



II.

MINUTES

April 25, 2024 9:00 AM

Will Rogers World Airport | Wiley Post Airport | Clarence E. Page Airport

Trustees:

Terry Salmon, Chairman, Independent Trustee

Bob Ross, Vice-Chairman, Independent Trustee

David Holt, Trustee-Mayor

Matt Hinkle, Surrogate Trustee-Mayor

Craig Freeman, Trustee-City Manager

LaShawn Thompson, Surrogate Trustee-City Manager

Barbara Peck, Trustee-Council Member

Jeff Mulder, General Manager

Amy K. Simpson, Secretary

Residents can watch the Oklahoma City Airport Trust live by going to <http://youtube.com/cityofokc/live>. Meetings can also be watched live on Cox Cable Channel 20. Meetings are replayed on Cox Cable Channel 20 on the meeting date starting at 6:30 p.m. If there are technical difficulties with either live stream during the meeting, a video will be posted as soon as possible after the meeting.

City Council Chamber, Third Floor, 200 North Walker Avenue
Oklahoma City, Oklahoma

MINUTES
OKLAHOMA CITY AIRPORT TRUST
April 25, 2024

Three affirmative votes are required for approval of all actions.
(The agenda was filed with the City Clerk of The City of Oklahoma City at 7:59 a.m. on April 24, 2024.)

I. Call to Order - 9:00 a.m.

Chairman Salmon presiding.

II. Approval of Minutes

A. Minutes of the Oklahoma City Airport Trust Meeting March 28, 2024

APPROVED. MOVED BY ROSS, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON; ABSENT: PECK

III. Director's Report

A. Airport Updates and Presentations

The Director addressed the Proposed Budget for Fiscal Year 2025 that will be received in this meeting, and scheduled for consideration at the May 23, 2024 meeting.

Staff continues reviewing anticipated and actual passenger activity and parking to assist Department of Airports, TSA and others in planning efforts.

Groundbreaking for AAR Hangar 4 was held and went very well.

B. Delinquent Accounts Receivable

C. Construction Projects Status Report as of April 25, 2024

D. Budget to Actual Report as of March 2024

IV. Will Rogers World Airport

A. Ratifying and approving Addendum Nos. 1 and 2; awarding a construction contract to Libra Electric, Project No. OCAT WRWA 2205, LED Street and Parking Lot Lighting, \$1,636,000; and approving the Contract and bonds.

RATIFIED, APPROVED AND AWARDED. MOVED BY ROSS,
SECONDED BY THOMPSON
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- B. Ratifying and approving Addendum Nos. 1 and 2; awarding a construction contract to Downey Contracting, LLC, Project No. OCAT WRWA 2409, Federal Inspection Services Facility Buildout, \$9,384,500; and approving the Contract and bonds.

RATIFIED, APPROVED AND AWARDED. MOVED BY ROSS,
SECONDED BY THOMPSON
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- C. Supplement No. 7 to the Lease Agreement with Aero Oklahoma, LLC to expand their parking facility, extend the term, revise rentals, and update certain other lease provisions for the purpose of conducting an air cargo freight operation, retroactive to March 7, 2024.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- D. Amendment No. 2 to the Construction Contract and Final Acceptance of completed Project with Ellsworth Construction OKC dba A-Tech Paving, for Project No. OCAT WRWA 2207, North Campus Asphalt Paving Repairs, Mike Monroney Aeronautical Center, and placing the Maintenance Bond into effect.

APPROVED, ACCEPTED AND PLACED INTO EFFECT. MOVED
BY ROSS, SECONDED BY THOMPSON
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- E. Amendment No. 6 to the Professional Services Contract for engineering services with Cowan Group Engineering, LLC, for Project No. OCAT WRWA 1904, Rehabilitate Terminal Access Roadways, increase of \$151,100.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- F. Change Order No. 1 to the Construction Contract with Shiloh Enterprises Inc., Project No. OCAT WRWA 2410, Multi-Bay Maintenance Facility Addition, increase of \$11,644.90 and 3 calendar days.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- G. Change Order No. 1 to the Construction Contract with Downey Contracting, LLC, Project No. OCAT WRWA 2411, Metro Tech – Center Roof Overlay, increase of 4 calendar days.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- H. Change Order No. 4 to the Construction Contract with CGC, LLC, Project No. OCAT WRWA 2305, Rehabilitate Terminal Access Roadways - Phase 2, increase of \$36,640.95 and 3 calendar days.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- I. Ground Services Agreement for courtesy vehicle services with Meridian Lot LLC, dba USAPark.net.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- J. Ground Services Agreement for courtesy vehicle services with MLCV Oklahoma LLC, dba Embassy Suites by Hilton.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- K. Ground Services Agreement for courtesy vehicle services with Nine Hotel, LLC dba Hilton Garden Inn Oklahoma City Airport.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- L. Ground Services Agreement for courtesy vehicle services with Premier Hospitality Group 2 dba Hampton Inn & Suites.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- M. Ground Services Agreement for courtesy vehicle services with Skyline Investments, Inc., dba Courtyard by Marriott Oklahoma City Airport.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- N. Ground Services Agreement for courtesy vehicle services with Wichita and Affiliated Tribes dba Sugar Creek Casino.

