



**MEMORANDUM**

OCAAT Agenda  
Item No. IV. S  
4/27/2023

TO: Trustees, Oklahoma City Airport Trust

FROM: Jeff Mulder, Director of Airports

The Ground Services Agreement with Hampton Inn and Suites Oklahoma City Airport, LLC for courtesy vehicle services at Will Rogers World Airport from May 1, 2023 through April 30, 2024.

**Background:**

The purpose of operating a designated courtesy vehicle service is to pick up and deliver Owner/Operator's customers, baggage, packages and similar items to and from Airport. The Owner/Operator shall have joint use, in common with others entitled to such use, the facilities, equipment, improvements, and services provided at or in connection with the Airport for common use by similar courtesy vehicle service operators. Only designated areas or zones shall be used to load and unload courtesy vehicles.

**Recommendation:** Agreement be approved.