

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
December 12, 2022, 4:00 P.M.

Ardmore Industrial Airpark
620 General Drive
Ardmore, OK 73401

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

EX-OFFICIOS TRUSTEES:

STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell

GUESTS: Michael Carnuccio, Steve Cripps, Andy Isbell, Todd Lamb, Tucker Link, Maripat Sexton, Menno Weustink

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

T.J. Riley called the meeting to order at 4:03 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.

*Dr. Craig Gerken arrived at 4:06 p.m.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of November 21, 2022.

Jake Charnock motioned to approve the minutes of the Meeting of November 21, 2022. Eric Howard seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 4: Consideration and possible action to accept the November 2022 Financials.

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

*Michael Carnuccio entered the meeting at 4:15 p.m.

Item 5: Consideration and possible action to declare as surplus items broken, abandoned, or no longer of use and dispose of appropriately as described in Exhibit A and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained to the board that in 2012 the ADA purchased a Riber MBE System to be used by Amethyst Research. At the time the equipment was valued at \$350,000.00. Amethyst Research recently shut down operations at their location, leaving the MBE system. After researching the equipment, it was determined that it is outdated and no longer useful. Following discussion, Scott Chapman motioned to declare as surplus items broken, abandoned, or no longer of use and dispose of appropriately as described in Exhibit A. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 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. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Performance Evaluation)

Mike Whitson motioned to enter Executive Session. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. Executive Session began at 4:18 p.m.

Item 7: Consideration and possible action to reconvene into regular session.

Scott Chapman motioned to reconvene into regular session. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. Regular session reconvened at 5:32 p.m.

*Eric Howard left the meeting at 4:57 p.m.

** Michael Carnuccio, Steve Cripps, Andy Isbell, Todd Lamb, Tucker Link, Maripat Sexton, and Menno Weustink did not return to the meeting following the Executive Session.

Item 8: Consideration and possible action to approve the performance evaluation of the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Mike Whitson motioned to approve the performance evaluation of Bill Murphy, President & CEO, including a 2% raise as well as a 3.5% bonus, with the ADA being responsible for 60% of both. 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 approve an advance per the Loan/Lease Agreement (Loan Schedule 19 and Equipment Lease Schedule 19) in an amount not to exceed \$27,326,577.80 of Additional Equipment for Michelin North America, Ardmore Plant in accordance the Amendments to the Master Equipment Lease Agreement and the Loan and Security Agreement and the Amended and Restated Promissory Note for \$640,000,000.00 dated December 21, 2020, and authorize the Chair to execute all associated documents, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Jake Charnock made a motion to Mike Whitson motioned to approve an advance per the Loan/Lease Agreement (Loan Schedule 19 and Equipment Lease Schedule 19) in an amount not to exceed the amended amount of \$27,219,527.80 of Additional Equipment for Michelin North America, Ardmore Plant in accordance the Amendments to the Master Equipment Lease Agreement and the Loan and Security Agreement and the Amended and Restated Promissory Note for \$640,000,000.00 dated December 21, 2020, and authorize the Chair to execute all associated documents reconvene into regular session. 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 10: 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 11: Staff Reports

- a. President’s Report- Bill Murphy provided an update of his recent activities.
- b. Airport and Industrial Parks- Dan Luttrell reported that airport traffic for the month of November was down 7% due to a reduction in military traffic. Mr. Luttrell also reported that he is still addressing issues related to the MALSR project with the FAA. The project is still scheduled to begin in April 2023. Mr. Luttrell then informed the board that runway 17/35 is experiencing some cracking and that he is working with the team from H.W. Lochner to determine the best path forward for repair. In closing for the airport, the stormwater pipe is being installed for the new Corporate Hangar. Mr. Luttrell then moved to the Industrial Park update which included the clearing of the final ADA-owned acreage at New Horizons Industrial Park. Also, the EDA Waterline Project will begin construction in January.
- c. Marketing- Andrea Anderson updated the trustees on projects.
- d. Legislative- No update provided

Item 12: Adjourn

With no further business, Jake Charnock motioned to adjourn the meeting. Scott Chapman 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. The meeting adjourned at 5:46 p.m.

Respectfully Submitted:

William P. Murphy, Secretary



**REVISED AGENDA
REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. JANUARY 17, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Special Meeting of December 12, 2022.
4. Consideration and possible action to accept the December 2022 Financials.
5. Consideration and possible action to approve authorized signors for 2023, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
6. Consideration and possible action to declare as surplus items broken, abandoned, or no longer of use and dispose of appropriately as described in 'Exhibit A' and the approval or rejection of any amendments proposed or considered by the board at the meeting.
7. Consideration and possible action to grant a perpetual easement and right-of-way as described in Exhibit B for ingress and egress to a residential driveway between the Ardmore Development Authority and Tom C. Coble Living Trust for a property lying in Government Lot 6 and Government Lot 7 of Section 6, T3S R3E, I.M. Carter County and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Contract)
9. Consideration and possible action to reconvene into regular session.
10. Consideration and possible action to approve the contract for the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
11. Consideration and possible action to approve the sale of approximately 94 acres as described on Exhibit "C" to Woodside Energy (USA) for \$12,500.00 per acre with the closing to occur in the 1st quarter of 2023 and the approval or rejection of any amendments proposed or considered by the board at the meeting.
12. Consideration and possible action to approve an amendment to the sublease with ATS World Wide, LLC to reduce the amount of leased space and rent and the approval or rejection of any amendments proposed or considered by the board at the meeting.

13. Consideration and possible action to approve the request by Michelin North America to exercise the option to purchase assets subject to the provisions of Lease Schedule No. 4 dated December 21, 2007, and maturing January 17, 2023, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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.”)
15. Staff Reports:
 - a. President’s Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
16. Adjourn

Agenda posted: January 13, 2023, 9:00 a.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

Exhibit A

1. 1966 Cessna, SN: 337-0430
2. 12 FT Conference Room Table and Chairs



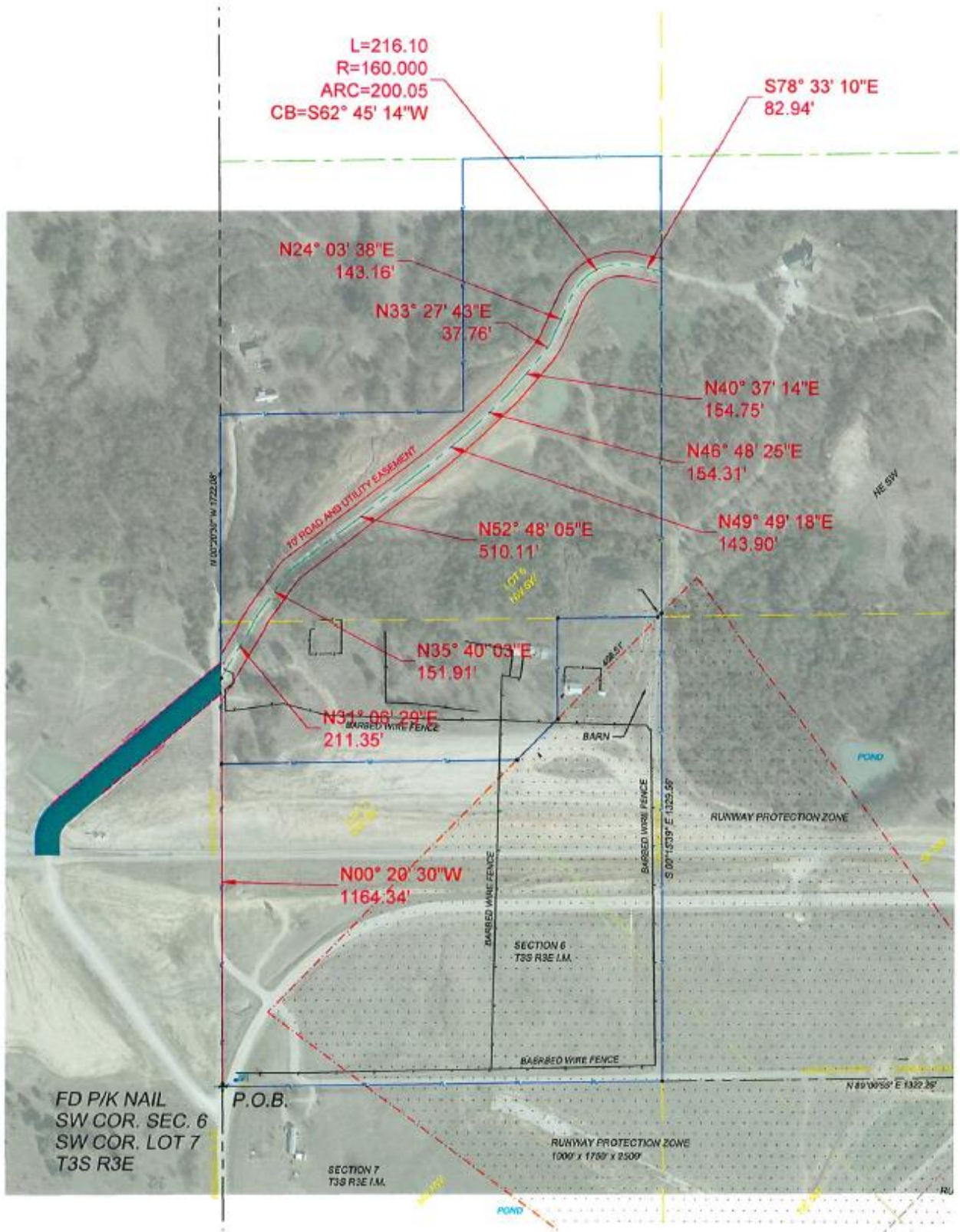
Exhibit B

Legal Description:

A 70' ROAD EASEMENT LYING 35' EITHER SIDE OF A CENTERLINE DESCRIBED AS FOLLOWS:

A 70' ROAD EASEMENT LYING IN GOVERNMENT LOT 6 AND GOVERNMENT LOT 7 OF SECTION 6, T3S R3E, I.M., CARTER COUNTY, OKLAHOMA.

COMMENCING THE SW CORNER OF SW/4 SW/4 (LOT 7) OF SECTION 6 T3S R3E THENCE N 00°20'30" W ALONG THE WEST LINE OF THE SW/4 SW/4 (LOT 7) A DISTANCE OF 1164.34' SAID POINT BEING THE TRUE POINT OF BEGINNING: THENCE N 31°06'29" E A DISTANCE OF 211.35'; THENCE N 35°40'03" E A DISTANCE OF 151.91'; THENCE N 52°48'05" E A DISTANCE OF 510.11'; THENCE N 49°49'18" E A DISTANCE OF 143.90'; THENCE N 46°48'25" E A DISTANCE OF 154.31'; THENCE N 40°37'14" E A DISTANCE OF 154.75'; THENCE N 33°27'43" E A DISTANCE OF 37.76'; THENCE N 24°03'38" E A DISTANCE OF 143.16'; THENCE IN A NORTHEASTERLY DIRECTION ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 160.00' AN ARC LENGTH OF 216.10 A CHORD BEARING OF N 62°45'14" E A CHORD DISTANCE OF 200.05' AND A DELTA ANGLE OF 77°23'11"; THENCE S 78°33'10" E TO A POINT ON THE EAST LINE OF LOT 6 OF SECTION 6, T3S R3E, A DISTANCE OF 82.94' TO THE POINT OF TERMINUS.



L=216.10
 R=160.000
 ARC=200.05
 CB=S62° 45' 14\"W

S78° 33' 10\"E
 82.94'

N24° 03' 38\"E
 143.16'

N33° 27' 43\"E
 37.76'

N40° 37' 14\"E
 154.75'

N46° 48' 25\"E
 154.31'

N52° 48' 05\"E
 510.11'

N49° 49' 18\"E
 143.90'

N35° 40' 03\"E
 151.91'

N31° 06' 29\"E
 211.35'

N00° 20' 30\"W
 1164.34'

FD P/K NAIL
 SW COR. SEC. 6
 SW COR. LOT 7
 T3S R3E

P.O.B.

SECTION 7
 T3S R3E 1/4M.

RUNWAY PROTECTION ZONE
 1000' x 1750' x 2500'

N89°00'58\"E 1322.26'

W 00°20'30\"W 1722.08'

LOT 6
 NW 1/4 SW

608.51'

S 00°15'39\"E 1325.55'

NE SW

POND

RUNWAY PROTECTION ZONE

BARN

SECTION 6
 T3S R3E 1/4M.

BARBED WIRE FENCE

RUNWAY PROTECTION ZONE

1000' x 1750' x 2500'

POND

RU

Exhibit C

A tract of land lying in the West half (W/2) of Section Twenty-Three (23), Township Four (4) South, Range Two (2) East, of the Indian Base and Meridian, Carter County, Oklahoma, being more particularly described by metes and bounds as follows:

Commencing at the Southwest Corner of said Section 23, Thence N 00°38'15" W along the West line of the Southwest Quarter (SW/4), of said Section 23. a distance of 660.41 feet to the Point of Beginning; Thence continuing along said West line

N 00°38'15" W, a distance of 1981.25 feet to the Northwest Corner of said Southwest Quarter SW/4; Thence N 89°30'51" E, along the North line of said Southwest Quarter (SW/4), a distance of 1321.48 feet (Record Distance of 1321.68 feet) to a point on the West line of Westport Industrial Park Addition to Ardmore, Oklahoma; Thence N 00°33'40" W, along said West line a distance of 1238.44 feet; Thence S 66°48'10" E, a distance of 1210.99 feet; Thence S 00°30'27" W, along the East line of Lot 8, Block 1 of Westport Industrial Park Addition a distance of 1107.18 feet; Thence S 89°30'18" W, along the South line of Lots 8 & 9, Block 1 of said Westport Industrial Park Addition, also being the apparent North right of way line of Key Drive a distance of 1087.72 (Record Distance of 1087.98 feet); Thence S 00°33'40" Ea distance of 1625.82 feet; Thence S 89°30'12" W a distance of 1318.84 feet to the Point of Beginning, containing 94.14 acres (4,100,614.33 sq. ft.) more or less.



ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
AMENDED MINUTES OF REGULAR MEETING
January 17, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Michael Carnuccio, Todd Lamb, Tucker Link, Scott Pribula

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

Jake Charnock called the meeting to order at 4:05 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock 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 December 12, 2022.

Patrick McGuire motioned to approve the minutes of the Meeting of December 12, 2022. T.J. Riley seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Scott Chapman arrived at 4:06 p.m.

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

Mike Whitson presented the December 2022 Financials report. After a discussion, T.J. Riley motioned to approve the December 2022 Financials. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, 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 authorized signors for 2023, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy reminded the board that ADA officers for 2023 were elected at the October 2022 meeting. This action would remove 2022 bank account signors and replace them with the new officers. Scott Chapman made a motion for the following to be approved as signors for 2023: William Murphy- President & CEO; Jake Charnock- Chair; Scott Chapman- Vice Chair; Mike Whitson- Treasurer. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to declare as surplus items broken, abandoned, or no longer of use and dispose of appropriately as described in 'Exhibit A' and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the table and chairs listed were no longer being used by the ADA. Dan Luttrell then explained to the board that the ADA came into possession of the aircraft after a former tenant failed to pay past due rent on hangar space. Mr. Luttrell also explained that he had gone through the necessary process with the FAA to obtain the title to the aircraft. It is the intent of the ADA to store the aircraft and donate it to Southern Tech once for the Aviation program. Mike Whitson motioned to declare as surplus items broken, abandoned, or no longer of use and dispose of appropriately as described in 'Exhibit A'. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions.

Item 7: Consideration and possible action to grant a perpetual easement and right-of-way as described in Exhibit B for ingress and egress to a residential driveway between the Ardmore Development Authority and Tom C. Coble Living Trust for a property lying in Government Lot 6 and Government Lot 7 of Section 6, T3S R3E, I.M. Carter County and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Andrea Anderson explained that in 2017, the ADA granted the same easement to Coby Wells for access to his residence north of the Ardmore Industrial Airpark. The residence was sold to Tom C. Coble Living Trust in October 2022. It was discovered after the closing that the easement was not addressed. Mr. Wells retained a barn and some of the acreage on the property and has not conveyed the easement to the purchaser. The proposed easement will help the new buyer and will be identical to that issued in 2017. Ms. Anderson also let the board know that she has been working with the ADA attorney to determine if anything needs to be done in regard to the 2017 easement since Mr. Wells is no longer the owner of the residence and is no longer using it to access the house. Following a brief discussion, T.J. Riley motioned to grant a perpetual easement and right-of-way as described in Exhibit B for ingress and egress to a residential driveway between the Ardmore Development Authority and Tom C. Coble Living Trust for a property lying in Government Lot 6 and Government Lot 7 of Section 6, T3S R3E, I.M. Carter County and the approval or rejection of any amendments proposed or considered by the board at the meeting. Patrick McGuire seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions.

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. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Contract)

Scott Chapman motioned to enter Executive Session. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:21 p.m.

Item 9: Consideration and possible action to reconvene into regular session.

Mike Whitson motioned to reconvene into regular session. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 5:44 p.m.

Jake Charnock made a motion to Mike Whitson motioned to approve an advance per the Loan/Lease Agreement (Loan Schedule 19 and Equipment Lease Schedule 19) in an amount not to exceed the amended amount of \$27,219,527.80 of Additional Equipment for Michelin North America, Ardmore Plant in accordance the Amendments to the Master Equipment Lease Agreement and the Loan and Security Agreement and the Amended and Restated Promissory Note for \$640,000,000.00 dated December 21, 2020, and authorize the Chair to execute all associated documents reconvene into regular session. 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.

*Michael Carnuccio, Todd Lamb, and Tucker Link did not return to Regular Session.

Item 10: Consideration and possible action to approve the contract for the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

T.J. Riley motioned to approve the contract for the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting. Patrick McGuire 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 11: Consideration and possible action to approve the sale of approximately 94 acres as described on Exhibit "C" to Woodside Energy (USA) for \$12,500.00 per acre with the closing to occur in the 1st quarter of 2023 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Anderson reminded the trustees that Woodside Energy leased the proposed acreage in September of 2021 for \$52,500.00 to perform necessary due diligence on the property. It was agreed at that time that the lease amount would be applied to the total purchase price of \$1,175,000.00. They are satisfied with their findings and ready to move forward with the purchase of the

property. After a brief discussion, Scott Chapman motioned to approve the sale of approximately 94 acres as described on Exhibit "C" to Woodside Energy (USA) for \$12,500.00 per acre with the closing to occur in the 1st quarter of 2023 with the \$52,500.00 lease amount to be applied to the final purchase price. Dr. Pam Kimbrough 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 12: Consideration and possible action to approve an amendment to the sublease with ATS World Wide, LLC to reduce the amount of leased space and rent and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Item tabled by Trustees to February Board Meeting

Item 13: Consideration and possible action to approve the request by Michelin North America to exercise the option to purchase assets subject to the provisions of Lease Schedule No. 4 dated December 21, 2007, and maturing January 17, 2023, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy reminded the board that the purchase of new equipment was approved during the December board meeting. Today's transaction is the second step in the annual transaction. T.J. Riley motioned to approve the request by Michelin North America to exercise the option to purchase assets subject to the provisions of Lease Schedule No. 4 dated December 21, 2007, and maturing January 17, 2023, and the approval or rejection of any amendments proposed or considered by the board at the meeting. Patrick McGuire 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 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 tabled his updated until the February meeting.
- b. Airport and Industrial Parks- Dan Luttrell reported that airport traffic for the month of December was down 9% due to a reduction in military traffic. Mr. Luttrell also reported that he is still working with H.W. Lochner on the runway cracking issue discussed in December. The construction of the Corporate Hangar is moving forward.
- c. Marketing- Andrea Anderson reported that planning for the 2023 Lt. Governor's Turkey Hunt has begun. In addition, she and Patrick McGuire had recently met with a group interested in housing development options in Ardmore. In closing, she briefed the trustees on the Oklahoma Reception held in Dallas on January 12th.
- d. Legislative- No update provided

Item 16: Adjourn

With no further business, Scott Chapman motioned to adjourn the meeting. T.J. Riley 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. The meeting adjourned at 5:59 p.m.

Respectfully Submitted:

William P. Murphy, Secretary



REVISED
REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. FEBRUARY 21, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401

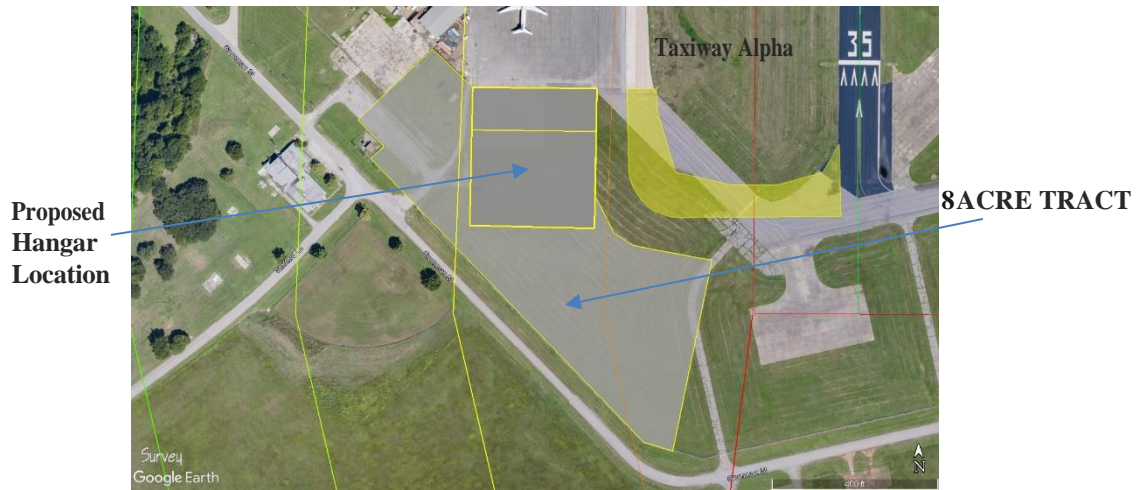
1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the minutes of the Meeting of January 2023.
4. Consideration and possible action to accept the January 2023 Financials.
5. Old Business:
 - a. Consideration and possible action to approve an amendment to the sublease with ATS World Wide, LLC to reduce the amount of leased space and rent and the approval or rejection of any amendments proposed or considered by the board at the meeting.
6. Consideration and possible action to approve the agreement for professional services for \$60,000 with the Oklahoma Lobby Group, LLC for legislative advocacy activity on any legislative issues to drive business and industry to Ardmore and the approval or rejection of any amendments proposed or considered by the board at the meeting.
7. Consideration and possible action to amend the sublease with Skydweller US, Inc. to change the lease hold property to a tract in the SE/4 of Section 18, Township 3 South, Range 3 East Carty County Oklahoma containing 8 acres more or less in lieu of the current lease hold property and the approval or rejection of any amendments proposed or considered by the board at the meeting. (Exhibit A)
8. Consideration and possible action to approve a Master On-Call Agreement with H.W. Lochner for future project development from date of execution through February 28, 2026 (parallel with City of Ardmore Master On-call agreement) and the approval or rejection of any amendments proposed or considered by the board at the meeting.
9. Consideration and possible action to approve Task Order 1 under Ardmore Development Authority Master On-Call Agreement with H.W. Lochner for design of 25' of Taxiway Echo pavement in the amount of \$30,100.00 and the approval or rejection of any amendments proposed or considered by the board at the meeting.
10. Consideration and possible action to approve Task Order 2 under Ardmore Development Authority Master On-Call Agreement with H.W. Lochner for project development Type A Study in the amount of \$69,900.00 and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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).

12. Consideration and possible action to reconvene into regular session.
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.”)
14. Staff Reports:
 - a. President’s Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
15. Adjourn

Agenda posted: February 17, 2023, 10:30 a.m.
Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website;
Ardmore City Hall

EXHIBIT A LEASE LOCATION

EXHIBIT PROPOSED LOCATION SKYDWELLER



A tract in the SE/4 of Section 18, Township 3 South, Range 3 East Carter County Oklahoma containing 8 acres more or less

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 21, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, 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, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Michael Carnuccio, Vince Howie, Michael Pineda, Ryan Langford

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

Jake Charnock called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock 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 January 2023.

T.J. Riley motioned to approve the minutes of the Meeting of January 2023. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Kevin Boatright arrived at 4:03 p.m.

Item 4: Consideration and possible action to accept the January 2023 Financials.

Mike Whitson presented the January 2023 Financials report. After a discussion, Eric Howard motioned to approve the January 2023 Financials. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Dr. Pam Kimbrough arrived at 4:15 p.m.

Item 5: Old Business:

- a. Consideration and possible action to approve an amendment to the sublease with ATS World Wide, LLC to reduce the amount of leased space and rent and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Vince Howie, ATS World Wide, LLC CEO, provided an update on the progress of the company. Due to multiple factors the company is one year behind schedule. Mr. Howie also stated that they are working closely with Congressman Tom Cole's office on getting language into the 2023 FAA Reauthorization that would allow for airports to use AIP funding for towing systems. Finally, Mr. Howie reported that they have a goal of doing their first test pull in September 2023. Dan Luttrell then reported that the amendment to the sublease includes two performance clauses. The first is the completion of design and proof on concept. The second clause is the demonstration of two potential clients. Following a brief discussion, Scott Chapman motioned to approve an amendment to the sublease with ATS World Wide, LLC to reduce the amount of leased space and rent. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 professional services for \$60,000 with the Oklahoma Lobby Group, LLC for legislative advocacy activity on any legislative issues to drive business and industry to Ardmore and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy reminded the board that Oklahoma Lobby Group was first engaged by the ADA in February 2022. This agreement would be for another year and would be for the same amount, payable at \$5,000.00 per month. After a brief discussion, Mike Whitson motioned to approve the agreement for professional services for \$60,000 with the Oklahoma Lobby Group, LLC for legislative advocacy activity on any legislative issues to drive business and industry to Ardmore. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions.

Item 7: Consideration and possible action to amend the sublease with Skydweller US, Inc. to change the lease hold property to a tract in the SE/4 of Section 18, Township 3 South, Range 3 East Carty County Oklahoma containing 8 acres more or less in leu of the current lease hold property and the approval or rejection of any amendments proposed or considered by the board at the meeting. (Exhibit A)

Bill Murphy explained that as development opportunities at the Ardmore Industrial Airpark have increased, it became necessary to move the lease hold location. Andrea Anderson added that in discussions with Dr. Robert Miller of Skydweller, it was indicated that his wish is to simply have a location at the Airpark and at this time he is not particular about whereas the company is behind schedule. Mr. Murphy then explained that due to changing locations, it is the recommendation of ADA counsel, Debi Sterkel, to terminate the existing sublease and execute a new sublease reflecting the new location. After discussion, T.J. Riley motioned to execute a new sublease agreement with Skydweller US, Inc. for a tract in the SE/4 of Section 18, Township 3 South, Range 3 East Carty County Oklahoma containing 8 acres more or less, which would then terminate the existing sublease agreement. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions.

Item 8: Consideration and possible action to approve a Master On-Call Agreement with H.W. Lochner for future project development from date of execution through February 28, 2026 (parallel with City of Ardmore Master On-call agreement) and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained to the trustees that a Master On-Call Agreement is currently in place that is for FAA-funded projects for the City of Ardmore and the Ardmore Development Authority. H.W. Lochner has suggested executing a new agreement that would be for the PREP Fund projects and monies granted to the ADA. The new agreement will allow for quicker project approvals since the City would not have to approve changes. This agreement will be parallel with the existing agreement and will terminate on February 28, 2026. Scott Chapman motioned to approve a Master On-Call Agreement with H.W. Lochner for future project development from date of execution through February 28, 2026 (parallel with City of Ardmore Master On-call agreement). T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 approve Task Order 1 under Ardmore Development Authority Master On-Call Agreement with H.W. Lochner for design of 25' of Taxiway Echo pavement in the amount of \$30,100.00 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell reminded trustees that the FAA currently has a project scheduled to widen Taxiway Echo to 50 feet, but will not widen to the 75 feet needed for air cargo operations. The ADA will cover the cost of the additional 25 feet of pavement needed to accommodate wider aircraft. This would be a reimbursable expense by PREP funds. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 10: Consideration and possible action to approve Task Order 2 under Ardmore Development Authority Master On-Call Agreement with H.W. Lochner for project development Type A Study in the amount of \$69,900.00 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained to the trustees that both the Oklahoma Aeronautics Commission and H.W. Lochner have suggested performing a study of the proposed projects for the airport to determine the best use of the PREP funds. This would also be a reimbursable expense from the granted PREP funds. Dr. Pam Kimbrough motioned to approve Task Order 2 under Ardmore Development Authority Master On-Call Agreement with H.W. Lochner for project development Type A Study in the amount of \$69,900.00. Eric Howard seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 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. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 4:39 p.m.

