



ARDMORE DEVELOPMENT AUTHORITY
(580) 223-7765 / FAX (580) 223-7825

REGULAR MEETING

ARDMORE DEVELOPMENT AUTHORITY

4:00 P.M., September, 21ST 2015

410 W. Main Street Ardmore, OK 73401

1. Call to order and roll call and declaration of quorum
2. Confirmation of compliance with Open Meeting Act
3. Consideration and possible action to approve minutes of the August 17th, 2015 regular meeting
4. Consideration and possible action to accept the August 2015 financial statements
5. Consider and Take Possible Action to Approve the FY 2016 Budget
6. Consider and Take Possible Action on the Acceptance of the FY 2014 Audit
7. Consideration and Possible action to authorize advertisement for bids for a storage warehouse at the Ardmore Airpark with the Size of 40,000 sq ft with alternates of 60,000 sq ft and 80,000 sq ft.
8. Consider and Take Possible Action to Appoint Kenneth Delashaw as Special Counsel to work on Special Projects, including the issues related to the Colvert Technology Park, and other projects as assigned by the Chairman of the Board
9. Consideration and possible action to enter into Executive Session for confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, upon the advice of counsel, to discuss ATP Development, LLC and the Colvert Technology Park because disclosure will "seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding, in the public interest" as authorized by 25 O.S. Section 307 (B)(4).
10. Reconvene into Regular Session
11. Consideration and possible action on item a discussed in Executive Session including authorizing the initiation of litigation and/or entering into negotiations, the designation of the Chairman and/or legal counsel for the Ardmore Development Authority to participate in any mediation session or settlement negotiations to represent the interests of the Ardmore Development Authority and to report back to the Ardmore Development Authority with any appropriate recommendations concerning possible settlement of claims.
12. Consideration and possible action to appoint Mita Bates as CEO and President of the Ardmore Development Authority
13. Staff Report
14. Adjourn



REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M., August 17, 2015
410 W. Main Street Ardmore, OK 73401

1. Call to order and roll call and declaration of quorum
2. Confirmation of compliance with Open Meeting Act
3. Consideration and possible action to approve the minutes of the July 20th, 2015 regular meeting
4. Consideration and possible action to accept the July 2015 financial statements
5. Consideration and Possible Action to Accept Bids for the Ardmore Airpark Control Tower Upgrades
FAA Project #: NMA 13012 in the amount of \$1,912,000.00
6. Consideration and possible action to enter into Executive Session for confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, upon the advice of counsel, to discuss ATP Development, LLC and the Colvert Technology Park because disclosure will "seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding, in the public interest" as authorized by 25 O.S. Section 307 (B)(4).
7. Reconvene into Regular Session
8. Consideration and possible action on item a discussed in Executive Session including authorizing the initiation of litigation and/or entering into negotiations, the designation of the Chairman and/or legal counsel for the Ardmore Development Authority to participate in any mediation session or settlement negotiations to represent the interests of the Ardmore Development Authority and to report back to the Ardmore Development Authority with any appropriate recommendations concerning possible settlement of claims.
9. Staff Report
10. Adjourn

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 17, 2015, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main St., Ardmore OK 73401

TRUSTEES PRESENT: Gary Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts,
TRUSTEES ABSENT: Phillip Washington, Steve Jordan, Riley Seals
EX-OFFICIOS TRUSTEES: Mita Bates, JD Spohn
STAFF: Lesley Johnson, Chris Bryant, Micele Garrison
GUESTS: Michael Pineda, Jennifer O'Steen, Thom McGuire, Margaret Love

- Item 1: Chairman, Gary Farabough called the meeting to order at 4:06 p.m.
- The secretary called roll. The following trustees answered present: Gary Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon and Henry Roberts.
 - The Chair declared the presence of a quorum.
- Item 2: Confirmation of compliance with Open Meeting Act.
- Interim CEO & President informed the Chair that the agenda of the meeting was posted in prominent public view of the principal office of the Authority and that it had been posted at least 24 hours prior to the meeting.
- Item 3: Consideration and possible action to approve the minutes of the July 20, 2015 regular meeting.
- Warren Blackmon moved to approve the minutes from the July 20, 2015 regular meeting. Henry Roberts seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon and Henry Roberts voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 4: Consideration and possible action to accept the July 2015 financial statements.
- Treasurer Chris Sandvick presented the July 2015 financial statements. Ron Crosby moved to accept the July 2015 financial statements, as distributed prior to the meeting. Warren Blackmon seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon and Henry Roberts voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 5: Consideration and possible action to Accept Bids for the Ardmore Airpark Control Tower Upgrades - FAA Project #: NMA 13012 in the amount of \$1,912,000.00.
- Henry Roberts moved to accept the lowest bid amount of \$1,912,000.00 provided by Fenix Construction. Warren Blackmon seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon and Henry Roberts voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 6: Consideration and possible action to enter into Executive Session for confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, upon the advice of counsel, to discuss ATP Development, LLC and the Colvert Technology Park because disclosure will "seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding, in the public interest" as authorized by 25 O.S. Section 307 (B)(4).
- Warren Blackmon moved to enter into Executive Session. Henry Roberts seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon and Henry Roberts voted aye. There were no nay votes and no abstentions. The motion passed.
 - Executive Session entered at 4:22 P.M.
- Item 7: Reconvene into Regular Session.
- Henry Roberts moved to reconvene into Regular Session. Chris Sandvick seconded. Ron Crosby, Chris Sandvick, Warren Blackmon and Henry Roberts voted aye. There were no nay votes and no abstentions. The motion passed.
 - Regular session reconvened at 5:20 P.M.
- Item 8: Consideration and possible action on an item discussed in Executive Session including authorizing the initiation of litigation and/or entering into negotiations, the designation of the Chairman and/or legal counsel for the Ardmore Development Authority to participate in any mediation session or settlement negotiations to represent the Interests of the Ardmore Development Authority and to report back to the Ardmore Development Authority with any appropriate recommendations concerning possible settlement of claims.
- Chairman Gary Farabough recommended that the audit to continue to move forward as previously authorized; and that himself and Trustee Henry Roberts would engage as a committee for ATP Development.
 - No action.

Item 9: Staff Report.

- Lesley Johnson briefed the committee on a conference she attended and is expecting a site visit this week.
- Chris Bryant updated the committee on warehousing options for the Airpark including costs and possibly bidding the project next month.
- Mita Bates provided an overview of a drafted ADA budget for FY2015-16.

Item 10: Adjourn.

- With no further business to discuss, Henry Roberts moved to adjourn. Chris Sandvick seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon and Henry Roberts voted aye. There were no nay votes and no abstentions. The motion passed.
- Meeting adjourned at 6:01 P.M.

