

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 15, 2025, 4:00 p.m.

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

TRUSTEES PRESENT: Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, Dr. Eric Ward, Mike Whitson
TRUSTEES ABSENT: Jeff Moen, Mitesh Patel
EX-OFFICIO: Kevin Boatright
STAFF: Bill Murphy, Andrea Anderson (virtual), 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.

Bill Murphy 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 August 18, 2025, Regular Meeting.

Dr. Eric Ward motioned to approve the minutes of the August 18, 2025, Regular Meeting. Sally Cumpton seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, 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 August 2025 Financials.

Dr. Eric Ward presented the August 2025 Financials. Following the discussion, Sally Cumpton motioned to accept the August 2025 Financials. Jake Charnock seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Michael Pineda entered the meeting at 4:06 p.m.

Item 5: Old Business

None presented.

Item 6: Consideration and possible action to approve the surplus of a 2010 Ford F250, VIN 1FTSW2BR4AEB12707, and the approval or rejection of any amendments proposed or considered at the meeting.

Bill Murphy explained that the following five items would be related. The first three items pertain to the surplus of vehicles currently owned by the ADA, and the final two motions will be for the purchase of replacement vehicles. Mr. Murphy then turned the items over to Dan Luttrell for presentation.

Dan Luttrell explained that upon surplus, the current vehicle will be salvaged due to having over 320,000 miles. Scott Chapman motioned to approve the surplus of a 2010 Ford F250, VIN 1FTSW2BR4AEB12707. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, 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 the surplus of a 2008 Dodge Ram 1500, VIN 1D7HA16N98J180535, and the approval or rejection of any amendments proposed or considered at the meeting.

Dan Luttrell explained that this vehicle is the current maintenance vehicle and that repairs have become more expensive. Dr. Eric Ward motioned to approve the surplus of a 2008 Dodge Ram 1500, VIN 1D7HA16N98J180535. Jake Charnock seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, 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 approve the surplus of a 2008 Ford Expedition, VIN 1FMPU16L83LB93670, and the approval or rejection of any amendments proposed or considered at the meeting.

Dan Luttrell began by stating that it was just verified that this vehicle is a 2003 model, not 2008 and serves as the Operations vehicle, originally inherited from the City of Ardmore. Matt McAnally motioned to approve the surplus of a 2003 Ford Expedition, VIN 1FMPU16L83LB93670. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, 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 the purchase of a 2024 GMC Sierra 2500HD Pro for \$49,570.52 from Jeremy Hodge Chevrolet GMC, and the approval or rejection of any amendments proposed or considered at the meeting.

Dan Luttrell explained that this vehicle is new and would serve as the new maintenance vehicle for the Airpark. Jake Charnock then motioned to approve the purchase of a 2024 GMC Sierra 2500HD Pro for \$49,570.52 from Jeremy Hodge Chevrolet GMC. Matt McAnally seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 10: Consideration and possible action to approve the purchase of a 2025 Toyota Tacoma SR 4WD for \$37,409.48 from Toyota of Ardmore, and the approval or rejection of any amendments proposed or considered at the meeting.

Dan Luttrell explained that this would become the new operations vehicle, as well as a transport vehicle for the Airpark. Dustin Caldwell motioned to approve the purchase of a 2025 Toyota Tacoma SR 4WD for \$37,409.48 from Toyota of Ardmore. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 11: Consideration and possible action to engage Hall Pass Digital to provide marketing services for the Ardmore Development Authority, including positioning and messaging strategy, branded asset design, social media content creation and management, video production, and related deliverables, at an annual cost of \$150,000.

Bill Murphy began by reminding the trustees that the Economic Vision Plan called out the development of new marketing pieces for the ADA, including videos. Mr. Murphy shared that Hall Pass Digital is an Ardmore-based company that he and Andrea Anderson have been in discussion with over several months. Ryan McNeill, Hall Pass' local point of contact, and his team have an extensive background in marketing and digital media. Mr. Murphy also shared that Andrea Anderson is completing the Community Marketing Partnership Program grant application through the Oklahoma Department of Commerce which, if awarded, could offset up to \$50,000 of the cost. In closing, Mr. Murphy reiterated that the proposal would be for the work of the Ardmore Development Authority only. Following discussion, Sally Cumpton motioned to engage Hall Pass Digital to provide marketing services for the Ardmore Development Authority, including positioning and messaging strategy, branded asset design, social media content creation and management, video production, and related deliverables, at an annual cost of \$150,000. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 12: 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).

Scott Chapman motioned to enter Executive Session. Jake Charnock seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:35 p.m.

Michael Pineda exited the room.

Item 13: Consideration and possible action to vote to re-convene Open Session.

Matt McAnally motioned to re-convene Open Session. Dr. Eric War seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open Session re-convened at 4:50 p.m.

Michael Pineda rejoined Open Session.

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.

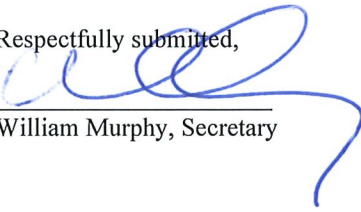
Item 15: Staff Reports:

- a) **President’s Report** – Bill Murphy updated the trustees on recent meetings with the Oklahoma Department of Commerce, both in Ardmore and Oklahoma City. He shared that he will be participating in the upcoming State Chamber of Oklahoma annual D.C. Fly-in. In closing, he shared that the annual All Boards Retreat with the boards of the ADA, Chamber, and Ardmore Tourism Authority will take place on Tuesday, September 30.
- b) **Airport and Industrial Parks** – Dan Luttrell reported that Taxiway E, Phase II has some finish grading to be complete. For the MALSR project, truss repairs are complete and site restoration and fencing will be complete in the coming weeks. The Grumman Road reconstruction project has gone out to bid, with the bid opening scheduled for September 24. For the Tower Modernization project, the contractor is preparing for a late-October, early-November start. In closing, Mr. Luttrell shared that Airplanes & Coffee would be coming into the Airpark for their annual fly-in on Saturday, October 4.
- c) **Marketing** – Andrea Anderson shared that she is applying to the previously mentioned Community Marketing Partnership Program through the Oklahoma Department of Commerce to help offset costs of the recently approved marketing activities, including website redesign and the Hall Pass Digital engagement. She also shared about recent attendance at conferences as well as upcoming tradeshow and education events throughout the fall.

Item 16: Adjourn

There being no further business, Jake Charnock motioned to adjourn. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpston, Matt McAnally, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:05 p.m.

Respectfully submitted,


William Murphy, Secretary