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

Dr. Pam Kimbrough motioned to reconvene into regular session. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. Steve Rhines stepped out of the room and did not vote. There were no nays or abstentions. The motion passed. Regular session reconvened at 5:15 p.m.

*Michael Pineda returned to the meeting

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 discussed the passage of the GAPS and ADA sales tax renewals. He also updated on recent company visits to the Ardmore Industrial Airpark as well as tours for State legislators.
- b. Airport and Industrial Parks- Dan Luttrell reported that airport traffic for the month of January was up 7%. The Corporate Hangar project is moving along with foundation work to begin the week of February 27th. For the Air Cargo Apron project, Mr. Luttrell is awaiting the final Geotech report while the design work continues. This project is scheduled to begin in the summer. Next, Mr. Luttrell reported that 90% drawings have been submitted to the FAA for approvals and recommendations for changes. Mr. Luttrell then explained he is still working with the FAA on the MALSR project. Due to the movement of the Washita River some changes are being made to the design. He expects project bids to go out in the summer. Finally, the final requested documentation has been sent to the EDA grant administrator for the waterline project. Once approved, construction can begin.
- c. Marketing- Andrea Anderson reported that planning for the 2023 Lt. Governor’s Turkey Hunt continues. In addition, she discussed other events that are being planned for later in the year.
- d. Legislative- Bill Murphy updated on legislative receptions and events attended. He then provided a brief synopsis of proposed bills from Oklahoma Lobby group.

Item 15: Adjourn

With no further business, T.J. Riley motioned to adjourn the meeting. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 5:31 p.m.

Respectfully Submitted:

William P. Murphy, Secretary



**SPECIAL MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. FEBRUARY 27, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve an amendment to the grant service agreement dated July 22, 2019 with Knightsbridge Partners, LLC, an Oklahoma limited liability company and approving payment of \$3,146,875 and the approval or rejection of any amendments proposed or considered by the board at the meeting.
4. Consideration and possible action to approve an Amendment to the FAA Reimbursable Agreement dated 10.12.22 for the MALSR system components for \$130,740.48 and the approval or rejection of any amendments proposed or considered by the board at the meeting.
5. Adjourn

Agenda posted: February 23, 2023, 3:30PM.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
February 27, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Jake Charnock, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES:
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Thom McGuire

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

Jake Charnock called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock that the agenda was placed and posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve an amendment to the grant service agreement dated July 22, 2019 with Knightsbridge Partners, LLC, an Oklahoma limited liability company and approving payment of \$3,146,875 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained to the trustees that following the regular board meeting of February 21, 2023, Michael Carnuccio of Knightsbridge Partners, LLC reached out to Jake Charnock regarding the payment to Knightsbridge for grants received but not yet paid to the ADA. Mr. Charnock informed Mr. Carnuccio that the ADA trustees were not comfortable with paying the full amount of \$4,279,050.00 (8.5% of total awarded) up front versus over time as per the original grant service agreement. After some discussion, Mr. Carnuccio agreed to accept \$3,146,875.00 (6.25%) if paid in full. Mr. Murphy stated that the \$1,132,175.00 saved could be reinvested into other projects at the Airpark. Mr. Murphy then explained that paying Knightsbridge in full will allow the ADA to renegotiate the existing agreement for future services provided by Knightsbridge. The amended agreement was prepared by ADA attorney Debi Sterkel and reviewed by the attorneys for the City of Ardmore and Knightsbridge Partners. The Ardmore Industrial Airpark Mineral Fund will be used for the payment. According to Mr. Murphy, the use of this fund was approved by both Kevin Boatright, Ardmore City Manager, and David Davis, attorney for the City of Ardmore. Trustee Eric Howard asked if a repayment of the funds would be necessary if the total of the amount awarded was not fully utilized by the ADA for the proposed projects. Mr. Murphy explained that the agreement does not include a clawback on any of the funds paid. After a brief discussion, Mike Whitson motioned to approve an amendment to the grant service agreement dated July 22, 2019 with Knightsbridge Partners, LLC, an Oklahoma limited liability company and approving payment of \$3,146,875.00. Eric Howard seconded. Jake Charnock, Eric Howard, Dr. Pam Kimbrough, T.J. Riley, and Mike Whitson voted aye. Patrick McGuire abstained. There were no nay votes. The motion passed.

Item 4: Consideration and possible action to approve an Amendment to the FAA Reimbursable Agreement dated 10.12.22 for the MALSR system components for \$130,740.48 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell reminded the board that they approved the original FAA Reimbursable Agreement at the September 19, 2022 Regular ADA Meeting in the amount of \$631,961.32. Upon submission to the FAA, Mr. Luttrell was informed that the pricing provided by the FAA in the agreement was incorrect. Since then he has been working with partners at H.W. Lochner and has reached out to the FAA District Office to determine how to proceed. Mr. Luttrell stated that the FAA would only proceed with the MALSR project if the additional funds were paid. After a brief discussion, Dr. Pam Kimbrough motioned to approve an Amendment to the FAA Reimbursable Agreement dated 10.12.22 for the MALSR system components for \$130,740.48. Mike Whitson seconded. Jake Charnock, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Adjourn

With no further business, T.J. Riley motioned to adjourn the meeting. Dr. Pam Kimbrough seconded. Jake Charnock, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 4:22 p.m.

Respectfully Submitted:

William P. Murphy, Secretary



**REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. MARCH 20, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Amended minutes of the of January 17, 2023 Regular Meeting.
4. Consideration and possible action to approve the minutes of the of February 21, 2023 Regular Meeting, and the February 27, 2023 Special Meeting.
5. Consideration and possible action to accept the February 2023 Financials.
6. Old Business:
7. 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).
8. Consideration and possible action to reconvene into regular session.
9. 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.”)
10. Staff Reports:
 - a. President’s Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
11. Adjourn

Agenda posted: March 16, 2023, 4:00 p.m.
Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website;
Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 20, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Steve Rhines, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES:
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Thom McGuire, Michael Pineda, Scott Pribula

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

Jake Charnock called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock 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 Amended minutes of the of January 17, 2023 Regular Meeting.

Bill Murphy explained that following the February 21, 2023, meeting it was brought to staff attention that Kevin Boatright was not included in the attendance for the January 17, 2023 meeting. For that reason, an amended version of the minutes needs to be approved with Mr. Boatright included. Mike Whitson motioned to approve the Amended minutes of the of January 17, 2023 Regular Meeting. Patrick McGuire seconded. Jake Charnock, Dr. Craig Gerken, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Scott Chapman arrived at 4:02 p.m.

Item 4: Consideration and possible action to approve the minutes of the February 21, 2023, Regular Meeting, and the February 27, 2023, Special Meeting.

T.J. Riley motioned to approve the minutes of the February 21, 2023, Regular Meeting, and the February 27, 2023, Special Meeting. Patrick McGuire seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Steve Rhines arrived at 4:11 p.m.

Item 5: Consideration and possible action to accept the February 2023 Financials.

Mike Whitson presented the February 2023 Financials report. After discussion, Scott Chapman motioned to approve the February 2023 Financials. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. Th motion passed.

*Thom McGuire left the meeting at 4:14 p.m.

Item 6: Old Business:

Item 7: 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).

Bill Murphy explained that there were no project updates to make that would be appropriate for the Executive Session.

Item 8: Consideration and possible action to reconvene into regular session.

Executive Session not entered into in previous action item.

Item 9: 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

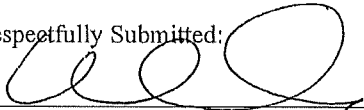
Item 10: Staff Reports

- a. President’s Reports- Bill Murphy reported that he and Jake Charnock met with leadership from The Chickasaw Nation regarding the GTIP project. He also updated on his attendance at recent receptions and events at the State Capitol.
- b. Airport and Industrial Parks- Dan Luttrell reported that traffics counts at Ardmore Municipal Airport were up 68% in February 2023 compared to February 2022 when Runway 13/31 was closed for rehab. Mr. Luttrell then updated on the multiple construction projects at the Ardmore Industrial Airpark including the Corporate Hangar, the air cargo apron, Taxiway E, the MALSR system, the south cargo development, and the EDA Waterline Project.
- c. Marketing- Andrea Anderson updated the trustees on the progress of the Woodside Energy H2OK project as well as planning for the upcoming Lt. Governor’s Turkey Hunt. She also explained that she is working to schedule further industry tours for the ADA Board and City Commissioners.
- d. Legislative- Bill Murphy informed of information coming out about the Volkswagen Project in which Canada was chosen a as the location over Oklahoma. He then discussed the Senate Pro Tempore Greg Treat’s formation of an Economic Development Select Committee to explore issues around the state’s results in large projects in recent years.

Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, 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 4:33 p.m.

Respectfully Submitted:



William P. Murphy, Secretary



**REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. APRIL 17, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the minutes of March 22, 2023, Regular Meeting.
4. Consideration and possible action to accept the March 2023 Financials.
5. Old Business:
6. 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. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Performance Evaluation)
7. Consideration and possible action to reconvene into regular session.
8. Consideration and possible action to approve an amendment to the December 19, 2022 Agreement for Sale and Purchase of Business Assets with WP Global to extend the Due Diligence Period an additional 120 days and the approval or rejection of any amendments proposed or considered by the board at the meeting.
9. Consideration and possible action to approve a 60-day notice to terminate the Grant Services Agreement entered into on January 22, 2019, with Knightsbridge Partners, LLC and the approval or rejection of any amendments proposed or considered by the board at the meeting.
10. Consideration and possible action to approve the performance evaluation of the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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 posing of the agenda.”)
12. Staff Reports:
 - a. President’s Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
13. Adjourn

Agenda posted: April 13, 2023, 4:00 p.m.
Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website;
Ardmore City Hall

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

EX-OFFICIOS TRUSTEES:

STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell

GUESTS: Michael Carnuccio, Todd Lamb, Tucker Link, Michael Pineda, Scott Pribula

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

Jake Charnock called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock 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 March 22, 2023, Regular Meeting.

Mike Whitson motioned to approve the Minutes of the of March 22, 2023, Regular Meeting. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 4: Consideration and possible action to accept the March 2023 Financials.

Mike Whitson presented the March 2023 Financials report. T.J. Riley motioned to approve the March 2023 Financials. Eric Howard seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, Steve Rhines, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Todd Lamb and Tucker Link entered the meeting at 4:10 p.m.

Item 5: Old Business:

None presented.

Item 6: 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. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Performance Evaluation)

Patrick McGuire motioned to enter Executive Session. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 4:12 p.m.

Item 7: Consideration and possible action to reconvene into regular session.

T.J. Riley motioned to reconvene regular session. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 5:15 p.m.

Item 8: Consideration and possible action to approve an amendment to the December 19, 2022, Agreement for Sale and Purchase of Business Assets with WP Global to extend the Due Diligence Period an additional 120 days and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that in conversation with Zach Baden of Watco, the due diligence is taking longer than expected due to some title issues. Mr. Baden feels confident that the issues can be resolved within the extension period. Patrick McGuire motioned to approve an amendment to the December 19, 2022, Agreement for Sale and Purchase of Business Assets with WP

Global to extend the Due Diligence Period an additional 120 days. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 approve a 60-day notice to terminate the Grant Services Agreement entered into on January 22, 2019, with Knightsbridge Partners, LLC and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy began by thanking the team at Knightsbridge Partners for their work with the ADA since 2019. He then explained that for future grant services, a new agreement will be drafted with new parameters. Jake Charnock then reiterated appreciation to Knightsbridge Partners. Mike Whitson motioned to approve a 60-day notice to terminate the Grant Services Agreement entered into on January 22, 2019, with Knightsbridge Partners, LLC. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 10: Consideration and possible action to approve the performance evaluation of the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Scott Chapman motioned to approve the performance evaluation of Bill Murphy and to provide a 11.6% bonus based on his 2022 salary. Eric Howard seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 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.”

Bill Murphy explained that on Monday morning, an issue was discovered with the title of part of the property being sold to Woodside Energy. In a November 14, 2008, transaction, the property was deeded back to the ADA in lieu of foreclosure. The release of mortgage on the property was never filed. In order to satisfy the current title requirement and close the sale to Woodside Energy, the trustees need to approve a release of mortgage and authorize Jake Charnock, ADA Chair, to sign necessary documents. Upon approval Stewart Title will provide and file a Release of Mortgage. T.J. Riley motioned to release the mortgage that was previously extinguished by the deed in lieu of foreclosure that was given to the ADA at the November 14, 2008, transaction and to authorize Jake Charnock to sign the necessary documents. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 12: Staff Reports

- a. President’s Report- Bill Murphy reported on recent conference attendance as well as upcoming conferences.
- b. Airport and Industrial Parks- Dan Luttrell reported that the traffic count at Ardmore Municipal Airport was up 21% in March 2023 versus the previous year. He then reported on multiple projects happening throughout the Ardmore Industrial Airpark.
- c. Marketing- Andrea Anderson updated the trustees on the progress of the Woodside Energy H2OK project as well as planning for the upcoming Lt. Governor’s Turkey Hunt. She also informed the trustees that she is working to reschedule the filming of new promotional video with Neon Cloud Productions.
- d. Legislative- Bill Murphy discussed some of the topics discussed during the most recent Chamber Legislative Luncheon. He also reported that Senator Jerry Alvord has been chosen to sit on the Senate Select Committee for Economic Development.

