

**NOTICE AND AGENDA  
Combined Special Meeting and Regular Meetings  
Tulsa Airports Improvement Trust and Tulsa Airport Authority  
Thursday, November 9, 2023, 8:30 a.m.  
Airport Conference Room A-211  
Tulsa International Airport  
7777 Airport Drive  
Tulsa, Oklahoma, 74115**

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Call the 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 September 14, 2023 Annual Meetings of TAIT and TAA.
2. Operating and Financial Reports.

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

3. Approve Professional Services Agreement with Landrum & Brown, Inc., for Airport Consultant Services required under the Amended and Restated Bond Indenture and TAIT's Lease with the City of Tulsa. TUL Contract F24-047.

Landrum & Brown will perform the required Five-Year Review, Passenger Facility Charge Application assistance and other requested services at the standard hourly rates per their proposal.

4. Discussion regarding the issuance of a three-year Revolving Line of Credit (RLOC) in an amount up to \$15 million, to provide interim financing for construction of the Air Traffic Control Tower Complex and the Federal Inspection Services Facility.

TAIT's financial advisor and Finance Director are in the process of evaluating seven bids. After this evaluation, a recommendation may be considered at the December TAIT meeting along with necessary documents for board approval.

5. Approve purchase from ADB Safegate Americas LLC, a sole source provider, in the amount of \$58,883.52, for the purchase of (2) LED Precision Approach Path Indicator (PAPI) Lights to replace the existing Runway 19R/1L lights at RVS.
6. Accept proposal and award contract to Orion Security Solutions, LLC, in the amount of \$249,883.00 for the replacement of electronic circuit boards to improve our security access control system. TUL Contract F24-050.

7. Accept proposal and award contract to ControlTouch Systems, LLC, a sole source provider, in an amount not to exceed \$630,000.00 for the upgrade of the baggage handling system variable frequency drives. TUL Contract F24-049.

8. Approve TAIT 2023-2026 Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the U.S. Department of Transportation. The revised DBE program contains updated DBE Objectives, Policy Statements, and DBE Triennial Goal setting guidelines for TUL and RVS.

9. Approve award of a Professional Services Agreement to Pavlov Advertising, LLC for marketing campaign creation and media buying services in the agreed upon hourly services rates. The Term of agreement is two years, with an option-to-extend for one year. TUL Contract F24-044.

10. Receive for initial consideration the draft Tulsa International Airport (TUL) Five-Year Airport Capital Improvement Plan (CIP) for Fiscal Years 2025-2029.

This initial draft of the TUL CIP identifies 26 projects totaling \$77,878,000.

11. Receive for initial consideration the draft Tulsa Riverside Airport (RVS) Five-Year Airport Capital Improvement Plan (CIP) for Fiscal Years 2025-2029.

This initial draft of the RVS CIP identifies five projects totaling \$7,133,000.

12. Approve Beneficiary Agreement between the Board of County Commissioners of Tulsa County and TAIT in the amount of \$7,000,000.00, to provide capital funding for the construction of the Air Traffic Control Tower (Project PJ1505 ARP58 – CMF 20212403).

13. Accept and approve pending FAA BIL Grant Number 3-40-0099-110-2024 in an amount up to \$9,500,000.00 for the construction of the General Aviation & Federal Inspection Services Facility Project.

14. Accept and approve pending FAA Supplemental Discretionary Grant Number 3-40-0099-109-2024 in an amount up to \$5,000,000.00 for the construction of the General Aviation & Federal Inspection Services Facility Project.

15. Accept and approve pending Oklahoma Aeronautics Commission (OAC) Grant Number RVS-24-FS in an amount up to \$215,000.00 for the construction of the Riverside Taxiway Connectors Phase 2 Project.

16. Enter into a Reimbursable Agreement (RA) with the FAA in an amount not to exceed \$17,700,000, to be used for the design and installation of FAA equipment in the Air Traffic Control Tower (ATCT) and base building, contingent on receipt of a signed Memorandum of Agreement (MOA) from the FAA.

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

### **Contracts.**

17. Accept bids and approve award of contract for the Airport Terminal Vestibules Improvement Project to Myers-Cherry Construction, LLC, in the amount of \$2,447,000.00 contingent upon FAA BIL grant funding. TUL contract F24-045.

This contract provides funding to remove existing revolving doors and replace them with vestibules in both the ticketing and bag claim areas. TAIT received two bids, one of which was non-responsive. The engineer's estimate was \$2,075,000.00, 17.9% below the lowest responsible bidder. The DBE goal was 8.0%, and after a good faith effort the contractor proposes utilizing 8.0%.

18. Accept bids and approve award of contract for the Tulsa International Airport Entrance Signage Project to Lowry Construction Services Inc., in the amount of \$749,149.00. TUL contract F24-051.

This contract provides funding to remove the existing entrance sign and construct a new entrance monument. TAIT received four bids ranging from \$749,149.00 to \$1,242,480.00. The engineer's estimate was \$1,053,738.00, 29.9% above the lowest responsible bidder.

19. Accept bids and approve award of contract for the General Aviation & Federal Inspection Services Facility (GA/FIS) Project, to Flintco, LLC, in the amount of \$34,888,000.00, contingent on FAA Grant Funding. TUL contract F24-043.

This contract provides funding to construct the new GA/FIS facility. TAIT received two bids, \$34,888,000 and \$35,684,000. The architect's estimate was \$31,600,000, 9.4% below the lowest responsible bidder. The DBE goal was 9%, and after a good faith effort the contractor proposes utilizing 1.9%.

**Contract Amendments**            None.

### **Change Orders**

20. Approve Change Order Number Two with Third Generation Electrical, Inc., in the amount of \$15,444.37 for the Parking Garage Level One EV Charging Stations Project. TUL Contract F23-051.

