

**Office of the
City Clerk**

**NOTICE AND AGENDA
Combined Meeting of
Tulsa Airports Improvement Trust – Special Meeting
Tulsa Airport Authority – Regular Meeting
Thursday, June 9, 2022, 8:30 a.m.
Airport Conference Room A-211
Tulsa International Airport
7777 Airport Drive
Tulsa, Oklahoma, 74115**

Call 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 May 12, 2022 meetings of TAIT and TAA.
2. Financial and Operating Reports

Chief Executive Officer Report.
Chief Financial Officer Report.

Administrative/Finance/IT Contract Action.

3. Approve TAIT Budget for Fiscal Year July 1, 2022 through June 30, 2023 (FY2023), 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 \$58,346,899.00 comprised of:

Item	Amount
Operating Budget	\$26,775,976.00
Operating Capital Purchases	\$ 2,811,000.00
Debt Service	\$14,128,548.00
Capital Projects	\$14,631,375.00

- 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 \$1,708,115.00 (included in the TAIT Operating Budget).
4. Approve Annual 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 FY22-23 in the amount of \$41,817.00, effective July 1, 2021. TAIT Agreement F23-005.

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

5. Approve write-off in the amount of \$48,835.12 for rentals and finance charges from uncollectable Cargo Facility Sublease with Aircraft Ground Service Equipment, LLC. TUL Lease number F20-075.

Rentals	\$ 45,025.04
Finance Charges	\$ 3,809.08
Total	\$ 48,835.12

6. Approve revisions to the TAIT Human Resources Policy Manual, related to the Airport’s parental leave policy. These revisions were received for review at the May 12, 2022 board meeting, in keeping with TAIT’s rules of procedure.

7. Approve award of Professional Services Agreement to Pavlov Advertising, LLC for professional website development and implementation services in the amount not-to-exceed \$100,000. TUL Contract Number F23-006.

8. Approve purchase of motor and gearbox units for stock, to fit the new ticketing bag conveyor belt systems from Motion Industries in an amount not to exceed \$52,225.81. This purchase will be from the FY23 budget.

9. Accept Bid and Award Contract for Janitorial Services to Unicare Building Maintenance, the lowest responsible bidder, in the amount of \$1,582,915 for one (1) year with seven (7) one-year options with an annual 2% price escalation, effective November 1, 2022.

UCBM was the lowest responsive bidder. There were five (5) bids received ranging from \$1,581,756.00 to \$4,798,518.00. The lowest bid was materially incomplete. The third lowest bid was \$831,367.21 higher than UCBM.

10. Approve Change Order Number One to the Elevator Modernization – Air Traffic Control Tower Project with Schindler Elevator Corporation in the amount of \$11,606.00. This change order will provide funding for raising the controller, drive and transformer to avoid water damage and to provide a cab heater for the elevator. Code no longer allows the use of the existing heater arrangement.

	Amount	Percent Change
Original contract amount:	\$254,410.00	
This change order:	\$11,606.00	4.6%
Total change orders:	\$11,606.00	4.6%
Total cost:	\$266,016.00	4.6%

11. Approve renewal of RVS Private Hangar Insurance Group Policy with ACE Chubb in the amount of \$25,439.00 effective July 1, 2022, which is a 5% increase from last year’s premium. This premium is 100% reimbursed by participating RVS tenants and includes a small administrative fee to the Airport.

12. Approve renewal of Employment Practices and Public Officials Liability insurance policy with Navigators Insurance Company, effective July 1, 2022 in the amount of \$31,800. This is a 3% increase from last year’s premium.

13. Approve Workers Compensation Insurance policy with Old Republic Insurance Company, for one (1) year at the annual premium amount of \$102,201.00, effective July 1, 2022, an increase of 8.2%.

14. Approve Business Auto Insurance Policy with Preferred Aviation Underwriter for one year effective July 1, 2022 in the amount \$80,306. The premium represents an 8.6% increase from last year’s premium.