Item 13: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, 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 5:35 p.m.

Respectfully Submitted:



William P. Murphy, Secretary



**SPECIAL MEETING
ARDMORE DEVELOPMENT AUTHORITY
5:00 P.M. April 27, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

-
1. Call to order and roll call and declaration of quorum.
 2. Confirmation of compliance with the Open Meeting Act.
 3. Consideration and possible action to approve a professional services agreement with Amanda Mullins, PLLC for legal services at \$200/hour and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 4. Consideration and possible action to approve a professional services agreement with the Center for Economic Development Law for legal services at \$325/hour and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 5. Adjourn

Agenda posted: April 24, 2023, 3:00 p.m..

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
April 23, 2023, 5:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Dr. Craig Gerken, Patrick McGuire, T.J. Riley, Mike Whitson

EX-OFFICIOS TRUSTEES:

STAFF: Bill Murphy, Annalisa Peevy

GUESTS:

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

Scott Chapman called the meeting to order at 5:14 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Bill Murphy informed Mr. Chapman that the agenda was placed and posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve a professional services agreement with Amanda Mullins, PLLC for legal services at \$200/hour and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the trustees that Debi Sterkel, the ADA's longtime counsel, has decided to fully retire from her practice. Mrs. Sterkel referred Amanda Mullins to take over legal duties. Mr. Murphy also informed that board that Mrs. Mullins will also be representing the Ardmore Tourism Authority upon approval by that organization's trustees. Following a brief discussion, Mike Whitson motioned to approve a professional services agreement with Amanda Mullins, PLLC for legal services at \$200/hour T.J. Riley seconded. Scott Chapman, Dr. Craig Gerken, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

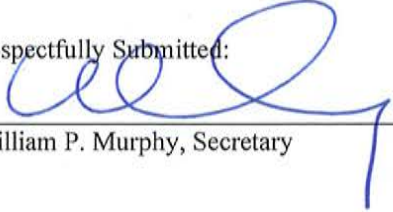
Item 4: Consideration and possible action to approve a professional services agreement with the Center for Economic Development Law for legal services at \$325/hour and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that this engagement is to obtain a legal opinion on the bid process for the PREP funds being awarded to the ADA through the Oklahoma Department of Commerce and the Oklahoma Aeronautics Commission for projects at the Ardmore Industrial Airpark. The agreement will be for no more than fifty (50) hours of work and will not extend beyond 2023. After discussion, T.J. Riley motioned to approve a professional services agreement with the Center for Economic Development Law for legal services at \$325/hour. Dr. Craig Gerken seconded. Scott Chapman, Dr. Craig Gerken, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. Mike Whitson seconded. Scott Chapman, Dr. Craig Gerken, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:28 p.m.

Respectfully Submitted:



William P. Murphy, Secretary



**REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. MAY 15, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

-
1. Call to order and roll call and declaration of quorum.
 2. Confirmation of compliance with the Open Meeting Act.
 3. Consideration and possible action to approve the minutes of April 17, 2023 Regular Meeting and the April 27, 2023 Special Meeting.
 4. Consideration and possible action to accept the April 2023 Financials.
 5. Old Business:
 6. 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).
 7. Consideration and possible action to reconvene into regular session.
 8. Consideration and possible action to approve a closing date extension for a period of 120 days to the Real Estate Purchase Contract between the Ardmore Development Authority and Woodside Energy (USA), Inc dated January 17, 2023, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 9. Consideration and possible action to approve an MOU with the City of Ardmore to commit \$385,334 in matching funds for Oklahoma Aeronautics Commission's ACP 2028 discretionary fund project, taxiway echo phase 3 with a project cost of \$7,335,334, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 9. 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.”)
 10. Staff Reports:
 - a. President’s Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
 11. Adjourn

Agenda posted: May 12, 2023, 10:00 a.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website;
Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
May 15, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy, Marthanna Donald, Andrea Anderson
GUESTS: Ryan Langford, Amanda Mullins

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

Jake Charnock called the meeting to order at 4:00 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock that the agenda was placed and posted in a timely manner in a prominent public view.

*Dr. Pam Kimbrough and Dr. Craig Gerken arrived at 4:01 p.m.

Bill Murphy introduced the guests at the meeting, Ryan Langford of Simmons Bank and Amanda Mullins, the ADA's new legal counsel.

Item 3: Consideration and possible action to approve the minutes of April 17, 2023 Regular Meeting and the April 27, 2023 Special Meeting.

T.J. Riley motioned to approve the minutes of April 17, 2023 Regular Meeting and the April 27, 2023 Special Meeting. Patrick McGuire seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the April 2023 Financials.

Mike Whitson presented the April 2023 Financials. During the discussion, Dr. Craig Gerken had questions on the decline of the Airpark TIF funds. After verification, Mr. Murphy informed him that the Corporate Hangar Project is being funded from that account. Following a brief discussion, Patrick McGuire motioned to accept the April 2023 Financials. Eric Howard seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Old Business:

None

Item 6: 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. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:18 p.m.

Item 7: Consideration and possible action to reconvene into regular session.

Mike Whitson motioned to reconvene Regular Session. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular Session reconvened at 4:41 p.m.

Item 8. Consideration and possible action to approve a closing date extension for a period of 120 days to the Real Estate Purchase Contract between the Ardmore Development Authority and Woodside Energy (USA), Inc dated January 17, 2023, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the board had authorized the sale of the property on January 17, 2023, and that per the sale contract it was to be complete within 60 days. Due to multiple reasons the transaction was not ready to close within that timeframe. It was the recommendation of Amanda Mullins, ADA counsel, to have the board approve an extension of the sale contract. Mr. Murphy further explained that the closing would happen within the week. Scott Chapman motioned to approve a closing date extension for a period of 120 days to the Real Estate Purchase Contract between the Ardmore Development Authority and Woodside Energy (USA), Inc dated January 17, 2023. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 9: Consideration and possible action to approve an MOU with the City of Ardmore to commit \$385,334 in matching funds for Oklahoma Aeronautics Commission's ACP 2028 discretionary fund project, taxiway echo phase 3 with a project cost of \$7,335,334, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that this MOU is the necessary first step needed for the OAC to get the Taxiway Extension Project on the list for 2028. Under the MOU, the ADA will be responsible for 5% or \$385,334.00 of the project cost. After a brief discussion, T.J. Riley motioned to approve an MOU with the City of Ardmore to commit \$385,334 in matching funds for Oklahoma Aeronautics Commission's ACP 2028 discretionary fund project, taxiway echo phase 3 with a project cost of \$7,335,334. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 10: 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

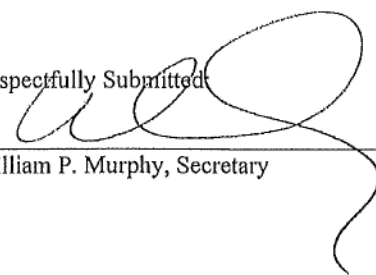
Item 11: Staff Reports:

- a. President's Report- Bill Murphy updated the board on recent and upcoming conference attendance. He then discussed some of the highlights of the recently released report from the Workforce Transformation Task Force as well as the Oklahoma Senate Select Committee on Economic Development.
- b. Airport and Industrial Parks- Mr. Murphy reported that airport traffic is up 113% compared to April 2022. He then provided an update on the multiple projects within the airport. On the industrial park side, work on the EDA Waterline Project is to begin mid-June. The City is also set to begin work on the new waste water treatment plant at the Airpark toward the end of the summer.
- c. Marketing- Andrea Anderson reported on projects and provided the trustees with a final report on the turkey hunt. She also discussed her board participation with the Southern Economic Development Council.
- d. Legislative- None to report

Item 12: Adjourn

With no further business to discuss, Dr. Craig Gerken motioned to adjourn. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Eric Howard, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:00.

Respectfully Submitted



William P. Murphy, Secretary



REVISED
SPECIAL MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. JUNE 20, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the minutes of the May 15, 2023, Regular Meeting.
4. Consideration and possible action to accept the May 2023 Financials.
5. Consideration and possible action to approve the tree removal from approximately 20 acres of ADA property located on Cypert Drive within New Horizons Industrial Park by Wright Diverse Construction for an amount of \$40,000.00, and the approval or rejection of any amendments proposed or considered by the board at the meeting. (Exhibit A)
6. Consideration and possible action to approve a reduction in scope of Task Order 2 with H.W. Lochner for a final amount of \$34,000.00, reducing the previously approved Task Order 2 for \$69,400.00 at the February meeting, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
7. Consideration and possible action to approve a Grant application with the Oklahoma Aeronautics Commission for the design of additional pavement width for taxiway echo and project development type A study for \$64,100.00 the approval or rejection of any amendments proposed or considered by the board at the meeting.
8. Consideration and possible action to approve the preliminary FY2024 budget and the approval or rejection of any amendments proposed or considered by the board at the meeting.
9. Old Business:
10. 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).
11. Consideration and possible action to reconvene into regular session.
12. Consideration and possible action to approve a Memorandum of Understanding (MOU) between the Ardmore Development Authority (ADA) and the City of Ardmore for the ADA's \$2 million contribution to the Woodside Energy site waterline extension project, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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."

14. Staff Reports:

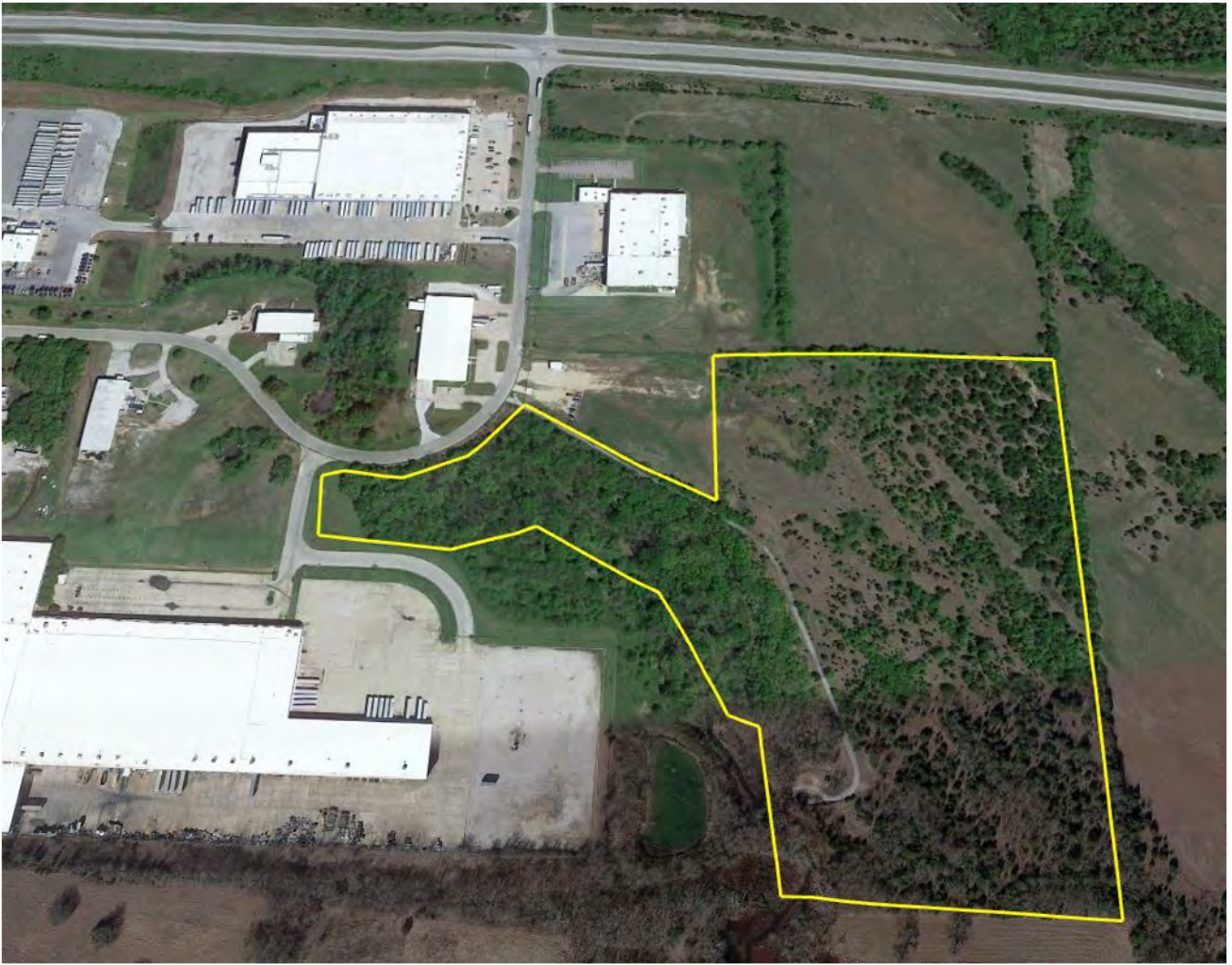
- a. President's Report b. Airport and Industrial Parks c. Marketing d. Legislative

15. Adjourn

Agenda posted: June 16, 2023, 11:00 a.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website;
Ardmore City Hall

EXHIBIT A



ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
June 20, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy, Marthanna Donald, Andrea Anderson, Dan Luttrell
GUESTS: Sarah Delaney, Michael Pineda

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

Jake Charnock called the meeting to order at 4:02 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock that the agenda was placed and posted in a timely manner in a prominent public view.

Mr. Charnock then introduced the guests in attendance.

Item 3: Consideration and possible action to approve the minutes of the May 15, 2023, Regular Meeting.

Dr. Pam Kimbrough motioned to approve the minutes of the May 15, 2023, Regular Meeting. Patrick McGuire seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the May 2023 Financials.

