



A G E N D A

June 25, 2020 9:00 AM

During the state of emergency in place during the COVID-19 pandemic, and in compliance with state and local stay at home orders, no physical location will be provided for the Oklahoma City Airport Trust meetings. The meetings will instead be live streamed from remote locations. Instructions on how to join the meeting can be found on the second page of this agenda.

Will Rogers World Airport | Wiley Post Airport | Clarence E. Page Airport

Trustees:

Larry McAtee, Chairman, Trustee-Council Member
Kirk Humphreys, Vice Chairman, Independent Trustee
David Holt, Trustee- Mayor
 Todd Stone, Surrogate Trustee-Mayor
Craig Freeman, Trustee-City Manager
 Aubrey McDermid, Surrogate Trustee-City Manager
Terry Salmon, Independent Trustee

Mark Kranenburg, General Manager
Frances Kersey, Secretary

Phone: 1-346-248-7799 (cell phone)
Toll Free: 1-888-475-4499 or 1-877-853-5257 (land line)
Meeting URL: <https://okc.zoom.us/j/92873196444>
Meeting ID: 928 7319 6444

OKLAHOMA CITY AIRPORT TRUST

PARTICIPATION INSTRUCTIONS

The Oklahoma City Airport Trust encourages participation in the public meeting from the residents of Oklahoma City. The City Council Chamber will be closed and the only alternative to participate in the meeting will be by Zoom/Prime.gov. Below are instructions on how to access to the meeting, request to speak on certain agenda items and how to request to speak under Citizens to be Heard.

- To participate in the meeting via ZOOM, go to **Meeting URL:**
<https://okc.zoom.us/j/92873196444>

When prompted, enter Meeting ID: **928 7319 6444**

- To participate in the meeting by cell phone, call 1-346-248-7799.
- To participate by land line toll free, call 1-888-475-4499 or 1-877-853-5257.
- To speak on a certain agenda item, place a call in advance of the meeting to (405) 316-3202 or text your request in advance of the meeting to (405) 508-9278, or to participate via e-mail, please e-mail requests to wrwa@okc.gov. Include your name, the agenda item number and the reason you would like to speak (i.e., protest, representing applicant, request continuance). **Please submit your request prior to the beginning of the meeting to avoid receiving your request after your item has been considered.** City staff will attempt to submit requests received during the meeting to process them to the meeting Chair.

The Chairman will announce at the beginning of the meeting that if connections are lost, the Trust will attempt to restore communications for a maximum of 30 minutes and if communications cannot be restored, the meeting will reconvene on Thursday, June 25th at 3:00 p.m. If you are disconnected, please try again before calling (405) 316-3202 or texting (405) 508-9278.

It is the policy of The City of Oklahoma City to ensure that communications with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability who requires an accommodation, a modification of policies or procedures, or an auxiliary aid or service to participate in this meeting should call (405) 297-1630 or TDD (405) 297-2020 at least 48 hours in advance (excluding weekends or holidays). The Oklahoma City Airport Trust will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability before the scheduled meeting. If you need an alternative format of the agenda, or any information provided at this meeting, call (405) 297-1630 at least 48 hours before the meeting (excluding weekends or holidays).

INFORMATION ABOUT AIRPORT TRUST MEETINGS

The Oklahoma City Airport Trust generally meets on the fourth Thursday of each month at 9:00 a.m. in Council Chambers at City Hall unless prior notice of a change is posted. To confirm meeting dates, call 316-3266. **If you need a sign language interpreter at the Oklahoma City Airport Trust meeting, please call the Public Information Office, 297-2578, before noon Monday.**

It is the policy of the Trust to ensure that communications with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability who requires an accommodation, a modification of policies or procedures, or an auxiliary aid or service in order to participate in this meeting should contact the Department of Airports ADA coordinator at 316-3223 or TDD 297-2020 as soon as possible but not later than 48 hours (not including weekends or holidays) before the scheduled meeting. The ADA coordinator will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability. If you need an alternate format of the agenda or any information provided at said meeting, please contact the ADA coordinator listed above 48 hours prior to the scheduled meeting.

