

**SPECIAL MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M.            JANUARY 18, 2021  
ARDMORE CONVENTION CENTER  
2401 N ROCKFORD RD  
ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Special Meeting of December 21, 2020.
4. Consideration and possible action to accept the December 2020 Financials.
5. Consideration and possible action to approve the request by Michelin North America to exercise the option to purchase equipment subject to the provisions of Lease Schedule #2, dated December 23, 2005 and maturing January 15, 2021.
6. Consideration and possible action to declare as surplus the former Department of Corrections facility at the Ardmore Municipal Airport and consent to the demolition by the City of Ardmore for the construction of the new wastewater treatment facility.
7. 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).
8. Consideration and possible action to reconvene open session.
9. Consideration and possible action to approve an Economic Development Incentive for a new industry to locate in Ardmore. The Incentive is for relocation expenses of \$1500 - \$3000 per individual, contingent upon qualifying per the approved program guidelines, in an amount not to exceed \$10,000.00
10. Staff Reports:
  - a. Airport
  - b. Industrial Parks
  - c. Marketing
11. Adjourn

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
December 21, 2020 4:00 P.M.

Ardmore Convention Center  
2401 N Rockford Road  
Ardmore, OK 73401

TRUSTEES PRESENT: Warren Blackmon, Dr. Craig Gerken, Dr. Pam Kimbrough, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín

EX-OFFICIOS TRUSTEES:

STAFF: Mita Bates (Virtually), Andrea Anderson, Chase Tindle, Marthanna Donald

GUESTS: Michael Carnuccio, Chet Vinson

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

Nancy Sjulín called the meeting to order at 4:04 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Special Meeting of November 16, 2020.

Mark Riesen moved to approve the Minutes of the Special Meeting of November 16, 2020. Warren Blackmon seconded. Warren Blackmon, Dr. Pam Kimbrough, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

\*Dr. Craig Gerken arrived at 4:08 p.m.

Item 4: Consideration and possible action to accept the November 2020 Financials.

Warren Blackmon presented the November 2020 Financials. After a brief discussion Pat Ownbey motioned to accept the November 2020 Financials. T.J. Riley seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to engage Mary E. Johnson and Associates, PLLC to conduct the ADA Audit for fiscal year 2020.

Mita Bates explained that Mary Johnson has performed the ADA audit for several years. In discussions this year, Mrs. Johnson has agreed to keep the fee of \$18,500 flat from last year. With no further questions, Warren Blackmon made a motion to engage Mary E. Johnson and Associates, PLLC to conduct the ADA Audit for fiscal year 2020. Dr. Pam Kimbrough seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to recommend Steve Rhines and Scott Chapman to serve an initial three-year term on the Ardmore Development Authority Board of Trustees.

Nancy Sjulín informed the board that she has spoken with both nominees and each had agreed to serve on the ADA board. Mita Bates then said that upon recommendation, the City of Ardmore would put the recommendations on the January 4, 2021 City Commission agenda. T.J. Riley made a motion to recommend Steve Rhines and Scott Chapman to serve an initial three-year term on the Ardmore Development Authority Board of Trustees. Pat Ownbey seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to elect officers for the calendar year 2021.

Nancy Sjulín informed the board that for calendar year 2021 she would serve a second term as Chair; T.J. Riley as Vice-Chair; and Jake Charnock as Treasurer. Warren Blackmon made a motion to nominate Nancy Sjulín as Chair; T.J. Riley as Vice Chair; and Jake Charnock as Treasurer. Dr. Craig Gerken seconded. Warren Blackmon seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to authorize the officers elected for 2021 and the President and CEO as signors on all Ardmore Development Authority accounts.

Mita Bates informed the board with Kevin Lassahn moving from Ardmore and Warren Blackmon rolling off the board that would leave only one signer on the accounts. Mrs. Bates also reminded the board that any check over \$2,500 requires a second signature. After a brief discussion, Pat Ownbey motioned to authorize the officers elected for 2021 and the President and CEO as signors on all Ardmore Development Authority accounts. Warren Blackmon seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 9: Consideration and possible action to award a bid for the mowing and grounds maintenance for ADA properties.

Mita Bates informed the board that of the five bid packets sent out, three were received by the ADA. Of those staff recommends awarding the bid to Legacy Landscapes in the amount of \$240,000.000. After a brief discussion, T.J. Riley motioned to award a bid for the mowing and grounds maintenance for ADA properties to Legacy Landscapes in the amount of \$240,000.00. Mark Riesen seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 10: Consideration and possible action to approve the extension of the following King Aerospace Commercial Corporation, Inc. subleases pursuant to the terms of the original sublease for an additional 10 years at the expiration of the leases in 2021:

- a. Sub-Lease Agreement between the Ardmore Development Authority ("ADA") and King Aerospace, Inc. ("KAI") dated July 24, 2007 concerning Hangar 320 and surrounding property
- b. Sub-Lease Agreement between the ADA and KAI dated January 3, 2003 concerning Hangar 301
- c. Sub-Lease Agreement between the ADA and King Aerospace Commercial Corporation ("KACC") dated June 1, 2005 concerning Hangar 224 and surrounding property
- d. Sub-Lease Agreement between the ADA and KACC dated December 26, 2007 concerning Hangar 101 and surrounding property.

Mita Bates explained that the original leases were written to mature at the end of 2010 with options for 10-year option extensions. The documents were not executed until 2011 and there was then some confusion with the maturity date of the new options. Mrs. Bates then informed the board that King Aerospace wants to execute another 10-year option on their leases and that Debi Sterkel, the ADA attorney, is working on a new document with a specified maturity date for the end of December 2030. Warren Blackmon motioned to approve the extension of the following King Aerospace Commercial Corporation, Inc. subleases pursuant to the terms of the original sublease for an additional 10 years at the expiration of the leases in 2021:

- a. Sub-Lease Agreement between the Ardmore Development Authority ("ADA") and King Aerospace, Inc. ("KAI") dated July 24, 2007 concerning Hangar 320 and surrounding property
- b. Sub-Lease Agreement between the ADA and KAI dated January 3, 2003 concerning Hangar 301
- c. Sub-Lease Agreement between the ADA and King Aerospace Commercial Corporation ("KACC") dated June 1, 2005 concerning Hangar 224 and surrounding property
- d. Sub-Lease Agreement between the ADA and KACC dated December 26, 2007 concerning Hangar 101 and surrounding property.

Marl Riesen seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 11: Consideration and possible action to enter into an Agreement for Services with The Aviation Group to perform engineering services in conjunction with the construction of waterlines at the Ardmore Municipal Airport.

Item tabled

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).

Warren Blackmon motioned to enter Executive Session. Pat Ownbey seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:22 p.m.

\*Chet Vinson left the meeting at 4:32 p.m.

Item 13: Consideration and possible action to reconvene open session.

Warren Blackmon motioned to reconvene open session. Pat Ownbey seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 5:08 p.m.

Item 14: Consideration and possible action to approve the following with Michelin North America, Inc.:

- i. The Sixth Amendment to Loan and Security Agreement
- ii. The Fifth Amendment to Master Equipment Lease Agreement
- iii. Loan Schedule 17
- iv. Equipment Lease Schedule No. 17
- v. UCC Financing Statement Amendment

Mita Bates informed the board that this will be the seventeenth year that this transaction has occurred between the ADA and Michelin. The documents have been reviewed by Debi Sterkel, multiple attorneys for the City of Ardmore as well as McAfee & Taft of Oklahoma City. After a brief discussion, Pat Ownbey motioned to approve the following with Michelin North America, Inc.:

- i. The Sixth Amendment to Loan and Security Agreement
- ii. The Fifth Amendment to Master Equipment Lease Agreement
- iii. Loan Schedule 17
- iv. Equipment Lease Schedule No. 17
- v. UCC Financing Statement Amendment

Dr. Pam Kimbrough seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 15: Knightsbridge Update on Air Cargo Development

Michael Carnuccio of Knightsbridge updated the board on the status of the various activities with the Knightsbridge project.


Item 16: Staff Reports:

- a. Airport- Chase Tindle informed the board that the Taxiway E Project is complete. Mr. Tindle then informed the board that the control tower manager has retired, and a new manager has taken his place. Over the next few weeks Mr. Tindle and staff would be completing cleanup and beautification projects around the park. Finally, Mr. Tindle reported that in the month of November there were a total of 1,566 total operations for the airport. Compared to 2019, operations are up 2%.
- b. Industrial Parks- Chase Tindle presented the Industrial Park report as Dan Luttrell was not in attendance. The box hangar project is nearing completion. Dollar General is continuing to place piers for the new facility while metal building materials are being delivered. Finally, Mr. Tindle reported that the sanitary sewer line upgrade is complete with minor cleanup remaining.
- c. Marketing- Andrea Anderson updated the board on projects.

Item 17: Adjourn

With no further business, Warren Blackmon motioned to adjourn. T.J. Riley seconded. Warren Blackmon, Dr. Pam Kimbrough, Dr. Craig Gerken, Pat Ownbey, Mark Riesen, T.J. Riley, Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:19 p.m.

Respectfully Submitted:

  
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Mita A. Bates, Secretary

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
January 18, 2021 4:00 P.M.

Ardmore Convention Center  
2401 N Rockford Road  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín  
EX-OFFICIOS TRUSTEES:  
STAFF: Mita Bates, Andrea Anderson, Chase Tindle, Marthanna Donald  
GUESTS: Drew Butler

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

Nancy Sjulín called the meeting to order at 4:06 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Special Meeting of December 21, 2020.

Dr. Pam Kimbrough moved to approve the Minutes of the Special Meeting of December 21, 2020. T.J. Riley seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the December 2020 Financials.

Mita Bates presented the December 2020 Financials including a mid-fiscal year update. After a brief discussion Mark Riesen motioned to accept the December 2020 Financials. Dr. Craig Gerken seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to approve the request by Michelin North America to exercise the option to purchase equipment subject to the provisions of Lease Schedule #2, dated December 23, 2005 and maturing January 15, 2021.

Mita Bates explained that this transaction would transfer the equipment title back to Michelin North America as part of the agreement for the loan-lease transaction. Debi Sterkel, ADA attorney, has reviewed and approved all necessary documents pertaining to the transaction. With no further questions, Mark Riesen made a motion to approve the request by Michelin North America to exercise the option to purchase equipment subject to the provisions of Lease Schedule #2, dated December 23, 2005 and maturing January 15, 2021. Dr. Craig Gerken seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to declare as surplus the former Department of Corrections facility at the Ardmore Municipal Airport and consent to the demolition by the City of Ardmore for the construction of the new wastewater treatment facility.

Mita Bates explained to the board that responsibility for the building is somewhat confusing since the City of Ardmore is the technical owner of the Airport but the ADA is the long-term lease holder. In order to avoid any future confusion, both the City of Ardmore and ADA will declare the building as surplus so that demolition of the building may begin. After a brief discussion, T.J. Riley motioned to declare as surplus the former Department of Corrections facility at the Ardmore Municipal Airport and consent to the demolition by the City of Ardmore for the construction of the new wastewater treatment facility. Steve Rhines seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 7: 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).

Dr. Pam Kimbrough motioned to enter Executive Session. Scott Chapman seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:20 p.m.

Item 8: Consideration and possible action to reconvene open session.

Mark Riesen motioned to reconvene open session. Scott Chapman seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:59 p.m.

