



TO: Trustees, Oklahoma City Airport Trust

FROM: Jeff Mulder, Director of Airports

Amendment No. 4 to the Service Agreement with Upward Transitions, Inc., to approve the Fiscal Year 2025 Annual Budget in the amount of \$77,188, July 1, 2024, through June 30, 2025.

**Location:**

Will Rogers World Airport

**Background:**

The Oklahoma City Airport Trust (Trust) entered into a Service Agreement with Upward Transitions, Inc., a non-profit social services agency, as subsequently amended by Amendment Nos. 1 through 3, to operate a volunteer program that provides general information and emergency assistance services to the travelers and visitors at Will Rogers World Airport (Airport).

Upward Transitions has been operating as a non-profit social services agency for the past fifty years and has been successful in maintaining a Volunteer Coordinator position for the past thirty-five years, with funding assistance from the Trust. Upward Transitions current projections has estimated 6,320 hours of volunteer services to the Airport will be provided for Fiscal Year (FY) 2025, allowing for approximately 146,135 contacts with people at the Airport who need general or emergency assistance.

The Annual Budget for FY 2025 is \$76,188; to be paid quarterly in the amount of \$19,297. This is a 1.36% increase to the portion of the budget funded by the Trust in FY 2024. The changes in the budget are related to the increase in the Employee Benefits, Information Technology support, and Employee Reimbursement.

The parties desire to revise the FY 2025 Annual Budget and certain Federal Aviation Administration required language.

The City of Oklahoma City is not a party to the Service Agreement with Upward Transitions, Inc. but is approving this Service Agreement as required by the City's Lease Agreement with the Oklahoma City Airport Trust.

**Recommendation:** Amendment be approved.