Addressing the Trust

Citizens may address the Airport Trust during public hearings on any matter that is on the agenda. Citizens may also address the Airport Trust on individual concerns at the end of the agenda when the Chairman asks if there are any comments from citizens. If you know in advance that you wish to address the Trust, you may call 316-3266 and provide your name and the subject about which you wish to speak. Please limit your comments to three minutes.

Trust Actions

Official action can be taken only on items that appear on the agenda. The Trust may dispose of business on the agenda by adopting, approving, ratifying, denying, deferring, or continuing resolutions, plans and specifications, addenda, amendments, agreements, and contracts. Other actions may also be taken.

When more information is needed to act on an item, the Trust may elect to refer the matter to the Airport Director or Trust attorney. The Trust may also elect to refer items to committees of the Trust, to a board or commission, or to independent consultants for additional study. Under certain circumstances, items are stricken from the agenda entirely or no action of any kind is taken.

Items listed under each category in this agenda are usually approved as a group with the proper motion from a Trustee. Trustees, staff or citizens may request discussion or separate action on any item on the agenda.

For more information about the Oklahoma City Airport Trust, call 316-3266, or visit the Department of Airports at Will Rogers World Airport, 7100 Terminal Drive, 3rd Floor Terminal Building, Room 301, Oklahoma City, Oklahoma.

AGENDA

OKLAHOMA CITY AIRPORT TRUST

June 25, 2020

Three affirmative votes are required for approval of all actions.

- I. Call to Order
- II. Approve minutes of May 28, 2020 Oklahoma City Airport Trust meeting.
- III. Director's Report
- IV. **WILL ROGERS WORLD AIRPORT**
 - A. Acceptance of completed Project No. OCAT WRWA 2001, "Cell Phone Waiting Lot," RDNJ, LLC dba A-Tech Paving, retroactive to June 11, 2020.
 - B. Change Order No. 15 to the Construction Contract with Timberlake Construction Co., Inc., for Project No. OCAT WRWA 1510, "Terminal Renovation and Expansion – Phase III," increase of \$391,311.85 and 2 calendar days.
 - C. Plans and Project Manual submitted by MacArthur Associated Consultants, LLC, for Project No. OCAT WRWA 2011, "ARFF Access Road Pavement Replacement," and authorization of advertisement for bids to be opened on July 29, 2020.
 - D. Ratify the issuance and approve Addenda Nos. 1 through 3 for Project No. OCAT WRWA 2008, "Landside Wayfinding," and adopt a resolution rejecting all bids opened February 26, 2020.
 - E. Resolution authorizing the purchase of janitorial supplies from Southwest Paper Inc. dba OKC SW Plus, utilizing the City of Oklahoma City contract R21-C193007, in an estimated budget amount of \$200,000, July 1, 2020 through June 30, 2021.
- V. **WILEY POST AIRPORT**
 - A. Change Order No. 4 to the Construction Contract with Hunter Mechanical & Controls, Inc., for Project No. OCAT WPA 1907, "Mechanical & Plumbing Systems Replacement," decrease of \$42,748.43.

VI. GENERAL

- A. Receive reports:
 - 1) Delinquent Accounts Receivable
 - 2) Construction Projects Status Report as of June 25, 2020.
 - 3) Budget to Actual Report as of May 30, 2020.
- B. Joint Resolution of the Oklahoma City Airport Trust and the City of Oklahoma City revising the Fuel Flowage and Storage Fees effective July 1, 2020. WRWA, WPA, CEPA.

