

12/07/2020 3:04 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 10, 2020, 8:30 a.m.
Airport Conference Room A-211
Tulsa International Airport
7777 Airport Drive
Tulsa, Oklahoma**

Trustees of TAA and TAIT are required by law to attend this meeting in person. To protect members of the public, Trustees, and Airport Staff from unwarranted exposure to viruses, presenters and staff will attend by videoconferencing and teleconferencing via Zoom, an online meeting and web conferencing tool.

The public may attend the meeting by videoconferencing or teleconferencing by joining from a computer, tablet, or smartphone using the following link: <https://zoom.us/j/94206216828>

Or by telephone via any of the following:

+1 346 248 7799

+1 301 715 8592

+1 312 626 6799

+1 253 215 8782

+1 669 900 6833

+1 929 436 2866

Meeting ID: [942 0621 6828](#)

If you require special accommodations pursuant to the American with Disabilities Act, please notify Jeff Shaw at (918) 838-5000 by December 9, 2020.

**Combined Meeting of
Tulsa Airports Improvement Trust – Special Meeting
Tulsa Airport Authority – Regular Meeting
Thursday, December 10, 2020, 8:30 a.m.**
Airport Conference Room A-211
Tulsa International Airport
7777 Airport Drive
Tulsa, Oklahoma

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

1. Call the Roll.
2. Approve the Minutes of the Combined November 12, 2020 Meetings of TAIT and TAA.

3. **Financial and Operating**

Receive and File Reports.

- Chief Executive Officer Report.
- Chief Financial Officer Report.
- Fiscal Year 2020 Financial Audit Presentation

Other Contract Action.

4. Receive and file the Tulsa Airports Improvement Trust Audited Financial Report for the fiscal year ended June 30, 2020, along with other related reports prepared by RSM US LLP – TUL/RVS. (FS)
5. Approve TAIT Holiday Policy, to be included in the TAIT Human Resources Manual. (AH)
6. Approve Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2022-2026 – TUL/RVS (FER)

The proposed CIP for TUL identifies twenty four (24) projects totaling \$48,240,000. Projects anticipated for FY2022: Purchase of Snow Removal Equipment, Terminal Escalator Replacement, Repair Terminal Access Roads, Remodel restrooms Lower Level Concourse A and B, ATCT Stair Rehabilitation, ATCT Elevator Upgrade.

The proposed CIP for RVS identifies four (4) projects totaling \$4,295,000. Projects anticipated for FY2022: Construct Connector Taxiway Rehabilitation Runway 1L-19R to Taxiway A.

7. Approve Renewal of Attorney Engagement Agreement with Conner & Winters, LLP (Jason Coutant) for comprehensive legal services as TAIT Counsel, for one (1) year effective January 1, 2021. Contract No. F18-053. (JLS)

8. Approve Renewal of Attorney Engagement Agreement with Center for Economic Development Law, PLLC (Leslie Batchelor) for Legal Services related to the Tulsa International Airport Development Trust (TIADT) TIF District for one (1) year at the standard rate, effective January 1, 2021. This Agreement is to retain Ms. Batchelor regarding TIF development opportunities. All funds spent by TAIT will be reimbursed by TIADT. (JLS)

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

Contracts. No Items.

Contract Amendments. No items.

Change Orders. No Items.

Change of Quantities. No items.

Other Contract Action.

9. Accept project and approve final payment (Electrical Generator Replacement –North Vault) with Keith Construction, LLC in the amount of \$7,750.00.

	Amount	Percent Change
Original contract amount:	\$155,000.00	
Total change orders:	\$0.00	0.0%
Total change of quantities:	\$0.00	0.0%
Total cost:	\$155,000.00	0.0%

Contracts, Leases, Licenses or Other Action.

10. Approve Sublease and License Agreement (Terminal Building) with Alpha Medical Laboratory, LLC for operation of a COVID-19 Testing Site for a term of one (1) year effective upon approval (December 10, 2020). Request for Proposals was issued, with four (4) responses. Alpha Medical Laboratory was selected by TAIT’s review committee. (JG) (F21-059).

