

11/07/2022 04:15 PM

**Office of the  
City Clerk**

**NOTICE AND AGENDA  
Combined Meeting of  
Tulsa Airports Improvement Trust – Special Meeting  
Tulsa Airport Authority – Regular Meeting  
Thursday, November 10, 2022, 8:30 a.m.  
Airport Conference Room A-211  
Tulsa International Airport  
7777 Airport Drive  
Tulsa, Oklahoma, 74115**

---

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

1. Approve the minutes of the combined October 13, 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 amendment to the TAIT Human Resources Policy Manual, Section 5.9 Shift Differential, to remove the evening and overnight shift differential rates. The text of the approved change will be:

Non-exempt employees who work evening and night shifts receive a shift differential in addition to their regular pay as follows:

- a. An evening shift differential will be paid to employees whose assigned shift begins at or after 2:00 p.m. but prior to 8:00 p.m.
- b. An overnight shift differential will be paid to employees whose assigned shift begins at or after 8:00 p.m. but prior to 4:00 a.m.

Agenda Items 4, 5, and 6 may be received together.

4. Receive and consider amendment to the TAIT Human Resources Policy Manual, Section 6.2 Summary of Benefits. Text of change (in red):

Benefits available to TAIT employees include the following:

- Medical and dental insurance;
- Wellness plan;
- Life insurance, dependent life insurance, accidental death & dismemberment insurance;
- Long-term and short-term disability insurance;

- Retirement program;
- Deferred compensation program;
- Flexible spending plan;
- **Dependent care match;**
- Vision plan;
- Prepaid legal services and identity theft insurance;
- Accident and critical illness insurance;
- Hospital indemnity plan;
- Telemedicine; and
- Pet insurance.

5. Receive and consider amendment to the TAIT Human Resources Policy Manual Section 9.4 Uniform Policy. Text of change (in red):

Safety Shoes/Boots

**Individuals** whose positions require uniforms will be provided an **\$100** allowance each calendar year for steel or composite toe safety shoes or boots. In addition, employees **who assist the** ~~serve as an augmentee to~~ the snow and ice crews are eligible for this allowance on a one-time basis. If employees wish to purchase steel or composite toe safety shoes or boots which exceed the **company allowance \$100.00**, the employee will pay for the overage via two consecutive payroll deductions. **The Human Resources team can provide information regarding the allowance amounts and reimbursement upon request.**

The appropriate Director will establish departmental requirements for when safety shoes or boots must be worn.

6. Receive and consider amendment to the TAIT Human Resources Policy Manual, Section 11.8 Safety Programs and Plans Overview. Text of change (in red):

Eye Protection

Appropriate safety glasses, goggles, or face shields shall be worn when the work may result in a potential risk of injury to face and/or eyes. Safety glasses and goggles are provided by the company. Damaged equipment must be replaced immediately.

**TAIT will provide employees who require safety glasses as part of their job function an allowance every two calendar years for prescription safety glasses. The Human Resources team can provide information regarding the allowance amounts and reimbursement upon request.**

The appropriate Director will establish departmental requirements for when safety glasses, goggles, or face shields must be worn.

Staff will ask the Trustees for approval of these policy changes at the December 8, 2022 meeting.

7. Receive and consider amendment to the TAIT Leasing Policy and Procedures, Section XIII Broker Commissions, to change 2% broker commission to 2.5%. Text of change (in red):

Broker Commissions

- a. TAIT does not have and will not approve an exclusive listing/marketing agreement for its commercial property. TAIT may pay a two and one half per cent (2.5%) commission based on the gross rental of the initial Term of the Sublease ("Rental Commission") at closing, to any licensed commercial real estate broker who brings TAIT a tenant that enters into a long-term sublease of TUL property and facilities.
- b. No Commissions of any kind, whether Rental Commission or otherwise, shall be paid on new or renewed subleases for existing tenants, or their successors, or assigns, unless any such new sublease for an existing tenant is for new development at a different location.

Staff will ask the Trustees for approval of this policy change at the December 8, 2022 meeting.

8. Accept bid and award contract to Calema, LLC dba KMS for an air conditioning unit to be installed in the airfield lighting vault air, the lowest responsible bidder, in an amount not to exceed \$79,180.00. Three bids were received ranging from to \$79,180.00 to \$141,727.00. TUL Contract F23-045.

This contract will provide one air conditioning unit, including installation for the Airfield Lighting Vault.

Agenda Items 5 and 6 may be considered together.

9. Receive for initial consideration the draft Tulsa International Airport (TUL) Five-Year Airport Capital Improvement Plan (CIP) for Fiscal Years 2024-2028.

This initial draft of the TUL CIP identifies eighteen projects totaling \$100,918,000.

10. Receive for initial consideration the draft Tulsa Riverside Airport (RVS) Five-Year Airport Capital Improvement Plan (CIP) for Fiscal Years 2024-2028.

This initial draft of the RVS CIP identifies eight projects totaling \$12,902,000.

11. Accept pending amendment to FAA AIP Grant 3-40-0098-034-2021 in an amount up to \$45,000 – TUL.

The original Grant was based upon an estimate of design cost. Once the master plan identified the new geometry of the connectors, additional design work was needed.

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

#### **Contracts.**

12. Accept selection and approve award of contract for Professional Design Services to Olsson Inc., in the amount not to exceed \$170,400.00 for the Riverside Taxiway Connectors – Phase 2 Project. RVS Contract F22-047.

This project will develop plans and specifications to remove and replace connecting taxiways from Taxiway J to Runway 19R-1L as well as other taxiways along the runway that do not meet the current FAA standards. Olsson was selected from qualifications received by five different consultants.

#### **Contract Amendments.**

13. Amend contract for Professional Consulting Services to LEO A. DALY, in the amount not to exceed \$121,550.00 to design the Air Traffic Control Tower and Associated Facilities Project. TUL Contract F22-042.

This amendment will compensate the consultant for additional design calculations required by an updated FAA standard for Terminal Facilities Design Standard (TDFS) Version 2.0 and additional services for wind tunnel testing.

**Change Orders.** None.

**Change of Quantities.** None.

**Contract Close Out.** None.

### **Property Development Contract Action.**

14. Approve Agreement Regarding Location of Sanitary Sewer Line among the City of Tulsa, TAIT and AT&T Communications, Inc., regarding sewer line to be located on Mingo property subleased by AT&T. TUL Contract F18-098.

15. Approve Mutual Termination of Sublease and License Agreement with Alpha Medical Laboratory, LLC, effective October 31, 2022. TUL Contract F22-038.

16. Approve Right of Entry for Oklahoma Natural Gas Company, effective date November 10, 2022 for extension of natural gas supply line at Tulsa Riverside Airport. (RVS)

17. Approve Sublease Agreement with Christiansen Aviation, LLC, for five (5) years effective December 1, 2022 for the North half of Tie-Down Block 7 and all of Tie-Down Block 8, Southwest Commercial Area. RVS contract F23-043.

18. Consider and approve termination of Sublease Agreement with Frank Montero for default of the terms of the Sublease Agreement. RVS Contract F08-059; Hangar B68.

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

Motion to Adjourn.

---

If you require special accommodations pursuant to the Americans with Disabilities Act, please notify Jeff Shaw at (918) 838-5000 by November 9, 2022.