Item 9: Consideration and possible action to approve an Economic Development Incentive for a new industry to locate in Ardmore. The Incentive is for relocation expenses of \$1500 - \$3000 per individual, contingent upon qualifying per the approved program guidelines, in an amount not to exceed \$10,000.00.

Dr. Craig Gerken motioned to approve an Economic Development Incentive for a new industry to locate in Ardmore. The Incentive is for relocation expenses of \$1500 - \$3000 per individual, contingent upon qualifying per the approved program guidelines, in an amount not to exceed \$10,000.00. T.J. Riley seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.


Item 16: Staff Reports:

- a. Airport- Chase Tindle informed the board ATS World Wide has begun work on their site. Also, the FAA is reviewing the ADA's notes on the MALSR project. Construction on that project can begin once the design is finalized. A silent auction on surplus items will begin on January 28, 2021. Finally, Mr. Tindle reported that total airport operations were up 3% compared to December 2019. Total airport operations for 2020 were also up 1.5% over 2019.
- b. Industrial Parks- Dan Luttrell reported that the tank erection for the box hangar project in beginning Wednesday along with parking lot paving. Finally, construction on the DG Fresh facility is moving quickly.
- c. Marketing- Andrea Anderson updated the board on projects.

Item 17: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steven Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:08 p.m.

Respectfully Submitted:

  
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Mita A. Bates, Secretary

**SPECIAL MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. FEBRUARY 16, 2020  
ARDMORE CONVENTION CENTER  
2401 N ROCKFORD RD  
ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Special Meeting Of January 18, 2021.
4. Consideration and possible action to accept the January 2020 Financials.
5. Consideration and possible action to approve a three-year sublease with Altom, Inc., an Oklahoma Corporation for Box Hangar at 602 Mc Donnell at the Ardmore Municipal Airport in an annual amount of \$6600.00.
6. Consideration and possible action to declare as surplus the items identified on Exhibit "A" and dispose of items at OK Iron and Metal.
7. Consideration and possible action to engage EST, Inc. for Civil Engineering Service for the Waterline Expansion and Rehabilitation at the Ardmore Municipal Airport.
8. 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).
9. Consideration and possible action to reconvene open session.
10. Consideration and possible action to amend the lease with Sovereign Oklahoma Development LLC, an Oklahoma limited liability company removing Tracts B-1, B-2, C, D, E, F and G as referenced on the Amended and Restated Lease Agreement dated November 5, 2012 and referenced in Memorandum of Lease Agreement filed in the records of Carter County Oklahoma, Book 5611, Pages 0015-0023.
11. Consideration and possible action to terminate the Sublease Agreement by and between the Ardmore Development Authority and Ameripointe Logistics Hub, LLC, dated the March 24, 2020 on the property located at 425 Northrup effective February 1, 2021 and waive any outstanding rent on subject property.
12. Staff Reports:
  - a. Airport
  - b. Industrial Parks
  - c. Marketing
13. Adjourn

Agenda posted: February 12, 2021 10:00 am  
Ardmore Development Authority/Chamber of Commerce; Ardmore City Hall; Ardmore Convention Center  
Ardmore Development Authority website

**Exhibit "A"**

**February 2021 Surplus List:**

Spray Trailer

Miscellaneous Commercial Kitchen Equipment

3 Hot Water Heaters

2 A/C Units

2 Stoves

45 Chairs

1 File Cabinet

8 Tables

12 Metal Pallets

1 Riding Lawn Mower

2 Lawn Trailers

8 Truck Wheels

1 Unknown Engine



ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
February 16, 2021 4:00 P.M.

Ardmore Convention Center  
2401 N Rockford Road  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley  
EX-OFFICIOS TRUSTEES:  
STAFF: Mita Bates, Andrea Anderson  
GUESTS:

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

T.J. Riley called the meeting to order at 4:03 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mr. Riley that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Special Meeting of January 18, 2021.

Mark Riesen moved to approve the Minutes of the Special Meeting of January 18, 2021. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the January 2021 Financials.

Jake Charnock presented the January 2021 Financials. After a brief discussion Dr. Pam Kimbrough motioned to accept the January 2021 Financials. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to approve a three-year sublease with Altom, Inc., an Oklahoma Corporation for Box Hangar at 602 Mc Donnell at the Ardmore Municipal Airport in an annual amount of \$6600.00.

After a brief discussion, Jake Charnock motioned to approve a three-year sublease with Altom, Inc., an Oklahoma Corporation for Box Hangar at 602 McDonnell at the Ardmore Municipal Airport in an annual amount of \$6600.00. Mark Riesen seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to declare as surplus the items identified on Exhibit "A" and dispose of items at OK Iron and Metal.

Mita Bates explained to the board that Airport staff has been cleaning out the ADA warehouse and areas surrounding it. After a brief discussion, Dr. Pam Kimbrough motioned to declare as surplus the items identified on Exhibit "A" and dispose of items at OK Iron and Metal. Mark Riesen seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to engage EST, Inc. for Civil Engineering Service for the Waterline Expansion and Rehabilitation at the Ardmore Municipal Airport.

Mita Bates explained to the board that a total of six packets were sent out after issuing the RFQ for the project. Of those, four packets were received. Each received packet was then reviewed by four different people using a matrix from the City of Ardmore. All four reviewers listed EST, Inc. as their recommendation based off the matrix scoring. After a brief discussion, Jake Charnock motioned to engage EST, Inc. for Civil Engineering Service for the Waterline Expansion and Rehabilitation at the Ardmore Municipal Airport. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed.

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

Steve Rhines motioned to begin Executive Session. Jake Charnock seconded. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:16 p.m.

Item 9: Consideration and possible action to reconvene open session.

Jake Charnock motioned to reconvene open session. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 5:07 p.m.

Item 10: Consideration and possible action to amend the lease with Sovereign Oklahoma Development LLC, an Oklahoma limited liability company removing Tracts B-1, B-2, C, D, E, F and G as referenced on the Amended and Restated Lease Agreement dated November 5, 2012 and referenced in Memorandum of Lease Agreement filed in the records of Carter County Oklahoma, Book 5611, Pages 0015-0023.

Jake Charnock motioned to amend the lease with Sovereign Oklahoma Development LLC, an Oklahoma limited liability company removing Tracts B-1, B-2, C, D, E, F and G as referenced on the Amended and Restated Lease Agreement dated November 5, 2012 and referenced in Memorandum of Lease Agreement filed in the records of Carter County Oklahoma, Book 5611, Pages 0015-0023. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed.

Item 11: Consideration and possible action to terminate the Sublease Agreement by and between the Ardmore Development Authority and Ameripointe Logistics Hub, LLC, dated the March 24, 2020 on the property located at 425 Northrup effective February 1, 2021 and waive any outstanding rent on subject property.

Mark Riesen motioned to terminate the Sublease Agreement by and between the Ardmore Development Authority and Ameripointe Logistics Hub, LLC, dated the March 24, 2020 on the property located at 425 Northrup effective February 1, 2021 and waive any outstanding rent on subject property. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed.


Item 12: Staff Reports:

- a. Airport- Mita Bates reported that the hangar project is complete pending a final walkthrough. The Airport fire department will also be doing a controlled burn at the end of February that will help with wildlife. ATS World Wide is moving along with the construction of their test site. Finally, there were a total of 1,666 total airport operations for the month of January 2021. This is a 63% increase over January 2020 when total operations were 1,020.
- b. Industrial Parks- Mita Bates reported that the application for the rezoning of Westport II has been resubmitted to the City of Ardmore. Also the land sale to Arbuckle Group closed in early February.
- c. Marketing- Andrea Anderson updated the board on projects.

Item 13: Adjourn

With no further business, Dr. Pam Kimbrough motioned to adjourn. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, and T.J. Riley voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:16 p.m.

Respectfully Submitted:

  
Mita A. Bates, Secretary

**SPECIAL MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. MARCH 15, 2021  
ARDMORE CONVENTION CENTER  
2401 N ROCKFORD RD  
ARDMORE, OK. 73401**

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**Link: <https://us02web.zoom.us/j/89411706493>**

**Meeting ID: 894 1170 6493**

**(669) 900-9128**

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Special Meeting of February 16, 2021.
4. Consideration and possible action to accept the February 2021 Financials.
5. Consideration and possible action to approve the Contract for Services with EST Engineering for the waterline expansion and rehabilitation at the Ardmore Municipal Airport.
6. Consideration and possible action to acknowledge receipt of request from IMTEC Real Estate to renew the lease expiring August 31, 2021 and negotiate terms of a renewal.
7. Consideration and possible action to recommend Mike Whitson to serve a remaining term ending December 31, 2022 on the Ardmore Development Authority Board of Trustees.
8. 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).
9. Consideration and possible action to reconvene open session.
10. Staff Reports:
  - a. Airport
  - b. Industrial Parks
  - c. Marketing

11. Adjourn

Agenda posted: March 11, 2021

Ardmore Development Authority/Chamber of Commerce; Ardmore City Hall; Ardmore Convention Center  
Ardmore Development Authority website

3:00 pm

Trustees Attending via Video Conference:

Nancy Sjulín, T.J. Riley, Jake Charnock, Scott Chapman, Craig Gerken, Pamela Kimbrough, Steve Rhines, Mark Riesen

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
March 15, 2021 4:00 P.M.

Ardmore Convention Center  
2401 N Rockford Road  
Ardmore, OK 73401

TRUSTEES PRESENT: Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, T.J. Riley, Nancy Sjulín  
TRUSTEES VIA ZOOM: Scott Chapman  
EX-OFFICIOS TRUSTEES:  
STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Chase Tindle, Randy Gentry  
GUESTS: Kevin Boatwright, Drew Butler, Michael Carnuccio, Tucker Link, Jimmy Patterson

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

Nancy Sjulín called the meeting to order at 4:07 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Special Meeting of February 16, 2021.

T.J. Riley moved to approve the Minutes of the Special Meeting of February 16, 2021. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Dr. Craig Gerken, Steve Rhines, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

\*Jake Charnock and Steve Rhines arrived at 4:08 p.m.

Item 4: Consideration and possible action to accept the February 2021 Financials.

Jake Charnock presented the February 2021 Financials. After a brief discussion Steve Rhines motioned to accept the February 2021 Financials. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Dr. Craig Gerken, Steve Rhines, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to approve the Contract for Services with EST Engineering for the waterline expansion and rehabilitation at the Ardmore Municipal Airport.

Mita Bates explained to the board that under the grant agreement with the EDA engineering services could not exceed \$303,648.00. The contract with EST, Inc. came in at \$268,000.00. Mrs. Bates also explained that the contract would need to be reviewed by Debi Sterkel before the ADA would execute. Jake Charnock motioned to approve the Contract for Services with EST Engineering for the waterline expansion and rehabilitation at the Ardmore Municipal Airport. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Dr. Craig Gerken, Steve Rhines, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to acknowledge receipt of request from IMTEC Real Estate to renew the lease expiring August 31, 2021 and negotiate terms of a renewal.

T.J. Riley excused himself from this item due to a potential conflict of interest and left the room. Mita Bates updated the board that the lease for IMTEC Real Estate expires on August 31, 2021. She then explained that the original lease terms allowed for a purchase of the building or an extension of the lease at the expiration. After a brief discussion, Dr. Pam Kimbrough motioned to acknowledge receipt of request from IMTEC Real Estate to renew the lease expiring August 31, 2021 and directed staff to negotiate terms of a renewal. Jake Charnock seconded Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Dr. Craig Gerken, Steve Rhines, and Nancy Sjulín voted aye. T.J. Riley abstained. There were no nays. The motion passed.