Mike Whitson presented the May 2023 Financials. Following the presentation, T.J. Riley motioned to accept the May 2023 Financials. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, 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 tree removal from approximately 20 acres of ADA property located on Cypert Drive within New Horizons Industrial Park by Wright Diverse Construction for an amount of \$40,000.00, and the approval or rejection of any amendments proposed or considered by the board at the meeting. (Exhibit A)

Bill Murphy informed the board that this is the last acreage of land available within New Horizons Industrial Park for development. Dan Luttrell then explained that even though there are more than 20 acres of uncleared land, it looks like only about 20 acres is developable due to the topography of the property. Mr. Luttrell also informed the board that he reached out to four local companies and only two had the necessary equipment for the project. The project will take approximately three weeks to complete. He then recommended approving to move forward with Wright Diverse Construction in the amount of \$40,000.00. Mike Whitson motioned to approve the tree removal from approximately 20 acres of ADA property located on Cypert Drive within New Horizons Industrial Park by Wright Diverse Construction for an amount of \$40,000.00. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, 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 a reduction in scope of Task Order 2 with H.W. Lochner for a final amount of \$34,000.00, reducing the previously approved Task Order 2 for \$69,400.00 at the February meeting, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that due to overall design changes made for the use of the air cargo development, the scope for Task Order 2 was reduced, leading to a reduction in the cost. Bill Murphy added that the changes have been given clearance from the legislature since they differ from the project as approved for PREP funding. The Oklahoma Aeronautics Commission has also accepted the changes in the project. After a brief discussion, T.J. Riley motioned to approve a reduction in scope of Task Order 2 with H.W. Lochner for a final amount of \$34,000.00, reducing the previously approved Task Order 2 for \$69,400.00 at the February meeting. Patrick McGuire seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, 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 a Grant application with the Oklahoma Aeronautics Commission for the design of additional pavement width for taxiway echo and project development type A study for \$64,100.00 the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that this is the first grant application for projects related to the PREP funds being administered by the OAC. Mr. Luttrell then explained that this would apply only to the section of Taxiway Echo between Taxiways Delta and Bravo. He then reminded the board that they will have to approve grants for each component part of the overall project for PREP fund allocation. Dr. Pam Kimbrough motioned to approve a Grant application with the Oklahoma Aeronautics Commission for the design of additional pavement width for taxiway echo and project development type A study for \$64,100.00. T.J. Riley seconded. Scott Chapman seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8. Consideration and possible action to approve the preliminary FY2024 budget and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy presented the preliminary FY 2024 budget. Following the presentation and discussion, Mr. Murphy told the trustees that given the number of projects in process, the ADA team would work to project costs through FY2026. Jake Charnock asked that the projection include details for committed projects and associated expenses. Mr. Murphy then stated that the final budget will be brought before the trustees at the July meeting for final approval. Dr. Pam Kimbrough then motioned to approve the preliminary FY2024 budget. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 9: Old Business:

None.

Item 10: 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. T.J. Riley seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:58 p.m.

Sarah Delaney and Michael Pineda exited the room.

Item 11: Consideration and possible action to reconvene into regular session.

Mike Whitson motioned to reconvene Regular Session. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 5:25 p.m.

Sarah Delaney and Michael Pineda returned to Regular session.

Item 12: Consideration and possible action to approve a Memorandum of Understanding (MOU) between the Ardmore Development Authority (ADA) and the City of Ardmore for the ADA's \$2 million contribution to the Woodside Energy site waterline extension project, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

T.J. Riley motioned to table the item until the July 17, 2023 ADA Regular Meeting. Mike Whitson seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

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.

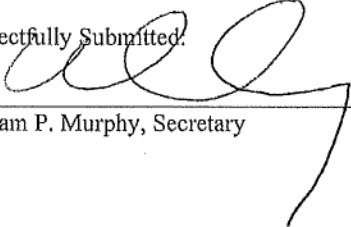
Item 14: Staff Reports:

- a. President's Report- Bill Murphy updated the board on recent and upcoming conference attendance. He then discussed the Workforce Transformation Act passed by the Legislature on June 14.
- b. Airport and Industrial Parks- Dan Luttrell reported that air traffic at Ardmore Municipal Airport is up 47% compared to May 2022. He then updated the board on multiple projects within the Ardmore Industrial Airpark including the corporate hangar project, the air cargo development, and the MALSR project.
- c. Marketing- Andrea Anderson reported on projects including two recent site visits. She reported that the filming of new promotional footage with Neon Cloud Productions was finally able to happen on June 15. Ms. Anderson then informed the board that she recently passed her Economic Development Finance Professional certification, was selected to Leadership Oklahoma Class 36, and was elected to the Select Oklahoma board.
- d. Legislative- Bill Murphy provided during his remarks.

Item 12: Adjourn

With no further business to discuss, T.J. Riley motioned to adjourn. Patrick McGuire seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:37 p.m.

Respectfully Submitted,



William P. Murphy, Secretary



ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. JULY 17, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the minutes of the June 20, 2023, Special Meeting.
4. Consideration and possible action to accept the June 2023 Financials.
5. Consideration and possible action to approve the Final FY2024 budget and the approval or rejection of any amendments proposed or considered by the board at the meeting.
6. Consideration and possible action to approve an MOU for airport management service on Downtown Executive Airport with the City for one year with 4 option renewal years at \$28,000 plus 2.5% increase after the initial year, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
7. Old Business:
 - a. Consideration and possible action to approve a Memorandum of Understanding (MOU) between the Ardmore Development Authority (ADA) and the City of Ardmore for the ADA's \$2 million contribution to the Woodside Energy site waterline extension project, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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).
9. Consideration and possible action to reconvene into regular session.
10. Consideration and possible action to approve Task Order 3 with H.W. Lochner in the amount of \$586,500, for design of the south cargo development and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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.")
12. Staff Reports:
 - a. President's Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
13. Adjourn

Agenda posted: July 14, 2023, 11:00 a.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
July 17, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES:
STAFF: Marthanna Donald, Andrea Anderson, Dan Luttrell
GUESTS: Sarah Delaney, Thom McGuire, Michael Pineda

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

Jake Charnock called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock 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 June 20, 2023, Regular Meeting.

Dr. Pam Kimbrough motioned to approve the minutes of the June 20, 2023, Regular Meeting. T.J. Riley seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the June 2023 Financials.

Mike Whitson presented the June 2023 Financials. Following the presentation, T.J. Riley motioned to accept the June 2023 Financials. Patrick McGuire seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Scott Chapman arrived at 4:11 p.m.

Item 5: Consideration and possible action to approve the Final FY2024 budget and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Andrea Anderson presented the Final FY2024 Budget. Following a discussion of the budget, Mike Whitson motioned to approve the Final FY2024. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible to appoint a Nominating Committee to fill an unexpired term of a Trustee with a term ending 2024 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Item tabled until August 21, 2023, Regular Meeting

Item 7: Consideration and possible action to approve an MOU for airport management service on Downtown Executive Airport with the City for one year with 4 option renewal years at \$28,000 plus 2.5% increase after the initial year, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that this is a renewal for the shared airport operations that the ADA splits with the City of Ardmore. Mr. Luttrell explained that the cost would remain at the current level of \$28,000 for the first year but would have a 2.5% increase during subsequent renewal option years. Following discussion, Scott Chapman motioned to approve an MOU for airport management service on Downtown Executive Airport with the City for one year with 4 option renewal years at \$28,000 plus 2.5% increase after the initial year. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8. Old Business:

- a. Consideration and possible action to approve a Memorandum of Understanding (MOU) between the Ardmore Development Authority (ADA) and the City of Ardmore for the ADA's \$2 million contribution to the Woodside Energy site waterline extension project, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Andrea Anderson reminded the trustees that this MOU is related to the waterline project for the planned H2OK hydrogen plant by Woodside Energy. Following the June 20, 2023, meeting, language was added to the MOU stating that should the project not come to fruition, the City of Ardmore would return monies to the ADA. Discussions were also had with the City in regard to the amount of the ADA's contribution to the project cost and it was agreed that the ADA would contribute the lesser of 20% or \$2 million toward the final project cost. Ms. Anderson also stated that the ADA would pay an initial \$1 million at the start of the project and the remainder at the conclusion of construction. Patrick McGuire then motioned to approve a Memorandum of Understanding (MOU) between the Ardmore Development Authority (ADA) and the City of Ardmore for the ADA's contribution to the Woodside Energy site waterline extension project to be either 20% of the total project cost or \$2 million, whichever is less. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, 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).

Mike Whitson motioned to enter Executive Session. Patrick McGuire seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:26 p.m.

*Sarah Delaney, Thom McGuire, and Michael Pineda left the room

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

T.J. Riley motioned to reconvene into regular session. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 4:36 p.m.

*Sarah Delaney and Michael Pineda returned to the room.

Item 11: Consideration and possible action to approve Task Order 3 with H.W. Lochner in the amount of \$586,500, for design of the south cargo development and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that this item is only for the design of the south cargo development and does not include any construction services costs. In addition, it is reimbursable under PREP funding. Patrick McGuire motioned to approve Task Order 3 with H.W. Lochner in the amount of \$586,500, for design of the south cargo development. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, 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 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 13: Staff Reports:

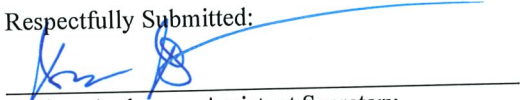
- a. President's Report- Andrea Anderson provided the President's Report on behalf of Bill Murphy. On June 21, Chamber and ADA staff attended the State Chamber Annual Meeting in Oklahoma City. ADA staff also met with the team from Oklahoma Development Finance Authority to discuss potential funding opportunities for multiple projects.
- b. Airport and Industrial Parks- Dan Luttrell reported that air traffic at Ardmore Municipal Airport is up 35% compared to June 2022. He then updated the board on multiple projects within the Ardmore Industrial Airpark including the corporate hangar project. Mr. Luttrell then updated the board on his attendance at the U.S. Contract Tower Association annual meeting in Washington, D.C.
- c. Marketing- Andrea Anderson reported on projects including a recent meeting with a housing developer. Mrs. Anderson then reported that she and Bill Murphy would be traveling to Atlanta to present to the board of the International Asset

- Management Council on the opportunities in Ardmore. Following that she would be attending the annual EAA AirVenture aviation show in Wisconsin as well as the Logistics Development Forum, and the Southern Economic Development Forum.
- d. Legislative- A legislative update was not provided, but T.J. Riley requested an update from Oklahoma Lobby Group at an upcoming meeting.

Item 14: Adjourn

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

Respectfully Submitted:



Andrea Anderson, Assistant Secretary



AGENDA
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. AUGUST 21, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the minutes of the July 17, 2023, Regular Meeting.
4. Consideration and possible action to accept the July 2023 Financials.
5. Presentation from the Oklahoma Lobbying Group on 2023 Oklahoma Legislative Regular and Special Sessions.
6. Consideration and possible action to accept a professional services agreement for bookkeeping services with Jackson, Fox and Richardson CPA for \$80-\$160/hour, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
7. Consideration and possible action to approve an MOU with the City of Ardmore for accepting a grant from the FAA for Taxiway Echo in amount not to exceed \$5,000,000.00, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
8. Consideration and possible action to appoint a Nominating Committee to fill two unexpired terms for Trustees with a term ending 2024 and the approval or rejection of any amendments proposed or considered by the board at the meeting.
9. Old Business:
 - a. Consideration and possible action to appoint a Nominating Committee to fill an unexpired term of a Trustee with a term ending 2024 and the approval or rejection of any amendments proposed or considered by the board at the meeting.
10. 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).
11. Consideration and possible action to reconvene into regular session.
12. Consideration and possible action to approve an amendment to the lease agreement with Dollar General for warehouse space for \$17,100 per month beginning November 2023 for one year with an additional year option, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

13. Consideration and possible action to approve an amendment to the December 19, 2022, Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023, to extend the Due Diligence Period an additional 120 days and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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.”
15. Staff Reports:
 - a. President’s Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
16. Adjourn

Agenda posted: August 17, 2023, 3:45 p.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 21, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Thom McGuire, Michael Pineda, Scott Pribula, Clay Taylor, Clayton Taylor

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

Scott Chapman called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Chapman that the agenda was placed and posted in a timely manner in a prominent public view.

*Dr. Craig Gerken arrived at 4:03 p.m.

Item 3: Consideration and possible action to approve the minutes of the July 17, 2023, Regular Meeting.

Dr. Pam Kimbrough motioned to approve the minutes of the July 17, 2023, Regular Meeting. Mike Whitson seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the July 2023 Financials.

Mike Whitson presented the July 2023 Financials. Following the presentation, T.J. Riley motioned to accept the July 2023 Financials. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Presentation from the Oklahoma Lobbying Group on 2023 Oklahoma Legislative Regular and Special Sessions.

Clayton Taylor and Clay Taylor of Oklahoma Lobbying Group provided the trustees with a recap of the 2023 Oklahoma Legislative Session with topics including PREP Funding, Special Sessions, as well as a broad overview of current Interim Studies. Following their presentation, the gentlemen took questions from the trustees.

Item 6: Consideration and possible action to accept a professional services agreement for bookkeeping services with Jackson, Fox and Richardson CPA for \$80-\$160/hour, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy began by acknowledging the retirement of Thom and Patti McGuire of McGuire & Co. and thanked them for their years of service to the ADA and related organizations. Mr. Murphy then explained that the fee reflects that of the staff accountant for \$80 per hour and the CPA for \$160 per hour. Mr. Murphy then explained that once the new team is familiar and comfortable with the organization's monthly needs, the fee would move to a monthly retainer rather than an hourly basis. Following a brief discussion, Mike Whitson motioned to accept a professional services agreement for bookkeeping services with Jackson, Fox and Richardson CPA for \$80-\$160/hour. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Before moving on, Scott Chapman added his appreciation to the McGuires.

Item 7: Consideration and possible action to approve an MOU with the City of Ardmore for accepting a grant from the FAA for Taxiway Echo in amount not to exceed \$5,000,000.00, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that the MOU is for Phase II of the Taxiway E project. Per the MOU the City will pay any invoices received and the ADA will reimburse. Mr. Luttrell concluded by informing the trustees that the City of Ardmore has already approved the MOU. Patrick McGuire motioned to approve an MOU with the City of Ardmore for accepting a grant from the FAA for Taxiway Echo in amount not to exceed \$5,000,000.00. Dr. Craig Gerken seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8. Consideration and possible action to appoint a Nominating Committee to fill two unexpired terms for Trustees with a term ending 2024 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the trustees that two trustees had resigned due to time commitment of the positions. He then explained that previously, the Nominating Committee for the new trustees was comprised of the Executive Committee. After a brief discussion, T.J. Riley motioned to appoint a Nominating Committee comprised of the current Executive Committee (Jake Charnock, Scott Chapman, and Mike Whitson) to fill two unexpired terms for Trustees with a term ending 2024. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 9: Old Business:

a. Consideration and possible action to appoint a Nominating Committee to fill an unexpired term of a Trustee with a term ending 2024 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Due to Item 8, this item is moot. No action needed.