Respectfully Submitted:


Secretary



ARDMORE DEVELOPMENT AUTHORITY

PHONE (580) 223-6162 / FAX (580) 223-7825

**REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M., July 20th, 2015
410 W. Main Street Ardmore, OK 73401**

1. Call to order and roll call; and declaration of quorum.
2. Confirmation of compliance with Open Meeting Act.
3. Consideration and possible action to approve the minutes of the June 15th, 2015 regular meeting and the minutes of the June 24, 2015 special meeting.
4. Consideration and possible action to accept the June 2015 financial statements.
5. Consider and take action to request the City of Ardmore to engage an independent auditor to review the Ardmore Development Authority's financial records.
6. Staff report.
7. Adjourn.

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
July 20, 2015, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main St., Ardmore OK 73401

TRUSTEES PRESENT: Gary Farabough, Ron Crosby, Warren Blackmon, Henry Roberts, Phillip Washington, Steve Jordan, Riley Seals
TRUSTEES ABSENT: Chris Sandvick
EX-OFFICIO TRUSTEES: Mita Bates, JD Spohn
STAFF: Lesley Johnson, Chris Bryant, Micele Garrison
GUESTS: Michael Pineda, Jennifer O'Steen, Thom McGuire

Item 1: Chairman, Gary Farabough called the meeting to order at 4:01 p.m.

- The secretary called roll. The following trustees answered present: Gary Farabough, Ron Crosby, Warren Blackmon, Phillip Washington, Steve Jordan and Riley Seals.
- The Chair declared the presence of a quorum.

Item 2: Confirmation of compliance with Open Meeting Act.

- Interim CEO & President informed the Chair that the agenda of the meeting was posted in prominent public view of the principal office of the Authority and that it had been posted at least 24 hours prior to the meeting.

*Please note: Trustee Henry Roberts entered the meeting at 4:03 P.M.

Item 3: Consideration and possible action to approve the minutes of the June 15, 2015 regular meeting and the June 24, 2015 special meeting.

- Steve Jordan moved to approve the minutes from the June 15, 2015 regular meeting. Warren Blackmon seconded. Gary Farabough, Ron Crosby, Warren Blackmon, Henry Roberts, Phillip Washington, Steve Jordan and Riley Seals voted aye. There were no nay votes and no abstentions. The motion passed.
- Ron Crosby moved to approve the minutes from the June 24, 2015 special meeting. Phillip Washington seconded. Gary Farabough, Ron Crosby, Warren Blackmon, Henry Roberts, Phillip Washington, Steve Jordan and Riley Seals voted aye. There were no nay votes and no abstentions. The motion passed.

Item 4: Consideration and possible action to accept the June 2015 financial statements.

- Mita Bates presented the June 2015 and end of fiscal year financial statements. Warren Blackmon moved to accept the June 2015 financial statements. Phillip Washington seconded. Gary Farabough, Ron Crosby, Warren Blackmon, Henry Roberts, Phillip Washington, Steve Jordan and Riley Seals voted aye. There were no nay votes and no abstentions. The motion passed.

Item 5: Consider and take action to request the City of Ardmore to engage an independent auditor to review the Ardmore Development Authority's financial records.

- Following discussions of the City of Ardmore's approval to request an independent audit for the Ardmore Development Authority's financials, Henry Roberts moved to approve the City of Ardmore's engagement of an independent auditor to review the Ardmore Development Authority's financial records. Warren Blackmon seconded. Gary Farabough, Ron Crosby, Warren Blackmon, Henry Roberts, Phillip Washington, Steve Jordan and Riley Seals voted aye. There were no nay votes and no abstentions. The motion passed.


Item 6: Staff report.

- Lesley Johnson informed the trustees of her attendance at the Governor's Economic Retreat and informed them of the state's "Thrive" initiative, pertaining to the involvement of communities along I-35.
- Mita Bates informed the trustees she will be attending the Association of Chamber of Commerce Executives Annual Conference and will have an opportunity to meet with three site selectors.
- Chris Bryant briefed the trustees regarding:
 - Flood issues with the ongoing Fence Project.
 - Negotiations with OAC to reduce the ADA match to 5% for runway seal coat project.
 - Taxi-way Alpha is in design phase.
 - Control Tower Project bids have been received and the possibility of arranging a special meeting to accept a bid.
 - Atlas demo is completed.
 - Awareness of Airpark maintenance costs and plans to make reductions.
 - DOC building reconstruction has been delayed, at this time.

Item 7: Adjourn.

- With no further business to discuss, Ron Crosby moved to adjourn. Steve Jordan seconded. Gary Farabough, Ron Crosby, Warren Blackmon, Henry Roberts, Phillip Washington, Steve Jordan and Riley Seals voted aye. There were no nay votes and no abstentions. The motion passed.
- Meeting adjourned at 4:47 P.M.

Respectfully Submitted:


Secretary



REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M., June 15, 2015
410 W. Main Street Ardmore, OK 73401

1. Call to order and roll call and declaration of quorum
2. Confirmation of compliance with Open Meeting Act
3. Consideration and possible action to approve the minutes of the April 20th, 2015 regular meeting
4. Consideration and possible action to approve the minutes of the May 21st, 2015 special meeting
5. Consideration and possible action to accept the May 2015 financial statements
6. Consider and take action on entering into a Ground Lease Estoppel and Agreement between the Ardmore Development Authority and the City of Ardmore related to the Property Subleased by Carboonyx, Inc., and Authorize the Chairman to Execute Necessary Documents
7. Consider and take action on entering into a Sublease Estoppel and Agreement between the Ardmore Development Authority and Carboonyx, Inc. related to the Property Subleased by Carboonyx, Inc., and Authorize the Chairman to Execute Necessary Documents
8. Consider and possible action to invest \$5,000,000.00 at First National Bank & Trust Company, in a 2 year CD with an interest rate of 1.2% and the authorized signors on the account be Chairman Gary Farabough, Vice Chair Ron Crosby, and Treasurer Chris Sandvick
9. Staff Report
10. Adjourn

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
June 15, 2015, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main St., Ardmore OK 73401

TRUSTEES PRESENT: Gary Farabough, Chris Sandvick, Warren Blackmon, Phillip Washington, Steve Jordan
TRUSTEES ABSENT: Riley Seals, Warren Blackmon, Ron Crosby
EX-OFFICIOS TRUSTEES: Mita Bates, JD Spohn
STAFF: Lesley Johnson, Chris Bryant, Micele Garrison
GENERAL COUNSEL: Tom Walker
GUESTS: Michael Pineda, Jennifer O'Steen, Thom McGuire, Donald Ward

