

MEMORANDUM



OCAAT Agenda
Item No. IV. S
1/25/2024

TO: Trustees, Oklahoma City Airport Trust

FROM: Jeff Mulder, Director of Airports

Resolution ratifying the actions of the Director of Airports, as the Trust's General Manager, for the approval of an agreement or other documents with Early Morning Software, Inc., necessary to effectuate purchases without formal bidding as previously authorized by the Trust and approving the Agreement.

Location:

Will Rogers World Airport

Background:

The Trust adopted and revised guidelines for the direct procurement, through informal bidding procedures, by the Director of Airports using the Trust Fund for certain goods and services, and to make repairs, construction, and public improvements as needed by Resolutions dated May 24, 2012, March 27, 2014, and January 26, 2023.

It is necessary for the Director to execute contracts, purchase orders, agreements, terms and conditions, or other instruments necessary to effectuate said authorized purchases on behalf of the Trust (Documents) but these Documents need the subsequent approval of the Trust.

It is the desire to have the Trust ratify the actions of the Director of Airports, as the Trust's General Manager, for the approval of the following Documents as previously authorized by the Trust:

Name of Document	Type or Category of Item, Good, or Service	Amount of Purchase	Date of Director Approval	Attachment
Early Morning Software, Inc.	Service	Not to Exceed \$100,000	12/29/23	Yes

Recommendation: Agreement be ratified; and Resolution be adopted.