

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

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 Meetings 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 13, 2025, Regular Meeting.

Scott Chapman motioned to approve the minutes of the October 13, 2025, Regular Meeting. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays. The motion passed.

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

Dr. Eric Ward presented the October 2025 Financials. Following the discussion, Jeff Moen motioned to accept the October 2025 Financials. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Michel Pineda entered the meeting at 4:05 p.m.

Item 5: Old Business

None presented.

Item 6: Consideration and possible action to accept the 2024 ADA Audit, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

a) Presentation from Eric Russell with Russell and Williams CPAs, PC.

Bill Murphy reminded the trustees that 2024 was the transition year from the ADA's previous accountant to the current. He then introduced Eric Russel, who then presented the 2024 ADA Audit. Following the discussion, Dustin Caldwell motioned to accept the 2024 ADA Audit. Mitesh Patel seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Eric Russell left the meeting at 4:20 p.m.

Item 7: Consideration and possible action to accept the engagement with Russell & Williams CPAs for the 2025 ADA Audit for \$19,900 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that the proposed cost is the same as the FY2024 Audit. Matt McAnally seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to approve the 2026 Meeting Calendar as described in Exhibit “A”, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Jake Charnock directed the trustees to the calendar in Exhibit A and noted dates that do not fall on the normal appointed dates. Dustin Caldwell motioned to approve the 2026 Meeting Calendar as described in Exhibit “A.” Scott Chapman seconded. Jake Charnock seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 9: Consideration and possible action to recommend the appointment of Sally Cumpton to serve an initial three-year term beginning January 1, 2026, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Jake Charnock shared that the Nominating Committee had met and recommended Sally Cumpton to serve a three-year term. Scott Chapman motioned to recommend the appointment of Sally Cumpton to serve an initial three-year term beginning January 1, 2026. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. Sally Cumpton abstained. There were no nays. The motion passed.

Item 10: Consideration and possible action to recommend the appointment of Mitesh Patel to serve an initial three-year term beginning January 1, 2026, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Jake Charnock shared that the Nominating Committee also recommends Mitesh Patel to serve a three-year term. Dustin Caldwell motioned to recommend the appointment of Mitesh Patel to serve an initial three-year term beginning January 1, 2026. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, and Dr. Eric Ward voted aye. Mitesh Patel abstained. There were no nays. The motion passed.

Item 11: Consideration and possible action to appoint Jake Charnock as Chair, Dr. Eric Ward as Vice Chair, and Jeff Moen as Treasurer to serve a one (1) year term beginning January 1, 2026, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy shared that the Nominating Committee also recommend the proposed slate of officers for the ADA Board of Trustees. Sally Cumpton motioned to appoint Jake Charnock as Chair, Dr. Eric Ward as Vice Chair, and Jeff Moen as Treasurer to serve a one (1) year term beginning January 1, 2026. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 12: Consideration and possible action to appoint a Nominating Committee to appoint a trustee to serve a three-year term beginning January 1, 2026, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy shared that one of the trustees eligible to serve a second three-year term, does not wish to do so. Scott Chapman motioned to appoint a Nominating Committee consisting of Jake Charnock, Dr. Eric Ward, and Jeff Moen to appoint a trustee to serve a three-year term beginning January 1, 2026. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 13: Consideration and possible action to approve a resolution approving the City of Ardmore’s installation and maintenance of electrical service facilities within ADA-owned right-of-way; making findings of public purpose; and authorizing implementation, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy shared that the proposed facility would be located by the ADA-owned parking lot on E Street SW by Central Park for events at the Park. He then shared that the facilities would be placed at the expense of the City of Ardmore. Dustin Caldwell motioned to approve a resolution approving the City of Ardmore’s installation and maintenance of electrical service facilities within ADA-owned right-of-way; making findings of public purpose; and authorizing implementation. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 14: Consideration and possible action to approve a Memorandum of Understanding with the City of Ardmore for the purpose of explaining the responsibilities and duties of the parties with respect to an Oklahoma Department of Aerospace and Aeronautics ADM-26A-PREP grant to provide \$7,882,190.00 of funding for the construction and inspection services of Grumman St. roadway and parking lot, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy reminded the trustees that because the City of Ardmore is the owner of Ardmore Municipal Airport, all grants with ODAA go through them. Mr. Murphy explained that the MOU sets up the ADA to reimburse the City for all project expenditures through the grant. Sally Cumpton motioned to approve a Memorandum of Understanding with the City of Ardmore for the purpose of explaining the responsibilities and duties of the parties with respect to an Oklahoma Department of Aerospace and Aeronautics ADM-26A-PREP grant to provide \$7,882,190.00 of funding for the construction and inspection services of Grumman St. roadway and parking lot. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 15: Consideration and possible action to award a base bid and add alternate number 1 of \$6,887,930.00 to Silver Star Construction Co., Inc. for the construction of Grumman St. roadway and parking lot, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell shared that six bids were received for the project. Mr. Luttrell shared that the proposed bid is under the estimated project cost and that the project would begin when Silver Star completes the Taxiway E and apron projects. Following discussion, Jeff Moen motioned to award a base bid and add alternate number 1 of \$6,887,930.00 to Silver Star Construction Co., Inc. for the construction of Grumman St. roadway and parking lot. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 16: Consideration and possible action to approve a Memorandum of Understanding with the City of Ardmore for the purpose of explaining the responsibilities and duties of the parties with respect to Lochner Task Order #10 for the design of new box hangars for \$261,700.00, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell shared that the Oklahoma Department of Aerospace and Aeronautics is providing one-time funding due to available funds. Mr. Luttrell then reminded the board that all hangars at the Airport are currently full and that increased based-aircraft and aircraft operations could help offset the Tower cost share. Following discussion, Dr. Eric Ward motioned to approve a Memorandum of Understanding with the City of Ardmore for the purpose of explaining the responsibilities and duties of the parties with respect to Lochner Task Order #10 for the design of new box hangars for \$261,700.00. Dustin Caldwell seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 17: Consideration and possible action to approve a sublease agreement with Brent Harness and CD Hale for the storage of airworthy aircraft at 622 McDonnell St (Box Hangar 1) for 1 year with 2 additional 1-year options for \$750 per month, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell shared that he receives annual rental reports for airports in the region and that the proposed rate is in line. Following discussion, Dustin Caldwell motioned to approve a sublease agreement with Brent Harness and CD Hale for the storage of airworthy aircraft at 622 McDonnell St (Box Hangar 1) for 1 year with 2 additional 1-year options for \$750 per month. Sally Cumpton seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 18: Consideration and possible action to enter into a Cooperative Agreement for one year with the Oklahoma Department of Agriculture, Food, and Forestry-Wildlife Services Division for the purposes of controlling and mitigating unsafe wildlife inhabitants at Ardmore Municipal Airport for an annual amount of \$7,500, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell shared that feral hogs have gotten inside the fence and that airport staff is not allowed to dispense of them. Following discussion, Jeff Moen motioned to enter into a Cooperative Agreement for one year with the Oklahoma Department of Agriculture, Food, and Forestry-Wildlife Services Division for the purposes of controlling and mitigating unsafe wildlife inhabitants at Ardmore Municipal Airport for an annual amount of \$7,500. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 19: 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, discipline, or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO)

