

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
January 13, 2025, 4:00 p.m.

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

TRUSTEES PRESENT: Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson  
TRUSTEES ABSENT: Dr. Pam Kimbrough  
EX-OFFICIO:  
STAFF: Bill Murphy, Andrea Anderson, Dan Luttrell  
GUEST(S):

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

Mike Whitson called the meeting to order at 4:01 p.m.

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

Andrea Anderson informed Mr. Whitson 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 December 16, 2024, Regular Meeting, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Scott Chapman motioned to approve the minutes of the December 16, 2024, Regular Meeting. Jake Charnock seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays. The motion passed.

Item 4: Consideration and possible action to accept the December 2024 Financials.

Dr. Eric Ward presented the December 2024 Financials. Following discussion, Jake Charnock motioned to accept the December 2024 Financials. Mitesh Patel seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Old Business

None presented.

Item 6: Consideration and possible action to approve surplus of 677 gallons of firefighting foam and seven (7) five-inch (5") fire hoses as shown in Exhibit A to be disposed of appropriately, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained the firefighting foam was made for the old AARF truck and is being phased out for use by the federal government. Mr. Luttrell then explained that the fire hoses are usable, but neither the Airpark or the City of Ardmore have hydrants that will fit the 5" connectors. If approved, the hoses will be sold or donated to a fire department that can use them. Dr. Eric Ward then motioned to approve surplus of 677 gallons of firefighting foam and seven (7) five-inch (5") fire hoses as shown in Exhibit A to be disposed of appropriately. Jeff Moen seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to approve a supplemental agreement with H.W. Lochner for the additional construction services on Partial Parallel Taxiway Echo in the amount not to exceed \$260,400.00, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy began by stating that this motion would be for a recommendation to the City of Ardmore for their Commission meeting on January 21, 2025, and not the final approval. The contractor on the Taxiway Echo project is past their deadline and is being fined \$1,500 per day in liquidated damages. The proposed agreement allows H.W. Lochner to continue their oversight functions in relation to the project. Dan Luttrell added that the contractor has begun reducing pay applications due to the overage of the project. Following discussion, Jeff Moen motioned to recommend approval of a supplemental agreement with H.W. Lochner for the additional construction services on Partial Parallel Taxiway Echo in the amount not to exceed \$260,400.00. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to approve a lease of Box Hangar #3 at 614 McDonnell, Ardmore Municipal Airport to Paul Brightwell for \$750 per month for one year with two optional one-year terms, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that the previous tenant, Blackbeard Aviation, would be vacating the hangar. Upon approval, Paul Brightwell would take over the hangar. Following a brief discussion, Dustin Caldwell motioned to approve a lease of Box Hangar #3 at 614 McDonnell, Ardmore Municipal Airport to Paul Brightwell for \$750 per month for one year with two optional one-year terms. Jake Charnock seconded. Dr. Pam Kimbrough seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward 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).
- 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)

Jake Charnock motioned to enter Executive Session. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:22 p.m.

Bill Murphy, Andrea Anderson, and Dan Luttrell exited Executive Session at 4:45 p.m.

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

Scott Chapman motioned to reconvene into regular session. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 4:53 p.m.

Bill Murphy, Andrea Anderson, and Dan Luttrell returned to the meeting.

Item 11: Consideration and possible action to approve the annual contract for the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Scott Chapman verified that Mr. Murphy had requested rolling over three days of unused vacation from 2024. Mr. Chapman then motioned to approve the annual contract for the President & CEO with the addition of three days of vacation rolling over from 2024 and the salary change as approved during the December 16, 2024, board meeting. Jake Charnock seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 12: Consideration and possible action to approve the promotion of Andrea Anderson to Senior Vice President of Economic Development, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained to the board that Ms. Anderson would soon be celebrating nine years with the organization and has taken on more responsibility over the previous year. He also said that because the ADA is in the middle of the budget year, a new incentive agreement would be developed for Ms. Anderson with a raise to be expected for the next budget year. Mr. Murphy closed with stating that Ms. Anderson would still serve as the Assistant Secretary for the board of trustees. Following a brief discussion, Jeff Moen motioned to approve the promotion of Andrea Anderson to Senior Vice President of Economic Development. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 13: Consideration and possible action to approve the Amended and Restated Funding Agreement with the Oklahoma Development Finance Authority, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the current agreement would be approval to add \$2,000,000 to the overall total of the Rapid Community Response Program, raising the limit from \$5,000,000 to \$7,000,000. Mr. Murphy also noted that the copy of the agreement currently has the wrong address for the ADA on it, but that the final would have the correct address. Jake Charnock then motioned to approve the Amended and Restated Funding Agreement with the Oklahoma Development Finance Authority. Scott Chapman seconded. Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. Dustin Caldwell abstained. There were no nays. 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 posting of the agenda.”

None presented.

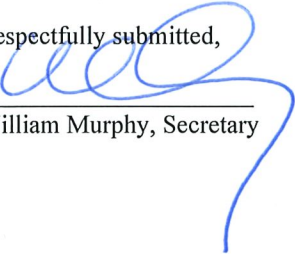
Item 15: Staff Reports:

- a) **President’s Report** – Bill Murphy reported that he and Andrea Anderson recently attended the U.S. Chamber of Commerce’s Institute of Organizational Management class in Tucson, Arizona. Mr. Murphy attendee as a class leader and Ms. Anderson as a participant. He then gave an update on the strategic plan process with Vision First Advisors and informed the trustees that the VFA team would be in Ardmore January 27 through 29. Mr. Murphy shared that as part of the visit, the bi-annual All boards retreat would be planned.
- b) **Airport and Industrial Parks** – Dan Luttrell reported that the runway has reopened as part of the Taxiway Echo project. The overall project is expected to be completed by the end of February. The MALSR project has now begun as well as parts of the Air Cargo Apron project. Mr. Luttrell also reported that he will soon begin accepting bids for the Grumman Road project. In closing, Mr. Luttrell reported that he has received an extension from the FAA for the Tower Modernization project because no bids were received when requested.
- c) **Marketing** – Andrea Anderson updated the board on plans for the annual Lt. Governor’s Turkey Hunt. She also discussed upcoming attendance at the Oklahoma Reception in Dallas and Shot Show in Las Vegas.
- d) **Legislative-** Bill Murphy shared that he and Andrea Anderson would be participating in the upcoming Select Oklahoma legislator training session on January 28. He also shared that staff would be attending multiple legislative receptions following the start of session on February 3.

Item 14: Adjourn

There being no further business, Dr. Eric Ward motioned to adjourn. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, Dr. Eric Ward and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:15 p.m.

Respectfully submitted,

  
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William Murphy, Secretary