Item 7: Consideration and possible action to recommend Mike Whitson to serve a remaining term ending December 31, 2022 on the Ardmore Development Authority Board of Trustees.

Mita Bates reminded the board that Pat Ownbey resigned from the board in February due to moving outside of Ardmore city limits. In discussion with Nancy Sjulín, Mike Whitson agreed to serve the remainder of Mr. Ownbey's term which will expire on December 31, 2022. If approved the recommendation will be sent to the Ardmore City Commission for approval during the April 5, 2021 commission meeting. T.J. Riley motioned to recommend Mike Whitson to serve a remaining term ending December 31, 2022 on the Ardmore Development Authority Board of Trustees. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Dr. Craig Gerken, Steve Rhines, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to enter Executive Session for the purpose of:  
Conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business under the provisions of 25 O.S. §307C(11).

Jake Charnock motioned to begin Executive Session. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Dr. Craig Gerken, Steve Rhines, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:36 p.m.

Item 9: Consideration and possible action to reconvene open session.

T.J. Riley motioned to reconvene open session. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Dr. Craig Gerken, Steve Rhines, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 5:25 p.m.

Item 10: Staff Reports:

- a. Airport- Chase Tindle reported that construction for ATS World-Wide has begun and is moving quickly. The Ardmore Downtown Executive Airport will be closing for a 55-day project and the community hangar at the Airpark will be used to temporarily house about a dozen planes. Mr. Tindle then reported that he is still working with the FAA on the new MALSR system. Next, Mr. Tindle is beginning to coordinate with contractors to replace the upper fascia on the control tower and is hoping to begin the project in the next 30 to 45 days. Finally, Mr. Tindle reported that the airport traffic count was down 48% compared to February 2020 due to the closure for the winter storm.
- b. Industrial Parks- Mita Bates introduced Randy Gentry, the new Industrial Park Manager. Mr. Gentry reported that Beetle Plastics will be completely out of their facility by June. He has begun getting quoted to paint the exterior of the Frontier Music Building. Mr. Gentry also reported that he has begun getting quotes to repair sheetrock and paint the restrooms in the terminal building. Finally, the parking area for the box hangar complex has been paved and will be striped next week. The pump for the fire suppression system should arrive sometime around May 1. Mita Bates also informed the board that the team is working with Dollar General and the City of Ardmore on an approximately 200 foot gap between the road going into the new DG Fresh facility and the existing road.
- c. Marketing- Andrea Anderson updated informed the board that she is beginning to look at dates for the 2021 Southern Oklahoma Hiring Conference. Ms. Anderson also updated the board on projects. Mita Bates then provided a legislative update regarding economic development bills currently being considered by the state legislature.

Item 13: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Dr. Craig Gerken, Steve Rhines, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:26 p.m.

Respectfully Submitted:



Mita A. Bates, Secretary

**SPECIAL MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
5:00 P.M. MARCH 31, 2021  
ARDMORE CONVENTION CENTER  
2401 N ROCKFORD RD  
ARDMORE, OK. 73401  
Or – VIA ZOOM**

<https://us02web.zoom.us/j/87295719568>

Meeting ID: 872 9571 9568

(669)900-9128

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. 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).
4. Consideration and possible action to reconvene open session.
5. Consideration and possible action to execute a Letter of Intent with WP Global LLC, an Oklahoma Limited Liability Company for development at the Ardmore Municipal Airpark.
6. Adjourn

Agenda posted: March 29, 2021

3:00 pm

Ardmore Development Authority/Chamber of Commerce; Ardmore City Hall; Ardmore Convention Center  
Ardmore Development Authority website

**Trustees Attending via Video Conference:**

Nancy Sjulín, T.J. Riley, Jake Charnock, Scott Chapman, Craig Gerken, Pamela Kimbrough, Steve Rhines, Mark Riesen

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
March 31, 2021 5:00 P.M.

Ardmore Convention Center  
2401 N Rockford Road  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Nancy Sjulín  
TRUSTEES VIA ZOOM: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley  
EX-OFFICIOS TRUSTEES:  
STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Randy Gentry  
STAFF VIA ZOOM: Chase Tindle  
GUESTS: Kevin Boatright

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

Nancy Sjulín called the meeting to order at 5:00 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: 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).

Item tabled

Item 4: Consideration and possible action to reconvene open session.

Item tabled

\*Dr. Pam Kimbrough joined via Zoom at 5:01 p.m.

\*Dr. Craig Gerken joined via Zoom at 5:02 p.m.

Item 5: Consideration and possible action to execute a Letter of Intent with WP Global LLC, an Oklahoma Limited Liability Company for development at the Ardmore Municipal Airpark.

Mita Bates updated the board on discussions with WP Global, LLC. After a discussion, Mark Riesen motioned to execute a Letter of Intent with WP Global LLC, an Oklahoma Limited Liability Company for development at the Ardmore Municipal Airpark. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 6: Adjourn

With no further business, Scott Chapman motioned to adjourn. Jake Charnock seconded Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:08 p.m.

Respectfully Submitted:



Mita A. Bates, Secretary

**SPECIAL MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. ARIL 19, 2021  
ARDMORE CONVENTION CENTER  
2401 N ROCKFORD RD  
ARDMORE, OK. 73401**

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Link: <https://us02web.zoom.us/j/87539094952>

Meeting ID: 875 3909 4952  
(669)900-9128

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Special Meeting of March 15, 2021 and the Special Meeting of March 31, 2021.
4. Consideration and possible action to accept the March 2021 Financials.
5. Consideration and possible action to approve a sublease with Continental Intermodal Group, Trucking LLC for Suite 2 at the Ardmore Municipal Airport Terminal (620 General Drive) for one year at a rate of \$1800 per year.
6. Consideration and possible action to approve an agreement with Landwehr Construction, Inc. a Minnesota Corporation for the removal trees ,addition of new trees and the temporary addition of a small gravel radius on Redwing Road at the Ardmore Municipal Airport.
7. Consideration and possible action to enter into a Memorandum of Understanding with the City of Ardmore for the purpose of FAA Grant Administration on the rehabilitation of pavement and lighting on Runway 13-31 at the Ardmore Municipal Airport.
8. 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).
9. Consideration and possible action to reconvene open session.
10. Staff Reports:
  - a. Airport
  - b. Industrial Parks
  - c. Marketing

11. Adjourn

Agenda posted: April 14, 2021  
Ardmore Development Authority/Chamber of Commerce; Ardmore City Hall; Ardmore Convention Center  
Ardmore Development Authority website

10:00 am

Trustees Attending via Video Conference: Nancy Sjulín, T.J. Riley, Jake Charnock, Scott Chapman, Craig Gerken, Pamela Kimbrough, Steve Rhines, Mark Riesen; Mike Whitson.



ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
April 19, 2021 4:00 P.M.

Ardmore Convention Center  
2401 N Rockford Road  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín  
TRUSTEES VIA ZOOM: Steve Rhines  
EX-OFFICIOS TRUSTEES:  
STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Randy Gentry, Chase Tindle  
GUESTS: Drew Butler, Dallas Skansgaard

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

Nancy Sjulín called the meeting to order at 4:05 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Special Meeting of March 15, 2021 and the Special Meeting of March 31, 2021.

Mita Bates informed the board that after publication it was noted that Scott Chapman attended the March 31, 2021 Special Meeting in person and that Steve Rhines attended the same meeting virtually. Scott Chapman made a motion to approve the Minutes of the Special Meeting of March 15, 2021 and the Special Meeting of March 31, 2021 with the noted changes to the Minutes of March 31, 2021. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the March 2021 Financials.

Jake Charnock presented the March 2021 Financials. After a brief discussion T.J. Riley made a motion to accept the March 2021 Financials. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to approve a sublease with Continental Intermodal Group, Trucking LLC for Suite 2 at the Ardmore Municipal Airport Terminal (620 General Drive) for one year at a rate of \$1800 per year.

Mita Bates informed the board that CIG Trucking had originally rented the office while working a project in the area, and wished to release. Mark Riesen motioned to approve a sublease with Continental Intermodal Group, Trucking LLC for Suite 2 at the Ardmore Municipal Airport Terminal (620 General Drive) for one year at a rate of \$1800 per year. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to approve an agreement with Landwehr Construction, Inc. a Minnesota Corporation for the removal trees, addition of new trees and the temporary addition of a small gravel radius on Redwing Road at the Ardmore Municipal Airport.

Mita Bates explained that Landwehr Construction is working with Sovereign Oklahoma Development, LLC on a project within the Ameripointe development. In planning for the project, it was discovered that there is not enough room at the intersection of Highway 53 and Redwing Road for trucks to turn onto Highway 53. The trees will be removed to make room for the temporary gravel radius to accommodate turning onto Highway 53. At the completion of the project Landwehr Construction will replace all removed trees at 1:1. After a brief discussion Dr. Pam Kimbrough made a motion to approve an agreement with Landwehr Construction, Inc. a Minnesota Corporation for the removal trees, addition of new trees and the temporary addition of a small gravel radius on Redwing Road at the Ardmore Municipal Airport. Mark Riesen seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to enter into a Memorandum of Understanding with the City of Ardmore for the purpose of FAA Grant Administration on the rehabilitation of pavement and lighting on Runway 13-31 at the Ardmore Municipal Airport.

Mita Bates explained that the project is on schedule for FY2022. Like previous projects, it will be funded 90% by the FAA, 5% by the OAC, and 5% by the ADA. As the owner of the airport, the City of Ardmore will be the grant administrator. After a brief discussion Scott Chapman motioned to enter into a Memorandum of Understanding with the City of Ardmore for the purpose of FAA Grant Administration on the rehabilitation of pavement and lighting on Runway 13-31 at the Ardmore Municipal Airport. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to enter Executive Session for the purpose of:  
Conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business under the provisions of 25 O.S. §307C(11).

Jake Charnock motioned to enter into Executive Session. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:20 p.m.

Item 9: Consideration and possible action to reconvene open session.

Scott Chapman motioned to reconvene open session. Mark Riesen seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:45 p.m.

Item 10: Staff Reports

- a. Airport- Chase Tindle reported that construction for ATS World Wide is progressing. Work has also begun on the rehab project for runway 13-31. Fascia replacement on the Control Tower will begin on May 6. Finally, Mr. Tindle reported that March airport traffic was up 42% compared to March 2020 and up 7% for the year.
- b. Industrial Parks- Randy Gentry reported that progress continues on the new pumphouse. Security devices are currently being installed in the warehouse. Remodeling of the terminal restrooms has begun. Property at Westport Industrial Park is scheduled to be mowed once the weather permits.
- c. Marketing Report- Andrea Anderson updated the board on projects. Mita Bates updated the board on the progress of the Transition Committee.

Item 11: Adjourn

With no further business, Jake Charnock motioned to adjourn. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 4:55 p.m.