Jeff Moen motioned to enter Executive Session. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:46 p.m.

Michael Pineda exited the room.

Item 20: Consideration and possible action to reconvene into regular session.

Jeff Moen motioned to reconvene Regular Session. Scott Chapman seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, Mitesh Patel, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed. Regular Session reconvened at 5:28 p.m.

Mitesh Patel and Kevin Boatright left the meeting at 5:28 p.m. Michael Pined returned to the meeting at 5:28 p.m.

Item 21: Consideration and possible action on matters discussed in executive session, including but not limited to approving the performance evaluation of the President & CEO, and the approval or rejection of any amendments proposed or considered by the board, including but not limited to any related employment contract amendments, compensation adjustments, or other actions arising from the evaluation, and the approval or rejection of any amendments proposed or considered by the board.

Scott Chapman motioned to approve the use of the performance evaluation form of the President & CEO. Sally Cumpton seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Sally Cumpton, Jeff Moen, and Dr. Eric Ward voted aye. There were no nays or abstentions. The motion passed.

Item 22: 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 reasonably been foreseen prior to the time of posting of the agenda."

None.

Item 23: Staff Reports:

- a) **President's Report** – Bill Murphy shared that, based on feedback received during the recent All Boards Retreat, he is providing updates to the Chamber, ATA, and ADA boards on activities of each organization. Mr. Murphy did highlight the recent visit by leadership from the Oklahoma House of Representatives.
- b) **Airport and Industrial Parks** – Dan Luttrell shared that the Grumman Road project will start in early to mid-December. He also shared that the Tower renovations will not begin until all project materials are on site. In closing, Mr. Luttrell shared that the ADA will be receiving a refund of approximately \$630,000 for the MALSR project.
- c) **Marketing** – Andrea Anderson shared that the ADA was awarded \$25,000 through the Oklahoma Department of Commerce's Community Partner Marketing Program, which will help offset the costs related to the ADA website overhaul. She then shared an update on recent and upcoming tradeshow and conference attendance.
- d) **Legislative**- Bill Murphy shared that the Chamber of Commerce State of the State will be held on Thursday, January 22.

Item 16: Adjourn

There being no further business, Scott Chapman motioned to adjourn. Jeff Moen seconded. Scott Chapman, Jake Charnock, Sally Cumpton, Matt McAnally, 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 5:37 p.m.

Respectfully submitted,



Andrea Anderson, Assistant Secretary