

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
JULY 21, 2025, 4:00 p.m.

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

TRUSTEES PRESENT: Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, Mike Whitson
TRUSTEES ABSENT: Mitesh Patel
EX-OFFICIO: Kevin Boatright
STAFF: Bill Murphy, Andrea Anderson, Amanda Dion
GUEST(S): Ginger Cothran, Dr. Tim Faltyn, 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 June 26, 2025, Special Meeting.

Scott Chapman motioned to approve the minutes of the June 26, 2025, Special Meeting. Jeff Moen seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays. The motion passed.

Item 4: Discussion of the preliminary financial statements for June 2025 with the final financials to be presented for Board acceptance following CPA adjustments related to audit recommendations.

Bill Murphy explained to the board that Kathy Fox, the ADA's CPA, is still working on recommended adjustments to leases from the most recent audit. Until she is done with changes, Mrs. Fox did not want to release final versions of the financials. Mr. Murphy then gave a brief overview of the financials, but a vote for approval was not required.

Item 5: Presentation and discussion with the President of Murray State College regarding current and planned initiatives in Ardmore, including institutional growth, proposed building projects, and related developments.

a) Presentation from Dr. Tim Faltyn, President, Murray State College

Dr. Tim Faltyn presented an overview on recent achievements from Murray State College as well as a preview of the upcoming school year.

Michael Pineda arrived to the meeting at 4:29 p.m.

Dr. Tim Faltyn and Ginger Cothran left the meeting after Dr. Faltyn's presentation at 4:39 p.m.

Item 6: Consideration and possible action to recommend Sally Cumpton to fill an unexpired term ending January 1, 2026, and the approval or rejection of any amendments to the appointment proposed or considered by the board during the meeting.

Mike Whitson explained that the executive committee met regarding the unexpired term. Mrs. Cumpton was contacted and expressed willingness to serve. Bill Murphy then explained that Mrs. Cumpton's nomination is on this evening's agenda for approval by the Ardmore City Commission. Matt McAnally then motioned to recommend Sally Cumpton to fill an unexpired term ending January 1, 2026. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, 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 the 2025 Ardmore Economic Vision Plan as the strategic plan for the Ardmore Development Authority, and the approval or rejection of any amendments proposed or considered by the board during the meeting.

Bill Murphy explained that the new Economic Vision Plan includes specific tactics that will guide the work of the ADA over the next three to five years. Mr. Murphy then informed the trustees that the plan is also being taken to the Chamber of Commerce and Ardmore Tourism Authority boards for approval, as it also includes tactics relevant to those organizations. Mike Whitson requested that a visual aid be prepared for the board to refer to during future meetings. Scott Chapman motioned to approve the 2025 Ardmore Economic Vision Plan as the strategic plan for the Ardmore Development Authority. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, 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 an agreement with the Center on Rural Innovation (CORI) to develop a three-phase plan to assess Ardmore's tech ecosystem potential and determine the viability of a business incubator or innovation hub for up to \$95,000 with funding for the plan coming from the Oklahoma Department of Commerce, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy reminded the board that one of the goals of the new Economic Vision Plan centers on the development of entrepreneurial programming and assets. Because the ADA has not historically engaged in those activities, staff felt it necessary to work with groups to help guide the development. Mr. Murphy explained that through other Oklahoma communities and events, he and Andrea Anderson became familiar with the work of the Center on Rural Innovation. Mr. Murphy then reminded the board that the three-phase plan proposed by CORI would be paid for using remaining funds within the Rapid Community Response Program through the Oklahoma Department of Commerce. Following a brief discussion, Dr. Eric Ward motioned to approve an agreement with the Center on Rural Innovation (CORI) to develop a three-phase plan to assess Ardmore's tech ecosystem potential and determine the viability of a business incubator or innovation hub for up to \$95,000 with funding for the plan coming from the Oklahoma Department of Commerce. Matt McAnally seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 9: Consideration and possible action to approve an MOU between the Ardmore Development Authority ("ADA") and the Oklahoma Department of Commerce ("ODOC") to establish a collaborative process between ADA and ODOC to ensure accurate and timely handling of invoices from the Center on Rural Innovation ("Consultant") for services rendered under the Oklahoma Finance Authorities' Rapid Community Response Program ("Program") and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that this agreement is the follow-up to item 8 and formalizes the process for the payment of invoices by the Oklahoma Finance Authority during the ADA's engagement with the Center on Rural Innovation. Mr. Murphy explained that the same process was implemented for the economic vision plan with Vision First Advisors. Dr. Eric Ward motioned to approve an MOU between the Ardmore Development Authority ("ADA") and the Oklahoma Department of Commerce ("ODOC") to establish a collaborative process between ADA and ODOC to ensure accurate and timely handling of invoices from the Center on Rural Innovation ("Consultant") for services rendered under the Oklahoma Finance Authorities' Rapid Community Response Program ("Program"). Jake Charnock seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 10: Consideration and possible action to adopt a resolution of the chairman and board of trustees of the Ardmore Development Authority ("ADA") establishing a Records Retention Policy and authorizing electronic record storage and disposal of original records pursuant to Oklahoma and Federal law, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the presented resolution was suggested by ADA counsel, Amanda Mullins, and that action will also be taken by the boards of the Chamber of Commerce and the Ardmore Tourism Authority. Jeff Moen motioned to adopt a resolution of the chairman and board of trustees of the Ardmore Development Authority ("ADA") establishing a Records Retention Policy and authorizing electronic record storage and disposal of original records pursuant to Oklahoma and Federal law. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 11: Consideration and possible action to approve Lochner's Task Order 5 for a lump sum amount of \$83,400 for design and bid services of an office build out for the 80,000SF warehouse, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the requested work would be for the design of permanent office space on the outside of the existing warehouse and should take approximately 120 calendar days to complete. Mr. Murphy then reminded the trustees that this work is included in the FY26 budget, but the full build-out, estimated at approximately \$500,000, is not in the FY26 budget. Following discussion, Jake Charnock motioned to approve Lochner's Task Order 5 for a lump sum amount of \$83,400 for design and bid services of an office build out for the 80,000SF warehouse. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, 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 Lochner's Task Order 6 for a lump sum amount of \$87,400 for design and construction services of an office build out for Hangar 2, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy began by explaining that items 12 and 13 would be funded in part through the Oklahoma Development Finance Authority incentive approved during the May 22, 2025, Special Meeting.