Respectfully Submitted:



Mita A. Bates, Secretary

**SPECIAL MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. MAY 17, 2021  
LAKE MURRAY CONFERENCE CENTER  
3323 LODGE ROAD  
MALLARD ROOM  
ARDMORE, OK. 73401  
Or VIA ZOOM**

Join Zoom Meeting

<https://us02web.zoom.us/j/89509743954>

Meeting ID: 895 0974 3954

(253)215-8782

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Special Meeting of April 19, 2021.
4. Consideration and possible action to accept the April 2021 Financials.
5. 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).
6. Consideration and possible action to reconvene open session.
7. Consideration and possible action to approve a Sublease Agreement with WP Global LLC, an Oklahoma Limited Liability Company for 118.4 acres at the Ardmore Municipal Airport for an initial term of 40 years with two additional extension terms of 25 years each for the development and operation of a multi-model facility, with the rent to be approved by the Board of Trustees, and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
8. Consideration and possible action to approve a Development Agreement with WP Global LLC, an Oklahoma Limited Liability Company for 118.4 acres at the Ardmore Municipal Airport, initial term of 40 years with two additional extension terms of 25 years each for the development and operation of a multi-model facility, with the rent to be approved by the Board of Trustees and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
9. Consideration and possible action to approve an offer from Dillon Environmental Services to purchase 34 acres of land in Westport Industrial Park located on Key Drive in the amount of \$272,000.00 (\$8000/acre) and approval or rejection of any proposed and considered by the Board of Trustees at the Meeting.
10. New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."

11. Staff Reports:

- a. Airport
- b. Industrial Parks
- c. Marketing
- d. RAISE Grant Update

12. Planning Session for FY 2022

13. Adjourn

Agenda posted: May 13, 2021

1:30 pm

Ardmore Development Authority/Chamber of Commerce; Ardmore City Hall; Ardmore Development Authority website

**Trustees Attending via Video Conference: Nancy Sjulian, T.J. Riley, Jake Charnock, Scott Chapman, Craig Gerken, Pamela Kimbrough, Steve Rhines, Mark Riesen; Mike Whitson.**

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
May 17, 2021 4:00 P.M.

Lake Murray Conference Center  
3323 Lodge Road, Mallard Room  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, Nancy Sjulín, Mike Whitson

TRUSTEES VIA ZOOM:

EX-OFFICIOS TRUSTEES: Kevin Boatright

STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Dan Luttrell, Chase Tindle

GUESTS: Drew Butler, Michael Carnuccio, Tucker Link

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

Nancy Sjulín called the meeting to order at 4:04 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Special Meeting of April 19, 2021.

Mark Riesen motioned to approve the Minutes of the Special Meeting of April 19, 2021. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Steve Rhines, Mark Riesen, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the April 2021 Financials.

Jake Charnock presented the April 2021 Financials. After a brief discussion Scott Chapman made a motion to accept the April 2021 Financials. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Steve Rhines, Mark Riesen, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: 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 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 seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Steve Rhines, Mark Riesen, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:13 p.m.

\*Dr. Pam Kimbrough arrived at 4:33 p.m.

\*Steve Rhines left the meeting at 5:06 p.m.

Item 6: Consideration and possible action to reconvene open session.

Dr. Pam Kimbrough motioned to reconvene open session. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. Mark Riesen stepped out of the room prior to the vote and was not present. There were no nays or abstentions. The motion passed. Open session reconvened at 5:19 p.m.

Item 7: Consideration and possible action to approve a Sublease Agreement with WP Global LLC, an Oklahoma Limited Liability Company for 118.4 acres at the Ardmore Municipal Airport for an initial term of 40 years with two additional extension terms of 25 years each for the development and operation of a multi-model facility, with the rent to be approved by the Board of Trustees, and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Jake Charnock motioned to approve a Sublease Agreement with WP Global LLC, an Oklahoma Limited Liability Company for 118.4 acres at the Ardmore Municipal Airport for an initial term of 40 years with two additional extension terms of 25 years each for the development and operation of a multi-model facility, with the rent to be approved by the Board of Trustees, and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting pending attorney's final review. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8: Consideration and possible action to approve a Development Agreement with WP Global LLC, an Oklahoma Limited Liability Company for 118.4 acres at the Ardmore Municipal Airport, initial term of 40 years with two additional extension terms of 25 years each for the development and operation of a multi-model facility, with the rent to be approved by the Board of Trustees and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mark Riesen motioned to approve a Development Agreement with WP Global LLC, an Oklahoma Limited Liability Company for 118.4 acres at the Ardmore Municipal Airport, initial term of 40 years with two additional extension terms of 25 years each for the development and operation of a multi-model facility, with the rent to be approved by the Board of Trustees and approval of any amendments proposed and considered by the Board of Trustees at the Meeting pending attorney's final review. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 9: Consideration and possible action to approve an offer from Dillon Environmental Services to purchase 34 acres of land in Westport Industrial Park located on Key Drive in the amount of \$272,000.00 (\$8000/acre) and approval or rejection of any proposed amendments and considered by the Board of Trustees at the Meeting.

Dr. Pam Kimbrough motioned to reject an offer from Dillon Environmental Services to purchase 34 acres of land in Westport Industrial Park located on Key Drive in the amount of \$272,000.00 (\$8000/acre). Mike Whitson seconded. Scott Chapman, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, Nancy Sjulín, and Mike Whitson voted aye. Jake Charnock and Dr. Craig Gerken abstained. There were no nays. The motion passed.

Item 10: New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda.")

No new business was presented.

Item 11: Staff Reports

- a. Airport- Chase Tindle reported that trench and construction work for ATS World-Wide is progressing. Last week the fascia on the control tower was replaced. Landwehr Construction has completed the tree removal and gravel apron adjacent to Redwing Road. Finally, Mr. Tindle reported that aircraft from the Downtown Executive Airport should be able to return to those hangars within the first week of June, pending the opening of the runway.
- b. Industrial Parks- Dan Luttrell reported that the pumps for the new campus fire suppression system have arrived but that installation is pending due to weather. Also, the remodel of Terminal building restrooms is on hold.
- c. Marketing Report- Andrea Anderson updated the board on projects. Ms. Anderson also reported that the annual Intern Welcome Event hosted by the ADA is happening this week with interns from Michelin, Valero and EJ. Mita Bates then informed the board that Chase Tindle has accepted a new position in his hometown and will be leaving at the end of the month. Finally, Mrs. Bates reminded the board that the provision allowing for public bodies to host virtual meetings would end on June 2, 2021.
- d. RAISE Grant Update- Mita Bates updated the board on the progress of the RAISE grant application. She encouraged the board to put her in touch with anyone who may have questions.

\*Kevin Boatright left the meeting at 5:33 p.m.

Item 12: Planning Session for FY 2022

The planning session began at 5:35 p.m.

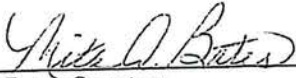
In introducing the planning session Mita Bates explained that a final budget and plan will be presented at the June 2021 ADA meeting for board approval. A discussion among board members and staff on ideas for the upcoming year occurred.

\*Mark Riesen left the meeting at 6:33

Item 13. Adjourn

With no further business, Mike Whitson motioned to adjourn. Jake Charnock seconded. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 6:46 p.m.

Respectfully Submitted:



Mita A. Bates, Secretary

**REGULAR MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. JUNE 21, 2021  
ARDMORE CHAMBER OF COMMERCE  
410 W MAIN  
ARDMORE, OK. 73401**

---

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Special Meeting of May 17, 2021.
4. Consideration and possible action to accept the May 2021 Financials.
5. Consideration and possible action to elect Andrea Anderson as Vice President of Economic Development and Assistant Secretary for the Ardmore Development Authority and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
6. Consideration and possible action to enter into a Letter of Engagement with IMS Worldwide Inc. for services to support the application for a Reimbursable Serves (RSP) Program at the Ardmore Municipal Airport in an initial amount of \$7500.00 with additional hour authorizations for 10-hour blocks of time and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
7. Consideration and possible action to enter into an agreement with CDS Community Development Strategies for a Market Analysis and Strategic Housing Plan for the City of Ardmore in the amount of \$38,500.00 and associated expenses not to exceed \$3750.00 and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
8. Consideration and possible action to approve an electrical utility easement with Priority Power Management, LLC at the Westport Industrial Park as shown on attached Exhibit "A".
9. Consideration and possible action to approve a preliminary budget for FY 2022.
10. Consideration and possible action to approve a RAISE (Rebuilding America Infrastructure with Sustainability and Equity) Grant application by the Ardmore Development Authority in an amount not to exceed \$25,000,000.00 and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
11. 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).
12. Consideration and possible action to reconvene open session.



13. Consideration and possible action to amend the Agreement for Services with Knightsbridge Partners LLC with an increase of \$90,000.00 for the three remaining months of the contract for the continued development at the Ardmore Municipal Airport and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

14. New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."

16. Staff Reports:

- a. Airport
- b. Industrial Parks
- c. Marketing
- d. RAISE Grant Update
- e. Transition Update

17. Adjourn

Agenda posted: June 17, 2021

Ardmore Development Authority/Chamber of Commerce; Ardmore City Hall; Ardmore Convention Center  
Ardmore Development Authority website

4:00 pm



**LANDOWNER:**  
**ARDMORE DEVELOPMENT AUTHORITY**

*EST. PROPERTY CROSSING: 1,128.2 FT., 68.38 RD.*

**MAILING ADDRESS:**  
 PO BOX 1585  
 ARDMORE, OK 73402

**Temp. Workspace**

**Tract ID: 02.00**  
**Parcel ID: R0016132**

**Easement Centerline**  
**Perm. Easement**

**Legal Description:**  
 NW SW-N/2 SW SW- LESS 1.13 AC FOR RD ROW- 23 04S 01E

**LEGEND**

- Proposed Pipeline
- Existing Pipeline
- Surface Tract

1" = 266'

Map Tech: VSD

Date: 6/11/2021

Coordinate System  
 NAD 1983 StatePlane Oklahoma South FIPS 3502 Feet  
 Projection: Lambert Conformal Conic  
 Datum: North American 1983  
 False Easting: 1,960,500.0000  
 False Northing: 0.0000  
 Central Meridian: -98.0000  
 Standard Parallel 1: 33.5333  
 Standard Parallel 2: 35.2333  
 Latitude Of Origin: 33.5333  
 Units: Feet US

7	8	9	10	11	12	7	8
18	17	16	15	14	13	18	17
19	20	21	22	23	24	19	20
30	29	28	27	26	25	30	29
31	32	33	34	35	36	31	32
6	5	4	3	2	1	6	5

T4S-R1E  
 CARTER  
 T4S-R2E  
 T5S-R1E  
 T5S-R2E

**PriorityPower**

**CIRCULUS**

**CARTER COUNTY, OK**

*\*\*\*Preliminary Exhibit A:  
 To Be Replaced By Survey  
 Plat Prior To Recording\*\*\**





<b>LANDOWNER:</b> ARDMORE DEVELOPMENT AUTHORITY  <b>MAILING ADDRESS:</b> PO BOX 1585 ARDMORE, OK 73402	<b>EST. PROPERTY CROSSING:</b> 296.2 FT.,    17.95 RD.
	Temp. Workspace
Tract ID: 04.00 Parcel ID: R0072701  <b>Legal Description:</b> WESTPORT INDUST.PARK, BLK 1 LOT 8 S 355.38 (355.38X476.01)	Easement Centerline
	Perm. Easement

<b>LEGEND</b> Proposed Pipeline Existing Pipeline Surface Tract	<table border="1" style="width: 100%; text-align: center;"> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>7</td><td>8</td></tr> <tr><td>18</td><td>17</td><td>16</td><td>15</td><td>14</td><td>13</td><td>18</td><td>17</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>19</td><td>20</td></tr> <tr><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td>30</td><td>29</td></tr> <tr><td>31</td><td>32</td><td>33</td><td>34</td><td>35</td><td>36</td><td>31</td><td>32</td></tr> <tr><td>6</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>6</td><td>5</td></tr> </table>	7	8	9	10	11	12	7	8	18	17	16	15	14	13	18	17	19	20	21	22	23	24	19	20	30	29	28	27	26	25	30	29	31	32	33	34	35	36	31	32	6	5	4	3	2	1	6	5	  CIRCULUS  CARTER COUNTY, OK  ***Preliminary Exhibit A: To Be Replaced By Survey Plat Prior To Recording***
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1" = 57' Map Tech: VSD Date: 6/11/2021																																																		



ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
June 21, 2021 4:00 P.M.