- Item 1: Chairman, Gary Farabough called the meeting to order at 4:05 p.m.
- The secretary called roll. The following trustees answered present: Gary Farabough, Chris Sandvick, Phillip Washington, Warren Blackmon, and Steve Jordan.
 - The Chair declared the presence of a quorum.
- Item 2: Confirmation of compliance with Open Meeting Act.
- Legal counsel informed the trustees that staff had informed him that the agenda of the meeting was posted in prominent public view of the principal office of the Authority and that it had been posted at least 24 hours prior to the meeting.
- Item 3: Consideration and possible action to approve the minutes of the April 20, 2015 regular meeting.
- Tom Walker asked that an amendment be noted that he be considered General Counsel and not Staff.
 - Chris Sandvick moved to approve the minutes from the April 20, 2015 regular meeting, as amended. Warren Blackmon seconded the motion. Gary Farabough, Chris Sandvick, Warren Blackmon, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 4: Consideration and possible action to approve the minutes of the May 21, 2015 special meeting.
- Tom Walker asked that an amendment be noted that he be considered General Counsel and not Staff.
 - Chris Sandvick moved to approve the minutes from the April 20, 2015 regular meeting, as amended. Warren Blackmon seconded the motion. Gary Farabough, Chris Sandvick, Warren Blackmon, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 5: Consideration and possible action to accept May 2015 financial statements.
- Chris Sandvick presented the March financial statements. Steve Jordan moved to accept the May 2015 financial statements, as distributed prior to the meeting. Phillip Washington seconded. Gary Farabough, Chris Sandvick, Warren Blackmon, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 6: Consider and take action on entering into a Ground Lease Estoppel Agreement between the Ardmore Development Authority and the City of Ardmore related to the property Subleased by Carbonyx, Inc., and Authorize Chairman to Execute the Necessary Documents.
- Steve Jordan moved to approve entering into a Ground Lease Estoppel and Agreement between the Ardmore Development Authority and the City of Ardmore related to the property Subleased by Carbonyx, Inc., and Authorize Chairman to Execute the Necessary Documents. Chris Sandvick seconded. Gary Farabough, Chris Sandvick, Warren Blackmon, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 7: Consider and take action on entering into a Sublease Estoppel and Agreement between the Ardmore Development Authority and Carbonyx, Inc. related to the property Subleased by Carbonyx, Inc., and Authorize Chairman to Execute the Necessary Documents.
- Warren Blackmon moved to approve entering into a Sublease Estoppel and Agreement between the Ardmore Development Authority and Carbonyx, Inc. related to the property Subleased by Carbonyx, Inc., and Authorize Chairman to Execute the Necessary Documents. Phillip Washington seconded. Gary Farabough, Chris Sandvick, Warren Blackmon, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

*Please note: Ex-Officio, Mita Bates asked to remove herself from the meeting due to a conflict of interest regarding agenda item 8. Mita Bates left the room at 4:19 P.M.

- Item 8: Consider and possible action to invest \$5,000,000.00 at First National Bank & Trust Company, in a 2 year CD with an interest rate of 1.2% and the authorized signors on the account be; Chairman Gary Farabough, Vice Chair Ron Crosby and Treasurer Chris Sandvick.

- Steve Jordan moved to approve to invest \$5,000,000.00 at First National Bank & Trust Company, in a 2 year CD with an interest rate of 1.2% and the authorized signors on the account be; Chairman Gary Farabough, Vice Chair Ron Crosby and Treasurer Chris Sandvick. Warren Blackmon seconded. Gary Farabough, Chris Sandvick, Warren Blackmon, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

*Please note: Ex-Officio, Mita Bates returned to the meeting at 4:24 P.M.


Item 9: Staff Report.

- Lesley Johnson informed the Trustees that she had created 2 RFP's for potential clients. Mrs. Johnson relayed the closing sale of the Colvert Dairy Building will take place this month.
- Chris Bryant briefed the Board of Trustees regarding:
 - Fence Project will be completed in late June/early July.
 - Atlas demo electrical issues were being resolved.
 - Beetle Plastics is considering an expansion to their current facility.
 - Gathering engineering costs for new T-hangars and a new warehouse at the Airpark.
 - Established contact with OAC in regards to the \$500,000 grant. The ADA will not be participating at this time and we can re-apply at a later date.
 - The Greater Ardmore Hiring conference was a success.
 - Mr. Bryant announced that he has been accepted on the board for the USTCA.
 - Contact from 2 potential prospects for warehousing.
 - Three bids for the Buick Enclave, \$4,000, \$8,500 and \$9,000.
- Chairman Gary Farabough asked that the Trustees consider a special meeting to be held at 5:00 P.M. on June 24th at the Chamber of Commerce.

Item 10: Adjourn.

- With no further business to discuss, Warren Blackmon moved to adjourn. Steve Jordan seconded. Gary Farabough, Chris Sandvick, Warren Blackmon, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Meeting adjourned at 4:28 P.M.

Respectfully Submitted:


Secretary



**SPECIAL MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M., May 21, 2015
410 W. Main Street Ardmore, OK 73401**

1. Call to order and roll call and declaration of quorum Gary Farabough
2. Confirmation of compliance with Open Meeting Act Tom Walker
3. Consideration and possible action to accept the April 2015 financial statements Chris Sandvick
4. Consider and possible action to adopt a Resolution approving the First Amendment to the Ardmore Industrial Airpark Project Part II of the Interim Development Agreement and Supplement to the Lease Among the Ardmore Development Authority, Sovereign Oklahoma Development, LLC, and Sovereign Development Fund I LLC, in Support of the Ardmore Industrial Airpark and Authorize the Chairman to execute the necessary documents Lesley Johnson
5. Consideration and possible action to authorize advertisement for bid for the FAA Equipment Housing and Control Tower renovation Chris Bryant
6. Consider and possible action to approve a Resolution ratifying the approval and execution of the First Amendment to the Purchase Agreement by and between Highway 53, L.L.C. and the Ardmore Development Authority; Authorizing the Ardmore Development Authority to complete the amendment thereto; Authorizing the payment of the balance of the purchase price in the amount of \$146,115.25 to Highway 53, L.L.C. for approximately 20 acres of land, as provided in the First Amendment to Purchase Agreement. Lesley Johnson
7. Consideration and possible action to declare the 2010 Buick Enclave to be surplus property and authorize disposal by sale to highest bidder Chris Bryant
8. Consideration and possible action to enter into Executive Session purposes of: Gary Farabough
 - a. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action

upon the advice of counsel to discuss ATP Development and the Colvert Technology Park because disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding, in the public interest as authorized by 25 O.S. Section 307 (B)(4).

