

04/05/2021 3:48 pm

**Office of the  
City Clerk**

**NOTICE AND AGENDA  
Combined Meeting of  
Tulsa Airports Improvement Trust – Special Meeting  
Tulsa Airport Authority – Regular Meeting  
Thursday, April 8, 2021, 8:30 a.m.  
Airport Conference Room A-211  
Tulsa International Airport  
7777 Airport Drive  
Tulsa, Oklahoma**

The Trustees of the Tulsa Airports Improvement Trust (TAIT) and the Members of the Tulsa Airport Authority (TAA) will hold a public meeting by video and teleconferencing via **Zoom**, an online meeting and web conferencing tool, pursuant to the Oklahoma Open Meetings Statutes, as amended to provide for virtual meetings.

The public may attend the meeting via videoconferencing and/or teleconferencing by joining from a computer, tablet, or smartphone using the following link: <https://zoom.us/j/93652701835>;  
Meeting ID: 936 5270 1835

Or by telephone via any of the following:

+1 669 900 6833	+1 253 215 8782	+1 346 248 7799
+1 929 436 2866	+1 301 715 8592	+1 312 626 6799

The following Trustees plan to attend remotely via Zoom video conferencing, provided that they may still be permitted to appear and attend at the meeting site, Airport Conference Room #A211.  
Trustees:

Chair Joe Robson; Vice Chair, Kent Harrell; Mayor G.T. Bynum or Kian Kamas; Mary Smith Crofts, and Jeff Stava.

If during this meeting our audio is lost or compromised, we will attempt to restore communications for a maximum of thirty (30) minutes. If we are unable to restore communications, the meeting will reconvene Thursday, April 8, @ 4:00p.m., at the address referenced above and by video/teleconference at: <https://zoom.us/j/95086791420>; Meeting ID: 950 8679 1420

Or by telephone via any of the following:

+1 253 215 8782	+1 346 248 7799	+1 669 900 6833
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If you require special accommodations pursuant to the American with Disabilities Act, please notify Jeff Shaw at (918) 838-5000 by April 7, 2021.

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Tulsa, Oklahoma

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

1. Call the Roll.
2. Approve the Minutes of the Combined February 11, 2021 Meeting of TAIT and TAA.
3. **Financial and Operating Reports**

Chief Executive Officer Report  
Chief Financial Officer Report

**Administrative/Finance/Operations/IT Contract Action.**

Agenda Items 4 and 5 will be considered together (AH):

4. Approve Amendment Number One to Amended and Restated Lease Agreement between the City of Tulsa and Tulsa Airports Improvement Trust.

This amendment will amend Section 2.3 Option to Extend of the Lease changing the number of 10 year term options from four (4) ten year options to six (6) ten year options. The lease, as amended will remain in full force and effect. TAIT's first 10 year option under the Lease will begin January 1, 2024. (F13-001).

5. Approve Memorandum of Understanding ("MOU") between the City of Tulsa and TAIT regarding allocation of Airport Revenues to the City for services performed by the City in support of the Airport for FY21-22 in the amount of \$42,547.00, effective July 1, 2021 – TUL/RVS. (F21-084).

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 Resource services for MERP administration, and limited Finance services, and which are allowable under the FAA Revenue Use Policy and Federal Grant Assurances.

Agenda Items 6, 7, and 8 will be considered together (FS):

6. Accept and Approve Pending FAA Airport Coronavirus Response Grant Program (ACRGP) Grant Offer - Grant Number 3-40-0099-099-2021 for Tulsa International Airport in an amount not-to-exceed \$5,202,520 – TUL.

The purpose of this ACRGP Grant is to prevent, prepare for, and respond to coronavirus. Funds provided under this ACRGP Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments in accordance with the limitations prescribed in the Act. ACRGP Grants may be used to reimburse airport operational and maintenance expenses directly related to Tulsa International incurred no earlier than January 20, 2020.

7. Accept and Approve Pending FAA Airport Coronavirus Response Grant Program (ACRGP) Grant Offer - Grant Number 3-40-0098-036-2021 for Richard Lloyd Jones Jr. Airport, in an amount not-to-exceed \$57,000.00 – RVS.

The purpose of this ACRGP Grant is to prevent, prepare for, and respond to coronavirus. Funds provided under this ACRGP Grant Agreement may be used in the same manner stated above, but must only be used for purposes directly related to the Richard Lloyd Jones Jr. Airport.

8. Accept and Approve Pending FAA Airport Coronavirus Response Grant Program (ACRGP) Grant Offer - Grant Number 3-40-0099-100-2021, for Tulsa International Airport, in an amount not-to-exceed \$322,922.00 – TUL.

The purpose of this ACRGP Grant is to provide relief from rent and minimum annual guarantees (MAG) obligations to each eligible airport concession at Tulsa International Airport, in accordance with the Coronavirus Response and Relief Appropriations Act ("CRSSA Act").

9. Accept Proposals and Approve Insurance Broker and Risk Management Services Agreement with Aon Risk Services Central, Inc., in an amount not to exceed \$68,164.00. This will be a three year contract, with two one-year options to extend. (F21-093).