Ardmore Chamber of Commerce  
410 West Main  
Ardmore, OK 73401

TRUSTEES PRESENT: Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley,  
Nancy Sjulín, Mike Whitson

EX-OFFICIOS TRUSTEES:

STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Dan Luttrell

GUESTS: Michael Carnuccio, Thom McGuire, Robby Short

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

Nancy Sjulín called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Special Meeting of May 17, 2021.

Jake Charnock motioned to approve the Minutes of the Special Meeting of May 17, 2021. Mark Riesen seconded. Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the May 2021 Financials.

Jake Charnock presented the May 2021 Financials. After a brief discussion Mark Riesen made a motion to accept the May 2021 Financials. Steve Rhines seconded. Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to elect Andrea Anderson as Vice President of Economic Development and Assistant Secretary for the Ardmore Development Authority and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Dr. Pam Kimbrough motioned to elect Andrea Anderson as Vice President of Economic Development and Assistant Secretary for the Ardmore Development Authority. Mike Whitson seconded. Jake Charnock, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

\*Dr. Craig Gerken arrived at 4:11 p.m.

Item 6: Consideration and possible action to enter into a Letter of Engagement with IMS Worldwide Inc. for services to support the application for a Reimbursable Serves (RSP) Program at the Ardmore Municipal Airport in an initial amount of \$7500.00 with additional hour authorizations for 10-hour blocks of time and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained to the trustees that IMS Worldwide has helped the ADA in activating portions of the Foreign Trade Zone at the Ardmore Industrial Airpark. This letter of engagement would help in the development of air cargo traffic at the park. After a brief discussion, Jake Charnock motioned to enter into a Letter of Engagement with IMS Worldwide Inc. for services to support the application for a Reimbursable Serves (RSP) Program at the Ardmore Municipal Airport in an initial amount of \$7500.00 with additional hour authorizations for 10-hour blocks of time. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 7: Consideration and possible action to enter into an agreement with CDS Community Development Strategies for a Market Analysis and Strategic Housing Plan for the City of Ardmore in the amount of \$38,500.00 and associated expenses not to exceed \$3750.00 and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the trustees that the need for an updated housing study was addressed during the board planning retreat in May. She also informed the board that CDS performed the study that led to the development of the Hickory Ridge Addition in 2003. Andrea Anderson also reached out to other communities who have performed housing studies and CDS was the overall recommendation. After a brief discussion, T.J. Riley made a motion to enter into an agreement with CDS Community Development Strategies for a Market Analysis and Strategic Housing Plan for the City of Ardmore in the amount of \$38,500.00 and associated expenses not to exceed \$3750.00. Mark Riesen seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 8: Consideration and possible action to approve an electrical utility easement with Priority Power Management, LLC at the Westport Industrial Park as shown on attached Exhibit "A".

Mita Bates and Dan Luttrell explained to the trustees that the new tenant at 2001 Cooper Drive is needing additional power to their building. The new lines will be overhead and cross Key Drive underground. Jake Charnock made a motion to approve an electrical utility easement with Priority Power Management, LLC at the Westport Industrial Park as shown on attached Exhibit "A". T.J. Riley seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 9: Consideration and possible action to approve a preliminary budget for FY 2022.

Mita Bates presented the preliminary FY 2022 budget to the trustees. After explaining each section Mrs. Bates told the board that a final budget would be presented for approval at the July board meeting. Mike Whitson motioned to approve a preliminary budget for FY 2022. T.J. Riley seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays. The motion passed.

- Item 10: Consideration and possible action to approve a RAISE (Rebuilding America Infrastructure with Sustainability and Equity) Grant application by the Ardmore Development Authority in an amount not to exceed \$25,000,000.00 and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates updated the trustees on the progress of the grant. The grant will be ready for submission in early July. Mrs. Bates also informed the board that the ADA should receive word on the award amount sometime in September or October. Dr. Craig Gerken motioned to approve a RAISE (Rebuilding America Infrastructure with Sustainability and Equity) Grant application by the Ardmore Development Authority in an amount not to exceed \$25,000,000.00. T.J. Riley seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays. The motion passed.

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

Jake Charnock motioned to enter Executive Session 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).  
Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays. The motion passed. Executive session began at 4:50 p.m.

- Item 12: Consideration and possible action to reconvene open session.  
Mike Whitson motioned to reconvene open session. Mark Riesen seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays. The motion passed. Open session reconvened at 5:32 p.m.

Item 13: Consideration and possible action to amend the Agreement for Services with Knightsbridge Partners LLC with an increase of \$90,000.00 for the three remaining months of the contract for the continued development at the Ardmore Municipal Airport and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

T.J. Riley motioned to amend the Agreement for Services with Knightsbridge Partners LLC with an increase of \$90,000.00 for the three remaining months of the contract for the continued development at the Ardmore Municipal Airport. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays. The motion passed.

Item 14: New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda.")

No new business was presented.

Item 15: Staff Reports

- a. Airport- Dan Luttrell reported that airport operations for May 2021 were down approximately 10% compared to May 2020. Mr. Luttrell also reported that a total of eight (8) bids were received for the Runway 13/31 Rehab project. He is awaiting FAA and OAC funds approval and expects the project to begin sometime during the third quarter. Finally, Mr. Luttrell expects the Downtown Executive Airport to reopen in the coming week which would open aircraft storage space at the Airpark.
- b. Industrial Parks- Dan Luttrell reported that the box hangar pump house is nearing completion. Next, Beetle Plastics should be moved out of their space by the end of June. The engineering report for the new wastewater treatment plant has been completed and includes geotechnical data. Mr. Luttrell then reported that ATS World Wide has completed their paving and electrical component installation. The company is anticipating start-up and testing in July. Project Fresh is complete and has begun operations. Some site work remains to be completed. Finally, Mr. Luttrell and Mrs. recently participated in the inspection of the ADA rail spur that serves the west side of the park.
- c. Marketing Report- Andrea Anderson updated the trustees on projects. Ms. Anderson also reported that she had spent the last several days in the Dallas-Fort Worth area participating in a call trip and the IAMC conference. She also informed the board that she would be attending the EAA Airventure in Oshkosh, WI in July.
- d. RAISE Grant Update- Mita Bates updated the trustees on the progress of the RAISE grant application. She encouraged the board to put her in touch with anyone who may have questions.
- e. Transition Update- Mrs. Bates told the trustees that the job description has been released and posted to multiple professional sites.

Item 14: Adjourn

With no further business, Dr. Pam Kimbrough motioned to adjourn the meeting. Jake Charnock seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:43 p.m.

Respectfully Submitted:

  
\_\_\_\_\_  
Mita A. Bates, Secretary

**REGULAR MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. JULY 19, 2021  
ARDMORE CHAMBER OF COMMERCE  
410 W MAIN  
ARDMORE, OK. 73401**

---

1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Regular Meeting of June 21, 2021.
4. Consideration and possible action to accept the June 2021 Financials.
5. Consideration and possible action to approve leases on Box Hangars 614, 618 & 622 McDonald to Blackbeard Aviation, LLC, an Oklahoma Limited Liability Company, for a term of one year in the amount of \$7800 per hangar and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
6. Consideration and possible action to approve the extension of the Amended Sublease to ATS World Wide LLC, an Oklahoma Limited Liability for an additional two-year term to end on June 3, 2023 in the amount of \$12,000 annually, and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
7. 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 of the President & CEO under the provisions of 25 O.S. §307B(1) (performance evaluation of President & CEO).
8. Consideration and possible action to reconvene open session.
9. Consideration and possible action to approve a Sublease to Cowboy Holdco, LLC, an Oklahoma Limited Liability Company for 2 parcels of land as described on attached Exhibit "A" located in Sections 17 & 18, Township 3 South, Range 3 East, Carter County Oklahoma for a term of 40 years and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
10. Consideration and possible action to approve a Development Agreement with Cowboy Holdco, LLC, an Oklahoma Limited Liability Company for 2 parcels of land as described on attached Exhibit "A" located in Sections 17 & 18, Township 3 South, Range 3 East, Carter County Oklahoma and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
11. Consideration and possible action to approve the evaluation of the President & CEO and approval and rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
12. New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9)as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."

13. Staff Reports:

- a. Airport
- b. Industrial Parks
- c. Marketing
- d. RAISE Grant Update
- e. Transition Update

14. Adjourn

Agenda posted: July 16, 2021

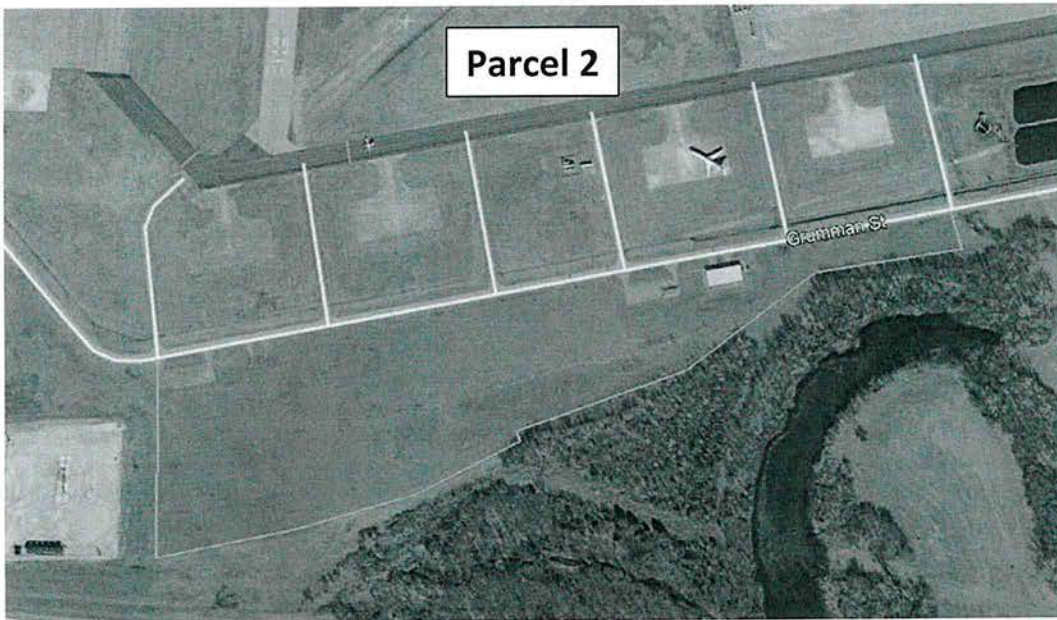
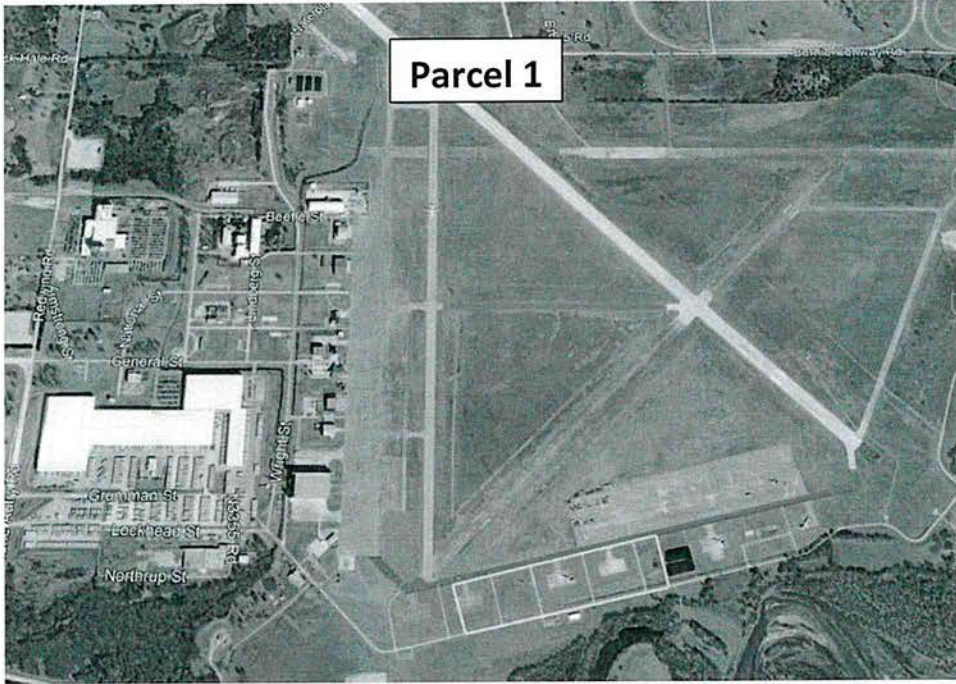
8:30 a.m.

