

**NON-FEDERAL REIMBURSABLE AGREEMENT**

**BY AND BETWEEN**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**AND**

**OKLAHOMA CITY AIRPORT TRUST  
FOR  
WILEY POST AIRPORT  
OKLAHOMA CITY, OKLAHOMA**

**WHEREAS**, the Federal Aviation Administration (FAA) can furnish directly or indirectly by contract, material, supplies, equipment, and services which the Oklahoma City Airport Trust (Sponsor) requires, to conduct a site assessment for a new Non-Federal Airport Traffic Control Tower (ATCT), has funds available for, and has determined should be obtained from the FAA;

**WHEREAS**, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal;

**WHEREAS**, the siting of a new Non-Federal (ATCT) will advance the FAA's mission;

**WHEREAS**, the FAA has a unique capability to support the Sponsor's Project (as defined herein) for siting of a new Non-Federal ATCT that will benefit the Sponsor while helping to advance the FAA's mission;

**NOW THEREFORE**, the FAA and the Sponsor mutually agree as follows:

**ARTICLE 1. Parties**

The Parties to this Non-Federal Reimbursable Agreement are the FAA and the Sponsor.

**ARTICLE 2. Type of Agreement**

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(l)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

**ARTICLE 3. Scope**

- A. The purpose of this Agreement between the FAA and the Sponsor is for the FAA to support the Sponsor's siting of a new Non-Federal ATCT) at the Wiley Post Airport (Airport) which is located within Oklahoma City, Oklahoma County, Oklahoma (Project). The siting assessment will be conducted using the guidance and

requirements defined in the current version of FAA Order 6480.4, Airport Traffic Control Tower Siting Process, or the current version of the Virtual Immersive Siting Tower Assessment (VISTA) memo, as applicable. This Agreement will not cover design reviews for the Minimum Equipment List (MEL) requirements, construction oversight, etc., so additional amendments or new agreements may be required for the other phases of the Project. The Sponsor's siting assessment for the new Non-Federal ATCT is the first phase for the planned modernization of the Airport's controlling facility that will provide benefit to the flying community and the FAA. This Agreement provides funding for the FAA to establish these Non-Federal ATCT site assessment services.

FAA site assessment support may be affected by government shutdowns, pandemics, natural disasters, or other items outside of FAA control. FAA engineer and technician onsite support will be coordinated in advance and scheduled in accordance with FAA travel restrictions. No construction work shall be performed involving FAA facilities, systems, and equipment during FAA maintenance moratorium periods, which will be provided by FAA. Waivers will not be approved during an FAA moratorium.

Therefore, this Agreement is titled:

**Oklahoma City, OK - FAA Support for the Siting Assessment for the Relocation  
Siting Study of a Non-Fed ATCT at Wiley Post Airport (PWA)**

**B. The FAA will perform the following activities:**

1. The Reimbursable Agreement will need to be executed and funded before the Airport's site assessment is scheduled by FAA.
2. Validate that the Sponsor's 3-D model meets the requirements of the current version of Order 6480.4, Airport Traffic Control Tower Siting Process, or the current version of the VISTA Memo, as applicable.
3. Facilitate the Airport Traffic Control Tower Siting Process per the current version of Order 6480.4 or the current version of the VISTA Memo, as applicable.
4. Conduct a Safety Risk Management (SRM) Panel in accordance with the current version of the Air Traffic Organization (ATO) Safety Management System (SMS) Manual and provide a signed SRM document.
5. Provide a siting report template for the Sponsor's use in writing the report.
6. Review the siting report provided by the Sponsor for completeness, respond with comments or recommendations, and coordinate signatures.
7. Provide onsite verification of existing utility FAA services for transition to new ATCT.