9. Reconvene into regular session

10. Consideration and possible action on item a discussed in Executive Session including authorizing the initiation of litigation and/or entering into negotiations, the designation of chairman and/or legal counsel for the Ardmore Development Authority to participate in any mediation session or settlement negotiations to represent the interests of the Ardmore Development Authority and to report back to the Ardmore Development Authority with any appropriate recommendations concerning possible settlement of claims.

11. Report from Search Committee on a plan to find a permanent President and CEO

Chris Sandvick

12. Staff Report

Lesley Johnson/Chris Bryant

13. Adjourn

Gary Farabough



ARDMORE DEVELOPMENT AUTHORITY

PHONE (580) 223-6162 / FAX (580) 223-7825

**REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M., April 20, 2015
410 W. Main Street Ardmore, OK 73401**

1. Call to order and roll call and Declaration of quorum
2. Confirmation of compliance with Open Meeting Act
3. Consideration and possible action to approve the minutes of the March 23rd, 2015 regular meeting
4. Consideration and possible action to accept the March 2015 financial statements
5. Presentation, discussion and possible action on proposed FY16 Budget
6. Staff report
7. Update by Chamber of Commerce President Mita Bates on Strive Together Education initiative
8. Consideration and discussion of bids submitted for the FAA Equipment Housing, Tower Rehabilitation and US Customs Facilities and possible action to accept a bid or reject all bids and authorize the Chair and the President, upon the advice of counsel, to execute the necessary documents or to take other actions to direct the future of this project
9. Consideration and possible action to appoint a special committee led by the General Counsel for the purpose of communicating and negotiating with ATP Construction, LLC and recommending to the Board of Trustees a proposal for action in the way forward and/or settlement of Colvert Tech Park development.
10. Consideration and possible action to sell to the City of Ardmore the Colvert Dairy property, located at 135 South Washington, for \$50,000.00, and authorize the Chair to execute necessary documents.
11. Consideration and possible action to enter into Executive Session for:
 - a. the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the CEO as authorized by 25 O.S. Section 307(B)(1)
12. Consideration and possible action to return to open session
13. Consideration and possible action to enter into an Agreement and Release with Brian S. Carter to set forth the terms of his separation.
14. Consideration and possible action to appoint an Interim President and CEO.
15. Report from Search Committee on a plan to find a permanent President and CEO
16. Adjourn

ARDMORE DEVELOPMENT AUTHORITY / 410 W MAIN / PO BOX 1585 / ARDMORE OK 73402-1585

www.ardmoredevelopment.com

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
April 20, 2015, 4:00 P.M.

Ardmore Chamber of Commerce
410 West Main St., Ardmore OK 73401

TRUSTEES PRESENT: Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington, Steve Jordan
TRUSTEES ABSENT: Riley Seals, Warren Blackmon
EX-OFFICIOS TRUSTEES: Mita Bates, JD Spohn, Martin Dyer
STAFF: Brian Carter, Chris Bryant, Micele Garrison, Tom Walker
GUESTS: Michael Pineda, Jennifer O'Steen, Thom McGuire

- Item 1: Chairman, Gary Farabough called the meeting to order at 4:01 p.m.
- The secretary called roll. The following trustees answered present: Gary Farabough, Chris Sandvick, Henry Roberts, Mike Cawley, and Phillip Washington.
 - The Chair declared the presence of a quorum.
- Item 2: Confirmation of compliance with Open Meeting Act.
- Legal counsel informed the trustees that he observed the agenda of the meeting posted in prominent public view of the principal office of the Authority and staff had informed him that it had been posted at least 24 hours prior to the meeting.
- Item 3: Approval of the minutes of the March 23, 2015 regular meeting.
- Henry Roberts moved to approve the minutes from the March 23, 2015 regular meeting, as distributed prior to the meeting. Chris Sandvick seconded the motion. Gary Farabough, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

* Trustee Steve Jordan arrived at 4:04 P.M.

- Item 4: Consideration and possible action to accept March financial statements.
- Chris Sandvick presented the March financial statements. Mike Cawley moved to accept the March financial statements, as distributed prior to the meeting. Phillip Washington seconded. Gary Farabough, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 5: Presentation, discussion, and possible action on proposed FY16 Budget.
- No discussion. Item tabled.

*Vice Chairman Ron Crosby arrived at 4:11 P.M.

- Item 6: Staff Report.
- Chris Bryant provided a brief update regarding:
 - Airpark Wildlife Fence Project is ending completion.
 - Warehouse asbestos abatement was completed and the demo contractor has been contacted.
 - Discussions with the FAA and their new pilot program regarding funding for airport improvements.
 - Letter from Tactical Electronics expressing gratitude to Airpark staff and the success of their detonation trials.
 - Brian Carter provided a brief update regarding:
 - Airpark Committee meeting resulted in two potential candidates for future outreach.
- Item 7: Update by Chamber of Commerce President, Mita Bates, on Strive Together education initiative.
- Mita Bates commented that the initial planning retreat for Strive Together was successful and she will provide future updates.
- Item 8: Consideration and discussion of bids submitted for the FAA Equipment Housing, Tower Rehabilitation and US Customs Facilities and possible action to accept a bid or reject all bids and authorize the Chair and the President, upon legal advice of counsel, to execute the necessary documents or to take other actions to direct the future of this project.
- Brian Carter announced that the Airpark Committee has unanimously voted to reject all bids and to further discuss rebidding the project at a later date due to concerns regarding the previous bid proposal.
 - Henry Roberts moved to reject all bids and authorize the Chair and the President, upon legal advice of counsel, to execute the necessary documents or to take other actions to direct the future of this project. Phillip Washington seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

Item 9: Consideration and possible action to appoint a special committee led by the General Counsel for the purpose of communicating and negotiating with ATP Construction, LLC and recommending to the Board of Trustees a proposal for action in the way forward and/or settlement of Colvert Tech Park development.

- Upon the Chairman's advice, Mike Cawley moved to appoint Trustees Henry Roberts, Steve Jordan, Warren Blackmon and Ron Crosby as the ATP Committee for the purpose of communicating and negotiating with ATP Construction, LLC and recommending to the Board of Trustees a proposal for action in the way forward and/or settlement of the Colvert Tech Park development. Chris Sandvick seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

Item 10: Consideration and possible action to sell to the City of Ardmore, the Colvert Dairy property, located at 135 South Washington, for \$50,000.00 and to authorize the Chair to execute the necessary documents.

