

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
October 17, 2022, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, Mike Whitson

EX-OFFICIOS TRUSTEES:

STAFF: Bill Murphy(virtual), Andrea Anderson, Marthanna Donald, Dan Luttrell, Thapanut "Frank" Munkong

GUESTS: Tucker Link

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

T.J. Riley called the meeting to order at 4:01 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 September 18, 2022.

Mike Whitson motioned to approve the minutes of the Meeting of September 18, 2022. Eric Howard seconded. Scott Chapman, Jake Charnock, Eric Howard, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Dr. Pam Kimbrough arrived at 4:02 p.m.; Dr. Craig Gerken arrived at 4:04 p.m.

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

Scott Chapman presented the September 2022 Financials report. After a discussion, Jake Charnock motioned to approve the September 2022 Financials. Eric Howard seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Nominating Committee Report

T.J. Riley reported that the Nominating Committee met and recommend the following to serve terms beginning January 1, 2023: Mike Whitson to serve his first 3-year term; Dr. Pam Kimbrough and Dr. Craig Gerken to each serve their second 3-year terms. Mr. Riley also reported the Committee recommends the following to serve as ADA Officers for 2023: Jake Charnock- Chair; Scott Chapman- Vice Chair; Mike Whitson- Treasurer. All the above have agreed to serve in the capacity for which they are nominated.

Item 6: Consideration and possible action to recommend Trustees to serve three-year terms beginning January 2023 and officers to serve a one-year term beginning January 2023.

Eric Howard motioned to recommend Mike Whitson, Dr. Pam Kimbrough, and Dr. Craig Gerken to serve 3-year terms beginning January 1, 2023, as well as Jake Charnock, Scott Chapman, and Mike Whitson to serve as officers for 2023. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to engage Mary E. Johnson & Associates, PLLC to perform the Ardmore Development Authority Audit for FY 2022.

Bill Murphy explained it was recommended to engage Mary E. Johnson & Associates, PLLC for continuity given new ADA leadership. The price for the FY2022 audit will be \$19,900.00 which is approximately \$1,500.00 above the price for the FY2021 audit. Mike Whitson then motioned to engage Mary E. Johnson & Associates, PLLC to perform the Ardmore Development Authority Audit for FY 2022. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to request the City of Ardmore to call for a Special Election for the Renewal of the Sales Tax Supporting Economic Development and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that the ¼% sales tax dedicated to the ADA for economic development expires December 31, 2024. The City of Ardmore will also be running their ½% sales tax renewal at the same time. The date of the election will be February 14, 2023. Following a brief discussion, Scott Chapman motioned to request the City of Ardmore to call for a Special Election for the Renewal of the Sales Tax Supporting Economic Development. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 9: Consideration and possible action to approve and accept a loan including the execution of all necessary documentation from the Oklahoma Aeronautics Commission for \$600,000 for the construction of the new Corporate Hangar project and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell reminded the trustees that the loan will be for 10 years at 1.8% interest. Approval for indebtedness is on the City Commission agenda for October 17, 2022. After a brief discussion, Jake Charnock motioned to accept a loan including the execution of all necessary documentation from the Oklahoma Aeronautics Commission for \$600,000 for the construction of the new Corporate Hangar project. Eric Howard seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 10: Consideration and possible action to accept and approve a proposal for professional services from H.W. Lochner for air cargo apron design for \$244,400 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that the proposal would include design and construction management services related to the \$3.0 million air cargo apron project. Design of the project should take approximately six-months with construction to begin sometime during the summer of 2023. Dr. Pam Kimbrough motion to accept and approve a proposal for professional services from H.W. Lochner for air cargo apron design for \$244,400.00. Jake Charnock seconded Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 11: Consideration and possible action to approve a one-year lease option renewal for the warehouse located at 425 Northrup to Dollar General Corporation beginning November 1, 2022, and through October 31, 2023, in the amount of \$16,000.00 per month and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that Dollar General formally notified staff of their desire to exercise their one-year lease option. Following a brief discussion, Jake Charnock motioned to approve a one-year lease option renewal for the warehouse located at 425 Northrup to Dollar General Corporation beginning November 1, 2022 and through October 31, 2023 in the amount of \$16,000.00 per month. Eric Howard seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 12: Consideration and possible action to enter Executive Session for the purpose of:

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).

Jake Charnock motioned to enter Executive Session. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:30 p.m.

*Frank Munkong and Tucker Link left the meeting.

Item 13: Consideration and possible action to reconvene into regular session.

Scott Chapman motioned to reconvene into regular session. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. Regular session reconvened at 4:39 p.m.

*Frank Munkong returned to the meeting

Item 14: 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.

None presented

Item 15: Staff Reports

- a. President’s Report- Bill Murphy reported that he and Dan Luttrell will be attending the Air Cargo Summit with the team from Watco in Miami during the first week of November. The following week, he and Andrea Anderson will be in Houston with the Oklahoma Department of Commerce on November 15th for a reception with Consular Generals and meetings with Woodside and Circulus.
- b. Airport and Industrial Parks- Dan Luttrell informed the trustees that air traffic counts for September were up 44% due to an increase in general aviation flights and training flights with 5B Aviation. The Taxiway E project is complete and has been paid in full. Mr. Luttrell then reported that the FAA has approved the reimbursable agreement for the MALSR system. The installation is anticipated to begin in April 2023. Now that the indebtedness for the Corporate Hangar project has been approved, construction can begin once all documents for the Oklahoma Aeronautics Commission are executed. Next, Mr. Luttrell shared that HUD has approved the Congressionally Designated Spending Air Cargo project. He is working with H.W. Lochner on the design with the project start anticipated for Summer 2023. For the industrial parks, Mr. Luttrell share that the EDA Grant Waterline Project has been advertised and that bids are due on November 3, 2022. In closing, Mr. Luttrell shared that a Default Notice has been sent to Legacy Landscaping regarding the mowing contract.
- c. Marketing- Andrea Anderson updated the board on projects. She also informed the trustees that filming with Neon Cloud Productions has been rescheduled due to weather. The annual Manufacturer and Distribution Center Dinner is scheduled for October 27th. She also informed the trustees that she is coordinating a joint presentation to the Ardmore Business Roundtable from Southern Tech and Murray State College. Ms. Anderson then informed the trustees that she will be attending the National Business Aviation Association annual meeting in Orlando immediately following the close of the board meeting. Finally, she will be attending the Southern Economic Development Council Board Meeting as the Alternate Oklahoma State Director in Birmingham, Alabama November 6 through 8.
- d. Legislative- No update provided

Item 15: Adjourn

With no further business, Jake Charnock motioned to adjourn the meeting. Dr. Craig Gerken seconded. Scott Chapman, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 4:49 p.m.

Respectfully Submitted:

William P. Murphy, Secretary