Item 10: 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. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:32 p.m.

Thom McGuire, Michael Pineda, Scott Pribula, Clay Taylor, and Clayton Taylor left the room.

Item 11: Consideration and possible action to reconvene into regular session.

T.J. Riley motioned to reconvene Open Session. Mike Whitson seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:51 p.m.

Michael Pineda, Scott Pribula, Clay Taylor, and Clayton Taylor returned to room.

Item 12: Consideration and possible action to approve an amendment to the lease agreement with Dollar General for warehouse space for \$17,100 per month beginning November 2023 for one year with an additional year option, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that Dollar General had sent questions regarding part of the lease early Monday morning. For this reason, the item will be tabled until the September 18, 2023, Regular Meeting. Mike Whitson motioned to table the item until the September 18, 2023, Regular Meeting. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 13: Consideration and possible action to approve an amendment to the December 19, 2022, Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023, to extend the Due Diligence Period an additional 120 days and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the trustees that he has been working closely with Zach Baden of WP Global on the transaction. Mr. Baden has stated that significant progress has been made on the due diligence, but there were still issues not yet resolved. Mr. Baden is hopeful that this should be the last extension period needed. T.J. Riley then motioned to approve an amendment to the December 19, 2022, Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

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 stated that he and Andrea Anderson recently attended a Community Partner Meeting at the Valero Refinery. Mr. Murphy then informed the trustees that he recently attended the Transatlantic Business & Investment Council in Atlanta which included companies and consultants that work in Western Europe. He will be participating in an Accredited Economic Development Organization Community Visit in Laredo, Texas as part of his committee work with the International Economic Development Council. He will also be attending the 30th Annual Oklahoma Academy Salute in Tulsa.
- b. Airport and Industrial Parks- Dan Luttrell reported that 36 planes flew-in with Airplanes & Coffee as part of their recent fly-in at Ardmore Municipal Airport. Mr. Luttrell then reported that traffic at Ardmore Municipal Airport is up 12%. He then updated the trustees on multiple projects at both the Ardmore Industrial Airpark including the Corporate Hangar, Taxiway E, the Waterline Project as well as the clearing of property at New Horizons Industrial Park. In closing, Mr. Luttrell informed the trustees that he is working with multiple people including his FAA contact on determining the cost-share decisions around the Control Tower.
- c. Marketing- Andrea Anderson reported that she and Bill Murphy recently presented tot the board of the Industrial Asset Management Council in Atlanta and the Logistics Development Forum where they had one-on-one meetings with multiple site consultants. Ms. Anderson also reported that she and the Oklahoma team participated in approximately 15 meetings at EAA AirVenture in Oshkosh, Wisconsin.
- d. Legislative- No legislative update was provided due to the presentation by the Oklahoma Lobby Group.

Item 16: Adjourn

With no further business to discuss, Dr. Craig Gerken motioned to adjourn. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:15 p.m.

Respectfully Submitted:



William P. Murphy, Secretary



AGENDA
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. SEPTEMBER 18, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the minutes of the August 21, 2023, Regular Meeting.
4. Consideration and possible action to accept the August 2023 Financials.
5. Consideration and possible action to recommend Jeff Moen to serve a remaining term ending December 31, 2024, on the Ardmore Development Authority Board of Trustees and the approval or rejection of any amendments proposed or considered by the board at the meeting.
6. Consideration and possible action to recommend that the City of Ardmore on behalf of the ADA accept the bid from Silverstar Construction for Construction of Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$20,212,287.00 and the approval or rejection of any amendments proposed or considered at the meeting.
7. Consideration and possible action to approve Amendment 1 and 2 to the ADA Master On Call Agreement with Lochner for Task Order 1 and 2 respectively; moving the task orders from the ADA Master On Call agreement to the City of Ardmore Master On Call Agreement, becoming Task Order 3 and 4 respectively and the approval or rejection of any amendments proposed or considered at the meeting.
8. Consideration and possible action to approve an MOU with the City of Ardmore to accept the following grants on behalf of the ADA and the approval or rejection of any amendments proposed or considered at the meeting.
 - OAC grant ADM-23-PREP for design of additional pavement width for Taxiway E and Project Development Type A Study for a total amount of \$64,100
 - OAC grant ADM-24A-PREP for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00
 - OAC grant ADM-24B-PREP for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$8,556,880.64
 - OAC grant ADM-24A-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$278,962.00
 - OAC grant ADM-24B-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$32,611.00
 - FAA AIP grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$5,021,324.00
 - FAA BIL grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$586,996.00
9. Consideration and possible action to approve an MOU with the City of Ardmore on behalf of the ADA to approve an H.W. Lochner Task Order 6 for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design

for a total amount of \$586,500.00 and the approval or rejection of any amendments proposed or considered at the meeting.

10. Old Business:
 - a. Consideration and possible action to approve an amendment to the lease agreement with Dollar General for warehouse space for \$17,100 per month beginning November 2023 for one year with an additional year option, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
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).
12. Consideration and possible action to reconvene into regular session.
13. Consideration and possible action to approve a Design and Construction Management Contract with WP Global, LLC in amount not to exceed \$2,475,402.00 for the design, procurement, bidding, and construction management services of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023, and the approval and rejection of any amendments proposed or considered by the board at the meeting.
14. Consideration and possible action to approve a Grant Services Agreement with WP Global, LLC at no cost for the administration of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023, and the approval and rejection of any amendments proposed or considered by the board at the meeting.
15. 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.”)
16. Staff Reports:
 - a. President’s Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
17. Adjourn

Agenda posted: September 14, 2023, 4:00 p.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 18, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS: Sara Delaney, Thom McGuire, Michael Pineda

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

Scott Chapman called the meeting to order at 4:04 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Chapman 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 August 21, 2023, Regular Meeting.

T.J. Riley motioned to approve the minutes of the August 21, 2023, Regular Meeting. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the August 2023 Financials.

Mike Whitson presented the August 2023 Financials. Following the presentation, Dr. Craig Gerken motioned to accept the August 2023 Financials. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to recommend Jeff Moen to serve a remaining term ending December 31, 2024, on the Ardmore Development Authority Board of Trustees and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that Jeff Moen has agreed to serve the remainder of a term left open following a recent board resignation. At the expiration of the term, Mr. Moen would be eligible to serve two full 3-year terms. Following a brief discussion, Patrick McGuire motioned to recommend Jeff Moen to serve a remaining term ending December 31, 2024, on the Ardmore Development Authority Board of Trustees. T.J. Riley seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to recommend that the City of Ardmore on behalf of the ADA accept the bid from Silverstar Construction for Construction of Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$20,212,287.00 and the approval or rejection of any amendments proposed or considered at the meeting.

Bill Murphy explained that this bid is for Phase II of the Taxiway Echo extension that would begin on the south end of Runway 1331. Dan Luttrell then explained that the bids for this project came in higher than anticipated and that he is working with H.W. Lochner to bring the costs down through value engineering. He is anticipating that the project cost will come down to approximately \$18.5 million. Following discussion, Mike Whitson motioned to recommend that the City of Ardmore on behalf of the ADA accept the bid from Silverstar Construction for Construction of Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$20,212,287.00. Dr. Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, 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 Amendment 1 and 2 to the ADA Master On Call Agreement with Lochner for Task Order 1 and 2 respectively; moving the task orders from the ADA Master On Call agreement to the City of Ardmore Master On Call Agreement, becoming Task Order 3 and 4 respectively and the approval or rejection of any amendments proposed or considered at the meeting.

Bill Murphy explained that the Oklahoma Aeronautics Commission is requesting that funds for the awarded PREP grants run through the City of Ardmore, as the airport sponsor in order to align with other grant programs for the airport. This is an administrative step for H.W. Lochner in relation to the grant and related projects. Dr. Pam Kimbrough motioned to approve Amendment 1 and 2 to the ADA Master On Call Agreement with Lochner for Task Order 1 and 2 respectively; moving the task

orders from the ADA Master On Call agreement to the City of Ardmore Master On Call Agreement, becoming Task Order 3 and 4 respectively. Mike Whitson seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8. Consideration and possible action to approve an MOU with the City of Ardmore to accept the following grants on behalf of the ADA and the approval or rejection of any amendments proposed or considered at the meeting.

- OAC grant ADM-23-PREP for design of additional pavement width for Taxiway E and Project Development Type A Study for a total amount of \$64,100
- OAC grant ADM-24A-PREP for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00
- OAC grant ADM-24B-PREP for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$8,556,880.64
- OAC grant ADM-24A-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$278,962.00
- OAC grant ADM-24B-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$32,611.00
- FAA AIP grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$5,021,324.00
- FAA BIL grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$586,996.00

Bill Murphy explained that the listed grants are the specific items related to items 7 and 8 on the agenda. Dan Luttrell has met with Christy McElroy at the City of Ardmore on all paperwork for each grant. Mr. Murphy also explained that both Amanda Mullins and David Davis, attorneys for the ADA and City, respectively, have approved the consolidation of all grants into one action item. T.J. Riley motioned to approve an MOU with the City of Ardmore to accept the following grants on behalf of the ADA and the approval or rejection of any amendments proposed or considered at the meeting.

- OAC grant ADM-23-PREP for design of additional pavement width for Taxiway E and Project Development Type A Study for a total amount of \$64,100
- OAC grant ADM-24A-PREP for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00
- OAC grant ADM-24B-PREP for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$8,556,880.64
- OAC grant ADM-24A-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$278,962.00
- OAC grant ADM-24B-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$32,611.00
- FAA AIP grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$5,021,324.00
- FAA BIL grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$586,996.00

Dr. Craig Gerken seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, 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 an MOU with the City of Ardmore on behalf of the ADA to approve an H.W. Lochner Task Order 6 for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00 and the approval or rejection of any amendments proposed or considered at the meeting.

Bill Murphy explained that this is for the acceptance of the second grant listed in item #8. Mr. Murphy also clarified that the "parking facility" is a parking lot. Dr. Pam Kimbrough motioned to approve an MOU with the City of Ardmore on behalf of the ADA to approve an H.W. Lochner Task Order 6 for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 10: Old Business:

- a. Consideration and possible action to approve an amendment to the lease agreement with Dollar General for warehouse space for \$17,100 per month beginning November 2023 for one year with an additional year option, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the representative for Dollar General informed him following the August board meeting that they would no longer need the warehouse space. For that reason, no action is needed for this item.

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. T.J. Riley seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:42 p.m.

Sarah Delaney, Thom McGuire, and Michael Pineda exited the room.

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

Mike Whitson motioned to reconvene into regular session. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 5:01 p.m.

Sarah Delaney, Thom McGuire, and Michael Pineda returned to the room.

Item 13: Consideration and possible action to approve a Design and Construction Management Contract with WP Global, LLC in amount not to exceed \$2,475,402.00 for the design, procurement, bidding, and construction management services of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023, and the approval and rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that this contract is the vehicle for WP Global to manage funds designated for rail expansion. Amanda Mullins, Zach Baden, and the Center for Economic Development Law were engaged to put the contract together for all parties. Mr. Murphy noted that this contract would not waive public bid requirements for the project. After a brief discussion, Mike Whitson motioned to approve a Design and Construction Management Contract with WP Global, LLC in amount not to exceed \$2,475,402.00 for the design, procurement, bidding, and construction management services of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 14: Consideration and possible action to approve a Grant Services Agreement with WP Global, LLC at no cost for the administration of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023, and the approval and rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that any costs associated with grant administration would come out of funds that could be used for the project. Because of this, WP Global, LLC will administer the grant at no additional cost in order to maximize funds for construction. T.J. Riley motioned to approve a Grant Services Agreement with WP Global, LLC at no cost for the administration of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 15: 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 16: Staff Reports:

- a. President's Report- Bill Murphy began his report by giving the trustees copies of the new Ardmore Community Guide. He then informed the trustees that a meeting was recently held with Sen. Chuck Hall and partners from WP Global on proposed changes to the original submission for the air cargo development. At the conclusion of the meeting, Senator Hall voiced his approval for the changes for the long-term development of Ardmore Municipal Airport. Mr. Murphy then updated the trustees on recent visits with Chickasaw Nation Governor Bill Anoatubby, Congressman Tom Cole, and the Special Session called by Governor Kevin Stitt.
- b. Airport and Industrial Parks- Dan Luttrell reported that traffic count at Ardmore Municipal Airport is up 29%. He then informed the trustees that the FAA will be doing a benefit-cost analysis of the tower cost share sometime between October and December. The construction of the new corporate hangar should be complete by the end of October. Mr. Luttrell then

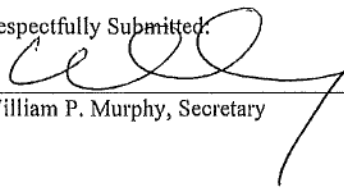
updated on multiple projects including the air cargo apron, taxiway E, and the EDA waterline. Mr. Luttrell also informed the trustees that the AARF truck will be delivered near the end of October and will be operational by the end of the year. In closing, Mr. Luttrell reported that he was recently elected to the board of directors for the American Association of Airport Executives.

- c. Marketing- Andrea Anderson reported that work continues on the new marketing video. She also reported on her attendance at the recent Select Oklahoma Conference on Economic Development and the Industrial Asset Management Council annual meeting in Boise, Idaho. She then talked about the upcoming Workforce Summit being held as a result of the workforce strategy sessions on October 12th. In closing, she reminded the trustees of the upcoming Aviation Dinner and annual Manufacturer and Distribution Center Dinner.
- d. Legislative- Update given during President's Report

Item 16: Adjourn

With no further business to discuss, Dr. Craig Gerken motioned to adjourn. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:24 p.m.