Four proposals were received and evaluated by the review committee. Aon will be the Broker of Record for the Airports, and in addition to marketing all of our insurance policies, Aon will consult the airport on developing loss control best practices and reassessing our insurable risk profiles and will advise the Airport regarding future risk financing approaches, including retention options and other strategies.

10. Approve Gas Sales Agreement with Symmetry Energy Solutions, LLC, for one (1) year, for the purchase of natural gas for TUL. The price is equivalent to the Inside FERC's Gas Market Report for ONEOK, plus \$.0120/MMBtu. Effective May, 1, 2021.

## **Engineering Capital Improvement Contracts, Amendments, Change Orders, or Other Action.**

### **Contracts.**

11. Accept selection and Approve Award of Contract for Professional Services to All About Pavements, Inc., in the amount not to exceed \$129,419.00 for the Airfield Pavement Management System Project. – TUL. (F21-095).

In order to receive AIP funding for airfield pavement reconstruction and rehabilitation, the FAA requires an update to the airports pavement condition index every three (3) years. Qualifications were received from seven (7) consultants.

12. Accept selection and Approve Award of Contract for Preliminary Design Services to JQ Engineering, LLP, in the amount not to exceed \$97,050.00 for the Schwab Hall Structural Improvements Project. TUL. (F21-097).

13. Accept selection and Approve Award of Contract for Professional Services to RS & H Inc., contingent upon FAA grant funding, in the amount not to exceed \$705,392.00 for the RVS Master Plan Update Project. RVS. (F21-095).

The previous Master Plan update for RVS was conducted in 2006. Due to changing conditions in usage, there is a need to reevaluate the airports master plan. Qualifications were received from six (6) consultants.

14. Accept bid and Approve Award of Contract to Petroleum Marketers Equipment Company of Tulsa, L.L.C. in the amount of \$299,275.03 for the QTA 450+ Upgrade Project. TUL. (F21-098).

This contract includes all material and labor to replace the fueling monitoring system at the Rental Car Quick Turn Around area. Two (2) bids were received ranging from \$299,275.03 to \$359,396.46.

15. Award Agreement for Professional Services to Terracon Consultants, Inc., in an amount not to exceed \$25,000.00 – TUL. (F21-092).

This a one year contract with two (2) one year options for miscellaneous environmental services.

**Contract Amendments.** No items.

**Change Orders.** No Items.

**Change of Quantities.** No items.

**Other Contract Action.** No items.

## **Property Development, Leases, Concession Agreements or Other Properties Action.**

16. Approve Amendment Number Two to Sublease Agreement with AT&T Communications, Inc., to increase the leased premises by 2,200 square feet and adjust rentals accordingly. Effective May 1, 2021. 4021 N. Mingo Road; F18-098.
17. Approve Amendment Number One to Cargo Facility Sublease Agreement with Horton Hydraulics, Inc., to extend this short term agreement thru June 30, 2021. Effective May 1, 2021. Cargo Building 1A; F21-062.
18. Approve Sublease Agreement with the United States of America, acting by and through the designated representative of the U.S. Customs and Border Protection, effective July 1, 2021 for one year with four (4) one-year automatic renewals. The U.S. Customs Lease is without cost to the Federal Government pursuant to federal mandate. 2222 N. Cargo Road; F21-094.
19. Approve termination of Sublease Agreement with Aircraft Ground Service Equipment, LLC due to default for nonpayment of rentals effective April 30, 2021. Cargo Building 2; F20-075.
20. Approve Acknowledgment and Consent to Sub-Concessionaire of This Land Press, LLC to Armbie, LLC - effective upon approval. (F19-025).
21. Approve Assignment of Sublease and Acknowledgment and Consent to Assignment) Revocable Inter Vivos Trust of Dan Howard to Pense Real Estate Holdings, LLC, effective upon approval. Lot 8, Block 7A, Northeast Hangar Development - RVS. Hangar B-20; F21-056.
22. Approve Sublease Agreement with Scott T. Jednacz for fifteen (15) years with two (2) five-year options to extend the term at the standard rate, effective June 1, 2021. Lot 3, Block 1C, Northwest Hangar Area, RVS. Hangar A-23; F21-075.
23. Approve Acknowledgment and Consent to Collateral Assignment from Dan Howard to Triad Bank. Effective upon approval. Lot 9, Block 7A, Northeast Hangar Development-RVS. Hangar B21; F21-057.
24. Approve Acknowledgment and Consent to Subtenants of D & E Associates, LLC as follows:
  - Emmet Beasley
  - Brian Chapman
  - Clint Robinson
  - Spartan College
  - Brian Hill
  - Keith Dugas
  - Irene/Anthony Esparza

- Todd Hammock
- Ron Lee

Lot 5, Block 3, Southwest Commercial Area - RVS. F20-023.

25. Approve Acknowledgment and Consent to Subtenants of D & E Associates, LLC as follows:

- Bill Denton
- Caleb Shearer
- John Turnbow
- Don Major
- Forshid Zandi (Dr.)
- Paul Creider
- Larry Korona
- Jim Epperson

Lot 1, Block 3, Southwest Commercial Area – RVS. F20-048.

<b>New TAIT Business.</b>	No Items.
<b>TAA Business.</b>	No Items.

**Adjourn.**