

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
March 24, 2025, 4:00 p.m.

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

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, Mike Whitson
TRUSTEES ABSENT: Dustin Caldwell
EX-OFFICIO:
STAFF: Bill Murphy, Andrea Anderson, Amanda Dion, Dan Luttrell
GUEST(S): Michael Pineda

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

Mike Whitson called the meeting to order at 4:00 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 February 25, 2025, Special Meeting, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Jake Charnock motioned to approve the minutes of the February 25, 2025, Special Meeting. Scott Chapman seconded. Scott Chapman, Jake Charnock, Jeff Moen, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays. The motion passed.

Item 4: Consideration and possible action to accept the February 2025 Financials.

Dr. Eric Ward presented the February 2025 Financials. Following the discussion, Scott Chapman motioned to accept the February 2025 Financials. Matt McAnally seconded. Scott Chapman, Jake Charnock, Jeff Moen, Matt McAnally, 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 appoint a nominating committee to fill two unexpired terms ending January 1, 2026, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that two board members recently resigned due to not being able to meet the attendance policy. He then reminded the trustees that the attendance policy was updated during the February board meeting to exclude special meetings from the required attendance. Mr. Murphy then explained that the Nominating Committee has historically been comprised of the ADA Executive Committee. Following discussion, Jeff Moen motioned to appoint Mike Whitson, Jake Charnock, and Dr. Eric Ward as the Nominating Committee to fill two unexpired terms ending January 1, 2026. Dr. Eric Ward seconded. Scott Chapman, Jake Charnock, Jeff Moen, Matt McAnally, 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 resolution of the Chairman and Board of Trustees of the Ardmore Development Authority authorizing the President and Chief Executive Officer to incur purchases of up to Twenty Five Thousand Dollars (\$25,000) without prior board approval for supplies, materials, and equipment, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the board that this item would bring the ADA into line with City of Ardmore purchase policies and still require a second signature on all checks over \$2,500.00. Mr. Murphy explained that this would also allow ADA staff to address time-sensitive situations without having to call a special meeting of the board. Matt McAnally motioned to approve a resolution of the Chairman and Board of Trustees of the Ardmore Development Authority authorizing the President and Chief Executive Officer to incur purchases of up to Twenty-Five Thousand Dollars (\$25,000) without prior board approval for supplies, materials, and equipment. Dr. Eric Ward seconded. Scott Chapman, Jake Charnock, Jeff Moen, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to enter Executive Session for the purpose of:

- a. Conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business under the provisions of 25 O.S. §307C (11).

Jake Charnock motioned to enter Executive Session. Scott Chapman seconded. Scott Chapman, Jake Charnock, Jeff Moen, Matt McAnally, 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.

Michael Pineda left the room at the start of Executive Session.

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

Scott Chapman motioned to reconvene into regular session. Jeff Moen seconded. Scott Chapman, Jake Charnock, Jeff Moen, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 4:40 p.m.

Michael Pineda returned to the room at 4:40 p.m.

Item 10: Consideration and possible action to allow Dot Foods to close in the 2nd quarter of 2025 regarding the sale of approximately 29.93 acres for \$350,000 as approved at the November 18, 2024, meeting, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that Dot Foods is working through incentives with the State of Oklahoma for the proposed project. In working with Dot Foods, they feel confident that a solution should be reached by the end of the second quarter. Jeff Moen motioned to allow Dot Foods to close in the 2nd quarter of 2025 regarding the sale of approximately 29.93 acres for \$350,000 as approved at the November 18, 2024, meeting. Jake Charnock seconded. Scott Chapman, Jake Charnock, Jeff Moen, Matt McAnally, Dr. Eric Ward, 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 posting of the agenda.”

None presented.

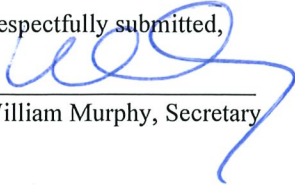
Item 14: Staff Reports:

- a) **President's Report** – Bill Murphy reported that he just returned from attending the Industrial Asset Management Council's Spring Meeting.
- b) **Airport and Industrial Parks** – Dan Luttrell reported that he spent the afternoon touring a group of third and fourth graders at the Airpark, introducing them to the airport. Mr. Luttrell then reported on construction projects. In closing, Mr. Luttrell reported that the FAA Tower cost share will be increasing to 20% from 11% due to a contractor rate increase. Because it is such a large increase, Mr. Luttrell will be working with the FAA to examine when the air traffic counts were last done and ensure that it wasn't during a runway closure.
- c) **Marketing** – Andrea Anderson updated the board on plans for the annual Lt. Governor's Turkey Hunt. She also discussed upcoming attendance at multiple events, including an Oklahoma micropolitan summit and MRO Americas in Atlanta. In closing, she reported that work has begun on the Oklahoma Film Friendly Community designation for Ardmore.
- d) **Legislative**- Bill Murphy shared that he has asked Oklahoma Lobby Group to present at the April meeting.

Item 14: Adjourn

There being no further business, Scott Chapman motioned to adjourn. Jake Charnock seconded. Scott Chapman, Jake Charnock, Jeff Moen, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 4:59 p.m.

Respectfully submitted,


William Murphy, Secretary