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## MINUTES

### February 22, 2024 9:00 AM

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

Trustees:

Terry Salmon, Chairman, Independent Trustee

Bob Ross, Independent Trustee

David Holt, Trustee-Mayor

Todd Stone, Vice Chairman, 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**  
**February 22, 2024**

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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 2:42 p.m. on February 20, 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 – January 25, 2024

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

**III.** Director's Report

A. Airport Updates and Presentations

The Director discussed the following items:

January passenger increase of 3.78% compared to January 2022.

Federal Inspection Services Facility Buildout is on the docket to advertise for Construction services. This will provide a facility for Customs and Border Patrol to operate for future international flight services.

The retail and food development program renovations were completed the week of February 19. All operations are now open to the public. Hatch was the most recent restaurant to open. The Director and Chairman Salmon both commended staff and the vendor, Paradies Lagardere for their efforts to see this project through which began during the difficult COVID period.

The Public Parking Facility Profit and Loss Statement for the 2<sup>nd</sup> Quarter of FY 2024 was discussed. In particular, the comparison of demand prior to rate increases vs. current rates was evaluated and the rate increases did not seem to effect demand.

B. Delinquent Accounts Receivable as of February 14, 2024

C. Construction Projects Status Report as of February 22, 2024

D. Budget to Actual Report as of January 2024

- E. Public Parking Facilities – Profit and Loss Statement – 2nd Quarter FY 2024
- F. Financial Statements – 2nd Quarter FY 2024

**IV. Will Rogers World Airport**

- A. Professional Services Contract for consulting services with Allford Hall Monaghan Morris LLC, Project No. OCAT WRWA 2427, New Parking Garage, not-to-exceed \$102,250.

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

- B. Supplement No. 3 to the Lease Agreement with Mustang Fuel Corporation, to extend the current option period and term, revise rentals, and update certain other lease provisions for the purpose of operating a corporate hangar facility, retroactive to January 1, 2024 through December 31, 2029.

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

- C. Amendment No. 1 to the Program Management Services Agreement with Kirkpatrick Project Management Incorporated, Project No. OCAT WRWA 2421, Hangar 4 Program Management Services, updating certain terms and conditions.

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

- D. Amendment No. 10 to the Management Contract with First Transit, Inc., to extend the 2024 Annual Budget for the shuttle bus operations and maintenance services for the Consolidated Rental Car Facility, effective March 1, 2024 through September 30, 2024, estimated cost \$1,191,462.

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

- E. Change Order No. 1 to the Construction Contract with W.L. McNatt & Company for Project No. OCAT WRWA 2310, Headquarters Building Envelope Repairs, Mike Monroney Aeronautical Center, increase of 37 calendar days.

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

- F. Plans and Project Manual to be advertised for bids, Project No. OCAT WRWA 2409, Federal Inspection Services Facility Buildout.

APPROVED AND AUTHORIZED, BID RECEIPT DATE APRIL 3, 2024.  
MOVED BY STONE, SECONDED BY PECK  
AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- G. Plans and Project Manual to be advertised for bids, Project No. OCAT WRWA 2205, LED Street and Parking Lot Lighting for OCAT, Mike Monroney Aeronautical Center.

APPROVED AND AUTHORIZED, BID RECEIPT DATE MARCH 27, 2024.

MOVED BY STONE, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- H. Memorandum of Agreement with the Transportation Security Administration to update or modify certain projects at Will Rogers World Airport to meet the Planning Guidelines and Design Standards in accordance with the Checked Baggage Inspection System Remediation Program.

APPROVED. MOVED BY STONE, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- I. Resolution ratifying the actions of the Director of Airports for the approval of a sole source purchase from Wetherbee Electric, Inc., for the equipment, parts, supplies, and service of the Airport Parking Access and Revenue Control System for the North Covered Parking Lot Project, and the replacement of equipment, parts, supplies, and service of the Airport Access and Revenue Control System for the South Covered Parking Lot, estimated cost \$400,000.

ADOPTED. MOVED BY STONE, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- J. Resolution ratifying the actions of the Director of Airports for the approval of the rental of a temporary generator and its appurtenances, and purchase of services to install and remove the temporary generator and its appurtenances, at the Thomas P. Stafford Building, Mike Monroney Aeronautical Center, in accordance with The Oklahoma City Airport Trust's Annual Maintenance Contract for Project No. OCAT GEN 2401, Electrical and Street Lighting Maintenance and Repairs with Libra Electric Company, estimated cost \$124,560.

ADOPTED. MOVED BY STONE, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- K. Resolution authorizing the purchase of two Glaval Universal shuttle buses from Creative Bus Sales, utilizing State Contract SW0797C, with certain optional items as described in the attached price quote, estimated cost \$282,986.

