

MEMORANDUM



OCAAT Agenda
Item No. IV. G
5/23/2024

TO: Trustees, Oklahoma City Airport Trust

FROM: Jeff Mulder, Director of Airports

Supplement No. 5 to the Management Services Agreement with Pro-Tec Fire Services, Inc., to approve the company name change, exercise the fourth option period of the Agreement, commencing July 1, 2024, through June 30, 2025, amend the annual budget, and update mandatory Federal Aviation Administration language.

Location:

Will Rogers World Airport

Background:

A Management Services Agreement (“Agreement”) between the Trust and Pro-Tec Fire Services, Inc., formerly Pro-Tec Fire Services, Ltd., for the management and operation of aircraft rescue and firefighting (ARFF) services at Will Rogers World Airport was approved by the Trust on March 24, 2016, as subsequently amended and supplemented. The Agreement provided for five (5) one-year options of the Trust to renew at the same terms and conditions. The Trust is exercising the fourth option period. The current Agreement requires Trust approval of each Annual Budget during the term of the Agreement.

Pro-Tec Fire Services, Ltd. merged with JJ Protective Services, Inc., effective December 31, 2023, and subsequently operates under the newly unified company name Pro-Tec Fire Services, Inc.

This Supplement No. 5 includes Pro-Tec’s operational costs, personnel expenses, equipment costs, and management fee. Staff reviewed the submitted budget and adjusted it to provide for a budget that will meet the anticipated operational needs of the airport rescue and firefighting operations for the contract year. The budget reflects an increase of 5.75% over last contract year including an increase of approximately 3.8% to Personnel Expenses. The budget increase also results from an increase in costs for the following: Uniforms and Equipment, Fire Fighting Equipment, and Fire Fighting Agents/Expellant. The management fee will remain the same for the contract year. The parties desire to approve the annual budget through the revisions to Revised Exhibits “C” and “D.”

Cost:

Budget and management fee of \$3,226,551

Recommendation: Supplement be approved.