



MEMORANDUM

OCAAT Agenda
Item No. VIII. K
2/24/2022

TO: Trustees, Oklahoma City Airport Trust

FROM: Jeff Mulder, Director of Airports

Amendment No. 7 to Management Contract with First Transit, Inc., to exercise the fourth one-year Option Period to renew the Contract for management of the shuttle bus operations and maintenance services for the Consolidated Rental Car Facility, 2022-2023 Annual Budget \$1,667,278, March 1, 2022 through February 28, 2023; accept the Performance Bond. WRWA.

Background:

A Management Contract ("Contract"), as amended, between the Trust and First Transit, Inc. ("Contractor") was approved by the Trust on September 25, 2014. The Contract had an initial term that commenced on March 1, 2016 and expired on February 28, 2019. The Contract provides for five (5) consecutive one-year Option Periods, and the third Option Period expires February 28, 2022. The parties desire to exercise the fourth Option Period to renew the Contract under mutually agreeable terms and conditions.

The Revised Exhibits B and D reflect the 2022-2023 Annual Budget to be approved by the Trust, which includes the Contractor's operational costs, the revised hourly rates to be paid to its employees, and the Management Fee. Staff reviewed the budget submitted and adjusted it to meet the needs of the anticipated operations for the fourth Option Period. The budget reflects an increase of 2.6% over the last Contract Year. The increase results from an increase in costs for the following: personnel costs, employment advertising, employee onboarding, additional cleaning supplies, replacement of aging Information Technology equipment, and change in automobile liability rates.

Recommendation: Amendment be approved and Performance Bond be accepted.