Ardmore Development Authority/Chamber of Commerce; Ardmore City Hall; Ardmore Development Authority website



**EXHIBIT "A"**

Two tracts of land consisting of 3 Hardstands south of Taxiway Delta (Parcel 1) and 56 acres additional acres south of hardstand area in the Ardmore Municipal Airport (Parcel 2) located in the Southwest Quarter of Section 17, Township 3 South, Range 3 East, Carter County Oklahoma and the Southeast Quarter of Section 18, Township 3 South, Range3 East, Carter County Oklahoma.



ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
July 19, 2021 4:00 P.M.

Ardmore Chamber of Commerce  
410 West Main  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley,  
Nancy Sjulín, Mike Whitson  
EX-OFFICIOS TRUSTEES: Kevin Boatright  
STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUESTS: Michael Carnuccio, Drew Butler

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

Nancy Sjulín called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of June 21, 2021.

Mike Whitson motioned to approve the Minutes of the Regular Meeting of June 21, 2021. Jake Charnock seconded. Scott Chapman, Jake Charnock, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

\*Dr. Craig Gerken and Dr. Pam Kimbrough arrived at 4:07 p.m.

Item 4: Consideration and possible action to accept the June 2021 Financials.

Jake Charnock presented the June 2021 Financials. After a brief discussion T.J. Riley made a motion to accept the June 2021 Financials. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to approve leases on Box Hangars 614, 618 & 622 McDonald to Blackbeard Aviation, LLC, an Oklahoma Limited Liability Company, for a term of one year in the amount of \$7800 per hangar and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained that Airpark staff has been working with Blackbeard Aviation on this lease while planes from the Downtown Executive Airport were being stored at the Airpark. Jake Charnock motioned to approve leases on Box Hangars 614, 618 & 622 McDonald to Blackbeard Aviation, LLC, an Oklahoma Limited Liability Company, for a term of one year in the amount of \$7800 per hangar. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to approve the extension of the Amended Sublease to ATS World Wide LLC, an Oklahoma Limited Liability for an additional two-year term to end on June 3, 2023 in the amount of \$12,000 annually, and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained that due to Covid-19 and other factors the construction for ATS World Wide has taken longer than planned. Construction is now moving ahead and ATS is prepared to exercise the option on the lease. Mark Riesen motioned to approve the extension of the Amended Sublease to ATS World Wide LLC, an Oklahoma Limited Liability for an additional two-year term to end on June 3, 2023, in the amount of \$12,000 annually. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: 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 of the President & CEO under the provisions of 25 O.S. §307B(1) (performance evaluation of President & CEO).

Dr. Craig Gerken motioned 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 of the President & CEO under the provisions of 25 O.S. §307B(1) (performance evaluation of President & CEO).

Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:15 p.m.

Item 8: Consideration and possible action to reconvene open session.

Jake Charnock mo reconvene open session. Dr. Pam Kimbrough seconded. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, and Nancy Sjulín voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 5:21 p.m. (Mike Whitson stepped out of the room briefly and had not returned for the vote.)

Item 9: Consideration and possible action to approve a Sublease to Cowboy Holdco, LLC, an Oklahoma Limited Liability Company for 2 parcels of land as described on attached Exhibit "A" located in Sections 17 & 18, Township 3 South, Range 3 East, Carter County Oklahoma for a term of 40 years and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting

Scott Chapman motioned to approve a Sublease to Cowboy Holdco, LLC, an Oklahoma Limited Liability Company for 2 parcels of land as described on attached Exhibit "A" located in Sections 17 & 18, Township 3 South, Range 3 East, Carter County Oklahoma for a term of 40 years, noting the development provision, T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. Dr. Craig Gerken abstained. There were no nays. The motion passed.

Item 10: Consideration and possible action to approve a Development Agreement with Cowboy Holdco, LLC, an Oklahoma Limited Liability Company for 2 parcels of land as described on attached Exhibit "A" located in Sections 17 & 18, Township 3 South, Range 3 East, Carter County Oklahoma and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

T.J. Riley motioned to approve a Development Agreement with Cowboy Holdco, LLC, an Oklahoma Limited Liability Company for 2 parcels of land as described on attached Exhibit "A" located in Sections 17 & 18, Township 3 South, Range 3 East, Carter County Oklahoma. Mark Riesen seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 11: Consideration and possible action to approve the evaluation of the President & CEO and approval and rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mark Riesen motioned to award Mita Bates with a bonus of 20% of her total salary. Jake Charnock seconded. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 12: New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."

No business was presented

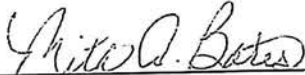
Item 13: Staff Reports

- a. Airport- Dan Luttrell reported that airport operations for June 2021 were up 17% from June 2020. Mr. Luttrell also reported the Oklahoma Aeronautics Commission for the Runway 13/31 Rehab project. Finally, Mr. Luttrell reported that the runway at Downtown Executive Airport has fully reopened and all temporary aircraft at the Airpark have returned.
- b. Industrial Parks- Dan Luttrell reported that the pump house for the box hangars is scheduled to be complete by the end of August. Next, the City of Ardmore engineer is reviewing design work for the EDA waterline grant project. Asbestos abatement of the DOC building is scheduled to begin in the next 30 to 45 days with construction of the new Sanitary Sewer plant to begin in Spring 2022. Finally, Mr. Luttrell reported that Beetle Plastics is waiting on final air spacing approval from the FAA to remove a gantry crane from their facility, but they should be fully vacated from the building by the end of July.
- c. Marketing Report- Andrea Anderson updated the trustees on projects. She also informed the board that she and Mr. Luttrell are planning a fly-in for some time in October at the Airpark.
- d. RAISE Grant Update- Mita Bates informed the board that the application was submitted on July 9, 2021
- e. Transition Update- Nancy Sjulín informed the other trustees that the Transition Committee would begin reviewing resumes on August 18 with in-person interviews scheduled to begin on September 1.

Item 14: Adjourn

With no further business, Mike Whitson motioned to adjourn the meeting. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:39 p.m.

Respectfully Submitted:



Mita A. Bates, Secretary

**REGULAR MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. AUGUST 16, 2021  
ARDMORE CHAMBER OF COMMERCE  
410 W MAIN  
ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Regular Meeting of July 19, 2021.
4. Consideration and possible action to accept the July 2021 Financials.
5. Consideration and possible action to accept the FY 2020 Audit
6. Consideration and possible action to approve an amended Easement with Priority Power and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
7. Consideration and possible action to approve an MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
8. Consideration and possible action to approve a Contract for Services with H W Lochner, Inc. for Engineering and Design Services for Parallel Taxiway E (Design); Reconfigure Taxiway D Connector to Runway 31 (Design)Reconfigure Taxiway C Connector to Runway 35 Design in the amount of \$355,100.00, and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
9. Consideration and possible action to declare as surplus the electronic items on Exhibit "A" and dispose of them subject to the approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.
10. 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).
11. Consideration and possible action to reconvene open session.
12. New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9)as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."
13. Staff Reports:
  - a. Airport
  - b. Industrial Parks
  - c. Marketing
  - d. Transition Update
14. Adjourn

EXHIBIT "A"

**ARDMORE DEVELOPMENT AUTHORITY**

**SURPLUS INVENTORY**

Cataloged 5.26.2021

ITEM	DESCRIPTION	QTY	
Misc Computer Cables		1	
Panasonic Cordless Phone		1	
Panasonic EASA-Phone Desk Phone	KX-T2365	1	
AMPED Wireless Access Point		1	
Wired Keyboards		5	
Netgear 5-port Switch - GS605 v2	1E16C58042FC	1	
Wired Mouse		3	
Cyber Power UPS	625AVR	1	
Brother IntelliFax 775		1	
ADT CRT Monitor		1	
ADT System Converter		1	
ADT Compact Digital Recorder		1	
Sylvania DVD Player		1	
Brother MFC 7340 All-in-1 Fax/Copy/Printer		1	
Microsoft Wireless Receiver		1	
ViewSonic Monitor		1	
AOC Monitor		1	
DELL Monitor		1	
	Latitude		
DELL Laptop	E5440	1	
DELL Laptop Docking Station		1	
HP Monitor	2009M	1	
HP Pavilion Desktop Computer	S3700F	1	
DELL Inspiron Desktop Computer	3847	1	
HP Pavilion Desktop Computer	S5710F	1	
DELL Desktop Computer	Optiplex 7010	1	
DELL Inspiron Desktop Computer	3847	1	
HP Desktop Computer	ProDesk 400	1	
	Optiplex		
DELL Desktop Computer	GX260	1	
Compaq Desktop Computer	Presario	1	
Desktop Computer (Custom by Computing Edge)		1	
RCA Visys Desk Phone		2	Working - 3pc Set
RCA Cordless Phone	DECT 6.0	1	Working - 3pc Set
Polaroid Camera	Sun600	1	
Vaisala AWOS Parts - VHF Transmitter, Card, Connectors			

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
August 16, 2021 4:00 P.M.

Ardmore Chamber of Commerce  
410 West Main  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines,  
Nancy Sjulín, Mike Whitson  
EX-OFFICIOS TRUSTEES: Kevin Boatright  
STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUESTS: Drew Butler, Tucker Link, Jill Luker, Thom McGuire

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

Nancy Sjulín called the meeting to order at 4:00 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

\*Steve Rhines and Kevin Boatright arrived at 4:02 p.m.

Item 5: Consideration and possible action to accept the FY 2020 Audit.

