

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
June 20, 2022 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Mita Bates, Thom McGuire, Jodie Linton-Prickett

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

T.J. Riley called the meeting to order at 4:00 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Riley that the agenda was placed and posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of May 16, 2022.

Dr. Pam Kimbrough motioned to approve the minutes of the Meeting of May 16, 2022. Patrick McGuire seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson vote aye. There were no nays or abstentions. The motion passed.

*Kevin Boatright arrived at 4:01 p.m.

Item 4: Consideration and possible action to accept the May 2022 Financials.

Scott Chapman presented the May 2022 Financials report. After a discussion, Jake Charnock motioned to approve the May 2022 Financials. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to accept the FY 2021 Audit.

Bill Murphy explained to the board that he had been informed by the Rheba Henderson that the audit would not be delivered until after June 30, 2022. This item was tabled.

Item 6: Consideration and possible action to approve a contract amendment in lieu of contract for \$83,500.00 with Pro-Tec to provide personnel for one year for the Airport Operations Officer position at Ardmore Municipal (ADM) and Ardmore Downtown Executive Airport (1FO) and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell reminded the board that they had previously approved a stand-alone contract with Pro-Tec for this matter. Upon further review and consideration from Debi Sterkel, ADA attorney, it was determined that an amendment to the existing contract with Pro-Tec for fire services would better meet section 61 requirements than a stand-alone contract. After a brief discussion, Scott Chapman motioned to approve a contract amendment in lieu of contract for \$83,500.00 with Pro-Tec to provide personnel for one year for the Airport Operations Officer position at Ardmore Municipal (ADM) and Ardmore Downtown Executive Airport (1FO). Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to approve a preliminary budget for FY 2023 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy took the board through the preliminary FY 2023 budget. Mike Whitson motioned approve a preliminary budget for FY 2023. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8: 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 motion to enter Executive Session. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:46 p.m.

Item 9: Consideration and possible action to reconvene into regular session.

Jake Charnock motioned to reconvene open session. Scott Chaman seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 5:04 p.m.

Item 10: New Business: (As defined by the Oklahoma Open Meeting Act 25 O.S. § 311 A (9) as “matters not known about or about which could not have reasonable been foreseen prior to the time of positing of the agenda.

No new business presented

Item 11: STAFF REPORTS

- a. President’s Report- Bill Murphy updated the board on various activities.
- b. Airport and Industrial Parks- Dan Luttrell reported that May air traffic was up 25% from May 2021. The final punch list for the Runway 13/31 Rehab and Lighting Upgrade is being developed this week with Lochner and the FAA. The contractor for the Taxiway E Shoulder Widening Project has been delayed on another project causing the new start date to be pushed back to mid-July. Lochner is finalizing the PCN report and will have it complete toward the end of July. The Oklahoma Aeronautics Commission will then use the report to make recommendations for projects during their annual site visit in August or September. The FAA has reviewed all MALSR construction documents. This project should be advertised for bid in August with and anticipated start sometime in January 2023. Advertisements for bids have gone out for the Storm Water Ramp Improvement Project. Finally, Mr. Luttrell reminded the trustees that a corporate hangar was originally designed to be part of the new hangar complex, but that it was removed from the project when the anticipated tenant backed out. The low interest loan from the OAC that was originally going to be used for the construction of an MRO hangar will now be used to construct the corporate hangar. Mr. Luttrell is expecting to be able to advertise for bids sometime in July. On the Industrial Park side, the DEQ permit for the EDA Waterline Project has been approved. Anticipated bid advertisement will be in August. Finally, DEQ has halted the permit for the removal of the old DOC building for review of new EPA guidelines. The new facility was scheduled to break ground in August, but a new anticipated date is not known.
- c. Marketing Report- Andrea Anderson updated the trustees on projects. She then provided an update on the collaboration with Ada Jobs Foundation and OG&E on developing a regional economic development strategy. She has been working with a local manufacturer on finding a location for an expansion project. In closing she is working with the Watco team on setting up meetings with Dallas-area site location consultants for GTIP.
- d. Legislative Update- Mita Bates updated the board on the work occurring during the concurrent Special Sessions of the State Legislature including bills of interest to the ADA and economic development.

Item 12: Adjourn

With no further business, Mike Whitson motioned to adjourn the meeting. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:20 p.m.

Respectfully Submitted:

William P. Murphy, Secretary