Respectfully Submitted.



William P. Murphy, Secretary



AGENDA
REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. OCTOBER 16, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the minutes of the September 18, 2023, Regular Meeting.
4. Consideration and possible action to accept the September 2023 Financials.
5. Consideration and possible action to recommend Dustin Caldwell to serve a remaining term ending December 31, 2024, on the Ardmore Development Authority Board of Trustees, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
6. Consideration and possible action to approve a Memorandum of Understanding with Delasoft, Inc. for two years for use and development of airfield management software with no financial commitment by either party, and the approval or rejection of any amendments proposed at the meeting.
7. Old Business:
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).
9. Consideration and possible action to reconvene into regular session.
10. 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 posing of the agenda.”)
11. Staff Reports:
 - a. President’s Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
12. Adjourn

Agenda posted: October 12, 2023, 1:00 p.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
October 16, 2023, 4:00 p.m.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, Mike Whitson
EX-OFFICIO: Kevin Boatright
STAFF: Bill Murphy (phone), Andrea Anderson, Marthanna Donald
GUEST(S): Sarah Delaney, Michael Pineda, Ryan Langford

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

Jake Charnock called the meeting to order at 4:03 p.m.

Dr. Craig Gerken joined the meeting at 4:04 p.m.

Item 2: Confirmation of Compliance with the Open Meetings Act.

Andrea Anderson informed Mr. Charnock that the Agenda was placed and posted in a timely manner in a prominent public view.

Chair Jake Charnock welcomed new Trustee Jeff Moen to the ADA Board.

Item 3: Consideration and Possible Action to Approve Minutes of the September 18, 2023 Regular Meeting.

Dr. Pam Kimbrough motioned to approve the minutes of the September 18, 2023 regular meeting. Mike Whitson seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, TJ Riley, and Mike Whitson voted aye. Jeff Moen abstained. There were no nays. The motion passed.

Item 4: Consideration and Possible Action to accept the September 2023 Financials.

Mike Whitson presented the September 2023 financials. Following the presentation, TJ Riley motioned to accept the September 2023 financials. Dr. Craig Gerken seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and Possible Action to Recommend Dustin Caldwell to Serve a Remaining Term Ending December 31, 2024, on the Ardmore Development Authority Board of Trustees, and Approval or Rejection of Any Amendments Proposed and Considered by the Board of Trustees at the Meeting.

Bill Murphy explained that Dustin Caldwell has agreed to serve the remainder of a term left open following a recent Board resignation. At the expiration of the term, Mr. Caldwell would be eligible to serve two full 3-year terms. Mr. Murphy also informed the trustees that Mr. Caldwell's approval by the City of Ardmore is on the City Commission agenda for this evening. Following brief discussion, Mike Whitson motioned to recommend Dustin Caldwell to serve a remaining term ending December 31, 2024 on the Ardmore Development Authority Board of Trustees. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and Possible Action to Approve a Memorandum of Understanding with Delasoft, Inc. for Two Years for Use and Development of Airfield Management Software with No Financial Commitment by Either Party, and Approval or Rejection of Any Amendments Proposed and Considered by the Board of Trustees at the Meeting.

Bill Murphy shared that ADA was approached by Delasoft to test their software for two years at no cost and with no obligation to purchase. Dan Luttrell was impressed by what he had seen of the software and thought it was a good idea to participate in the testing. After review and discussion, Dr. Craig Gerken motioned to approve a Memorandum of Understanding with Delasoft, Inc. for two years for use and development of airfield management software with no financial commitment by either party. TJ Riley seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Old Business

None presented

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)

Mike Whitson motioned to enter Executive Session. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:18 p.m.

Sarah Delaney, Michael Pineda, and Ryan Langford left the meeting

Item 9: Consideration and Possible Action to reconvene into Regular Session.

Dr. Craig Gerken motioned to reconvene into regular session. Mike Whitson seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:34 p.m.

Item 10: 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 Posting of the Agenda"

None presented

Item 11: Staff Reports:

- a) **President's Report** – Bill Murphy informed Trustees he recently attended the Michelin Foundation Golf Tournament in South Carolina where he visited with Michelin's representatives. Mr. Murphy also shared that he attended recent site selection meetings including one in Atlanta. Mr. Murphy updated the Board that the Chamber's new Staff Accountant is Amanda Dion. He also informed the Board that the Chamber's investment campaign, VIP, recently kicked off and will run through Thanksgiving. Investments through VIP also support some ADA events. Many local industry partners are investing and he offered his appreciation.
- b) **Airport and Industrial Parks** – Andrea Anderson reported that traffic at the Ardmore Municipal Airport is down 37% due to reduced military activity. She then updated the Trustees that construction on the Corporate Hangar is nearing completion with HVAC and Parking work wrapping up soon. The Taxiway Echo is slated for an early December start and everything with the Air Cargo construction is moving forward. She announced that the ARFF Truck is on its way. Five-thousand feet of pipe is being installed as part of the EDA Waterline project. The waste-water project is on track and completion is about a year out. The MALSR project is scheduled to begin in January 2021.
- c) **Marketing** – Andrea Anderson reported that the first ADA Aviation Dinner was a great success with over 100 people attending. The annual Manufacturer and Distribution Center Dinner appreciation event was held October 12 with nice attendance. She informed the Trustees of the Ribbon Cutting for Southern Tech's new Aviation Building on November 9 at 10:30 a.m. On November 1, ADA will attend the Oklahoma Manufacturing Alliance luncheon. Ms. Anderson reported on the recent Workforce Summit meeting in which student participation brought helpful input to the discussion. The next Workforce Summit meeting is scheduled for January 23, 2024. She also updated the Trustees with the date for the 2024 Turkey Hunt, April 17-19.
- d) **Legislative** – Bill Murphy updated the Trustees on the recent Special Session called by Governor Stitt to discuss tax cuts.

Item 12: There being no further business, Dr. Craig Gerken motioned to adjourn. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 4:48 pm

Respectfully submitted



Andrea Anderson, Assistant Secretary



**AGENDA
SPECIAL MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. OCTOBER 25, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve an incentive agreement with Dot Foods in an amount not to exceed \$400,000 for a proposed expansion at the Ardmore facility to promote job growth, and the approval or rejection of any amendments proposed at the meeting.
4. Old Business:
5. 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.”
6. Adjourn

Agenda posted: October 23, 2023, 1:00 p.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall



**AGENDA
SPECIAL MEETING
ARDMORE DEVELOPMENT AUTHORITY
8:15 AM NOVEMBER 10, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to accept a resolution acknowledging receipt of a determination letter from the Oklahoma Department of Commerce (“ODOC Determination Letter”); implementing the financial incentive described in the ODOC Determination letter, namely, the Rapid Community Response Program (Ardmore Development Authority Project) Series 2023, in an aggregate principal amount not to exceed \$5,000,000 (The “Award”); approving and authorizing the execution and delivery of the funding agreement and other related documents, and the approval or rejection of any amendments proposed at the meeting.
4. Old Business:
5. 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.”)
6. Adjourn

Agenda posted: November 7, 2023, 8:00 p.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
November 20, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS:

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

Jake Charnock called the meeting to order at 4:00 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock 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 October 16, 2023, Regular Meeting, the October 25, 2023, Special Meeting and the November 10, 2023, Special Meeting, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

T.J. Riley motioned to approve the minutes of the October 16, 2023, Regular Meeting, the October 25, 2023, Special Meeting and the November 10, 2023, Special Meeting. Patrick McGuire seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Patrick McGuire, Jeff Moen, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the October 2023 Financials.

Mike Whitson presented the October 2023 Financials. Following the presentation, Patrick McGuire motioned to accept the October 2023 Financials. Jeff Moen seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Patrick McGuire, Jeff Moen, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Dr. Craig Gerken arrived at 4:09 p.m.

Item 5: Consideration and possible action to appoint a Nominating Committee to appoint three (3) Trustees to each serve a three-year term beginning January 1, 2024, and officers to serve one (1) year terms beginning January 1, 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that Jake Charnock and Scott Chapman are both eligible for a second 3-year term beginning January 1, 2024, and that T.J. Riley is completing his second 3-year term at the end of December. Mr. Charnock and Mr. Chapman both expressed that they are willing to serve a second term. Mr. Charnock then explained that the Executive Committee consisting of himself, Mr. Chapman, and Mike Whitson would serve as the Nominating Committee to fill Mr. Riley's seat as well as to nominate officers. Scott Chapman made a motion to appoint himself, Jake Charnock, and Mike Whitson as the Nominating Committee to appoint three (3) Trustees to each serve a three-year term beginning January 1, 2024, and officers to serve one (1) year terms beginning January 1, 2024. T.J. Riley seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, 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 2024 Meeting Calendar as described in Attachment A, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy presented the 2024 Meeting Calendar to the trustees. Jeff Moen motioned to approve the 2024 Meeting Calendar as described in Attachment A. Mike Whitson seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, 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 a Professional Services Agreement with Gooden Group for strategic communications and media relations consultation and services for a rate of \$250/hour for professional services and crisis communications services at \$285/hour, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the ADA has worked with the Gooden Group in the past. He has now engaged them to help with communications during the wind down of operations of the Michelin plant. Following a brief discussion, Mike Whitson motioned

to approve a Professional Services Agreement with Gooden Group for strategic communications and media relations consultation and services for a rate of \$250/hour for professional services and crisis communications services at \$285/hour. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 8: Consideration and possible action to accept a bid and enter into contract with Green Belt Turf Management LLC for the 2024 ADA Mowing Contract for an amount of \$222,222.00 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 current mowing contract expires on December 31, 2023. The new contract would be for one year with two one-year optional renewals. Mr. Luttrell also explained that the contract specifies FAA height objectives that must be met. The new contract also includes language that would deduct from the contract for any damages caused during mowing and maintenance. A total of four bids were received ranging from \$222,222.00 to \$535,000.00. After review of the four, Mr. Luttrell recommended acceptance of the bid from Green Belt Turf Management, LLC for \$222,222.00. T.J. Riley motioned to accept a bid and enter into contract with Green Belt Turf Management LLC for the 2024 ADA Mowing Contract for an amount of \$222,222.00. Mike Whitson seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. Dr. Craig Gerken abstained. There were no nays. The motion passed.

- Item 9: Consideration and possible action to renew the contract with Pro-Tec Fire Service, LTD to provide professional services that include but are not limited to aircraft rescue and firefighting, mutual aid emergency response and security inspection of the Ardmore Municipal Airport and Ardmore Industrial Airpark for three (3) years beginning 2024 through 2026 for an amount of \$740,500 – Year 1, \$755,322 – Year 2 and \$770,589 – Year 3 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the contract is a 4.7% increase over the 2023 contract and includes 2% increases for 2025 and 2026. Mr. Murphy also explained that the new contract will be slightly over budget for the second half of FY2024 as only a 2% increase was included in the budget. Also included in the contract is the use of the department for mutual aid calls in the area surrounding the Airpark. Following a brief discussion, Jeff Moen motioned to renew the contract with Pro-Tec Fire Service, LTD to provide professional services that include but are not limited to aircraft rescue and firefighting, mutual aid emergency response and security inspection of the Ardmore Municipal Airport and Ardmore Industrial Airpark for three (3) years beginning 2024 through 2026 for an amount of \$740,500 – Year 1, \$755,322 – Year 2 and \$770,589 – Year 3. Dr. Craig Gerken seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 10: Consideration and possible action to approve an MOU with the City of Ardmore and the ADA to allow the ADA utilization of the City's property insurance policy through OMAG to cover the ADA's property and reimburse the City for the amount of premium directly related to the ADA's specific pieces of property within the policy and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that Dan Luttrell has been working with the City of Ardmore and OMAG to verify that the ADA was eligible to use the City's property insurance. This would save the ADA approximately \$75,000.00 this year. Mr. Murphy then explained that the ADA would be required to pay the first quarter of coverage upfront. This item is also on the City Commission November 20, 2023, agenda for approval. Patrick McGuire motioned to approve an MOU with the City of Ardmore and the ADA to allow the ADA utilization of the City's property insurance policy through OMAG to cover the ADA's property and reimburse the City for the amount of premium directly related to the ADA's specific pieces of property within the policy. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 11: Old Business:

None presented

- Item 12: 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. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Performance Evaluation)

Patrick McGuire motioned to enter Executive Session. Scott Chapman seconded. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:39 p.m.

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

Scott Chapman motioned to reconvene into regular session. Dr. Craig Gerken seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 5:35 p.m.

Item 14: Consideration and possible action to suspend the lease agreement with ATS for six months beginning August 2023 through January 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy reminded the board that earlier in the year, the lease rate for ATS was decreased from \$1,000.00 per month along with a reduction in the square footage of the lease space. Due to ownership of the company being located in Poland, it has been difficult for money to be transferred out of the country in the midst of the Ukrainian war. The new motion would suspend the \$500.00 monthly lease payments through January 2024 for a total of \$3,000.00. Mr. Murphy did share that the U.S.-based ATS team is meeting with potential U.S. investors to help ease some of the financial issues. Patrick McGuire motioned to suspend the lease agreement with ATS for six months beginning August 2023 through January 2024. Mike Whitson seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 15: Consideration and possible action to approve an amendment to the December 19, 2022 Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023 and on August 21, 2023, to extend the Due Diligence Period an additional 100 days and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that agreements have been reached with both EJ and a private property owner by WP Global that will impact the development. Both agreements should be executed and closed in the coming weeks. T.J. Riley then motioned to approve an amendment to the December 19, 2022 Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023 and on August 21, 2023, to extend the Due Diligence Period an additional 100 days. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 16: Consideration and possible action to approve the first amendment to the ground sublease between and by the Ardmore Development Authority and Cowboy Holdco, LLC, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that this amendment moves the lease site to the acreage nearest Taxiway E in the space previously leased by Skydweller Aero. Moving the lease to this location puts Cowboy Holdco in a better spot to maximize use of the south air cargo development projects. Mr. Murphy also pointed out that tract 3 is the wastewater lagoon and would be decommissioned and cleaned by the City of Ardmore at the completion of the new wastewater treatment plant before being released to Cowboy Holdco, LLC. Mike Whitson motioned to approve the first amendment to the ground sublease between and by the Ardmore Development Authority and Cowboy Holdco, LLC. Jeff Moen seconded. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 17: 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

*T.J. Riley left the meeting at 5:40 p.m.