APPROVED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- O. Resolution ratifying the action of the Director of Airports, as the Trust's General Manager, for the approval of the Custodial Services Contract amendment at the Consolidated Rental Car Facility with R2 Consulting, LLC, necessary to effectuate purchases without formal bidding as previously authorized by the Trust.

ADOPTED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- P. Resolution ratifying the actions of the Director of Airports for the approval of a temporary employment service with Robert Half, necessary to effectuate purchases without formal bidding as previously authorized by the Trust.

ADOPTED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- Q. Resolution authorizing Change Order No. 1 for Terminal Restrooms Renovations in accordance with The Oklahoma City Airport Trust's Contract for Professional Services, Project No. OCAT WRWA 2312, Multi-Year Professional Services, with Frankfurt-Short-Bruza Associates, P.C., estimated cost \$122,534.

ADOPTED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- R. Resolution authorizing the purchase of Professional Services from C.H. Guernsey & Company for Tunnel MEP Replacement, utilizing Project No. OCAT GEN 2312, Multi-Year Professional Services, estimated cost \$200,057.

ADOPTED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- S. Resolution authorizing the purchase of services from Rudy Construction Co. to repair Taxiway E shoulder, utilizing the Trust's competitively bid Project No. OCAT GEN 2213, Paving Repairs and Maintenance, estimated cost \$149,388.

ADOPTED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

V. Wiley Post Airport

- A. Change Order No. 2 to the Construction Contract with Alva Roofing Company, Project No. OCAT WPA 2413, Hangars 2, 3, and Metrea Building Roof Replacements, increase of \$2,381.64 and 2 calendar days.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- B. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit No. 403 from Mark Stokes to N5010T LLC, effective April 25, 2024.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- C. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit No. 404-405E from Allied Asset Management LLC to Justin D. Covalt, effective April 25, 2024.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- D. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit No. 1307 from Devo, LLC to N3314S LLC, effective April 25, 2024.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- E. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit No. 1702 from Dream Waco, LLC to CAVU AIR, LLC, effective April 25, 2024.

APPROVED. MOVED BY ROSS, SECONDED BY PECK
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

VI. Clarence E. Page Airport

- A. Lease Agreement with Legacy Aviation Services, Inc. to lease certain premises to conduct a Fixed Base Operation and a Specialized Airport Service Operation, retroactive to March 1, 2024 through February 28, 2025.

APPROVED. MOVED BY PECK, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- B. Assignment and Assumption Agreement with Jessie Sullivan and Jordan Hornbeck for Block 1, Lot 2 Lease Agreement as a hangar site for the storage of a privately owned aircraft, effective April 25, 2024, through December 31, 2026.

APPROVED. MOVED BY PECK, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- C. Change Order No. 3 to the Construction Contract with Globe Construction Co., Project No. OCAT CEPA 2313, Install 12,000 Gal Self-Serve AVGAS System, increase of 17 calendar days.

APPROVED. MOVED BY PECK, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

VII. General

- A. Amendment No. 2 to the Annual Maintenance Contract with Southeast Plumbing & Backhoe, Inc., for Project No. OCAT GEN 2212, Utility Repairs and Maintenance, to renew the Contract for its second renewal period and to revise certain other terms and provisions of the original agreement.

APPROVED. MOVED BY ROSS, SECONDED BY PECK
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

VIII. Easements

- A. Grant Permanent Easements from The Oklahoma City Airport Trust to The City of Oklahoma City, Project SC-0915, wastewater improvements. Wiley Post Airport.

ACCEPTED. MOVED BY ROSS, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- B. Avigation and Hazard Easement be accepted by The City of Oklahoma City and the Oklahoma City Airport Trust from ABC #6, L.L.C., 3800 S. MacArthur Boulevard. Will Rogers World Airport.

ACCEPTED. MOVED BY ROSS, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- C. Avigation and Hazard Easement be accepted by The City of Oklahoma City and the Oklahoma City Airport Trust from Kirco, LLC, 3512 Lakeside Drive. Will Rogers World Airport.

ACCEPTED. MOVED BY ROSS, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- D. Avigation and Hazard Easement be accepted by The City of Oklahoma City and the Oklahoma City Airport Trust from JPM Family Trust dated January 28, 2011, 10710 S. Portland Avenue. Will Rogers World Airport.

ACCEPTED. MOVED BY ROSS, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

IX. Requisitions

- A. Resolution ratifying the actions of the Director of Airports in approving requisitions previously paid.

ADOPTED. MOVED BY PECK, SECONDED BY ROSS
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

- B. Resolution approving requisitions dated April 25, 2024.

ADOPTED. MOVED BY PECK, SECONDED BY ROSS
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK

X. Items for Individual Consideration

- A. Receive Proposed Oklahoma City Airport Trust Budget for Fiscal Year 2025.

RECEIVED. MOVED BY ROSS, SECONDED BY HINKLE
AYES: SALMON, ROSS, HINKLE, THOMPSON, PECK


XI. Comments from Trustees, Staff and Citizens

The Director briefly updated the board on the progress with the re-branding efforts.

Citizen, Travis Robbins with OK Express Delivery, discussed parking issues for delivery drivers and requested the availability of the loading dock area. Chairman Salmon stated this information would be taken under advisement. The Director stated he would look into this issue as well.

XII. Adjournment - 9:12 a.m.


Terry Salmon, Chairman


Amy K. Simpson, Secretary