 3-40-0099-118-2025 TUL.

13. Accept and approve pending FAA AIP Grant in an amount up to \$325,000.00 for the TUL De-Icing Truck. AIP Grant 3-40-0099-115-2025 TUL.

14. Accept and approve pending FAA AIP Grant in an amount up to \$1,575,000.00, for the Rehabilitate and Widen Runway 13-31 Project. AIP Grant 3-40-0098-044-2025 RVS.

Agenda Items 15 through 16 may be considered together.

15. Accept and approve pending Oklahoma Department of Aerospace and Aeronautics (“ODAA”) Grant in an amount up to \$4,780.00, for the RVS Drainage Improvements Project. RVS ODAA Grant.

16. Accept and approve pending ODAA Grant in an amount up to \$750,000.00, for the Rehabilitate and Widen Runway 13-31 Project. RVS ODAA Grant.

17. Accept and approve pending FAA Bipartisan Infrastructure Law (“BIL”) Grant in an amount up to \$159,900.00 for design of the RVS Drainage Improvements Project. BIL Grant 3-40-0098-42-2025 RVS.

Agenda Items 18 and 19 may be considered together.

18. Approve Right of Entry to Oklahoma Natural Gas (“ONG”) to furnish and install approximately 700 linear feet of 2” gas line to serve the Air Traffic Control Tower (“ATCT”) and Base Building.

19. Approve a Notice of Location of a Natural Gas Pipeline between the City of Tulsa, TAIT, and ONG for the identification of approximately 700 linear feet of 2” gas line for service to the ATCT and Base Building.

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

### **Contracts.**

20. Accept bid and approve award of contract to APAC-Central, Inc., in the amount of \$2,000,000.00 for the Rehabilitate and Widen Runway 13-31 Project. RVS contract F25-101.

TAIT received one bid. The engineer's estimate was \$2,200,000.00, 10% above the lowest responsible bidder. The Disadvantaged Business Enterprise ("DBE") goal was 16.92% and the contractor has committed to utilizing 19.9%

21. Accept bid and approve award of contract to TLS Group, Inc., in the amount of \$4,080,448.00 for the Airfield Lighting Rehabilitation Project. TUL contract F25-100.

TAIT received one bid. The engineer's estimate was \$3,756,342.92, 8.6% below the lowest responsible bidder. The DBE goal was 2.8% and the contractor has committed to utilizing 2.0%. Contractor has complied with the "good faith effort" provisions of the DBE requirements.

22. Accept bid and approve award of contract to Smart Manufacturing Inc., in the amount of \$357,915.00 for the TUL De-Icing Truck Project. TUL contract F25-096.

This contract provides funding to purchase a new de-icing truck for TUL. TAIT received three bids, the highest being \$617,525.34. The engineer's estimate was \$625,000.00, 75% above the lowest responsible bidder. The DBE goal was 0.0%.

23. Approve award of Professional Services Agreement with Olsson, Inc., in an amount not to exceed \$177,600.00 for the Rehabilitate and Widen Runway 13-31 Project. RVS contract F25-103.

This contract provides funding to perform construction administration services for the Rehabilitate and Widen Runway 13-31 Project at RVS. The DBE goal was 7.4% and the consultant has committed to utilizing 8.0%.

24. Approve award of Professional Services Agreement with Atkins North America, Inc., in an amount not to exceed \$271,571.65 for the Airfield Lighting Rehabilitation Project. TUL contract F25-102.

This contract provides funding to perform construction administration services for the Airfield Lighting Rehabilitation Project at TUL. The DBE goal was 2.8% and the consultant

has committed to utilizing 2.8%.

25. Approve award of Professional Services Agreement with RDM International, Inc., in an amount not to exceed \$102,375.00 for the Taxi Lane LE Project. TUL contract F25-104.

This contract provides funding to perform design services for the design of the taxilane providing access from Taxiway L to a new apron.

26. Approve award of Professional Services Agreement with Olsson, Inc., in an amount not to exceed \$166,000.00 for the RVS Drainage Project. RVS contract F25-111.

This contract provides funding to perform design services for the drainage project near the entrance of the Airport. The DBE goal was 4.75% and the consultant has committed to utilizing 4.75%.

27. Approve award of Professional Services Agreement with RS&H, Inc., in an amount not to exceed \$274,314.45 for the Runway 8-26 Rehabilitation Project. TUL contract F25-112.

This contract provides funding to perform Preliminary Design Services for the Runway 8-26 rehabilitation. TAIT received qualification submittals from seven consultants, RS&H was selected as best qualified. The Disadvantaged Business Enterprise (“DBE”) goal was 4.1% and the consultant has committed to utilizing 4.1%.

