

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 21, 2022 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, Patrick McGuire, Steve Rhines, T.J. Riley, Mike Whitson

EX-OFFICIOS TRUSTEES:

STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald

GUESTS: Mita Bates, Thom McGuire

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 Special Meeting of February 22, 2022.

Mike Whitson motioned to approve the minutes of the Special Meeting of February 22, 2022. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson vote aye. There were no nays or abstentions. The motion passed.

*Dr. Pam Kimbrough arrived at 4:03 p.m.

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

Scott Chapman presented the February 2022 Financials report. After a discussion, Jake Charnock motioned to approve the February 2022 Financials. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, 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 approve the agreement for a sublease agreement with the Continental Intermodal Group – Trucking LLC for use of office space at the Terminal Building 620 General Drive, Ardmore, OK 73402 for \$150/month and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained to the board that this is a lease renewal for office space at the Airpark Terminal Building. With no questions, Mike Whitson motioned to approve the agreement for a sublease agreement with the Continental Intermodal Group – Trucking LLC for use of office space at the Terminal Building 620 General Drive, Ardmore, OK 73402 for \$150/month. Scott Chapman, Jake Charnock, Dr. Craig Gerken, 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 6: Consideration and possible action to approve the agreement for a sublease agreement with Small Business Aviation, Inc. for use as a Fixed Base Operation at 40 South Tarmac Drive, Ardmore, OK 73401 for use as an aircraft fueling and Ground Handling facility for the Ardmore Municipal Airport for \$250.00 per month for the suites, and \$300.00 for the Line Shack location and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained to the board that Small Business Aviation, Inc. is the FBO division of King Aerospace. The proposed leases are for the actual FBO suite space in the Terminal Building as well as the Line Shack. The leases will be for 10 years with two additional 10-year options. Mr. Murphy added that the leases do include annual Consumer Price Index (CPI) increases. After a brief discussion, Dr. Craig Gerken motioned to approve the agreement for a sublease agreement with Small Business Aviation, Inc. for use as a Fixed Base Operation at 40 South Tarmac Drive, Ardmore, OK 73401 for use as an aircraft fueling and Ground Handling facility for the Ardmore Municipal Airport for \$250.00 per month for the suites, and \$300.00 for the Line Shack location. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, 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 the Authority's membership in Sourcewell, a purchasing cooperative; authorizing the authority to purchase a new Rosenbaum 6x6 fire truck through Sourcewell for the sum of \$844,129.00 in lieu of competitive bidding; authorizing the Authority to incur indebtedness in the amount of \$394,129.00 payable over five year term to finance the purchase of the fire truck; waiving the competitive bidding for the finance of the indebtedness; and authorizing and approving the financing through a lease-purchase agreement between the Authority and Lease Service Center, Inc. dba NCL Governmental Capital for the lease-purchase of the new fire truck; subject to approval of the indebtedness by City of Ardmore; and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that this item is being tabled in order to further investigate full purchase options rather than lease options. Mr. Murphy then explained that he would bring those items to the board at a subsequent meeting.

Item 8: Consideration and possible action to accept a bid for construction to construct Taxiway E shoulders in the amount of \$375,655.00 and enter into contract for construction with Contech, Inc. and approval or rejections of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that four proposals were received for the project. After review by staff and H.W. Lochner it was recommended to move forward with the bid from Contech, Inc. in the amount of \$375,655.00. Following a brief discussion, Dr. Craig Gerken motioned to accept a bid for construction to construct Taxiway E shoulders in the amount of \$375,655.00 and enter into contract for construction with Contech, Inc. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, 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 9: 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 enter Executive Session. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, 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 4:35 p.m.

*Dr. Craig Gerken left the meeting at 4:35 p.m. at the start of Executive Session.

Item 10: Consideration and possible action to reconvene into regular session.

Mike Whitson made the motion the reconvene regular session. 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. Regular session reconvened at 4:57 p.m.

Item 11: 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 was presented.

Item 12: STAFF REPORTS

- a. President's Report- Bill Murphy informed the board that the ADA is being recognized as an emerging logistics hub by Business Facilities magazine. To go along with the article, the ADA and Watco have partnered on ad for the publication.
- b. Airport and Industrial Parks- Bill Murphy presented in Dan Luttrell's absence. He informed the board that traffic count for Ardmore Municipal Airport was the same as 2021. It was also noted that military traffic was down due to the closure of the runway. Taxiway E shoulder construction should begin toward the end of April. The approved POCN study from February is scheduled to coincide with the closure of runway 17/35 and 13/31 lighting rehab next week. The MALSR project final design has been submitted to the FAA for final approval. The demolition of the old Beetle Plastics building is complete with the final steel being removed from the site. Finally, the EDA Grant Waterline Project design is being submitted to DEQ for permitting.
- c. Marketing Report- Andrea Anderson updated the trustees on projects. She is also spending a lot of time on the planning of this year's Lt. Governor's Turkey Hunt. Ms. Anderson is also doing follow-up work from the housing study presentations. Finally, Ms. Anderson reported that she has been engaged with the local high schools on a few projects including the coordination of a teacher tour of Michelin for Ardmore High School and a career fair for Lone Grove High School. She is also working with the AHS Principal on the AOPA curriculum.

- d. Legislative- Mita Bates updated the board on progress with Oklahoma Lobbying Group and various bills of importance to Ardmore.

Item 13: Adjourn

With no further business, Scott Chapman motioned to adjourn the meeting. 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. The meeting adjourned at 5:10 p.m.

Respectfully Submitted:

William P. Murphy, Secretary