Mr. Murphy explained that item 12 is for 1,400 square feet of office space inside Hangar 2 for the tenant. Design and construction should take 150 days to complete. Scott Chapman motioned to approve Lochner's Task Order 6 for a lump sum amount of \$87,400 for design and construction services of an office build-out for Hangar 2. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, 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 Lochner's Task Order 7 for a lump sum amount of \$47,700 for design/bid services of an operational rehabilitation for Hangar 7 – South Door, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that this would be for design services related to a new door on the south end of Hangar 7. Mr. Murphy shared that this should take approximately 120 days. Following a brief discussion, Matt McAnally motioned to approve Lochner's Task Order 7 for a lump sum amount of \$47,700 for design/bid services of an operational rehabilitation for Hangar 7 – South Door. Jeff Moen seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 14: Old Business

None presented

Item 15: Consideration and possible action to enter Executive Session for the purpose of:

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. Dr. Eric Wared seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 5:03 p.m.

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

Item 16: Consideration and possible action to reconvene into regular session.

Dr. Eric Ward motioned to reconvene regular session. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 5:14 p.m.

Michael Pineda re-entered the meeting. Kevin Boatright left the meeting.

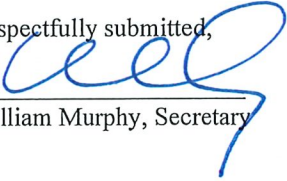
Item 17: Staff Reports:

- a) President's Report – Bill Murphy shared that he will again be participating in the United States Economic Development Administration's America's Competitive Exchange program in August. He also shared that work has already begun on more initiatives of the Economic Vision Plan. Mr. Murphy shared that items pertaining to a new ADA website (goal 1) and a Downtown Destination Grant (goal 3) will be brought to the trustees for consideration during the August board meeting.
- d) Legislative- Bill Murphy shared that lists of approved Interim Studies have been released by the Oklahoma House and Senate. All studies must be complete by October 30.
- b) Airport and Industrial Parks—Bill Murphy shared that Dan Luttrell is currently attending the EAA AirVenture in Oshkosh, Wisconsin. Mr. Murphy shared an update on projects at the Ardmore Industrial Airpark provided by Mr. Luttrell. Taxiway E is anticipated to end in July. A flight check is also scheduled with the FAA on the MALSR system on July 29. The reconstruction of Grumman Road is expected to go out to bid by the end of July. Mr. Luttrell is coordinating with the City of Ardmore on the closure of the existing sanitary sewer lagoon, with cleanup to begin sometime during the third quarter. The City will also start operations at the new wastewater treatment plant by early August. In closing, Mr. Murphy reported that Mr. Luttrell is working with the Oklahoma Department of Aerospace and Aeronautics on additional funding for the Tower Modernization project.
- c) Marketing – Andrea Anderson shared that the Film Friendly Designation application has been submitted. She also shared that a groundbreaking for the new Lone Grove Fire Station would be taking place Tuesday morning. Ms. Anderson shared that part of the funding for the station was coming through the Rapid Community Response Program. Ms. Anderson then shared that she and Mr. Murphy would be presenting to the board of the Industrial Asset Management Council in Atlanta on July 30. In closing, Ms. Anderson reported that she will be heavily involved in the upcoming Southern Economic Development Council Annual Conference being held in Oklahoma City and will then be attending the Transatlantic Business Investment Council meeting in Chicago at the end of August.

Item 19: Adjourn

There being no further business, Scott Chapman motioned to adjourn. Jake Charnock seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Matt McAnally, Jeff Moen, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:22 p.m.

Respectfully submitted,


William Murphy, Secretary