- Steve Jordan moved to approve the sale to the City of Ardmore, the Colvert Dairy property as-is, for \$50,000.00 and to authorize the Chair to execute the necessary documents. Mike Cawley seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

Item 11: Consideration and possible action to enter into executive session for:

- a. the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the CEO as authorized by 25 O.S. Section 307 (B)(1).
- Trustee Mike Cawley asked that it be noted; he did not approve of the wording, "promotion, demotion, disciplining" as presented in the agenda and that the discussions were a direct response to Mr. Carter's resignation.
 - Mike Cawley moved to enter into executive session. Steve Jordan seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
 - Executive session entered at 4:29 P.M.

Item 12: Consideration and possible action to return to open session.

- Henry Roberts moved to return to open session. Chris Sandvick seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Regular session re-opened at 5:28 P.M.

*Please note: Ex-Officio's Martin Dyer and JD Spohn exited the meeting at 5:28 P.M. and did not return.

Item 13: Consideration and possible action to enter into an agreement with Brian S. Carter to set forth the terms of his separation.

- On behalf of the compensation committees' referral, Steve Jordan moved to extend Mr. Carter's pay through May 31st, 2015 and also combine any of his accrued vacation time into the compensation package; and announced Mr. Carter will continue to work in office until Friday, April 24th, 2015. Henry Roberts seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

Item 14: Consideration and possible action to appoint an Interim President and CEO.

- Henry Roberts moved to appoint Lesley Johnson as a part-time Interim President and CEO. She will begin work on Monday, April 27th, 2015 for approximately 20 hours per week at a rate of \$30.00 per hour. Steve Jordan seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

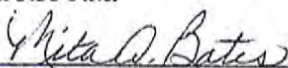
Item 15: Report from Search Committee on a plan to find a permanent President and CEO.

- Chris Sandvick updated the Board of Trustees that the Search Committee is in discussions with a potential contractor(s) to assist in searching for a permanent President and CEO.
- Search Committee includes: Trustees Mike Cawley, Ron Crosby, Chris Sandvick, JD Spohn and Gary Farabough.

Item 16: Adjourn.

- With no further business to discuss, Henry Roberts moved to adjourn. Chris Sandvick seconded. Gary Farabough, Ron Crosby, Chris Sandvick, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Meeting adjourned at 5:35 P.M.

Respectfully Submitted:


Mita Bates, Secretary



ARDMORE DEVELOPMENT AUTHORITY

PHONE (580) 223-6162 / FAX (580) 223-7825

**REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M., March 23 2015
410 W. Main Street Ardmore, OK 73401**

1. Call to order and roll call and Declaration of quorum
2. Confirmation of compliance with Open Meeting Act
3. Consideration and possible action to approve the minutes of the February 17, 2015 regular meeting
4. Consideration and possible action to accept the February 2015 financial statements
5. Staff report
6. Presentation by Chamber of Commerce President Mita Bates on education improvement initiatives
7. Consideration and discussion of presentation by Nelson Morgan Architects towards the construction of the FAA Equipment Housing, Tower Rehabilitation and US Customs Facilities
8. Consideration and discussion of bids submitted for the FAA Equipment Housing, Tower Rehabilitation and US Customs Facilities and possible action to accept a bid and authorize the Chair and the President, upon the advice of counsel, to execute the necessary documents or to take other actions to direct the future of this project
9. Consideration, discussion and possible action to submit an Application and Agreement for an Airport Improvement Grant through the Oklahoma Aeronautics Commission for \$500,000.00 to assist with costs associated with building a customs terminal at the Ardmore Municipal Airport, appropriate matching funds of \$500,000.00, and authorize the Chairman to execute necessary documents
10. Consideration, discussion and possible action to accept state bid contractor price and scope of work for asbestos abatement in the to be demolished FAA Equipment Housing area in an amount not to exceed \$15,000.
11. Consideration and possible action to enter into Executive Session for the purpose of discussing the employment and appointment of the CEO as authorized by 25 O.S. Section 306(B)(1)
12. Consideration and possible action to return to open session
13. Consideration, discussion and possible action on the item discussed in executive session
14. Adjourn

TRUSTEES PRESENT: Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington, Steve Jordan
TRUSTEES ABSENT: Riley Seals
EX-OFFICIOS TRUSTEES: Mita Bates, JD Spohn, Martin Dyer
STAFF: Brian Carter, Chris Bryant, Micele Garrison, Tom Walker
GUESTS: Michael Pineda, Jennifer O'Steen, Thom McGuire, D Allen Wint, Alan Nelson, Steve Harris, Jeanne Cormier, Brad Haines, Don Ward and Dan Batchelor via phone

- Item 1: Chairman, Gary W. Farabough called the meeting to order at 4:08 p.m.
- The secretary called roll. The following trustees answered present: Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan
 - The Chair declared the presence of a quorum.
- Item 2: Confirmation of compliance with Open Meeting Act.
- Legal counsel informed the trustees that he observed the agenda of the meeting posted in prominent public view of the principal office of the Authority and staff had informed him that it had been posted at least 24 hours prior to the meeting.
- Item 3: Approval of the minutes of the February 17, 2015 regular meeting.
- Mike Cawley moved to approve the minutes from the February 17, 2015 regular meeting, as distributed prior to the meeting. Ron Crosby seconded the motion. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 4: Consideration and possible action to accept February financial statements.
- Chris Sandvick presented the January financial statements. Henry Roberts moved to accept the February financial statements. Warren Blackmon seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 5: Staff Report
- Brian Carter provided a brief update regarding:
 - Master plan development with Sovereign OK Development, (SOD). Carter introduced Brad Haines, President of SOD, who expressed gratitude to the board for working diligently with SOD to correct legal issues and to ask for the consideration of a one year extension on the creation of the Master plan for the Airport, extending the deadline to June 2016.
 - Carter and Dan Batchelor discussed the need for future sessions to further discuss the Master plan.
 - 2015 Turkey Hunt dinner on April 9 at the Noble Conference Center.
 - Hiring Conference will take place May 1-2 at SOTC Business Development Center.
- Item 6: Presentation by Chamber of Commerce President, Mita Bates, on education improvement initiatives.
- Mita Bates presented "StriveTogether", which offers a community-collaborated approach to the quality of education and curriculum of local area students. Bates expressed the need to the community to create a system to provide Cradle to Career Success for all of our students.
- Item 7: Consideration and discussion of presentation by Nelson Morgan Architects towards the construction of the FAA Equipment Housing, Tower Rehabilitation and US Customs Facilities.
- Alan Nelson presented a brief description of the facility(s) under discussion.
- Item 8: Consideration and discussion of bids submitted for the FAA Equipment Housing, Tower Rehabilitation and US Customs Facilities and possible action to accept a bid and authorize the Chair and the President, upon legal advice of counsel, to execute the necessary documents.
- Alan Nelson presented information regarding bids accepted on February 18 at the site location, Ardmore Municipal Airport, noting that there was a total of 4 bidders.
 - Steve Jordan made a motion to table discussion on FAA and Customs facility to confirm the bid process has been done correctly and appropriately and that the Airport committee will meet with the architect to further review all bids and bid process to bring to the board for decision no later than April 12, 2015. Chris Sandvick seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

Item 9: Consideration, discussion, and possible action to submit an Application and Agreement for an Airport Improvement Grant through the Oklahoma Aeronautics Commission for \$500,000.00 to assist with costs associated with building a customs terminal at the Ardmore Municipal Airport, appropriate matching funds of \$500,000.00 and authorize the Chairman to execute necessary documents.