### **Contract Amendments**

28. Approve Amendment Number One to Agreement for Professional Services to HNTB Corporation for the Taxiway M&K Rehabilitation Project. TUL contract F25-075.

29. Approve Amendment Number One to Agreement for Professional Services to Olsson, Inc., in an amount not to exceed \$13,000.00 for the Rehabilitate and Widen Runway 13-31 Project. RVS contract F25-005.

30. Approve Amendment Number One to Agreement for Professional Services to Jacobs Engineering Group, Inc., for the B side Ticketing and Meeter/Greeter Area Roof Replacement Project. TUL contract F25-054.

### **Change Orders.**

31. Approve Change Order Number Seven with Flintco, LLC, in the amount of \$11,096.30 for the Air Traffic Control Tower and Base Building Project. TUL contract F24-096.

This change compensates the contractor additional communication cabling. No additional time will be added to the contract for this work.

	Amount	Percent Change
Original contract amount:	\$76,900,000.00	
Previous change orders:	\$1,148,653.45	1.5%
Current change orders:	\$11,096.30	0%
Total change of quantities:	\$0.00	
Total cost:	\$78,059,749.75	1.5%

32. Approve Change Order Number Nine with Flintco, LLC, in the amount of \$37,275.63 for the General Aviation\Federal Inspection Services Facility Project. TUL contract F24-043.

This change compensates the contractor for additional curtain wall supports, emergency responder radio head-end equipment, additional electrical circuits for low voltage equipment and other misc. items. No additional time will be added to the contract for this work.

	Amount	Percent Change
Original contract amount:	\$34,888,000.00	
Previous change orders:	\$410,960.57	1.2%
Current change orders:	\$37,275.63	0.1%
Total change of quantities:	\$0.00	
Total cost:	\$35,336,236.20	1.3%

33. Approve Change Order Number Three with Lowry Construction Services, Inc., in the amount of -\$4,090.09 for the TUL Entry Sign Project. TUL contract F23-045.

This change was to remove installation of trees from the contract.

	Amount	Percent Change
Original contract amount:	\$749,149.00	
Previous change orders:	\$34,335.21	4.6%
Current change orders:	-\$4,090.09	-0.5%
Total change of quantities:	\$0.00	0.0
Total cost:	\$779,394.12	4.1%

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

34. Accept the Terminal Elevator Modernization Project and approve final payment to American Elevator Company, Inc., in the amount of \$133,200.00. TUL contract F25-003

	Amount	Percent Change
Original contract amount:	\$882,000.00	
Previous change orders:	\$0.0	0.0%
Current change orders:		
Total change of quantities:	\$0.00	0.0
Total cost:	\$882,000.00	0.0%

**Airport Property Action.**

**Real Estate and Business Development.**

35. Approve Sublease Agreement with Sundance Investment Group, LLC, effective August 1, 2025. Mingo Development Area. TUL Contract F25-106.

**Contracts and Concessions.**

**Tulsa International Airport.**

36. Approve Option to Sublease with Spartan Education, LLC effective July 1, 2025 through the earlier of August 1, 2026, or the date of commencement of construction of an approved engine run-up facility. TUL Contract F25-105.

37. Approve Non-Signatory Cargo Carrier License Agreement with Martinaire Aviation, LLC effective July 1, 2025. TUL Contract F22-106.

**Tulsa Riverside Airport.**

Agenda Items 38 – 40 may be considered together.

38. Approve Mutual Termination of Sublease with Gary Guinn effective July 1, 2025. Lot 13, Block 8; Northeast Hangar Development, Hangar B-44. RVS Contract F10-053.

39. Approve Sublease Agreement with Gary Guinn effective July 1, 2025. Lot 13, Block 8; Northeast Hangar Development, Hangar B-44. RVS Contract F10-053.

40. Approve Acknowledgment and Consent to Collateral Assignment of Sublease from Gary Guinn to First Bank, effective upon closing. Lot 13, Block 8; Northeast Hangar Development, Hangar B-44. RVS Contract F10-053.

41. Approve Assignment of Sublease and Acknowledgment and Consent to Assignment from Pioneer Asset Management, LLC, to Met Games, Inc., effective upon closing but no later than June 30, 2025. Lot 11, Block 12, Northeast Hangar Development, Hangar B-96. RVS contract F19-061.

1.	Executive Session	None.
2.	New TAIT Business	No Items.
3.	TAA Business	No Items.
4.	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 June 11, 2025.