VII. LEASE AND OTHER AGREEMENTS

- A. Supplement No. 3 to Service Contract with American Elevator Company, Inc., to exercise the third of three (3) one-year Option Periods to renew the Contract, estimated amount of \$179,330 annually, July 1, 2020 through June 30, 2021. WRWA, WPA.
- B. Supplement No. 4 to Contract with ISS Facility Services, Inc., to exercise the second of two (2) two-year renewal options, estimated amount of \$1,740,809.02 annually, July 1, 2020 through June 30, 2022. WRWA, WPA.
- C. Supplemental Lease Agreement No. 5 with Metro Technology Centers School District No. 22, to exercise the fifth of ten (10) consecutive one-year option periods, \$240,497.04 annually, July 1, 2020 through June 30, 2021. WRWA.
- D. Service Agreement with Upward Transitions, Inc., July 1, 2020 through June 30, 2025. WRWA.
- E. Approve Supplement No. 2 to the Advertising Space Concession Agreement with In-Ter-Space Services, dba Clear Channel Airports, to extend the Agreement from November 1, 2020 to October 31, 2021, to operate the commercial advertising program. WRWA.
- F. Ground Service Agreements with various companies for ground transportation services at Will Rogers World airport for one year commencing May 1, 2020 through April 30, 2021, based on an annual fee of \$660, as follows:
 - 1) ARA USH Chicago Tenant, LLC dba Hyatt Place Oklahoma City Airport
 - 2) Meridian Lot, LLC dba USAPARK.net

G. Ground Services Agreements with various companies for ground transportation services at Will Rogers World Airport for one year commencing July 1, 2020 through April 30, 2021, based on a prorated annual fee of \$550, as follows:

- 1) Immanuel United Properties, LLC dba Wingate by Wyndham
- 2) Skyline CM Portfolio, LLC dba Courtyard Oklahoma City Airport
- 3) Citizen Potawatomi Nation
- 4) Aramark Services, Inc. dba NCED Conference Center & Hotel

VIII. (1) Resolution ratifying the action of the Director of Airports in approving the requisition dated June 25, 2020 and (2) Resolution approving requisitions dated June 25, 2020.

IX. Comments from Trustees, Staff and Citizens

X. Adjournment

MEETING MINUTES

OKLAHOMA CITY AIRPORT TRUST

May 28, 2020

The agenda via videoconference was filed with the City Clerk of The City of Oklahoma City at 8:04 a.m. and May 26, 2020. The Chair announced if the videoconference is disconnected anytime during the meeting, the meeting shall be stopped and reconvened once the connection is restored. If communication is unable to be restored within 30 minutes, items remaining for consideration will be continued to Thursday, May 28, 2020 at 3:00 p.m.

Three affirmative votes are required for approval of all actions.

TRUSTEES PRESENT

Larry McAtee, Chairman, Trustee-Council Member
Kirk Humphreys, Vice Chairman, Independent-Trustee
Todd Stone, Surrogate Trustee-Mayor
Terry Salmon, Independent-Trustee
Craig Freeman, Trustee-City Manager

TRUSTEES ABSENT

David Holt, Trustee-Mayor

OTHERS PRESENT

Mark Kranenburg, General Manager
Frances Kersey, Trust Secretary
Jami Blocker, Assistant Municipal Counselor

I. Call to Order – 9:00 a.m.

Present: McAtee, Humphreys, Stone, Freeman and Salmon. Absent: Mayor Holt.

II. Approve minutes of April 23, 2020 Oklahoma City Airport Trust meeting.

APPROVED. Moved by Freeman, seconded by Stone. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

III. Approve Oklahoma City Airport Trust Budget for Fiscal Year 2021.

Airport Director, Mark Kranenburg, discussed the Airport Trust Budget for Fiscal Year 2021.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

IV. Director's Report - None

V. **WILL ROGERS WORLD AIRPORT**

A. Acceptance of completed Project No. OCAT WRWA 1711, "South Maintenance Facility Roof Replacement," with Alva Roofing Co.

ACCEPTED. Moved by Stone, seconded by Humphreys. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

B. Amendment No. 2 to the Construction Contract with RDNJ, LLC dba A-Tech Paving for Project No. OCAT WRWA 2001, "Cell Phone Waiting Lot," decrease of \$29,391.20; and Change Order No. 4, increase of \$5,570 and 14 calendar days.