Item 18: Staff Reports:

- a. President's Report- Bill Murphy provided an update on the creation of a local Michelin Transition Task Force and potential subcommittees.
- b. Airport and Industrial Parks- Dan Luttrell reported that traffic count at Ardmore Municipal Airport is down 15% due to the flight school no longer operating at the airport. He then informed the trustees that the Corporate Hangar would be complete sometime in mid-December. Phase II of Taxiway E is scheduled to begin on December 12 and will be a 12-month project. The construction of the new air cargo apron is scheduled to go out to bid in December. Finally, Mr. Luttrell reported that installation of the new waterline is at the midpoint of the overall project.
- c. Marketing- Andrea Anderson updated the board on recent trade show and marketing activities.

- d. Legislative- Bill Murphy updated the board on the ADA's participation in the recent Oklahoma Senate Select Committee on Economic Development meeting as well as the recent visit by U.S. Senator Markwayne Mullin. He also updated the trustees on the Rapid Community Response Program passed by the Oklahoma Development Finance Authority.

Item 16: Adjourn

With no further business to discuss, Dr. Craig Gerken motioned to adjourn. Patrick McGuire seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:49 p.m.

Respectfully Submitted:



William P. Murphy, Secretary

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
October 25, 2023, 5:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, Jeff Moen, T.J. Riley, Mike Whitson

EX-OFFICIOS TRUSTEES:

STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald

GUESTS: Rob Hendry

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

Jake Charnock called the meeting to order at 5:01 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock that the agenda was placed and posted in a timely manner in a prominent public view.

*Dr. Craig Gerken arrived at 5:03 p.m.

Item 3: Consideration and possible action to approve an incentive agreement with Dot Foods in an amount not to exceed \$400,000 for a proposed expansion at the Ardmore facility to promote job growth, and the approval or rejection of any amendments proposed at the meeting.

Bill Murphy explained to the trustees that earlier in the day the Oklahoma Development Finance Authority approved the Business Expansion Incentive Program (BEIP) incentive request for Dot Foods in the amount of \$1,750,000.00 for the expansion of their existing freezer space. Of the proposed incentive, \$300,000.00 will be matching funds to BEIP with up to \$100,000.00 to be sale tax reimbursements on items purchased during construction. Rob Hendry, Dot Foods Ardmore facility General Manager, then provided the trustees an overview of the company as well as an explanation of the proposed expansion project. The project will cost approximately \$14,000,000.00 and will add 35 new employees by 2027. After a brief discussion, Mike Whitson motioned to approve an incentive agreement with Dot Foods in an amount not to exceed \$400,000 for a proposed expansion at the Ardmore facility to promote job growth. T.J. Riley seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Old Business

None presented

Item 5: 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 6: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. Dr. Pam Kimbrough seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:17 p.m.

Respectfully Submitted:


William P. Murphy, Secretary



**AGENDA
REGUALR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M. DECEMBER 18, 2023
ARDMORE CHAMBER OF COMMERCE
410 W. MAIN ST.
ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
 2. Confirmation of compliance with the Open Meeting Act.
 3. Consideration and possible action to approve the minutes of the November 20, 2023, Regular Meeting, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 4. Consideration and possible action to accept the November 2023 Financials.
 5. Consideration and possible action to appoint Jake Charnock and Scott Chapman to each serve a second three-year term beginning January 1, 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 6. Consideration and possible action to appoint Dr. Eric Ward to serve an initial three-year term beginning January 1, 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 7. Consideration and possible action to appoint Scott Chapman as Chair, Mike Whitson as Vice Chair, and Jake Charnock as Treasurer to serve a one (1) year term beginning January 1, 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 8. Consideration and possible action to declare 1,000 tons of asphalt millings as surplus and dispose of appropriately, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 9. Consideration and possible action to apply for the 2024 FAA Airport Terminal and Tower Project Grant Program, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
 10. Consideration and possible action to reconsider the vote taken on November 20, 2023, in open session accepting the bid for the 2024 ADA Mowing Contract and entering into a contract with Green Belt Turf Management LLC.
 11. Consideration and possible action to accept a bid and enter into a contract with Green Belt Turf Management LLC for the 2024 ADA Mowing Contract for an amount of \$222,222.00 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

12. Consideration and possible action to accept or reject bids and seek new bids for the 2024 ADA Mowing Contract.
13. Consideration and possible action to approve a payment of \$12,250.00 to James Swanzy for purchase of an easement needed for the MALS system.
14. Consideration and possible action to consent to the City of Ardmore's approval of a person, non-exclusive easement to Morgan/Ward consisting of 0.02 acres or the approval or rejection of any amendments proposed or considered by the board at the meeting.
15. Consideration and possible action to approve a maintenance agreement with DBT Transportation Service for 1 year of AWOS maintenance for \$5,198.00, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
16. Old Business:
17. 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. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Performance Evaluation)
18. Consideration and possible action to reconvene into regular session.
19. Consideration and possible action to approve the performance evaluation of the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting.
20. 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.")
21. Staff Reports:
 - a. President's Report
 - b. Airport and Industrial Parks
 - c. Marketing
 - d. Legislative
22. Adjourn

Agenda posted: December 14, 2023, 2:00 p.m.

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
November 20, 2023, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main Street
Ardmore, OK 73401

TRUSTEES PRESENT: Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, Mike Whitson
EX-OFFICIOS TRUSTEES: Kevin Boatright
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell
GUESTS:

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

Jake Charnock called the meeting to order at 4:00 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock 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 October 16, 2023, Regular Meeting, the October 25, 2023, Special Meeting and the November 10, 2023, Special Meeting, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

T.J. Riley motioned to approve the minutes of the October 16, 2023, Regular Meeting, the October 25, 2023, Special Meeting and the November 10, 2023, Special Meeting. Patrick McGuire seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Patrick McGuire, Jeff Moen, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the October 2023 Financials.

Mike Whitson presented the October 2023 Financials. Following the presentation, Patrick McGuire motioned to accept the October 2023 Financials. Jeff Moen seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Patrick McGuire, Jeff Moen, T.J. Riley, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Dr. Craig Gerken arrived at 4:09 p.m.

Item 5: Consideration and possible action to appoint a Nominating Committee to appoint three (3) Trustees to each serve a three-year term beginning January 1, 2024, and officers to serve one (1) year terms beginning January 1, 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that Jake Charnock and Scott Chapman are both eligible for a second 3-year term beginning January 1, 2024, and that T.J. Riley is completing his second 3-year term at the end of December. Mr. Charnock and Mr. Chapman both expressed that they are willing to serve a second term. Mr. Charnock then explained that the Executive Committee consisting of himself, Mr. Chapman, and Mike Whitson would serve as the Nominating Committee to fill Mr. Riley's seat as well as to nominate officers. Scott Chapman made a motion to appoint himself, Jake Charnock, and Mike Whitson as the Nominating Committee to appoint three (3) Trustees to each serve a three-year term beginning January 1, 2024, and officers to serve one (1) year terms beginning January 1, 2024. T.J. Riley seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, 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 2024 Meeting Calendar as described in Attachment A, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy presented the 2024 Meeting Calendar to the trustees. Jeff Moen motioned to approve the 2024 Meeting Calendar as described in Attachment A. Mike Whitson seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, 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 a Professional Services Agreement with Gooden Group for strategic communications and media relations consultation and services for a rate of \$250/hour for professional services and crisis communications services at \$285/hour, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the ADA has worked with the Gooden Group in the past. He has now engaged them to help with communications during the wind down of operations of the Michelin plant. Following a brief discussion, Mike Whitson motioned

to approve a Professional Services Agreement with Gooden Group for strategic communications and media relations consultation and services for a rate of \$250/hour for professional services and crisis communications services at \$285/hour. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8. Consideration and possible action to accept a bid and enter into contract with Green Belt Turf Management LLC for the 2024 ADA Mowing Contract for an amount of \$222,222.00 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 current mowing contract expires on December 31, 2023. The new contract would be for one year with two one-year optional renewals. Mr. Luttrell also explained that the contract specifies FAA height objectives that must be met. The new contract also includes language that would deduct from the contract for any damages caused during mowing and maintenance. A total of four bids were received ranging from \$222,222.00 to \$535,000.00. After review of the four, Mr. Luttrell recommended acceptance of the bid from Green Belt Turf Management, LLC for \$222,222.00. T.J. Riley motioned to accept a bid and enter into contract with Green Belt Turf Management LLC for the 2024 ADA Mowing Contract for an amount of \$222,222.00. Mike Whitson seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. Dr. Craig Gerken abstained. There were no nays. The motion passed.

Item 9: Consideration and possible action to renew the contract with Pro-Tec Fire Service, LTD to provide professional services that include but are not limited to aircraft rescue and firefighting, mutual aid emergency response and security inspection of the Ardmore Municipal Airport and Ardmore Industrial Airpark for three (3) years beginning 2024 through 2026 for an amount of \$740,500 – Year 1, \$755,322 – Year 2 and \$770,589 – Year 3 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the contract is a 4.7% increase over the 2023 contract and includes 2% increases for 2025 and 2026. Mr. Murphy also explained that the new contract will be slightly over budget for the second half of FY2024 as only a 2% increase was included in the budget. Also included in the contract is the use of the department for mutual aid calls in the area surrounding the Airpark. Following a brief discussion, Jeff Moen motioned to renew the contract with Pro-Tec Fire Service, LTD to provide professional services that include but are not limited to aircraft rescue and firefighting, mutual aid emergency response and security inspection of the Ardmore Municipal Airport and Ardmore Industrial Airpark for three (3) years beginning 2024 through 2026 for an amount of \$740,500 – Year 1, \$755,322 – Year 2 and \$770,589 – Year 3. Dr. Craig Gerken seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 10: Consideration and possible action to approve an MOU with the City of Ardmore and the ADA to allow the ADA utilization of the City's property insurance policy through OMAG to cover the ADA's property and reimburse the City for the amount of premium directly related to the ADA's specific pieces of property within the policy and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that Dan Luttrell has been working with the City of Ardmore and OMAG to verify that the ADA was eligible to use the City's property insurance. This would save the ADA approximately \$75,000.00 this year. Mr. Murphy then explained that the ADA would be required to pay the first quarter of coverage upfront. This item is also on the City Commission November 20, 2023, agenda for approval. Patrick McGuire motioned to approve an MOU with the City of Ardmore and the ADA to allow the ADA utilization of the City's property insurance policy through OMAG to cover the ADA's property and reimburse the City for the amount of premium directly related to the ADA's specific pieces of property within the policy. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 11: Old Business:

None presented

Item 12: 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. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Performance Evaluation)

Patrick McGuire motioned to enter Executive Session. Scott Chapman seconded. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:39 p.m.

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

Scott Chapman motioned to reconvene into regular session. Dr. Craig Gerken seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 5:35 p.m.

Item 14: Consideration and possible action to suspend the lease agreement with ATS for six months beginning August 2023 through January 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy reminded the board that earlier in the year, the lease rate for ATS was decreased from \$1,000.00 per month along with a reduction in the square footage of the lease space. Due to ownership of the company being located in Poland, it has been difficult for money to be transferred out of the country in the midst of the Ukrainian war. The new motion would suspend the \$500.00 monthly lease payments through January 2024 for a total of \$3,000.00. Mr. Murphy did share that the U.S.-based ATS team is meeting with potential U.S. investors to help ease some of the financial issues. Patrick McGuire motioned to suspend the lease agreement with ATS for six months beginning August 2023 through January 2024. Mike Whitson seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 15: Consideration and possible action to approve an amendment to the December 19, 2022 Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023 and on August 21, 2023, to extend the Due Diligence Period an additional 100 days and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that agreements have been reached with both EJ and a private property owner by WP Global that will impact the development. Both agreements should be executed and closed in the coming weeks. T.J. Riley then motioned to approve an amendment to the December 19, 2022 Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023 and on August 21, 2023, to extend the Due Diligence Period an additional 100 days. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 16: Consideration and possible action to approve the first amendment to the ground sublease between and by the Ardmore Development Authority and Cowboy Holdco, LLC, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that this amendment moves the lease site to the acreage nearest Taxiway E in the space previously leased by Skydweller Aero. Moving the lease to this location puts Cowboy Holdco in a better spot to maximize use of the south air cargo development projects. Mr. Murphy also pointed out that tract 3 is the wastewater lagoon and would be decommissioned and cleaned by the City of Ardmore at the completion of the new wastewater treatment plant before being released to Cowboy Holdco, LLC. Mike Whitson motioned to approve the first amendment to the ground sublease between and by the Ardmore Development Authority and Cowboy Holdco, LLC. Jeff Moen seconded. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 17: 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

*T.J. Riley left the meeting at 5:40 p.m.

Item 18: Staff Reports:

- a. President's Report- Bill Murphy provided an update on the creation of a local Michelin Transition Task Force and potential subcommittees.
- b. Airport and Industrial Parks- Dan Luttrell reported that traffic count at Ardmore Municipal Airport is down 15% due to the flight school no longer operating at the airport. He then informed the trustees that the Corporate Hangar would be complete sometime in mid-December. Phase II of Taxiway E is scheduled to begin on December 12 and will be a 12-month project. The construction of the new air cargo apron is scheduled to go out to bid in December. Finally, Mr. Luttrell reported that installation of the new waterline is at the midpoint of the overall project.
- c. Marketing- Andrea Anderson updated the board on recent trade show and marketing activities.

- d. Legislative- Bill Murphy updated the board on the ADA's participation in the recent Oklahoma Senate Select Committee on Economic Development meeting as well as the recent visit by U.S. Senator Markwayne Mullin. He also updated the trustees on the Rapid Community Response Program passed by the Oklahoma Development Finance Authority.

Item 16: Adjourn

With no further business to discuss, Dr. Craig Gerken motioned to adjourn. Patrick McGuire seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Patrick McGuire, Jeff Moen, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:49 p.m.

Respectfully Submitted,



William P. Murphy, Secretary