- Steve Jordan made a motion to authorize the submission of an Application and Agreement for an Airport Improvement Grant through the Oklahoma Aeronautics Commission for \$500,000.00 to assist with costs associated with building a customs terminal at the Ardmore Municipal Airport, appropriate matching funds of \$500,000.00 and authorize the Chairman to execute necessary documents. Mike Cawley seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

Item 10: Consideration, discussion and possible action to accept state bid contractor price and scope of work for asbestos abatement in the to-be demolished FAA Housing area in an amount not to exceed \$15,000.00.

- Ron Crosby made a motion to table any discussion and action, at this time. Henry Roberts seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.

Chairman Farabough offered a five minute break before convening into executive session. Time noted was 5:18 P.M.

Item 11: Consideration and possible action to enter into executive session for the purpose of discussing the employment and appointment of the CEO as authorized by 25 O.S. Section 307 (B)(1).

- Steve Jordan made a motion to enter into executive session. Warren Blackmon seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Executive session convened at 5:26 P.M.

Item 12: Consideration and possible action to return to open session.

- Chris Sandvick made a motion to reconvene into regular session. Ron Crosby seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Regular session reconvened at 6:56 P.M.

Item 13: Consideration, discussion and possible action on the item discussed in executive session.

- Henry Roberts made a motion to accept CEO's resignation as approved by the board, designating members of a Compensation Committee to develop details and documents for the transition. Steve Jordan seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Members of the committee include: Mike Cawley, Warren Blackmon, Gary W. Farabough and Henry Roberts.

Item 14: Adjourn.

- With no further business to discuss, Steve Jordan moved to adjourn. Phillip Washington seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Warren Blackmon, Henry Roberts, Mike Cawley, Phillip Washington and Steve Jordan voted aye. There were no nay votes and no abstentions. The motion passed.
- Meeting adjourned at 6:58 P.M.

Respectfully Submitted:


Secretary



ARDMORE DEVELOPMENT AUTHORITY

PHONE (580) 223-6162 / FAX (580) 223-7825

**REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY
4:00 P.M., February 17 2015
Ardmore Industrial Airpark Terminal Office Building
620 General Drive, Suite 1, Ardmore, OK 73401**

1. Call to order and roll call
2. Declaration of quorum
3. Confirmation of compliance with Open Meeting Act
4. Approval of the minutes of the January 20, 2014 regular meeting
5. Consideration and possible action to accept the January 2015 financial statements
6. Staff report
7. Consideration and possible action on the report of the Nominating Committee concerning the nomination of new trustee for the Ardmore Development Authority
8. Consideration and possible action to accept the lowest and best bid for construction in the Ardmore Development Authority's main office in the approximate amount of \$35,000
9. Consider and take action on approval of a Memorandum of Understanding between the City of Ardmore and the Ardmore Development Authority for the Use of Oil and Gas Revenue to Pay for Costs associated with the Tower Equipment Relocation Project at the Ardmore Municipal Airport
10. Consider and take action on approval of a Memorandum of Understanding between the City of Ardmore and the Ardmore Development Authority for the 2015-2016 FAA Early Project Development (EPD) for the Ardmore Municipal Airport
11. Consideration and possible action to approve the chairman, upon the advice of legal counsel, to execute an amendment to the lease with Beetle Plastics, LLC, providing for a month-to-month tenancy, for an amount not to exceed twelve months, for \$2,538.34 per month.
12. Consideration and possible action to approve the chairman, upon the advice of legal counsel, to execute a lease agreement with Due North Properties, LLC for \$5,105.13 per month, for two years, for property and building in New Horizons Industrial Park including annual adjustments and options contained in the lease agreement and not requiring further board action.
13. Legal counsel report
14. Adjourn

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
FEBRUARY 17, 2015, 4:00 P.M.

Ardmore Industrial Airpark
620 General Dr Ste. 1, Ardmore OK 73401

TRUSTEES PRESENT: Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley, Phillip Washington
ABSENT: Ron Crosby, Henry Roberts, Steve Jordan
EX-OFFICIO TRUSTEES: Mita Bates, JD Spohn
STAFF: Brian Carter, Chris Bryant, Micele Garrison, Don Ward, Tom Walker
GUESTS: Michael Pineda

- Item 1: Chairman, Gary W. Farabough called the meeting to order at 4:01 p.m.
- Item 2: Declaration of quorum.
- The secretary called roll. The following trustees answered present: Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington. The Chair declared the presence of a quorum.
- Item 3: Confirmation of compliance with Open Meeting Act.
- Legal counsel informed the trustees that he observed the agenda of the meeting posted in prominent public view of the principal office of the Authority and staff had informed him that it had been posted at least 24 hours prior to the meeting.
- Item 4: Approval of the minutes of the January 20, 2015 regular meeting.
- Chris Sandvick moved to approve the minutes from the January 20, 2015 regular meeting, as distributed prior to the meeting. Warren Blackmon seconded the motion. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 5: Consideration and possible action to accept January financial statements.
- Chris Sandvick presented the January financial statements. Mike Cawley moved to accept the December financial statements, as distributed prior to the meeting. Phillip Washington seconded. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.
- Item 6: Staff Report
- Brian Carter provided a brief update regarding:
- Temporary runway signs for the Ardmore Municipal Airport
 - FY16 budget timeline
 - Availability for a capital project planning retreat
- Item 7: Consideration and possible action on the report of the Nominating Committee concerning the nomination of new trustee for the Ardmore Development Authority.
- Gary W. Farabough recommended Riley Seals, the General Manager for Dollar General Distribution to the committee to serve as a trustee for the Ardmore Development Authority.
 - Mike Cawley moved to accept the recommendation of Riley Seals for nomination as trustee for the Ardmore Development Authority. Chris Sandvick seconded. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.
 - The nomination will be referred to the City of Ardmore for further approval.
- Item 8: Consideration and possible action to accept the lowest and best bid for construction in the Ardmore Development Authority's main office in the approximate amount of \$35,000.
- Phillip Washington made a motion to accept the bid of \$36,875.00 by Midway Construction for the renovation of offices and administrative areas in the Ardmore Development Authority's main office. Chris Sandvick seconded. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.
 - Ardmore Chamber of Commerce, an entity who currently shares offices with the Ardmore Development Authority, offered a reimbursement of \$10,000.00 to the Ardmore Development Authority for renovations within the main office.
- Item 9: Consideration and take action on approval of a Memorandum of Understanding between the City of Ardmore and the Ardmore Development Authority for the Use of Oil and Gas Revenue to Pay for Costs associated with the Tower Equipment Relocation Project at the Ardmore Municipal Airport.
- Mike Cawley made a motion to adopt a Memorandum of Understanding between the City of Ardmore and the Ardmore Development Authority for the Use of Oil and Gas Revenue to Pay for Costs associated with the Tower Equipment Relocation Project at the Ardmore Municipal Airport, as distributed prior to the meeting; and to approve payment of