Jill Luker presented the findings of the FY 2020 Audit and answered questions from trustees. Mike Whitson motioned to accept the FY2020 audit. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

\*Dr. Craig Gerken arrived at 4:40 p.m.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of July 19, 2021.

Jake Charnock motioned to approve the Minutes of the Regular Meeting of July 16, 2021. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the July 2021 Financials.

Jake Charnock presented the July 2021 Financials. After a brief discussion Scott Chapman made a motion to accept the July 2021 Financials. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to approve an amended Easement with Priority Power and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the trustees that the original Easement was approved at the June ADA Board meeting. Since then a discrepancy was discovered between the measurements done by Priority Power's surveyor and engineer. The amended easement is for approximate addition of 20 ft on the north and 76 feet on the south. Jake Charnock motioned to approve an amended Easement with Priority Power. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 7: Consideration and possible action to approve an MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the trustees that the City of Ardmore is the technical sponsor for all grants related to the Ardmore Municipal Airport. The MOU is the ADA acknowledging this and then agreeing to pay any matching cost associated with the grant. Mrs. Bates also informed the trustees that this item is also on the City Commission's agenda for approval during the August 16, 2021 meeting. Mike Whitson motioned to approve an MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 8: Consideration and possible action to approve a Contract for Services with H W Lochner, Inc. for Engineering and Design Services for Parallel Taxiway E (Design); Reconfigure Taxiway D Connector to Runway 31 (Design) Reconfigure Taxiway C Connector to Runway 35 Design in the amount of \$355,100.00, and approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained that she has been in conversation with Grayson Ardies of the Oklahoma Aeronautics Commission regarding federal relief dollars and projects. Mr. Ardies has suggested that the ADA find projects that are not typically on the CIP for the FAA and get them shovel ready should federal dollars become available. Once complete the engineering and designs for this project will be good even if the project is not picked up early. Kevin Boatright stated that he is doing the same thing for potential projects at the Ardmore Downtown Executive Airport. Jake Charnock motioned to approve a Contract for Services with H W Lochner, Inc. for Engineering and Design Services for Parallel Taxiway E (Design); Reconfigure Taxiway D Connector to Runway 31 (Design) Reconfigure Taxiway C Connector to Runway 35 Design in the amount of \$355,100.00. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 9: Consideration and possible action to declare as surplus the electronic items on Exhibit "A" and dispose of them subject to the approval or rejection of any amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained that most of the items listed were not in working order except those noted. Dan Luttrell added that all data would be wiped from the devices before disposal. Scott Chapman motioned to declare as surplus the electronic items on Exhibit "A" and dispose of them. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

- Item 10: 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).

Dr. Pam Kimbrough motioned to begin Executive session. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:23 p.m.

- Item 11: Consideration and possible action to reconvene open session.

Dr. Craig Gerken motioned to reconvene open session. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:50 p.m.

- Item 12: New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."

No new business was presented.



Item 13: Staff Reports

- a. Airport- Dan Luttrell reported that airport operations for July 2021 were up 14% from July 2020. Mr. Luttrell also reported that he is awaiting final FAA approval for the MALSR project in order to proceed with final bidding and construction schedule.
- b. Industrial Parks- Dan Luttrell reported that the EST is revising the initial design for the waterline replacement project based on comments from the City of Ardmore. Also, Beetle Plastics has finally received their air spacing permit from the FAA and is attempting to schedule a crane to come remove the final piece of equipment.
- c. Marketing Report- Andrea Anderson updated the trustees on projects. She also informed the board that the team from Community Development Strategies will be in town the last week of August to do interviews for the housing study.
- d. Transition Update- Nancy Sjulín informed the trustees that a total of 40 resumes were received for the President position and that the search firm is narrowing those down to ten to twelve. In-person interviews will begin on September 1.

Item 14: Adjourn

With no further business, Jake Charnock motioned to adjourn the meeting. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:01 p.m.

Respectfully Submitted:



Mita A. Bates, Secretary

**REGULAR MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. SEPTEMBER 20, 2021  
ARDMORE CHAMBER OF COMMERCE  
410 W MAIN  
ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Regular Meeting of August 16, 2021.
4. Consideration and possible action to accept the August 2021 Financials.
5. Consideration and possible action to approve an amended MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
6. Consideration and possible action to approve a MOU with the City of Ardmore for 2021-2022 FAA Early Project Development at the Ardmore Municipal Airport for the purpose of procuring engineering services for the design of Partial Parallel Taxiway E; the reconfiguration of Taxiway D Connector to Runway 31; and the reconfiguration of Taxiway C Connector to Runway 35 and approval or rejection any Amendments proposed and considered by the Board of Trustees at the Meeting.
7. Consideration and possible action to engage Mary E. Johnson & Associates, PLLC to perform the Ardmore Development Authority Audit for FY 2021.
8. Consideration and possible action to enter Executive Session for the purpose of:
  - a. Conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business under the provisions of 25 O.S. §307C(11).
  - b. Discussion the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee under the provisions of 25 O.S. §307B(1).
9. Consideration and possible action to reconvene open session.
10. Consideration and possible action to approve a lease agreement with Woodside Energy (USA) Inc., for 94 acres of land described on Exhibit "A" for a term of eighteen (18) months for \$52,500.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
11. Consideration and possible action to approve a sublease with Dollar General Corporation for a one-year term with a renewal option of an additional year for the 80,000 square foot warehouse at the Ardmore Municipal Airport for a rate of \$ 192,000 annually to be paid in monthly installments of \$16,000.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

12. New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda.”

13. Staff Reports:

- a. Airport
- b. Industrial Parks
- c. Marketing

14. Adjourn

Agenda posted: September 17, 2021

10:00 am

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
September 20, 2021 4:00 P.M.

Ardmore Chamber of Commerce  
410 West Main  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson  
EX-OFFICIOS TRUSTEES: Kevin Boatright  
STAFF: Mita Bates, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUESTS: Drew Butler

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

Nancy Sjulín called the meeting to order at 4:00 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of August 16, 2021.

Steve Rhines motioned to approve the Minutes of the Regular Meeting of August 16, 2021. Mike Whitson seconded. Scott Chapman, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. Dr. Craig Gerken was out of the room during the vote. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the August 2021 Financials.

Mita Bates presented the August 2021 Financials. After a brief discussion T.J. Riley made a motion to accept the August 2021 Financials. Mark Riesen seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to approve an amended MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates explained to the board that the original MOU was approved by the board during the August meeting. Following that, it was discovered by the grant administrator that a technical issue existed with the original, but the amended lease would take care of it. The same amended MOU is on the City Commission agenda for September 20, 2021, for approval as well. Scott Chapman made a motion to approve an amended MOU with the City of Ardmore for the administration of FAA and OAC Grant Funding of the Rehabilitation of Runway 13-31 and additional lighting upgrades. Mark Riesen seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to approve a MOU with the City of Ardmore for 2021-2022 FAA Early Project Development at the Ardmore Municipal Airport for the purpose of procuring engineering services for the design of Partial Parallel Taxiway E; the reconfiguration of Taxiway D Connector to Runway 31; and the reconfiguration of Taxiway C Connector to Runway 35 and approval or rejection any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the board that they approved the design work to be done by HW Lochner during the August board meeting. She also reminded them that getting the early stages of this project complete would allow it to be moved up on the schedule should funding come available through American Rescue Plan funding. The ADA's portion of this would be \$35,510.00. After a brief discussion, Mark Riesen motioned to approve a MOU with the City of Ardmore for 2021-2022 FAA Early Project Development at the Ardmore Municipal Airport for the purpose of procuring engineering services for the design of Partial Parallel Taxiway E; the reconfiguration of Taxiway D Connector to Runway 31; and the reconfiguration of Taxiway C Connector to Runway 35. Steve Rhines seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to engage Mary E. Johnson & Associates, PLLC to perform the Ardmore Development Authority Audit for FY 2021.

Mita Bates informed the board that as part of the engagement Mary E, Johnson & Associates has agreed that the FY21 audit would be complete by December 31, 2021, Mrs. Bates' final day with the ADA. The cost of the audit will be \$8,000.00. T.J. Riley motioned to engage Mary E. Johnson & Associates, PLLC to perform the Ardmore Development Authority Audit for FY 2021. Steve Rhines seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

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

- a. Conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business under the provisions of 25 O.S. §307C(11).
- b. Discussion the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee under the provisions of 25 O.S. §307B(1).

Mike Whitson made to motion to enter Executive Session. Steve Rhines seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:16p.m.

Item 9: Consideration and possible action to reconvene open session.

Dr. Craig Gerken motioned to reconvene open session. Scott Chapman seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:56 p.m.

Item 10: Consideration and possible action to approve a lease agreement with Woodside Energy (USA) Inc., for 94 acres of land described on Exhibit "A" for a term of eighteen (18) months for \$52,500.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

T.J. Riley motioned to approve a lease agreement with Woodside Energy (USA) Inc., for 94 acres of land described on Exhibit "A" for a term of eighteen (18) months for \$52,500.00. Scott Chapman seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 11: Consideration and possible action to approve a sublease with Dollar General Corporation for a one-year term with a renewal option of an additional year for the 80,000 square foot warehouse at the Ardmore Municipal Airport for a rate of \$ 192,000 annually to be paid in monthly installments of \$16,000.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mike Whitson motioned to approve a sublease with Dollar General Corporation for a one-year term with a renewal option of an additional year for the 80,000 square foot warehouse at the Ardmore Municipal Airport for a rate of \$ 192,000 annually to be paid in monthly installments of \$16,000.00. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 12: New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."

No new business was presented.

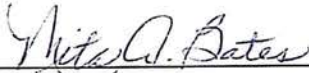
Item 13: Staff Reports

- a. Airport- Dan Luttrell reported that airport traffic count for August 2021 was down 5% compared to August 2020. The contracts for the Runway 13/31 Rehab project have been signed and sent to the City for approval and execution. The project is expected to begin in January 2022. Finally, H.W. Lochner has begun surveying for the Taxiway E and C/D connector project design.
- b. Industrial Parks- Dan Luttrell reported that Beetle Plastics has fully vacated their building. He is in the process of obtaining proposals for asbestos assessments as well as building demolition.
- c. Marketing Report- Andrea Anderson updated the trustees on projects. She also updated the board on the progress of the housing study. Finally, Ms. Anderson reported that she would be attending the Early Arrivals Reception for the International Asset Management Council in Kansas City and then the annual conference for the International Economic Development Council in Nashville.

Item 14: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:05 p.m.

Respectfully Submitted:



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Mita A. Bates, Secretary

**AGENDA  
SPECIAL MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
8:00 A.M. SEPTEMBER 23, 2021  
ARDMORE CONVENTION CENTER  
2401 NORTH ROCKFORD  
ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to enter Executive Session for the purpose of:
  - b. Discussion the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee under the provisions of 25 O.S. §307B(1). (President/CEO)
4. Consideration and possible action to reconvene open session.
5. Consideration and possible action to hire William E. Murphy as President & CEO for the Ardmore Development Authority January 1, 2022 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
6. Adjourn

Agenda posted: September 21,2021

9:00 am

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
September 23, 2021 8:00 A.M.

