

**Office of the
City Clerk**

**NOTICE AND AGENDA
Combined Meeting of
Tulsa Airports Improvement Trust – Special Meeting
Tulsa Airport Authority – Regular Meeting
Thursday, January 12, 2023, 8:30 a.m.
Airport Conference Room A-211
Tulsa International Airport
7777 Airport Drive
Tulsa, Oklahoma, 74115**

Call the 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 December 8, 2022 meetings of TAIT and TAA.
2. Financial and Operating Reports.

Chief Executive Officer Report.

Presentation of the 2022 Business plan recap.

Presentation of 2023 Business Plan.

Chief Financial Officer Report.

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

1. Approve Amendment Number One to Small Community Air Service Development Program (“SCASD”) Grant between TAIT and the U.S. Department of Transportation, in order to extend the term of the Grant Term, effective January 6, 2023. Grant DOT-OST-2017-0155-0050.
2. Approve purchase from Bill Knight Ford for one Ford Transit 250 rear wheel drive medium roof cargo van for TUL in an amount not to exceed \$53,954.00. This vehicle is over the fiscal year 2023 capital purchase budget amount of \$50,000 by \$3,954.00. This vehicle will replace 10-152.

This unit will be purchased under Oklahoma state contract SW035.

3. Approve Concession Services Agreement for one year, with Skylixor, LLC, to provide taxicab driver access to a web application allowing taxicab drivers to enter a virtual queue system. TAIT will pay Skylixor 3% of fees net of credit card charges. TUL contract F23-056.
4. Consider Amendment to the TAIT Ground Transportation Policy to accommodate new virtual queuing system.

This new taxi cab queuing system is still in the testing phases, and while testing we may need to change how the policy is stated. We expect to have a policy approved at the February

trustee’s meeting.

5. Approve waiver of Section IV of TAIT’s Rules & Order of Business to allow the approval of Agenda item number six below without the requirement of a second meeting to approve a policy change. The waiver is allowed under the current Rules.
6. Consider and approve Tulsa Airports Improvement Trust - Trustee’s Meeting Rules and Order of Business, effective immediately upon approval.
7. Approve the following updates to the TAIT HR Policy Manual. All changes, with the exception of the new PTO Policy, are minimal.

Changes have been provided for review and consideration by the Trustees.

January 12, 2023 Policy Updates		
Page	Policy	Summary of Updates
16	3.6 Progression System Policy	Removed this policy as it no longer applies.
76	7.16 PTO Policy	Added PTO policy effective for new employees hired after 1/1/2023.
59	7 Time Off	Included PTO in the list of leave options.
60	7.2 Holidays	Changed “Friday after Thanksgiving” (day off) to “Native American Heritage Day.”
92	9.4 Uniform Policy	Updated Airport Police Officer uniform allowance from \$625 to \$850 inclusive of shoe allowance and taxes; \$625 allowance was previously non-taxable with submission of qualified receipts.

8. Approve contract with Blue Cross Blue Shield of Oklahoma (“BCBSOK”) for annual medical insurance coverage in an amount not to exceed \$1,500,000.00. Effective January 1, 2023.

The estimated amount of the contract is \$1,382,913.64 and represents a 10.1% savings from the previous plan year, and depends on enrollment numbers. We maintained the same high-deductible health plan (HDHP), 5000 PPO plan, and exchanged the low deductible plan with a similar low deductible plan which offers a lower co-pay for primary care offer visits.

9. Approve contract with BCBSOK for dental insurance in an amount not to exceed \$95,000.00. Effective January 1, 2023.

The estimated amount of the contract is \$87,781.32 and represents a 0.11% savings from the previous plan year. Last year MetLife provided similar coverage.

Engineering Capital Improvement Contract Action.

Contracts.

10. Approve award of contract for Professional Engineering Services to Garver LLC, in an amount not to exceed \$431,000.00 for the Arc Flash Study Phase II Project. TUL contract F23-054.

This contract provides funding to complete the power model and labeling of electrical panels in the terminal building, parking garage and airfield electrical vault in compliance with National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA). Four consultants submitted qualifications in response to the Airports RFQ. Garver was selected as the best qualified.

Contract Amendments.

11. Approve Amendment Number One to the Professional Design Services Agreement with Poe & Associates, Inc., in the amount of \$26,767.00 for additional consulting services to the Terminal Access Roads Repair Project. The amendment includes additional design services required for adding an overhead sign structure and extending the turning lane leading to airport parking. TUL contract F22-077.

Change Orders.

12. Approve Change Order Number Two with Keith Construction Co, LLC, in the amount of \$33,375.00, for the Escalator Replacement Project Phase 4 project. TUL contract F22-051.