\$522,933.80 to the FAA. Phillip Washington seconded. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

Item 10: Consider and take action on approval of a Memorandum of Understanding between the City of Ardmore and the Ardmore Development Authority for the 2015-2016 FAA Early Project Development (EPD) for the Ardmore Municipal Airport.

- Warren Blackmon made a motion to adopt the Memorandum of Understanding between the City of Ardmore and the Ardmore Development Authority for the 2015-2016 FAA Early Project Development (EPD) for the Ardmore Municipal Airport, as distributed prior to the meeting. Phillip Washington seconded. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

Item 11: Consideration and possible action to approve the chairman, upon the advice of legal counsel, to execute an amendment to the lease with Beetle Plastics, LLC, providing a month-to-month tenancy, for an amount not to exceed twelve months, for \$2,538.34 per month.

- Mike Cawley made a motion to approve the chairman, upon the advice of legal counsel, to execute an amendment to the lease with Beetle Plastics, LLC, providing a month-to-month tenancy, for an amount not to exceed twelve months, for \$2,538.34 per month. Phillip Washington seconded. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

Item 12: Consideration and possible action to approve the chairman, upon the advice of legal counsel, to execute a lease agreement with Due North Properties, LLC, for \$5,105.13 per month, for two years, for property and building in New Horizons Industrial Park including annual adjustments and options contained in the lease agreement and not requiring further board action.

- Chris Sandvick made a motion to approve the chairman, upon the advice of legal counsel, to execute a lease agreement with Due North Properties, LLC, for \$5,105.13 per month, for two years, for property and building in New Horizons Industrial Park including annual adjustments and options contained in the lease agreement and not requiring further board action. Mike Cawley seconded. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

Item 13: Legal Counsel Report.

- No report.

Item 14: Adjourn.

- With no further business to discuss, Phillip Washington moved to adjourn, Chris Sandvick seconded. Gary W. Farabough, Chris Sandvick, Warren Blackmon, Mike Cawley and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed. Meeting adjourned at 4:36 P.M.

Respectfully Submitted:


Secretary



ARDMORE DEVELOPMENT AUTHORITY

PHONE (580) 223-6162 / FAX (580) 223-7825

**REGULAR MEETING
ARDMORE DEVELOPMENT AUTHORITY**

4:00 P.M., January 20th 2015

Ardmore Development Authority, 410 W. Main St, Ardmore, OK

1. Call to Order and Roll Call
2. Declaration of Quorum
3. Confirmation of Compliance with Open Meeting Act
4. Comments by General Counsel
5. Approval of the minutes of the December 15, 2014 regular meeting
6. Consideration and possible action to accept December Financial Statements
7. Consideration and possible action to designate Gary Farabough, Ron Crosby and Chris Sandvick as authorized for signing checks
8. Consideration and possible action to engage Rajjal, Henderson, Johnson, PLLC to perform FY14 Annual Audit
9. Staff Report
10. Consideration and possible action to adopt Strategic Objectives for 2015-2019
11. Consideration and Discussion for FY15-19 Capital Project Planning
12. Consideration and possible action to authorize the Chairman and CEO to enter into the Agreement for Services for Improvements to the Ardmore Municipal Airport by the City of Ardmore's Airport Engineer, H.W. Lochner, Inc., in the amount of \$90,020 for architectural and engineering services necessary for the construction of aircraft hangars
13. Consideration and possible action for approving the reimbursement of the City of Ardmore's Airport Engineer, H.W. Lochner, Inc., for the survey, design and construction supervision of the Ardmore Industrial Airpark flight line fencing project in the amount of \$37,800.
14. Consideration and possible action to enter into Executive Session for purposes of:
 - a. Economic development as it relates to Lakeland Aviation business expansion within the Ardmore Industrial Airpark as public disclosure would interfere with the development of goods and services and would violate the confidentiality of the business as authorized by 25 O.S. Section 307(C)(10)
 - b. Economic development as it relates to Beetle Plastics, Inc. potential business expansion within the Ardmore Industrial Airpark or outside the Airpark as public disclosure would interfere with the development of goods and services and would violate the confidentiality of the business as authorized by 25 O.S. Section 307(C)(10)



ARDMORE DEVELOPMENT AUTHORITY

- c. Economic development as it relates to the leasing of Ardmore Development Authority Real Estate to Due North, LLC. as public disclosure would interfere with the development of goods and services and would violate the confidentiality of the business as authorized by 25 O.S. Section 307(C)(10)
 - d. Purchase of real estate in the vicinity of the Ardmore Industrial Airpark as authorized by 25 O.S. Section 307(B) (3).
15. Reconvene into Open Session
- a. Consideration and possible action on item 14a
 - b. Consideration and possible action on item 14b
 - c. Consideration and possible action on item 14c
 - d. Consideration and possible action on item 14d
16. Legal Counsel Report
17. Adjourn

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
JANUARY 20, 2015, 4:00 P.M.

Chamber of Commerce/ADA Building
410 W Main St, Ardmore OK 73401

TRUSTEES PRESENT: Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon, Phillip Washington,
ABSENT: Mike Cawley, Henry Roberts
EX-OFFICIOS TRUSTEES: Mita Bates
STAFF: Brian Carter, Chris Bryant, Micele Garrison, Don Ward
GUESTS: Tom Walker, Michael Pineda, Doug Corner, Bonnie Greer, Alan Nelson, Steve Harris, Jennifer O'Steen,
Kevin Boatright.

Item 1: Chairman, Gary W. Farabough called the meeting to order at 4:00 p.m.

Item 2: Declaration of quorum.

- The secretary called roll. The following Trustees answered present: Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon, Phillip Washington. The Chair declared the presence of a quorum.

Item 3: Confirmation of compliance with Open Meeting Act.

- Legal counsel informed the Trustees that he observed the agenda of the meeting posted in prominent public view of the principal office of the Authority, and staff had informed him that it had been posted at least 24 hours prior to the meeting.