**C. The Sponsor will perform the following activities:**

1. Provide a 3-D airport model for use during the siting assessment that meets the model requirements defined in the current version of Order 6480.4 or the current version of the VISTA Memo, as applicable.
  2. Participate in the siting process in accordance with the current version of Order 6480.4 or current version of the VISTA Memo, as applicable.
  3. Present the 3-D airport model during the siting assessment and keep notes on comments and observations from the presentation.
  4. Provide a siting report describing the location and relevant elevations for the preferred sites and identify the recommended site in accordance with the current version of Order 6480.4 or the current version of the VISTA Memo, as applicable.
  5. Obtain a Phase I Environmental Site Assessment (ESA), (per the latest version of ASTM International Standard E1527-21, *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process* on each of the preferred sites.
  6. Incorporate any required comments or recommendations provided by the FAA into the Sponsor's final siting report.
  7. Provide final draft of siting report to the FAA for review of completeness and coordination of signatures in accordance with the current version of Order 6480.4 or the current version of the VISTA Memo, as applicable.
  8. The Sponsor will submit the FAA Form 7460-1, Notice of Proposed Construction or Alteration, as part of the final Siting Report.
  9. Submit FAA Form 6000-26 Airport Sponsor Strategic Event Submission Form no less than 45 days prior to the start of construction that will impact National Airspace System (NAS) facilities, result in a full or partial runway closure, or result in a significant taxiway closure. This form is available on the OE/AAA website. This form may also be used to notify the FAA of any changes to the Project schedule.
- D. This agreement is in whole or in part funded with funding from an AIP grant [ ] Yes [X] No. If Yes, the grant date is: \_\_\_\_\_ and the grant number is: \_\_\_\_\_. If the grant information is not available at the time of agreement execution, the Sponsor will provide the grant information to the FAA when it becomes available.

#### **ARTICLE 4. Points of Contact**

##### **A. FAA:**

1. The FAA Central Service Area, Planning and Requirements will provide administrative oversight of this Agreement. Miguel Negrete is the Lead Planner and liaison with the Sponsor and can be reached at (817) 222-4619 or via email at [miguel.negrete@faa.gov](mailto:miguel.negrete@faa.gov). This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the

estimated cost, period of performance, or other terms and conditions of this Agreement.

2. The FAA Central Service Area, Terminal Engineering Center will perform the scope of work included in this Agreement Article 3's Section B. Kevin Miles is the Terminal Engineering Center Manager and liaison with the Sponsor and can be reached at (817) 222-4982 or via email at kevin.d.miles@faa.gov. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
3. The execution, amendment, and administration of this Agreement must be authorized and accomplished by the FAA's Contracting Officer, Brad Logan who can be reached at (817) 222-4395 or via email at brad.logan@faa.gov.

**B. Sponsor:**

**Oklahoma City Airport Trust**  
Wiley Post Airport  
General Aviation Manager  
Attn: Mrs. Kristy Slater  
5915 Philip J. Rhoads Rm#104  
Bethany, Oklahoma, 73008  
Telephone: (405) 316-3392  
Email: kristy.slater@okc.gov

**ARTICLE 5. Non-Interference with Operations**

The Sponsor understands and hereby agrees that any relocation, replacement, or modification of any existing or future FAA facility, system, and/or equipment covered by this Agreement during its term or any renewal thereof made necessary by Sponsor improvements, changes, or other actions which in the FAA's opinion interfere with the technical and/or operations characteristics of an FAA facility, system, and/or piece of equipment will be at the expense of the Sponsor, except when such improvements or changes are made at the written request of the FAA. In the event such relocations, replacements, or modifications are necessitated due to causes not attributable to either the Sponsor or the FAA, the parties will determine funding responsibility.

**ARTICLE 6. Property Transfer (Reserved)**

The FAA has no plans or intent in taking over the new Non-Federal ATCT for ownership and maintenance.

## **ARTICLE 7. Estimated Costs**

The estimated FAA costs associated with this Agreement are as follows:

<b>DESCRIPTION OF REIMBURSABLE ITEM</b>	<b>ESTIMATED COST</b>
<b>Labor</b>	
WB4010, WB4020, WB4050, WB4060, WB4070 - Engineering Support	\$14,955.20
WB4030 – Environmental Support	\$2,325.60
SSC Support	\$1,938.00
VISTA siting services	\$25,000.00
Labor Subtotal	\$44,218.80
Labor Overhead	\$8,790.70
<b>Total Labor</b>	<b>\$53,009.50</b>
<b>Non-Labor</b>	
WB4010, WB4020, WB4050, WB4060, WB4070 - Engineering Travel	\$600.00
WB4030 Environmental Travel	\$2,500.00
Non-Labor Subtotal	\$3,100.00
Non-Labor Overhead	\$248.00
<b>Total Non-Labor</b>	<b>\$3,348.00</b>
<b>TOTAL ESTIMATED COST</b>	<b>\$56,357.50</b>

## **ARTICLE 8. Period of Agreement and Effective Date**

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9 of this Agreement, unless terminated earlier as permitted by this agreement. This Agreement will not extend more than five years beyond its effective date.