APPROVED. Moved by Stone, seconded by Humphreys. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

C. Amendment No. 5 to the Construction Contract with Crossland Heavy Contractors, Inc., for OCAT WRWA 1904, "Rehabilitate Terminal Access Roadways – Phase 1," decrease of \$188,699.62; and Change Order No. 5, increase of \$43,781.33 and 59 calendar days.

APPROVED. Moved by Stone, seconded by Humphreys. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- D. Change Order No. 1 to the Construction Contract with Alva Roofing Company, for Project No. OCAT WRWA 2002, "Hangar 9 West Side Roof Repairs," Mike Monroney Aeronautical Center, Will Rogers World Airport, increase of 14 calendar days.

APPROVED. Moved by Stone, seconded by Humphreys. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- E. Change Order No. 14 to the Construction Contract with Timberlake Construction Co., Inc., for Project No. OCAT WRWA 1510, "Terminal Renovation and Expansion – Phase III," increase of \$192,366.58 and 6 calendar days.

APPROVED. Moved by Stone, seconded by Humphreys. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- F. Resolution of the Oklahoma City Airport Trust ratifying the Director's actions authorizing the purchase of additional Roofing Inspection Services for Project No. OCAT WRWA 2002, "Hangar 9 West Side Roof Repairs," Mike Monroney Aeronautical Center, in accordance with the Agreement for Facilities Maintenance Engineering Services with Frankfurt-Short-Bruza Associates, P.C., in the estimated amount of \$17,189.

ADOPTED. Moved by Stone, seconded by Humphreys. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- G. Pricing Agreement with Casco Industries, Inc. to provide self-contained breathing apparatus equipment and services (BID-OCAT-2002) at Will Rogers World Airport, in the estimated amount of \$107,490 over the life of the agreement, May 28, 2020 through May 27, 2030.

AWARDED AND APPROVED. Moved by Stone, seconded by Humphreys. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- H. Ratifying the Director of Airports' approval of Addendum No. 1 to the Request for Bids for "Inspection, Maintenance, and Repair Services for Passenger Boarding Bridges" (BID-OCAT-2003), and awarding and approving the Contract with Ameribridge, LLC at Will Rogers World Airport, estimated at \$95,625, November 1, 2020 through October 31, 2023.

RATIFIED, AWARDED, AND APPROVED. Moved by Stone, seconded by Humphreys. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

VI. WILEY POST AIRPORT

- A. Resolution authorizing the Director of Airports to purchase environmental services from Enercon Services, Inc. for fiscal year 2021, utilizing City Contract MC-0583, for the former Gulfstream Aerospace Technology facility at Wiley Post Airport.

ADOPTED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

VII. GENERAL

- A. Receive reports:
- 1) Delinquent Accounts Receivable
 - 2) Construction Projects Status Report as of May 28, 2020.
 - 3) Budget to Actual Report as of April 30, 2020.

RECEIVED A. 1-3. Moved by Humphreys, seconded by Salmon. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- B. Grant Agreements with the United States of America, Federal Aviation Administration for Will Rogers World Airport, Grant No. 3-40-0072-081-2020, in the amount of \$21,757,913; Wiley Post Airport, Grant No. 3-4-0073-027-2020, in the amount of \$157,000; and Clarence E. Page Airport, Grant No. 3-40-0071-014-2020, in the amount of \$30,000 in Coronavirus Aid, Relief, and Economic Security Act grant funds. WRWA, WPA, CEPA.

APPROVED. Moved by Humphreys, seconded by Salmon. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- C. Resolution authorizing the purchase of radio communication equipment utilizing City Contract No. R20-C191056 from L3Harris Technologies Inc. in the estimated amount of \$128,362.58. WRWA, WPA, CEPA.

ADOPTED. Moved by Humphreys, seconded by Salmon. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- D. Agreement for Professional Consultant Services for Public Art Projects, with the City of Oklahoma City, rendered by the Planning Department's Office of Arts and Cultural Affairs, July 1, 2020 through June 30, 2021. WRWA, WPA, CEPA.

