

12/05/2022 03:39 PM

**Office of the
City Clerk**

**NOTICE AND AGENDA
Combined Meeting of
Tulsa Airports Improvement Trust – Special Meeting
Tulsa Airport Authority – Regular Meeting
Thursday, December 8, 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 November 10, 2022 meetings of TAIT and TAA.
2. Financial and Operating Reports.

Chief Executive Officer Report.

Presentation of TUL Entrance Signage.

Chief Financial Officer Report.

Fiscal Year 2022 Financial Audit presentation.

Administrative/Finance/IT Contract Action.

3. Receive and file the Tulsa Airports Improvement Trust Audited Financial Report for the fiscal year ended June 30, 2022, along with other related reports prepared by RSM US LLP.

4. Approve revision to quote from Bill Knight Ford for one 2023 F350 extended cab 4WD pickup with a 10' flatbed and hitch with trailer brakes for TUL in the amount of \$59,069, which is a \$3,596.00 increase from the August 11, 2022 approved agenda item and \$4,069.00 over the fiscal year 2023 operating capital budget line item of \$55,000.

Oklahoma state contract SW0035 will be utilized to purchase this vehicle.

5. Approve Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2024-2028 – for Tulsa International Airport and Tulsa Riverside Airport.

The proposed CIP for TUL identifies 19 projects totaling \$100,418,000.00

Projects anticipated for FY2024: Replace ARFF vehicle, Airfield Electrical Cable Replacement, Pavement Management System, Federal Inspection Facility and Asphaltic Concrete Pavement Reseal-Employee Lots A and B.

The proposed CIP for RVS identifies six projects totaling \$7,162,000.00. One project anticipated for FY2024: Upgrade Security Fencing.

6. Accept and Approve FAA AIP Grant Number 3-40-0098-039-2022 in the amount of \$2,997,900.00 for the Taxiway Connector Project (FAA project name: Shift Reconfigure Taxiways (Phase 1 of Construction). RVS.

7. Accept and Approve Oklahoma Aeronautics Commission (“OAC”) Grant Number RVS-23-FS in the amount of \$166,550.00 for the Taxiway Connector Project (OAC project name: Realign and Rehabilitate Taxiways A4, A5 K & L Project.). RVS.

8. Accept bid and award contract to Art of Context, Inc. the lowest responsible bidder, for the replacement of the existing flight information display system (FIDS), in an amount not to exceed \$125,163. Seven bids were received ranging from to \$125,163 to \$301,651. TUL Contract F22-031.

9. Approve waiver of Section IV of TAIT’s Rules & Order of Business to allow the approval of Agenda item number ten below without the requirement of a second meeting to approve a policy change. The waiver is allowed under the Rules.

10. Receive and approve amendment to the TAIT Human Resources Policy Manual, Section 1.0, Introduction, Section 1.3, Policy Changes, Section 2.7, Harassment Policy, Section 7.15, Parental Leave, and Chapter 8, Investigations, Corrective Action, Separations, and Employee Appeals. These revisions provide editorial improvements and clarify TAIT’s investigation and corrective action processes.

Agenda Items 11 – 13 may be considered together.

11. Approve amendment to the TAIT Human Resources Policy Manual, Section 6.2 Summary of Benefits.

12. Approve amendment to the TAIT Human Resources Policy Manual Section 9.4 Uniform Policy.

13. Approve amendment to the TAIT Human Resources Policy Manual, Section 11.8 Safety Programs and Plans Overview

14. Approve amendment to the TAIT Leasing Policy and Procedures, Section XIII Broker Commissions, to change 2% broker commission to 2.5%.

Engineering Capital Improvement Contract Action.

Contracts.

15. Accept bid and approve award of contract to Third Generation Electrical, Inc., in the amount of \$1,092,712.00, for the Parking Garage Level 1 EV Charging Stations Project. TUL Contract F23-051.

This contract includes installation of 16 Electrical Vehicle (“EV”) charging units in the parking garage, 1 EV charging unit for Airport shuttle busses, and the infrastructure to support 16 additional chargers in the parking garage, 30 charging units in the shuttle lot and 4 shuttle bus charging units. Three bids were received ranging from \$1,092,712.00 to \$2,192,787.00. The engineers estimate for this work was \$1,324,700.00, or 17% above the contractor’s bid.