11. Approve Concession Agreement with Badaboom, LLC, d/b/a Mythic Press effective December 1, 2020 for one year. Badaboom, LLC operates a robotic retail machine offering Oklahoma themed products. (JG) (F21-049)

12. Approve Cargo Facility Sublease Agreement with Meyer Logistics, Inc., for two years,

effective February 1, 2021- TUL. (JG) (F21-038)

13. Approve Cargo Facility Sublease Agreement with Empire Airlines, Inc. for one year with one (1) one-year option to extend the term of the Sublease at the published rate effective February 1, 2021-TUL. Empire Airlines is an affiliate carrier for Federal Express Corporation. (JG) (F21-060)

14. Approve Sublease and License Agreement (Terminal Building) with ABM Aviation, Inc., for one (1) year with two (2) one-year options to extend the term of the Sublease at the standard rate, effective January 1, 2021 – TUL. (JG) (F21-055)

Agenda Items 14 through 21 will be considered together.

15. Approve Assignment of Sublease and Acknowledgment and Consent to Assignment (Lot 7, Block 9, Northeast Hangar Development-Hangar B-57) from Blue Fin Investments, LLC to Brosseau and Smith Enterprises, LLC, effective upon approval, but no later than December 31, 2020 – RVS. (JG) (F04-003)

16. Approve Acknowledgment and Consent to Collateral Assignment from Brosseau and Smith Enterprises, LLC to Blue Fin Investments, LLC (Lot 7, Block 9, Northeast Hangar Development-Hangar B-57), effective upon approval, but no later than December 31, 2020 – RVS. (JG) (F04-003)

17. Approve Mutual Termination of Sublease Agreement (Lot 7, Block 9, Northeast Hangar Development-Hangar B-57) with Brosseau and Smith Enterprises, LLC effective upon approval, but no later than December 31, 2020 – RVS. Mutual Termination to allow for placement of new sublease per TAIT policy. (JG) (F04-003)

18. Approve Sublease Agreement (Lot 7, Block 9, Northeast Hangar Development-Hangar B-57) with Brosseau and Smith Enterprises, LLC for fifteen (15) years with two (2) five-year options to extend the term at the standard rate, effective January 1, 2021 – RVS. (JG) (F21-054).

19. Approve Assignment of Sublease and Acknowledgment and Consent to Assignment (Lot 5, Block 9, Northeast Hangar Development-Hangar B-59) from Blue Fin Investments, LLC to Brosseau and Smith Enterprises, LLC, Effective upon approval, but no later than December 31, 2020 – RVS. (JG) (F04-004)

20. Approve Acknowledgment and Consent to Collateral Assignment from Brosseau and Smith Enterprises, LLC to Blue Fin Investments, LLC (Lot 5, Block 9, Northeast Hangar Development-Hangar B-59). Effective upon approval, but no later than December 31, 2020 – RVS. (JG) (F04-004)

21. Approve Mutual Termination of Sublease Agreement (Lot 5, Block 9, Northeast Hangar Development-Hangar B-59) with Brosseau and Smith Enterprises, LLC effective upon approval,

but no later than December 31, 2020 – RVS. Mutual Termination to allow for placement of new sublease per TAIT policy. (JG) (F04-004)

22. Approve Sublease Agreement (Lot 5, Block 9, Northeast Hangar Development-Hangar B-59) with Brosseau and Smith Enterprises, LLC for fifteen (15) years with two (2) five-year options to extend the term at the standard rate, effective January 1, 2021 – RVS. (JG) (F21-053)

Agenda Items 23 and 24 will be considered together.

23. Approve Mutual Termination of Sublease Agreement (Lot 1, Block 16, Northeast Hangar Development-Hangar B-136) with Richard Booth effective December 31, 2020 – RVS Mutual Termination to allow for placement of new sublease per TAIT policy. (JG) (F03-027)

24. Approve Sublease Agreement (Lot 1, Block 16, Northeast Hangar Development-Hangar B-136) with Richard A. Booth Revocable Trust Dated December 18, 1997 for fifteen (15) years with two (2) five-year options to extend the term at the standard rate, effective January 1, 2021 – RVS. (JG) (F21-052)

25. Approve Sublease Agreement (Lot 4, Block 1C, Northwest Hangar Area-Hangar A-24) with NWA24, LLC for fifteen (15) years with two (2) five-year options to extend the term at the standard rate, effective February 1, 2021 – RVS. (JG) (F21-041)

Agenda Items 26 through 34 will be considered together.