APPROVED. Moved by Humphreys, seconded by Salmon. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

VIII. LEASE AND OTHER AGREEMENTS

- A. Avigation and Hazard Easement granted by 11401 Meridian, LLC, for a tract of land from S.W. 112th Street to the South between Meridian Avenue and MacArthur Blvd., containing approximately 26.66 acres. WRWA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- B. Easement Agreement for Oklahoma Natural Gas Company, a division of ONE Gas, Inc. replacing previous easements allowing natural gas infrastructure on the west side of S.W. 54th Street and Meridian Avenue, in order to service certain portions of the Airport and its current and future lessees. WRWA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- C. Supplement No. 1 to the Professional Management Services Agreement with ABM Aviation, Inc., July 1, 2020, through June 30, 2021. WRWA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- D. Ratify the action of the Director of Airports and approve Airport Use Agreement with SkyWest Airlines, Inc. WRWA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- E. Annual Budget for the Management Services Agreement with Pro-Tec Fire Services, Ltd., for the period commencing July 1, 2020 through June 30, 2021. WRWA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- F. Supplement No. 6 to the Lease Agreement with Aero Oklahoma, LLC, effective May 1, 2020. WRWA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- G. Assignment and Assumption of Commercial Ground Sub-Lease Agreement and Bill of Sale for conveyance of an aircraft hangar commonly known as Hangar 18 on the Trajen Flight Support, L.P., d/b/a Atlantic Aviation leasehold premises from Hangar 18, L.L.C., to the Cooper Family Management Co., LLC. WPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- H. Annual Financial/Work Plan with the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services, to provide funds to conduct an Integrated Wildlife Damage Management program and specify their work to be completed, July 1, 2020 through June 30, 2021. WRWA, WPA, CEPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- I. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit #402 from Roy C. (Sandy) Harris Trust, Roy C. (Sandy) Harris, Trustee to Southern Wings Aircraft Sales LTD., effective May 28, 2020. WPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- J. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit #1807 from Industrial Gasket, Inc. to PowerCat Aviation, effective May 28, 2020. WPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- K. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit #1901 from Welch Group Inc. to AUI Leasing LLC., effective May 28, 2020. WPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- L. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit #502 from Philip W. Halpain, an Individual to Phalzcorp, LLC, effective May 28, 2020. WPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- M. Assumption Agreement and Use Guaranty for conveyance of PWA T-hangar Unit #1403 from Jay Flinton, an Individual, to Flinton Aviation, LLC, effective May 28, 2020 and Use Guaranty for Ronald Nail, an individual and member of Flinton Aviation, LLC, effective May 28, 2020. WPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, , Humphreys, McAtee, Salmon, Stone.

- N. Lease Agreement between the Trustees of the Oklahoma City Airport Trust and Stephen W. Barnes, for an individual aircraft hangar site for storage of a privately owned aircraft for a five year period, January 1, 2020 through December 31, 2024. CEPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- O. Air Cargo Carrier Use and Operations Agreement for Signatory Air Cargo Carriers with United Parcel Service Co., retroactive to July 1, 2019. WRWA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- P. Supplement No. 3 to Hangar/Office Lease Agreement with Cooper Family Management Co., LLC; 700HC, LLC; Interstate Helicopters, Inc.; Citation Aviation, LLC; Radio Flyer, LLC; and 711 Holdings, LLC, to amend Revised Exhibit "C" of the Hangar/Office Lease Agreement, May 28, 2020 through August 31, 2023. WPA.

APPROVED. Moved by Stone, seconded by Freeman. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- IX. (1) Resolution ratifying the action of the Director of Airports in approving the requisition dated May 28, 2020 and (2) Resolution approving requisitions dated May 28, 2020.

ADOPTED: 1 AND 2. Moved by Stone, seconded by Salmon. Ayes: Freeman, Humphreys, McAtee, Salmon, Stone.

- X. Comments from Trustees, Staff and Citizens – Trustee Stone thanked the Airport Accounting staff for their hard work on the annual Trust Budget during the COVID-19 crisis.

- XI. Adjournment – 9:30 a.m.

Larry McAtee, Chairman

Frances Kersey, Secretary