



**MEMORANDUM**

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

TO: Trustees, Oklahoma City Airport Trust

FROM: Jeff Mulder, Director of Airports

Ground Services Agreement for courtesy vehicle services with Jay & Vivek OK LLC dba DoubleTree by Hilton Oklahoma City Airport.

**Location:**

Will Rogers World Airport

**Background:**

The purpose of this Agreement is to provide annually for the Owner/Operator the privilege of operating the designated courtesy vehicle service to pick up and delivery Owner's Customers, baggage, packages, and similar items to and from Will Rogers World Airport. Only areas or zones as designated by the Director of Airports to load and unload courtesy vehicles shall be used in the manner designated for these operations.

**Term:**

February 1, 2024 through January 31, 2025

**Recommendation:** Agreement be approved.