

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 20, 2021 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, 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, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Drew Butler

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

Nancy Sjulín called the meeting to order at 4:00 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.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of August 16, 2021.

Steve Rhines motioned to approve the Minutes of the Regular Meeting of August 16, 2021. Mike Whitson seconded. Scott Chapman, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. Dr. Craig Gerken was out of the room during the vote. There were no nays or abstentions. The motion passed.

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

Mita Bates presented the August 2021 Financials. After a brief discussion T.J. Riley made a motion to accept the August 2021 Financials. Mark Riesen seconded. Scott Chapman, 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 5: Consideration and possible action to approve an amended MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained to the board that the original MOU was approved by the board during the August meeting. Following that, it was discovered by the grant administrator that a technical issue existed with the original, but the amended lease would take care of it. The same amended MOU is on the City Commission agenda for September 20, 2021, for approval as well. Scott Chapman made a motion to approve an amended MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades. Mark Riesen seconded. Scott Chapman, 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 approve a MOU with the City of Ardmore for 2021-2022 FAA Early Project Development at the Ardmore Municipal Airport for the purpose of procuring engineering services for the design of Partial Parallel Taxiway E; the reconfiguration of Taxiway D Connector to Runway 31; and the reconfiguration of Taxiway C Connector to Runway 35 and approval or rejection any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the board that they approved the design work to be done by HW Lochner during the August board meeting. She also reminded them that getting the early stages of this project complete would allow it to be moved up on the schedule should funding come available through American Rescue Plan funding. The ADA's portion of this would be \$35,510.00. After a brief discussion, Mark Riesen motioned to approve a MOU with the City of Ardmore for 2021-2022 FAA Early Project Development at the Ardmore Municipal Airport for the purpose of procuring engineering services for the design of Partial Parallel Taxiway E; the reconfiguration of Taxiway D Connector to Runway 31; and the reconfiguration of Taxiway C Connector to Runway 35. Steve Rhines seconded. Scott Chapman, 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 engage Mary E. Johnson & Associates, PLLC to perform the Ardmore Development Authority Audit for FY 2021.

Mita Bates informed the board that as part of the engagement Mary E, Johnson & Associates has agreed that the FY21 audit would be complete by December 31, 2021, Mrs. Bates' final day with the ADA. The cost of the audit will be \$8,000.00. T.J. Riley motioned to engage Mary E. Johnson & Associates, PLLC to perform the Ardmore Development Authority Audit for FY 2021. Steve Rhines seconded. Scott Chapman, 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 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).
- b. Discussion the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee under the provisions of 25 O.S. §307B(1).

Mike Whitson made to motion to enter Executive Session. Steve Rhines seconded. Scott Chapman, 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 4:16p.m.

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

Dr. Craig Gerken motioned to reconvene open session. Scott Chapman seconded. Scott Chapman, 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 4:56 p.m.

Item 10: Consideration and possible action to approve a lease agreement with Woodside Energy (USA) Inc., for 94 acres of land described on Exhibit "A" for a term of eighteen (18) months for \$52,500.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

T.J. Riley motioned to approve a lease agreement with Woodside Energy (USA) Inc., for 94 acres of land described on Exhibit "A" for a term of eighteen (18) months for \$52,500.00. Scott Chapman seconded. Scott Chapman, 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 11: Consideration and possible action to approve a sublease with Dollar General Corporation for a one-year term with a renewal option of an additional year for the 80,000 square foot warehouse at the Ardmore Municipal Airport for a rate of \$ 192,000 annually to be paid in monthly installments of \$16,000.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mike Whitson motioned to approve a sublease with Dollar General Corporation for a one-year term with a renewal option of an additional year for the 80,000 square foot warehouse at the Ardmore Municipal Airport for a rate of \$ 192,000 annually to be paid in monthly installments of \$16,000.00. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 12: 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 was presented.

Item 13: Staff Reports

- a. Airport- Dan Luttrell reported that airport traffic count for August 2021 was down 5% compared to August 2020. The contracts for the Runway 13/31 Rehab project have been signed and sent to the City for approval and execution. The project is expected to begin in January 2022. Finally, H.W. Lochner has begun surveying for the Taxiway E and C/D connector project design.
- b. Industrial Parks- Dan Luttrell reported that Beetle Plastics has fully vacated their building. He is in the process of obtaining proposals for asbestos assessments as well as building demolition.
- c. Marketing Report- Andrea Anderson updated the trustees on projects. She also updated the board on the progress of the housing study. Finally, Ms. Anderson reported that she would be attending the Early Arrivals Reception for the International Assest Management Council in Kansas City and then the annual conference for the International Economic Development Council in Nashville.

Item 14: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:05 p.m.

Respectfully Submitted:

Mita A. Bates, Secretary