26. Approve Assignment of Sublease and Acknowledgment and Consent to Assignment (Lot 9, Block 7A, Northeast Hangar Development-Hangar B-20) from Hern Family Trust, dated April 10, 1998, as amended and restated February 15, 2012, to Dan Howard, effective February 1, 2021 – RVS. (JG) (F03-059)

27. Approve Mutual Termination of Sublease Agreement (Lot 9, Block 7A, Northeast Hangar Development-Hangar B-20) with Dan Howard effective February 1, 2021 – RVS. Mutual Termination to allow for placement of new sublease per TAIT policy. (JG) (F03-059)

28. Approve Sublease Agreement (Lot 9, Block 7A, Northeast Hangar Development-Hangar B-20) with Dan Howard for fifteen (15) years with two (2) five-year options to extend the term at the standard rate, effective February 1, 2021 – RVS. (JG) (F21-056)

29. Approve Assignment of Sublease and Acknowledgment and Consent to Assignment (Lot 8, Block 7A, Northeast Hangar Development-Hangar B-21) from Hern Family Trust, dated April 10, 1998, as amended and restated February 15, 2012, to Dan Howard, effective February 1, 2021 – RVS. (JG) (F12-106)

30. Approve Mutual Termination of Sublease Agreement (Lot 8, Block 7A, Northeast Hangar Development-Hangar B-21) with Dan Howard effective February 1, 2021 – RVS. Mutual

Termination to allow for placement of new sublease per TAIT policy. (JG) (F12-106)

31. Approve Sublease Agreement (Lot 8, Block 7A, Northeast Hangar Development-Hangar B-21) with Dan Howard for fifteen (15) years with two (2) five-year options to extend the term at the standard rate, effective February 1, 2021 – RVS. (JG) (F21-057)

32. Approve Assignment of Sublease and Acknowledgment and Consent to Assignment (Lot 2, Block 15, Northeast Hangar Development-Hangar B-129) from Dan Howard to Hern Family Trust, dated April 10, 1998, as amended and restated February 15, 2012, effective February 1, 2021 – RVS. (JG) (F02-097)

33. Approve Mutual Termination of Sublease Agreement (Lot 2, Block 15, Northeast Hangar Development-Hangar B-129) with Hern Family Trust, dated April 10, 1998, as amended and restated February 15, 2012, effective February 1, 2021 – RVS. Mutual Termination to allow for placement of new sublease per TAIT policy. (JG) (F03-059)

34. Approve Sublease Agreement (Lot 2, Block 15, Northeast Hangar Development-Hangar B-129) with Hern Family Trust, dated April 10, 1998, as amended and restated February 15, 2012, for fifteen (15) years with two (2) five-year options to extend the term at the standard rate, effective February 1, 2021 – RVS. (JG) (F21-058)

35. Approve Acknowledgment and Consent to Collateral Assignment from Christiansen Aviation, Inc., to Blue Sky Bank effective upon closing, but no later than December 31, 2020, affecting the following leased premises:

Lots 1, 2, 4, 13 & 14, Block 4, Southwest Commercial Area-RVS (F18-062);

Lots 10 & 11, Block 4, Southwest Commercial Area-RVS (F19-060);

Tie Down Blocks 9 & 10, Southwest Commercial Area-RVS (F20-047);

Lot 6, Block 5, Southwest Commercial Area-RVS (F20-046);

Lot 10C, Block 3, Southwest Commercial Area-RVS (F17-073);

Lot 10, Block 6, Southwest Commercial Area-RVS (F11-050);

A Portion of Tie Down Block 7 and all of Tie Down Block 8, Southwest Commercial Area-RVS (F18-034); and

Lot 10, Block 3, Southwest Commercial Area-RVS (F98-006).

36. Approve Short-Term Cargo Facility Sublease Agreement (Cargo Building 1A) with Horton Hydraulics, Inc., d/b/a Hydrasource, effective December 10, 2020.

Other TAIT Business. No Items.

TAA Business. No Items.

Adjourn.