Contract Amendments.

16. Approve change to the previously approved amended contract for Professional Consulting Services with LEO A. DALY, from an amount not to exceed \$121,550.00 to \$153,930.00. Air Traffic Control Tower and Associated Facilities Project. TUL Contract F22-042.

There was a mathematical error in the amount approved at the November 10, 2022 meeting.

17. Approve Amendment Number One to the Professional Services Agreement with Garver LLC, in the amount of \$38,100.00 for additional consulting services to the Arc Flash Study. These additional services were a reflection of conflicting as-built data and additional site visits. – TUL contract F22-076

Change Orders.

18. Approve Change Order Number Ten with Myers-Cherry Construction, LLC in the amount of (\$3,037.00), for the Ticket Counters – Terminal Building Projects – Phase 4 Project – TUL Contract F21-019.

This change provides credit for electrical work not required, and providing one fewer card reader.

	Amount	Percent Change
Original contract amount:	\$5,917,200.00	
Total change orders:	\$518,048.26	8.8%
Total change of quantities:		
Total cost:	\$6,435,248.26	8.8%

19. Approve Change Order Number One with Keith Construction Co, LLC in the amount of \$5,198.00 for the Escalator Replacement Project Phase 4 — TUL Contract F22-051.

This change provides funding to modify the electrical infrastructure from 208 volt to 480 volt.

	Amount	Percent Change
Original contract amount:	\$1,211,522.00	
Total change orders:	\$5,198.00	0.4%
Total change of quantities:		
Total cost:	\$1,216,720.00	0.4%

20. Approve Change Order Number One with Bronze Oak, LLC., in the amount of \$4,719.35, for the Functional Needs Area Project —TUL contract F22-099.

This change provides funding to remove and replace three existing walls that do not meet current building code, and provides four temporary doors.

	Amount	Percent Change
Original contract amount:	\$582,500.00	
Total change orders:	\$4,719.35	0.8%
Total change of quantities:	\$0.00	0.0%
Total cost:	\$587,219.35	0.8%

Change of Quantities. None.

Contract Close Out / Other Contract Action.

21. Acknowledge and Consent to Assignment of Engineering Professional Services Agreement with Todd Architectural Group, P.C. to GH2 Architects, LLC, effective August 23, 2022. The original contract amount was \$48,711.00. TUL Contract F22-061.

Property Development Contract Action.

Agenda Items 22 and 23 may be considered together.

22. Approve Amendment Number Four to Sublease Agreement with Premier Jet Center, Inc., d/b/a Legacy Jet Center to adjust the rental rate based on appraised value and to extend the term of the agreement through December 31, 2042 to accommodate financing and amortization of planned improvements. TUL Contract F07-058.

23. Approve Amendment Number Four to Sublease Agreement with Premier Jet Center, Inc., d/b/a Legacy Jet Center to adjust the rental rate based on appraised value and to extend the

term of the agreement through December 31, 2042 to accommodate financing and amortization of planned improvements. Parking Lot Sublease. TUL Contract F00-113.

24. Approve Acknowledgement and Consent to Subtenant of This Land Press (Subtenant, Fulton Books) effective upon approval. TUL Contract F19-025.

25. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from the Hern Family Revocable Trust dated April 10, 1998, as Amended and Restated February 15, 2012, to Firststrike Aviation, LLC, effective upon approval. Lot 2, Block 15, Northeast Hangar Development; Hangar B129. RVS Contract F21-058.

26. Approve Option for the Sale and Purchase of Real Estate with Public Service Company of Oklahoma for property - Lot 2, Block 1, Don Eaton Addition. Property is being sold at appraised value, and an avigation easement required under the Purchase.

27. Provide update to the hangar fire that occurred November 17, 2022, at Hangar A-25, Lot 5, Block 1C, Northwest Hangar Area, RVS Contract number F05-077.

Executive Session

28. Approve Executive Session pursuant to 25 O.S. §307 for the purposes of communication between the Trustees and Counsel concerning pending investigation(s), claim(s), action(s) or litigation including, but not limited to: Frank Montero v. Tulsa Airport Authority, et al., District Court of Tulsa County, State of Oklahoma, Case No. CV-2014-0924.

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 December 7, 2022.