

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
October 18, 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, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson  
EX-OFFICIOS TRUSTEES: Kevin Boatright  
STAFF: Mita Bates, Bill, Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUESTS: Drew Butler, Michael Carnuccio

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

Nancy Sjulín called the meeting to order at 4:03 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.

\*Dr. Pam Kimbrough arrived at 4:04 p.m.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of September 20, 2021, and of the Special Meeting on September 23, 2021.

Mark Riesen motioned to approve the Minutes of the Regular Meeting of September 20, 2021, and of the Special Meeting on September 23, 2021. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye.. There were no nays or abstentions. The motion passed.

\*\*Steve Rhines arrived at 4:06 p.m.

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

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

Before the next item Mita Bates introduced Bill Murphy, her successor, to the board. Mr. Murphy gave a brief overview of himself.

Item 5: Appointment of Nominating Committee for new Trustees to serve three-year terms beginning January 2022 and officers to serve a one-year term beginning January 2022.

T.J. Riley informed the board that himself, Jake Charnock, and Scott Chapman had volunteered to serve on the Nominating Committee. He also invited other interested trustees to serve. Mr. Riley then made a motion to approve the Nominating Committee for new Trustees to serve three-year terms beginning January 2022 and officers to serve a one-year term beginning January 2022. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to award a bid for demolition of a Large Metal Building Plant Facility located at 601 Beetle Street Ardmore, OK. 73401 to Wrights Diverse Construction, LLC in a base bid amount of \$68,000 and additional alternate bid amount of \$48,000.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the board that Beetle Plastics vacated their building in late September. The original plan was to update the facility but upon inspection after being vacated it was determined that the more cost-effective option would be to demolish the building and construct a new facility. Mrs. Bates also reminded the board that this project was included in the FY 2022 Capital Projects budget. Dan Luttrell then informed the board that eight parties expressed interest in the project but that five qualifying bids were received with base bids ranging from \$68,000 up to \$237,000. Upon review of bids, Mr. Luttrell recommended the bid received from Wrights Diverse Construction in the base bid amount of \$68,000 and an additional alternate bid amount bid amount of \$48,000. Mr. Luttrell also informed the board the Wrights has performed work at the Airpark before and that he was satisfied with their performance. After brief discussion, Mike Whitson motioned to award a bid for demolition of a Large Metal Building Plant Facility located at 601 Beetle Street Ardmore, OK 73401 to Wrights Diverse Construction, LLC in a base bid amount of \$68,000 and additional alternate bid amount of \$48,000.00. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, 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 agreement with IMTEC Real Estate LLC acknowledging the application for a USDA Rural Development Grant for energy efficiency improvements to the property and acknowledges that they control the property to receive the grant funding and will control for the life of the grant (10 years) and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates informed the board IMTEC Real Estate has applied for a USDA Rural Development Grant that would allow them to make energy efficiency upgrades to the facility. Upon recommendation from ADA counsel, the existing lease with IMTEC Real Estate will not be amended, however as part of the agreement IMTEC Real Estate must occupy the building for at least ten years. After discussion by board members, Jake Charnock moved to approve an agreement with IMTEC Real Estate LLC acknowledging the application for a USDA Rural Development Grant for energy efficiency improvements to the property and acknowledges that they control the property to receive the grant funding and will control for the life of the grant (10 years). Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, Nancy Sjulín, and Mike Whitson voted aye. T.J. Riley abstained. There were no nays. 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).

Jake Charnock made to motion to enter Executive Session. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:20 p.m.

Item 9: Consideration and possible action to reconvene open session.

Scott Chapman motioned to reconvene open session. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:52 p.m.

Item 10: Consideration and possible action to approve a two (2) year sublease with Skydweller Aero, Inc. an Oklahoma corporation, for 10 acres at the Ardmore Municipal Airport in the SW Quarter of Section 17, Township 3 South, Range 3 East, Carter County, Oklahoma and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Item tabled

Item 11: 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 presented

Item 12: Staff Reports

- a. Airport- Dan Luttrell reported that airport traffic count for September 2021 was comparable to September 2020. Also, the geotechnical analysis is underway for the Taxiway E extension.
- b. CRISSI Grant- Mita Bates informed the board that the ADA will be assisting in gathering letters of support from local officials as part of the grant process.
- c. Industrial Parks- Dan Luttrell reported along with demolition of the former Beetle Plastics building a minor asbestos abatement would need to be performed and that he is working with an environmental consultant on putting together a proposal. Mr. Luttrell is also working with Dollar General on upgrades to the ADA warehouse ahead of their taking occupancy in November.
- d. Marketing Report- Andrea Anderson updated the trustees on projects and tradeshow and event attendance. She also informed the board that she and Mr. Luttrell are working on a fly-in at the Airpark on November 6<sup>th</sup>. Finally, she reported on the progress of the housing study.

Item 14: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:00 p.m.

Respectfully Submitted:

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Mita A. Bates, Secretary