

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
September 19, 2022, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy(virtual), Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Tucker Link, Thom McGuire, Mita Bates

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 August 15, 2022.

Mike Whitson motioned to approve the minutes of the Meeting of August 15, 2022. Steve Rhines seconded. Scott Chapman, Eric Howard, Patrick McGuire, Steve Rhines, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Dr. Craig Gerken arrived at 4:08 p.m.

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

Scott Chapman presented the August 2022 Financials report. After a discussion, Mike Whitson motioned to approve the August 2022 Financials. Steve Rhines seconded. Scott Chapman, Dr. Craig Gerken, Eric Howard, Patrick McGuire, Steve Rhines, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to consent to a Memorandum of Understanding (MOU) between the City of Ardmore and FAA for air traffic control operations at Ardmore Municipal Airport and the approval or rejection of any amendments proposed or considered by the Board at the meeting.

Dan Luttrell explained that with the change in leadership and staff with the FAA, City of Ardmore, and ADA, the FAA has requested updated paperwork reflecting new names and roles. As lessee of the Ardmore Industrial Airpark and Ardmore Municipal Airport, the ADA must consent to the MOU. Scott Chapman motioned to consent to a Memorandum of Understanding (MOU) between the City of Ardmore and FAA for air traffic control operations at Ardmore Municipal Airport. Steve Rhines seconded. Scott Chapman, Dr. Craig Gerken, Eric Howard, Patrick McGuire, Steve Rhines, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Dr. Pam Kimbrough arrived at the meeting at 4:12 p.m.

Item 6: Consideration and possible action to approve an addendum by and between Knightsbridge Partners, LLC, (“Knightsbridge”) and the Ardmore Development Authority (“ADA”) as an addendum to Section 2 of that certain Grant Services Agreement, by and between the parties, as amended on July 22, 2019, by Addendum I and September 21, 2020, by Addendum II and April 18, 2022 by Addendum III in an amount not to exceed \$98,076 and the approval or rejection of any amendments proposed or considered by the Board at the meeting.

Bill Murphy explained to the trustees that this addendum would be for Carter Cloud of Knightsbridge Partners to provide grant administration services for the Congressionally Designated Spending funds secured by Congressman Tom Cole. The service fee would 3.5% on the net grant amount. Mr. Murphy informed the trustees, and Kevin Boatright confirmed, that the City of Ardmore is unable to administer the grant due to their own grant load. Eric Howard motioned to approve an addendum by and between Knightsbridge Partners, LLC, (“Knightsbridge”) and the Ardmore Development Authority (“ADA”) as an addendum to Section 2 of that certain Grant Services Agreement, by and between the parties, as amended on July 22, 2019, by Addendum I and September 21, 2020, by Addendum II and April 18, 2022, by Addendum III in an amount not to exceed \$98,076. Mike Whitson 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.

Item 7: Consideration and possible action to approve a professional services agreement with H.W. Lochner and the Ardmore Development Authority for construction administration and inspection services for the Corporate Hangar not to exceed \$45,100 and the approval or rejection of any amendments proposed or considered by the Board at the meeting.

Bill Murphy explained that this agreement would be for services related to the loan with the Oklahoma Aeronautics Commission for the construction of a new Corporate Hangar. Dan Luttrell explained to the board that he feels that he and his staff can perform most of the inspections, but that quality control inspections will be performed by H.W. Lochner. Because of this, Mr. Luttrell feels that total for services should be less than \$5,100.00. After a brief discussion, Patrick McGuire motioned to approve a professional services agreement with H.W. Lochner and the Ardmore Development Authority for construction administration and inspection services for the Corporate Hangar not to exceed \$45,100. Scott Chapman 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.

Item 8: Consideration and possible action to approve a reimbursable agreement with the FAA for \$631,961.32 for the purchase of equipment for the Medium Intensity Approach Light System with Runway (MALSR) project and the approval or rejection of any amendments proposed or considered by the Board at the meeting.

Dan Luttrell explained to the trustees that the since last updating them on the availability of the equipment for the MALSR project, it has become available from the FAA depot. Mr. Luttrell then reminded them that the ADA must purchase the equipment and then turn it over to the FAA for installation and maintenance. The project is currently scheduled to construction and installation in April 2023. After discussion, Dr. Craig Gerken motioned to approve a reimbursable agreement with the FAA for \$631,961.32 for the purchase of equipment for the Medium Intensity Approach Light System with Runway (MALSR) project. Dr. Pam Kimbrough 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.

Item 9: Consideration and possible action to approve the creation of a Housing Committee.

Andrea Anderson informed the board that at the most recent gathering of the Ardmore Business Roundtable, the need for housing was brought up by multiple attendees. The Housing Committee will address this need with the findings of the Ardmore Housing Study as a guide. Patrick McGuire, Mike Whitson, and Jake Charnock were asked and accepted to serve as the ADA trustees on the committee. Kevin Boatright will work with the City of Ardmore for representation. Eric Howard motioned to approve the creation of a Housing Committee with Patrick McGuire, Mike Whitson, and Jake Charnock serving on the committee. Steve Rhines 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.

Item 10: Consideration and possible action to appoint a Nominating Committee for new Trustees to serve three-year terms beginning January 2023 and officers to serve a one-year term beginning January 2023.

T.J. Riley informed the other trustees that he has asked Jake Charnock and Scott Chapman to serve on the Nominating Committee for 2023 Trustees and officers. Both Mr. Charnock and Mr. Chapman accepted and agreed to serve. Scott Chapman motioned to appoint a Nominating Committee for new Trustees to serve three-year terms beginning January 2023 and officers to serve a one-year term beginning January 2023. Steve Rhines 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.

Item 11: 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).

Mike Whitson motioned to enter Executive Session. Scott Chapman 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. Executive Session began at 4:33 p.m.

*Mita Bates and Tucker Link left the meeting following their project updates at 4:45 p.m.

Item 12: Consideration and possible action to reconvene into regular session.

Dr. Craig Gerken motioned to reconvene Regular Session. Eric Howard 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. Regular session reconvened at 4:57 p.m.

*Only Thom McGuire returned to regular session.

Item 13: 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 14: Staff Reports

- a. President’s Report- Bill Murphy reported on several activities over the last month including attendance at the Transatlantic Investment Council’s Annual Meeting and the Battery Show with the Department of Commerce.
- b. Airport and Industrial Parks- Dan Luttrell informed the trustees that air traffic counts for August were up 13% due in large part to training flights with 5B Aviation. The final inspection for the Taxiway E Shoulder Project should be in the next few days. The preconstruction meeting for the Corporate Hangar Project is scheduled for Thursday of this week with a Notice to Proceed to follow. Mr. Luttrell also reported that the narrative and budget has been submitted to Housing and Urban Development (HUD) for the Congressionally Designated Spending Air Cargo Project. Lochner is also working on the design fee proposal for this project. Finally, EST is finalizing the bid advertisement for the EDA Waterline Project.
- c. Marketing- Andrea Anderson updated the board on projects. She also informed the trustees that new footage will be filmed on October 7 with Neon Could Productions. She also updated on the recent gathering of the Ardmore Business Roundtable.
- d. Legislative- Marthanna Donald provided information on behalf of Mita Bates. Per the updates the State Legislature’s ARPA Committee meetings on funding are scheduled for September 28, 2022, for the House and October 3, 2022, for the Senate. Members of ADA staff may travel to Oklahoma City to attend those meetings.

Item 15: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. Dr. Pam Kimbrough 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 5:11 p.m.

Respectfully Submitted:

William P. Murphy, Secretary