This change provides funding to increase the amount of carpet to be furnished and installed in the public area.

	Amount	Percent Change
Original contract amount:	\$1,211,522.00	
Total change orders:	\$38,573.00	3.2%
Total change of quantities:		
Total cost:	\$1,250,095.00	3.2%

13. Approve Change Order Number Two with Bronze Oak, LLC, in the amount of \$[400.00], for the Functional Needs Area Project. TUL contract F22-099.

This change provides a credit for removing carpet, material, and labor, from the contract.

	Amount	Percent Change
Original contract amount:	\$582,500.00	
Total change orders:	\$4,319.35	0.8%

Total change of quantities:	\$0.00	0.0%
Total cost:	\$586,819.35	0.8%

Change of Quantities. None.

Contract Close Out / Other Contract Action.

14. Accept project and approve final payment to FabriTec Structures, LLC, in the amount of \$42,048.06 for the Arrivals Canopy Fabric Replacement Project. TUL contract F22-014.

	Amount	Percent Change
Original contract amount:	\$814,750.00	
Total change orders:	\$26,211.26	3.22%
Total change of quantities:	\$0.00	0.0%
Total cost:	\$840,961.26	3.22%

15. Accept project and approve final payment to Atwell Roofing Company, Inc., in the amount of \$36,318.00 for the Ticketing Roof Replacement Project. TUL contract F22-098.

	Amount	Percent Change
Original contract amount:	\$726,360.00	
Total change orders:	\$0.00	0.00%
Total change of quantities:	\$0.00	0.00%
Total cost:	\$726,360.00	0.00%

16. Accept project and approve final payment to Rosenbauer Minnesota, LLC, in the amount of \$787,317.96 for the ARFF Vehicle Project. TUL contract F21-109.

	Amount	Percent Change
Original contract amount:	\$764,873.39	
Total change orders:	\$22,444.57	2.9%
Total change of quantities:	\$0.00	0.0%
Total cost:	\$787,317.96	2.9%

Property Development Contract Action.

17. Approve Short-term Sublease Agreement with Horton Hydraulics, Inc., dba Hydrasource, effective upon approval for a term expiring April 30, 2023. Cargo Building 1A. TUL contract F23-055.

18. Approve Sublease Agreement with Meyer Logistics, Inc., for two years effective February 1, 2023. Cargo Building 3 – TUL contract F21-038.

19. Approve Acknowledgement and Consent to Collateral Assignment of Sublease from PAIT Investments, LLC, to Legacy Bank and Trust effective upon closing, but no later than January 31, 2023. Hilton Garden Inn. TUL contract F98-081.

20. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment, from David B. and Jennifer Brickwood-Figgins to Russell Elliott as Trustee of the Elliott Family Trust dated August 29, 2016, effective upon closing, but no later than January 31, 2023. Lot 4, Block 1F, Northwest Hangar Area, Hangar A49. RVS contract F20-060.

Agenda Items 21 through 24 may be considered together.

21. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Susan Lantz as sole surviving Co-Trustee of the Jon R. Lantz and Susan K. Lantz Revocable Trust Dated April 18, 2002, to Dan W. Howard, as Trustee of the Revocable Inter Vivos Trust of Dan W. Howard dated December 13, 2013 (“Dan Howard Living Trust”), effective upon closing, but no later than January 31, 2023. Lot 18, Block 7A, Northeast Hangar Development, Hangar B30. RVS contract F14-060.

22. Approve Acknowledgment and Consent to Collateral Assignment of Sublease Agreement from the Dan Howard Living Trust, to Triad Bank, N.A., effective upon closing, but no later than January 31, 2023. Lot 18, Block 7A, Northeast Hangar Development, Hangar B30. RVS contract F14-060.

23. Approve Mutual Termination of Sublease Agreement with the Dan Howard Living Trust, effective February 1, 2023. Lot 18, Block 7A, Northeast Hangar Development, Hangar B30. RVS contract F14-060.

24. Approve Sublease Agreement with the Dan Howard Living Trust, for fifteen years with two five-year options to extend the term, effective February 1, 2023. Lot 18, Block 7A, Northeast Hangar Development, Hangar B30. RVS contract F14-060.

25. Approve Acknowledgement and Consent to Subtenant with Meridian Resources, LLC for new subtenant Argyll Adventures, LLC, effective upon closing, but no later than January 31, 2023. Lot 15, Block 6, Southwest Commercial Area, Meridian Resources Hangar #10. RVS contract F05-072.

Argyll purchased the hangar unit from Don and Erin Chappel, the previous subtenant.

Executive Session

26. 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. CJ-2022-3725 and related cases.

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, Secretary of the Trust, at (918) 838-5000 by January 11, 2023.