## **ARTICLE 9. Reimbursement and Accounting Arrangements**

- A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send a copy of the executed Agreement and submit full advance payment in the amount stated in Article 7 to the Reimbursable Receipts Team listed in Section C of this Article. The advance payment will be held as a non-interest-bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. Upon completion of this Agreement, the final costs will be netted against the advance payment and, as appropriate, a refund or final bill will be sent to the Sponsor. Per U.S. Treasury guidelines, refunds under \$1.00 will not be processed. Additionally, the FAA will not bill the Sponsor for amounts less than \$1.00.

- B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.
- C. The Reimbursable Receipts Team is identified by the FAA as the billing office for this Agreement. The preferred method of payment for this agreement is via Pay.Gov. The Sponsor can use a check or credit card to provide funding in this manner and receipt-processing time is typically within 3 working days. Alternatively, the Sponsor can mail the payment to the address shown below. When submitting funding by mail, the Sponsor must include a copy of the executed Agreement and the full advance payment. All payments mailed to the FAA must include the Agreement number, Agreement name, Sponsor name, and Project location. Payments submitted by mail are subject to receipt-processing delay of up to 10 working days.

FAA payment remittance address using USPS or overnight method is:

Federal Aviation Administration  
Reimbursable Receipts Team  
800 Independence Ave S.W.  
Attn: Rm 612A  
Washington D.C. 20591  
Telephone: (202) 267-1307

The Sponsor hereby identifies the office to which the FAA will render bills for the Project costs incurred as:

Oklahoma City Airport Trust  
Finance Division  
Attn: Tara Summerlin  
7100 Terminal Drive, Unit 937  
Oklahoma City, Oklahoma 73159  
Telephone (405) 316-3216  
Email: tara.summerlin@okc.gov

- D. The FAA will provide a quarterly Statement of Account of costs incurred against the advance payment.
- E. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement but may be amended to recover the FAA's actual costs. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor an amendment to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the amendment. The Sponsor will send a copy of the executed amendment to the Agreement to the Reimbursable Receipts Team with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance payment. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs

additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

#### **ARTICLE 10. Changes and Amendments**

Changes and/or amendments to this Agreement will be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as amending or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendments.

#### **ARTICLE 11. Termination**

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

#### **ARTICLE 12. Order of Precedence**

If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:

- A. This Agreement
- B. The attachments

#### **ARTICLE 13. Legal Authority**

This Agreement is entered into under one or more of the following authorities: 49 U.S.C. § 106(l)(6), 31 U.S. Code 6505 Intergovernmental Cooperation Act. Under these authorities, the Administrator of the FAA is authorized to enter into and perform such contracts, leases, cooperative agreements and other transactions as necessary to carry out the functions of the Administrator and the Administration on such terms and conditions

as the Administrator considers appropriate. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

#### **ARTICLE 14. Disputes**

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

#### **ARTICLE 15. Warranties**

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

#### **ARTICLE 16. Insurance**

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

#### **ARTICLE 17. Limitation of Liability**

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

#### **ARTICLE 18. Civil Rights Act**

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.



#### **ARTICLE 19. Protection of Information**

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

#### **ARTICLE 20. Security**

In the event that the security office determines that the security requirements under FAA Order 1600.72A applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with Acquisition Management System (AMS) clause 3.14-2, contractor personnel suitability requirements are met.

#### **ARTICLE 21. Entire Agreement**

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any amendments thereto, and, accordingly that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 120 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void. Additionally, the FAA expects this agreement to be funded within 120 days of execution, if funding is not received by that date; the FAA may exercise the right to renegotiate estimated costs.

**AGREED:**

**FEDERAL AVIATION  
ADMINISTRATION**


SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE Contracting Officer

DATE \_\_\_\_\_

**APPROVAL RECOMMENDED:**

  
\_\_\_\_\_  
Director of Airports

**APPROVED** by the Oklahoma City Airport Trust and signed by the Chairman this  
\_\_\_\_\_ day of \_\_\_\_\_, 2024.

**ATTEST:**

**OKLAHOMA CITY AIRPORT TRUST**

\_\_\_\_\_  
Trust Secretary

Chairman