The Chair informed the Trustees that he would take-up agenda items 14 and 15 out of sequence, in order to accommodate the schedule of Economic Development Counsel.

Item 14: Consideration and possible action to enter into Executive Session for purposes of:

- a. Economic development as it relates to Lakeland Aviation business expansion within the Ardmore Industrial Airpark as public disclosure would interfere with the development of goods and services and would violate the confidentiality of the business as authorized by 25 O.S. Section 307(C)(10)
 - b. Economic development as it relates to Beetle Plastics, Inc. potential business expansion within the Ardmore Industrial Airpark or outside the Airpark as public disclosure would interfere with the development of goods and services and would violate the confidentiality of the business as authorized by 25 O.S. Section 307(C)(10)
 - c. Economic development as it relates to the leasing of Ardmore Development Authority Real Estate to Due North, LLC. as public disclosure would interfere with the development of goods and services and would violate the confidentiality of the business as authorized by 25 O.S. Section 307(C)(10)
 - d. Purchase of real estate in the vicinity of the Ardmore Industrial Airpark as authorized by 25 O.S. Section 307(B) (3).
- Chris Sandvick moved to convene in executive session to discuss agenda items 14a, 14b, 14c, and 14d. Phillip Washington seconded the motion. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed. Executive session convened at 4:06 P.M.

Item 15: Reconvene into Open Session

- Ron Crosby moved to reconvene in open session. Phillip Washington seconded the motion. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed. Open session was reconvened at 4:38 P.M.
 - a. Consideration and possible action on item 14a
 - No action.
 - b. Consideration and possible action on item 14b
 - No action.
 - c. Consideration and possible action on item 14c
 - No action.
 - d. Consideration and possible action on item 14d
 - Steve Jordan moved to approve the resolution that had been distributed prior to the meeting that ratifies the approval and execution of the first amendment to the purchase agreement with Highway 53 LLC, authorizes completion of the transaction as contemplated by the agreement and first amendment, and authorizing payment of the balance of the purchase price, as provided in the first amendment. Ron Crosby seconded the motion. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

The Chair announced that he would return to the remaining agenda items in the order in which they appeared.

Item 4: Comments by General Counsel.

- The General Counsel informed the Board that he made certain recommendations regarding the agenda, minutes and manner in which meetings would be conducted. These recommendations were a result of recent interpretations of the Open Meeting Act by the Oklahoma Supreme Court and Oklahoma Attorney General, and the adoption of bylaws at the December 2014 meeting.

Item 5: Approval of the minutes of the December 15, 2014 regular meeting.

- Chris Sandvick moved to approve the minutes from the December 15, 2014 regular meeting, as distributed prior to the meeting. Phillip Washington seconded the motion. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

Item 6: Consideration and possible action to accept December financial statements.

- Chris Sandvick presented the December financial statements. Steve Jordan moved to accept the December financial statements, as distributed prior to the meeting. Warren Blackmon seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.
- Chris Sandvick provided the committee with a six month overview of the financials, noting that the ADA is currently 2.5% over budget.

Item 7: Consideration and possible action to designate Gary Farabough, Ron Crosby and Chris Sandvick as authorized for signing checks.

- Steve Jordan moved to approve Gary Farabough, Ron Crosby and Chris Sandvick as authorized co-signatories on all checks. Phillip Washington seconded the motion. With permission of the second, Steve Jordan amended the motion to include Brian Carter as a signatory. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

Item 8: Consideration and possible action to engage Rajjal, Henderson, Johnson, PLLC to perform FY14 Annual Audit.

- Ron Crosby moved to accept the letter of engagement of Rajjal, Henderson, Johnson, PLLC to perform FY14 Annual Audit, as distributed prior to the meeting. Chris Sandvick seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

The Chair informed the Trustees that he would take-up agenda items 11, 12 and 13 out of sequence, in order to accommodate the schedule of Economic Development Counsel.

Item 11: Consideration and Discussion for FY15-19 Capital Project Planning

- Guests, Doug Corner and Bonnie Greer with Corner Greer & Associates (CGA) were introduced.
 - DOC facility. CGA provided an overview concerning new designs for the DOC housing facility, located at the Airpark. The new DOC facility would be a 22,000 sq ft structure, updated with approximately 150 beds for Offenders.
 - Colvert Dairy building. CGA also provided an update on the Colvert Dairy building stating; the structure itself was exceptional, though electricity would be necessary to provide a detailed analysis of the building; and that an asbestos abatement would have to be initiated prior to any renovations or demo.
- Guests, Steve Harris with H.W. Lochner and Alan Nelson with Nelson & Morgan Architects were introduced.
 - Airpark Hangars. Steve Harris presented a design lay-out for an 11,700 sq ft hangar, divided into three (3) 195x60 sq ft units, to be constructed at the Airpark. Each of the walls and roof will be fully insulated. Each hangar will be equipped with one bi-fold door and one standard entrance door.

Item 12: Consideration and possible action to authorize the Chairman and CEO to enter into the Agreement for Services for Improvements to the Ardmore Municipal Airport by the City of Ardmore's Airport Engineer, H.W. Lochner, Inc., in the amount of \$90,020 for architectural and engineering services necessary for the construction of aircraft hangars.

- No action.

Item 13: Consideration and possible action for approving the reimbursement of the City of Ardmore's Airport Engineer, H.W. Lochner, Inc., for the survey, design and construction supervision of the Ardmore Industrial Airpark flight line fencing project in the amount of \$37,800.

- Steve Jordan moved to approve the reimbursement of the City of Ardmore's Airport Engineer, H.W. Lochner, Inc., for the survey, design and construction supervision of the Ardmore Industrial Airpark flight line fencing project in the amount of \$37,800 as distributed prior to the meeting. Chris Sandvick seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed.

The Chair announced that he would return to the remaining agenda items in the order in which they appeared.

Item 9: Staff Report.

- Brian Carter provided a brief update on the renovation of the ADA headquarters, noting that bids were currently being accepted.

Item 10: Consideration and possible action to adopt Strategic Objectives for 2015-2019.

- No action.


Item 16: Legal Counsel Report.

- No report.

Item 17: Adjourn.

- With no further business to discuss, Ron Crosby moved to adjourn, Steve Jordan seconded. Gary W. Farabough, Ron Crosby, Chris Sandvick, Steve Jordan, Warren Blackmon and Phillip Washington voted aye. There were no nay votes and no abstentions. The motion passed. Meeting adjourned at 6:18 P.M.

Respectfully Submitted:


Secretary

Comments: Ex-Officio Trustee, Mita Bates, left the room at 5:05 P.M. and did not return to the meeting.