This change provides for increasing 4-inch conduit to 6-inch conduit; accommodating additional power needs; relocating an existing EV charging station; and performing hydro-vac operations to minimize utility disruption.

|                             | Amount         | Percent Change |
|-----------------------------|----------------|----------------|
| Original contract amount:   | \$1,092,712.00 |                |
| Previous change orders:     | -\$50,980.12   | -4.7%          |
| Current change orders:      | 15,444.37      | 1.4%           |
| Total change of quantities: | \$0.00         |                |
| Total cost:                 | \$1,057,174.25 | -3.3%          |

**Contract Close Out / Other Contract Action**                      **None.**

**Property Development Contract Action.**

**Tulsa International Airport**

21. Approve Sublease Agreement with Code Red Underground, LLC, effective December 1, 2023. Sublease for Virgin Street property. TUL contract F24-048.
  
22. Approve Sublease Agreement with Omni Aircraft Maintenance, LLC, effective November 1, 2023. Land adjacent to Hangar 15A. TUL contract F24-038.
  
23. Approve Acknowledgment and Consent to Subtenant with Hangar 15, LLC, to Omni Aircraft Maintenance. TUL contract F02-067.
  
24. Approve Amendment #2 to Concessions Sublease and License Agreement with AIClear, LLC, to increase square footage, effective December 1, 2023. Terminal Building Space. TUL contract F23-064.
  
25. Approve Sublease and License Agreement with ABM Aviation, Inc., effective January 1, 2024. Terminal Building Space. TUL contract F21-055.
  
26. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from Unifi Aviation, LLC to Alvest Equipment Services (USA), LLC, effective upon approval. Cargo Building 2, Suites M-P. TUL contract F19-082.
  
27. Approve Amendment Number One to Sublease Agreement with Alvest Equipment Services (USA), LLC, to amend license to “ground service equipment maintenance and service for airlines”, effective upon approval. Cargo Building 2, Suites M-P. TUL contract F19-082.
  
28. Approve Concession Agreement for Automatic Teller Machines with BOK Financial Corporation for five years with a five-year mutual option to extend, effective November 1, 2023. TUL contract F14-062.

**Tulsa Riverside Airport**

Agenda items 29 through 37 may be taken together, and without objection from any of the

Trustees, the Chair may waive the reading of these agenda items. Questions regarding any one of the agenda items may still be heard.

All Subleases for the agenda items below are for the standard published Term and at the standard published Rental rate unless otherwise indicated; Assignments are given for the remaining Term of the current Sublease, and all inspections have been conducted prior to approval.

29. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from the Richard A. Booth Revocable Trust dated December 18, 1997, to Dan W. Howard, Trustee of the Dan W. Howard Revocable Inter Vivos Trust dated December 18, 1997, effective upon approval. Lot 1, Block 16, Northeast Hangar Area, Hangar B-136. RVS contract F21-052.

30. Approve Mutual Termination of Sublease Agreement with Dan W. Howard, Trustee of the Dan W. Howard Revocable Inter Vivos Trust dated December 18, 1997, effective January 1, 2024. Lot 1, Block 16, Northeast Hangar Area, Hangar B-136. RVS contract F21-052.

31. Approve Sublease Agreement with Dan W. Howard, Trustee of the Dan W. Howard Revocable Inter Vivos Trust, dated December 18, 1997, effective January 1, 2024. Lot 1, Block 16, Northeast Hangar Area, Hangar B-136. RVS contract F21-052.

32. Approve Acknowledgement and Consent to Collateral Assignment of Sublease with Dan W. Howard, Trustee of the Dan W. Howard Revocable Inter Vivos Trust, dated December 18, 1997, effective upon approval. Lot 1, Block 16, Northeast Hangar Area, Hangar B-136. RVS contract F21-052.

33. Approve Assignment of Sublease and Acknowledgement and Consent to Assignment from J. Spence Aviation, LLC to Lisa Segraves, effective upon approval. Lot 7, Block 1A, Northwest Hangar Area, Hangar A-45. RVS contract F21-026.

34. Approve Mutual Termination of Sublease Agreement with Tulsa Aviation Partners, LLC, effective December 31, 2023. Lot 4, Block 1B, Northwest Hangar Area, Hangar A-33. RVS contract F18-078.

35. Approve Sublease Agreement with Tulsa Aviation Partners, LLC, effective January 1, 2024. Lot 4, Block 1B, Northwest Hangar Area, Hangar A-33. RVS contract F18-078.

36. Approve Sublease Agreement with Frasier Air, Inc., effective December 1, 2023. Lot 20, Block 10, Northeast Hangar Area, Hangar B-79. RVS contract F04-032.

37. Approve Sublease Agreement with James C. Mayoza, M.D., effective January 1, 2024, for a five-year term. Lot 4, Block 7A, Northeast Hangar Area, Hangar B-16. RVS contract F04-043.

## Executive Session

38. Approve TAIT Executive Session pursuant to 25 O.S. §307(B)(4) 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: *Amy Gilchrist v. Tulsa Airports Improvement Trust*, Case No. 22-CV-00072 (GKF-CDL) in the United States District Court for the Northern District of Oklahoma.
39. Approve motion to exit executive session and resume regular meeting.
40. Approve recommendations of TAIT legal counsel and enter into a Confidential Settlement Agreement and Full and Final Release of All Claims between Tulsa Airports Improvement Trust and Amy Gilchrist to close the matter before the court in the action referenced in Agenda Item 38 above.
41. New TAIT Business      No Items.
42. TAA Business              No Items.
43. Motion to Adjourn.

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If you require special accommodations pursuant to the Americans with Disabilities Act, please notify Jeff Shaw at (918) 838-5000 by November 8, 2023.