

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
August 16, 2021 4:00 P.M.

Ardmore Chamber of Commerce  
410 West Main  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines,  
Nancy Sjulín, Mike Whitson  
EX-OFFICIOS TRUSTEES: Kevin Boatright  
STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUESTS: Drew Butler, Tucker Link, Jill Luker, Thom McGuire

Item 1: Call to order and roll call and declaration of quorum.

Nancy Sjulín called the meeting to order at 4:00 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

\*Steve Rhines and Kevin Boatright arrived at 4:02 p.m.

Item 5: Consideration and possible action to accept the FY 2020 Audit.

Jill Luker presented the findings of the FY 2020 Audit and answered questions from trustees. Mike Whitson motioned to accept the FY2020 audit. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

\*Dr. Craig Gerken arrived at 4:40 p.m.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of July 19, 2021.

Jake Charnock motioned to approve the Minutes of the Regular Meeting of July 16, 2021. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the July 2021 Financials.

Jake Charnock presented the July 2021 Financials. After a brief discussion Scott Chapman made a motion to accept the July 2021 Financials. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to approve an amended Easement with Priority Power and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the trustees that the original Easement was approved at the June ADA Board meeting. Since then a discrepancy was discovered between the measurements done by Priority Power's surveyor and engineer. The amended easement is for approximate addition of 20 ft on the north and 76 feet on the south. Jake Charnock motioned to approve an amended Easement with Priority Power. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to approve an MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the trustees that the City of Ardmore is the technical sponsor for all grants related to the Ardmore Municipal Airport. The MOU is the ADA acknowledging this and then agreeing to pay any matching cost associated with the grant. Mrs. Bates also informed the trustees that this item is also on the City Commission's agenda for approval during the August 16, 2021 meeting. Mike Whitson motioned to approve an MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to approve a Contract for Services with H W Lochner, Inc. for Engineering and Design Services for Parallel Taxiway E (Design); Reconfigure Taxiway D Connector to Runway 31 (Design) Reconfigure Taxiway C Connector to Runway 35 Design in the amount of \$355,100.00, and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained that she has been in conversation with Grayson Ardies of the Oklahoma Aeronautics Commission regarding federal relief dollars and projects. Mr. Ardies has suggested that the ADA find projects that are not typically on the CIP for the FAA and get them shovel ready should federal dollars become available. Once complete the engineering and designs for this project will be good even if the project is not picked up early. Kevin Boatright stated that he is doing the same thing for potential projects at the Ardmore Downtown Executive Airport. Jake Charnock motioned to approve a Contract for Services with H W Lochner, Inc. for Engineering and Design Services for Parallel Taxiway E (Design); Reconfigure Taxiway D Connector to Runway 31 (Design) Reconfigure Taxiway C Connector to Runway 35 Design in the amount of \$355,100.00. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 9: Consideration and possible action to declare as surplus the electronic items on Exhibit "A" and dispose of them subject to the approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained that most of the items listed were not in working order except those noted. Dan Luttrell added that all data would be wiped from the devices before disposal. Scott Chapman motioned to declare as surplus the electronic items on Exhibit "A" and dispose of them. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 10: Consideration and possible action to enter Executive Session for the purpose of:

a. Conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business under the provisions of 25 O.S. §307C(11).

Dr. Pam Kimbrough motioned to begin Executive session. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:23 p.m.

Item 11: Consideration and possible action to reconvene open session.

Dr. Craig Gerken motioned to reconvene open session. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:50 p.m.

Item 12: New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda.")

No new business was presented.

Item 13: Staff Reports

- a. Airport- Dan Luttrell reported that airport operations for July 2021 were up 14% from July 2020. Mr. Luttrell also reported that he is awaiting final FAA approval for the MALSR project in order to proceed with final bidding and construction schedule.
- b. Industrial Parks- Dan Luttrell reported that the EST is revising the initial design for the waterline replacement project based on comments from the City of Ardmore. Also, Beetle Plastics has finally received their air spacing permit from the FAA and is attempting to schedule a crane to come remove the final piece of equipment.
- c. Marketing Report- Andrea Anderson updated the trustees on projects. She also informed the board that the team from Community Development Strategies will be in town the last week of August to do interviews for the housing study.
- d. Transition Update- Nancy Sjulín informed the trustees that a total of 40 resumes were received for the President position and that the search firm is narrowing those down to ten to twelve. In-person interviews will begin on September 1.

Item 14: Adjourn

With no further business, Jake Charnock motioned to adjourn the meeting. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:01 p.m.

Respectfully Submitted:

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Mita A. Bates, Secretary