ADOPTED. MOVED BY STONE, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

V. Wiley Post Airport

- A. Final Acceptance of completed Project with Libra Electric Company, Project No. OCAT WPA 2301, Terminal Bldg Electrical Rehabilitation and Backup Generator, and placing the Maintenance Bond into effect.

ACCEPTED AND PLACED INTO EFFECT. MOVED BY PECK,

SECONDED BY THOMPSON

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- B. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit No. 2103 from Ron Laughlin to James Jefferson Tyler, effective February 22, 2024.

APPROVED. MOVED BY PECK, SECONDED BY THOMPSON

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

**VI. Clarence E. Page Airport**

- A. Lease Agreement with Doug Andresen for an individual aircraft hangar site for storage of a privately owned aircraft, Block 3, Lot 9, retroactive to January 1, 2024 through December 31, 2028.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- B. Lease Agreement with John E. Bottrell, II for an individual aircraft hangar site for storage of a privately owned aircraft, Block 9, Lot 8, retroactive to January 1, 2024 through December 31, 2028.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- C. Lease Agreement with Sam Edwards for an individual aircraft hangar site for storage of a privately owned aircraft, Block 6, Lot 7, retroactive to January 1, 2024 through December 31, 2028.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- D. Lease Agreement with Kristin D. Grubbs for an individual aircraft hangar site for storage of a privately owned aircraft, Block 1, Lot 5, retroactive to January 1, 2024 through December 31, 2028.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- E. Lease Agreement with Steve R. and Karen S. Kurtz for an individual aircraft hangar site for storage of a privately owned aircraft, Block 5, Lot 7, retroactive to January 1, 2024 through December 31, 2028.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- F. Lease Agreement with Peter J. Smith for an individual aircraft hangar site for storage of a privately owned aircraft, Block 6, Lot 10, retroactive to January 1, 2024 through December 31, 2028.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- G. Resolution ratifying the actions of the Director of Airports for the approval of a software service agreement with 1200.aero, Inc., necessary to effectuate purchases without formal bidding as previously authorized by the Trust.

ADOPTED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

## **VII. General**

- A. Professional Services Contract with Parkhill, for Project No. OCAT GEN 2414, Facilities Maintenance Engineering Services Agreement.

APPROVED. MOVED BY ROSS, SECONDED BY PECK

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

## **VIII. Easements**

- A. Avigation and Hazard Easement be accepted by The City of Oklahoma City and the Oklahoma City Airport Trust from EdgeX Data Center, LLC, 4442 Newcastle Road. Will Rogers World Airport.

ACCEPTED. MOVED BY PECK, SECONDED BY ROSS

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- B. Avigation and Hazard Easement be accepted by The City of Oklahoma City and the Oklahoma City Airport Trust from Garco Leasing, LLC, 14120 South Meridian Avenue. Will Rogers World Airport.

ACCEPTED. MOVED BY PECK, SECONDED BY ROSS

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- C. Avigation and Hazard Easement be accepted by The City of Oklahoma City and the Oklahoma City Airport Trust from Reddirt Leasing, LLC, 2808 Bates Avenue. Will Rogers World Airport.

ACCEPTED. MOVED BY PECK, SECONDED BY ROSS

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- D. Avigation and Hazard Easement be accepted by The City of Oklahoma City and the Oklahoma City Airport Trust from Oscar Rivas, 4005 SW 27th Street. Will Rogers World Airport.

ACCEPTED. MOVED BY PECK, SECONDED BY ROSS

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- E. Avigation and Hazard Easement be accepted by The City of Oklahoma City and the Oklahoma City Airport Trust from from Larry Herd and Chevella Herd, 7141 NW 80th Street. Wiley Post Airport.

ACCEPTED. MOVED BY PECK, SECONDED BY ROSS

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

**IX. Requisitions**

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

ADOPTED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

- B. Resolution approving requisitions dated February 22, 2024.

ADOPTED. MOVED BY ROSS, SECONDED BY THOMPSON

AYES: SALMON, ROSS, STONE, THOMPSON, PECK

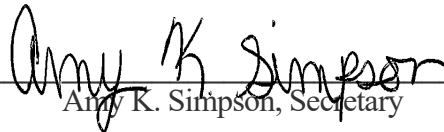
**X. Comments from Trustees, Staff and Citizens**

Trustee Todd Stone announced this would be his last meeting with the Oklahoma City Airport Trust. He acknowledged appreciation of the facilities, in particular Will Rogers World Airport, as well as his appreciation of the Department of Airports staff.

Chairman Salmon expressed his appreciation of Trustee Stone and wished him well on his future endeavors.

**XI. Adjournment - 9:14 a.m.**

  
Terry Salmon, Chairman

  
Amy K. Simpson, Secretary