15. Approve Property Insurance policy with AIG Specialty Insurance Company at an annual premium not to exceed \$578,00.00 effective July 1, 2022. Total Insured Value of property is \$442,436,000. The premium represents a 10% increase and the deductible remains at \$100,000.00.

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

Contracts.

16. Accept selection and approve award of Professional Design Services Agreement, to Selser, Schaefer Architects, Inc., in the amount not to exceed \$2,166,654.37 for the Federal Inspection Services building. TUL contract number F23-007.

17. Reject bids for the Rotary Plow Blower vehicle. TAIT staff has updated the bidding specification and republished the Request for Quotations on June 5, 2022.

Contract Amendments.

18. Approve Amendment Number One to Agreement for Professional Design Services with Parkhill, Smith & Cooper, Inc. (Perimeter Road Rehabilitation) in the amount of \$8,244.00 to modify the bid documents and rebid the project. TUL Contract F21-096.

Change Orders.

19. Approve Change Order Number one (Runway 8-26 Safety Area Improvement) with Daris Contractors, LLC in the amount of (\$17,462.50). TUL Contract F22-100. This change modifies the type of pipe to reduce installation cost and reduces the delivery time.

	Amount	Percent Change
Original contract amount:	\$695,506.00	
Total change orders:	(\$17,462.50)	-2.5%
Total change of quantities:	\$0.00	0.0%
Total cost:	\$678,043.50	-2.5%

Change of Quantities. No Items.

Other Contract Action. No Items.

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

20. Approve Assignment of Sublease and Acknowledgment and Consent to Assignment from Zeeco Hangar, LLC to ONEOK Leasing, LLC., effective upon closing but no later than June 30, 2022. Hangar 21. TUL Contract F12-025.

21. Approve Amendment Number One to Sublease Agreement with ONEOK Leasing, LLC, to revise the square footage of the leased premises and adjust rentals accordingly, effective July 1, 2022. TUL Contract F12-025.

22. Approve Cargo Facility Sublease Agreement with Four Peas In a Pod, LLC, for three (3) years at the standard rate, effective upon signature of the TAIT and Lessee, but not later than August 1, 2022. Cargo Building 3, Bay 1A. TUL Contract F23-004.

Items 23 and 24 may be considered together.

23. Approve Acknowledgement and Consent to Subtenant Agreement between PAIT Investments, LLC and TUL Hospitality, LLC. TUL contract number P-157.

24. Approve Consent Agreement among TAIT, TUL Hospitality, LLC, and Security Bank, acknowledging a collateral assignment of Sublease Agreement and estoppel for financing of construction of Home2Suites hotel. TUL Contract P-157.

25. Approve temporary Sublease Agreement with Christiansen Aviation for 2022 Cessna Convention aircraft parking for five (5) days at the standard rate, effective June 26, 2022. RVS contract number F22-114.

26. Approve Amended and Restated Sublease Agreement with ASJ Properties, LLC, to convert private hangar sublease agreement to commercial sublease agreement for purposes of aircraft storage, effective July 1, 2022. Lot 5, Block 11, Northeast Hangar Development. RVS contract number F08-052.

27. Approve Sublease Agreement with LBE, LLC for fifteen (15) years with two (2) five-year options to extend the term, at the standard rate effective August 1, 2022. Lot 3, Block 1A, Northwest Hangar Area, Hangar A-43. RVS contract number F22-115.

28. Approve a Right of Entry and a Notice of Location Natural Gas Pipeline to Oklahoma Natural Gas Company for permission to enter RVS land to complete relocation of a pipeline under a hangar at Lot 1, Block 11, Northeast Hangar Area of Tulsa Riverside Airport.

29. Approve a Right of Entry and a Notice of Location Natural Gas Pipeline to Oklahoma Natural Gas Company for permission to enter TUL land to complete relocation and resetting of a meter from TUL property to American Airlines M&E Leased Premises.

Executive Session	No Executive Session.
New TAIT Business	No Items.
TAA Business	No Items.
Adjourn.	

If you require special accommodations pursuant to the Americans with Disabilities Act, please notify Jeff Shaw at (918) 838-5000 by June 8, 2022.