Ardmore Convention Center  
2401 North Rockford Road  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Dr. Pam Kimbrough, T.J. Riley, Nancy Sjulín, Mike Whitson  
EX-OFFICIOS TRUSTEES:  
STAFF: Mita Bates, Andrea Anderson, Marthanna Donald,  
GUESTS: Tyger Allen

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

Nancy Sjulín called the meeting to order at 8:01 a.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3. Consideration and possible action to enter Executive Session for the purpose of:  
b. Discussion the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee under the provisions of 25 O.S. §307B(1). (President/CEO)

There was no motion to enter Executive Session.

Item 4. Consideration and possible action to reconvene open session.

Item 5. Consideration and possible action to hire William E. Murphy as President & CEO for the Ardmore Development Authority January 1, 2022 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.


T.J. Riley motioned to hire William E. Murphy as President & CEO for the Ardmore Development Authority January 1, 2022 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting. Scott Chapman seconded. Scott Chapman, Dr. Pam Kimbrough, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

T.J. Riley asked that it be noted that on behalf of the other trustees, he would like to thank Nancy Sjulín, Scott Chapman, Mark Riesen and the other members of the Transition Committee for their time and effort.

Item 6: Adjourn

With no further business, Scott Chapman motioned to adjourn the meeting. Mike Whitson seconded Scott Chapman, Dr. Pam Kimbrough, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The meeting adjourned at 8:04 a.m.

Respectfully Submitted:

  
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Mita A. Bates, Secretary



**REGULAR MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. October 18, 2021  
ARDMORE CHAMBER OF COMMERCE  
410 W MAIN  
ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Regular Meeting of September 20, 2021, and of the Special Meeting on September 23, 2021.
4. Consideration and possible action to accept the September 2021 Financials.
5. Appointment of Nominating Committee for new Trustees to serve three-year terms beginning January 2022 and officers to serve a one-year term beginning January 2022.
6. Consideration and possible action to award a bid for demolition of a Large Metal Building Plant Facility located at 601 Beetle Street Ardmore, OK. 73401 to Wrights Diverse Construction, LLC in a base bid amount of \$68,000 and additional alternate bid amount of \$48,000.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
7. Consideration and possible action to approve an agreement with IMTEC Real Estate LLC acknowledging the application for a USDA Rural Development Grant for energy efficiency improvements to the property and acknowledges that they control the property to receive the grant funding and will control for the life of the grant (10 years) and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
8. Consideration and possible action to enter Executive Session for the purpose of:
  - a. Conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business under the provisions of 25 O.S. §307C(11).
9. Consideration and possible action to reconvene open session.
10. Consideration and possible action to approve a two (2) year sublease with Skydweller Aero, Inc. an Oklahoma corporation, for 10 acres at the Ardmore Municipal Airport in the SW Quarter of Section 17, Township 3 South, Range 3 East, Carter County, Oklahoma and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
11. New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."
12. Staff Reports:
  - a. Airport
  - b. CRISSI Grant
  - c. Industrial Parks
  - d. Marketing
13. Adjourn

Agenda posted: October 14, 2021

10:00 am

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
October 18, 2021 4:00 P.M.

Ardmore Chamber of Commerce  
410 West Main  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson  
EX-OFFICIOS TRUSTEES: Kevin Boatright  
STAFF: Mita Bates, Bill, Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUESTS: Drew Butler, Michael Carnuccio

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

Nancy Sjulín called the meeting to order at 4:03 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

\*Dr. Pam Kimbrough arrived at 4:04 p.m.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of September 20, 2021, and of the Special Meeting on September 23, 2021.

Mark Riesen motioned to approve the Minutes of the Regular Meeting of September 20, 2021, and of the Special Meeting on September 23, 2021. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye.. There were no nays or abstentions. The motion passed.

\*\*Steve Rhines arrived at 4:06 p.m.

Item 4: Consideration and possible action to accept the September 2021 Financials.

Jake Charnock presented the September 2021 Financials. After a brief discussion, Steve Rhines made a motion to accept the October 2021 Financials. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Before the next item Mita Bates introduced Bill Murphy, her successor, to the board. Mr. Murphy gave a brief overview of himself.

Item 5: Appointment of Nominating Committee for new Trustees to serve three-year terms beginning January 2022 and officers to serve a one-year term beginning January 2022.

T.J. Riley informed the board that himself, Jake Charnock, and Scott Chapman had volunteered to serve on the Nominating Committee. He also invited other interested trustees to serve. Mr. Riley then made a motion to approve the Nominating Committee for new Trustees to serve three-year terms beginning January 2022 and officers to serve a one-year term beginning January 2022. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible action to award a bid for demolition of a Large Metal Building Plant Facility located at 601 Beetle Street Ardmore, OK. 73401 to Wrights Diverse Construction, LLC in a base bid amount of \$68,000 and additional alternate bid amount of \$48,000.00 and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates reminded the board that Beetle Plastics vacated their building in late September. The original plan was to update the facility but upon inspection after being vacated it was determined that the more cost-effective option would be to demolish the building and construct a new facility. Mrs. Bates also reminded the board that this project was included in the FY 2022 Capital Projects budget. Dan Luttrell then informed the board that eight parties expressed interest in the project but that five qualifying bids were received with base bids ranging from \$68,000 up to \$237,000. Upon review of bids, Mr. Luttrell recommended the bid received from Wrights Diverse Construction in the base bid amount of \$68,000 and an additional alternate bid amount bid amount of \$48,000. Mr. Luttrell also informed the board the Wrights has performed work at the Airpark before and that he was satisfied with their performance. After brief discussion, Mike Whitson motioned to award a bid for demolition of a Large Metal Building Plant Facility located at 601 Beetle Street Ardmore, OK 73401 to Wrights Diverse Construction, LLC in a base bid amount of \$68,000 and additional alternate bid amount of \$48,000.00. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to approve an agreement with IMTEC Real Estate LLC acknowledging the application for a USDA Rural Development Grant for energy efficiency improvements to the property and acknowledges that they control the property to receive the grant funding and will control for the life of the grant (10 years) and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates informed the board IMTEC Real Estate has applied for a USDA Rural Development Grant that would allow them to make energy efficiency upgrades to the facility. Upon recommendation from ADA counsel, the existing lease with IMTEC Real Estate will not be amended, however as part of the agreement IMTEC Real Estate must occupy the building for at least ten years. After discussion by board members, Jake Charnock moved to approve an agreement with IMTEC Real Estate LLC acknowledging the application for a USDA Rural Development Grant for energy efficiency improvements to the property and acknowledges that they control the property to receive the grant funding and will control for the life of the grant (10 years). Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, Nancy Sjulín, and Mike Whitson voted aye. T.J. Riley abstained. There were no nays. The motion passed.

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

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

Jake Charnock made to motion to enter Executive Session. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:20 p.m.

Item 9: Consideration and possible action to reconvene open session.

Scott Chapman motioned to reconvene open session. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:52 p.m.

Item 10: Consideration and possible action to approve a two (2) year sublease with Skydweller Aero, Inc. an Oklahoma corporation, for 10 acres at the Ardmore Municipal Airport in the SW Quarter of Section 17, Township 3 South, Range 3 East, Carter County, Oklahoma and approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Item tabled

Item 11: New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda.”

No new business presented

Item 12: Staff Reports

- a. Airport- Dan Luttrell reported that airport traffic count for September 2021 was comparable to September 2020. Also, the geotechnical analysis is underway for the Taxiway E extension.
- b. CRISSI Grant- Mita Bates informed the board that the ADA will be assisting in gathering letters of support from local officials as part of the grant process.
- c. Industrial Parks- Dan Luttrell reported along with demolition of the former Beetle Plastics building a minor asbestos abatement would need to be performed and that he is working with an environmental consultant on putting together a proposal. Mr. Luttrell is also working with Dollar General on upgrades to the ADA warehouse ahead of their taking occupancy in November.
- d. Marketing Report- Andrea Anderson updated the trustees on projects and tradeshow and event attendance. She also informed the board that she and Mr. Luttrell are working on a fly-in at the Airpark on November 6<sup>th</sup>. Finally, she reported on the progress of the housing study.

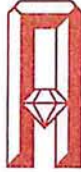
Item 14: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:00 p.m.

Respectfully Submitted:



Mita A. Bates, Secretary



**ARDMORE**  
DEVELOPMENT AUTHORITY

**REGULAR MEETING**  
**ARDMORE DEVELOPMENT AUTHORITY**  
**4:00 P.M. November 15, 2021**  
**ARDMORE CHAMBER OF COMMERCE**  
**410 W MAIN**  
**ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Regular Meeting of October 18, 2021.
4. Consideration and possible action to accept the October 2021 Financials.
5. Nominating Committee Report for recommendations of Trustees to serve three-year terms beginning January 2022 and officers to serve a one-year term beginning January 2022.
6. Consideration and possible action to recommend Trustees to serve three-year terms beginning January 22, 2022.
7. Consideration and possible action to elect officers to serve a one-year term beginning January 1, 2022.
8. Consideration and possible action to enter Executive Session for the purpose of:
  - a. Conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business under the provisions of 25 O.S. §307C(11).
9. Consideration and possible action to reconvene open session.
10. Consideration and possible action to approve an Amendment to Sublease with W P Global LLC to include an additional tract of land as reflected on the attached Exhibit "A3" and the approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
11. New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."
12. Staff Reports:
  - a. Airport
  - b. CRISSI Grant
  - c. Industrial Parks
  - d. Marketing
  - e. 2022 Schedule
13. Adjourn

Agenda posted: November 12, 2021 9:00 am  
Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website; Ardmore City Hall

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
November 15, 2021 4:00 P.M.

Ardmore Chamber of Commerce  
410 West Main  
Ardmore, OK 73401

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, Mike Whitson  
EX-OFFICIOS TRUSTEES: Kevin Boatright  
STAFF: Mita Bates, Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUESTS: Drew Butler, Michael Carnuccio, Tucker Link, Thom McGuire, Will Walker

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

Nancy Sjulín called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with Open Meeting Act.

Mita Bates informed Mrs. Sjulín that the agenda was placed in posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the Minutes of the Regular Meeting of October 18, 2021.

Jake Charnock motioned to approve the Minutes of the Regular Meeting of October 18, 2021. Scott Chapman seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye.. There were no nays or abstentions. The motion passed.

\*Dr. Pam Kimbrough arrived at 4:05 p.m.

Item 4: Consideration and possible action to accept the October 2021 Financials.

Jake Charnock presented the October 2021 Financials. After a brief discussion, T.J. Riley made a motion to accept the October 2021 Financials. Mark Riesen seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Nominating Committee Report for recommendations of Trustees to serve three-year terms beginning January 2022 and officers to serve a one-year term beginning January 2022.

T.J. Riley informed the board that the nominating Committee had met and would be recommending Steve Rhines, Patirck McGuire, and Eric Howard to serve a 3-year term on the board of trustees beginning January 1, 2022. Mr. Riley also informed the board that the committee also recommends officers for a one-year term beginning January 1, 2022 to be T.J. Riley- Chair; Jake Charnock- Vice Chair; and Scott Chapman- Treasurer.

Item 6: Consideration and possible action to recommend Trustees to serve three-year terms beginning January 22,2022.

Mark Whitson made a motion to recommend Steve Rhines, Patirck McGuire, and Eric Howard to serve a 3-year term on the board of trustees beginning January 1, 2022. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Consideration and possible action to elect officers to serve a one-year term beginning January 1, 2022.

Mark Riesen made a motion to elect as officers for a one-year term beginning January 1, 2022 to be T.J. Riley- Chair; Jake Charnock- Vice Chair; and Scott Chapman- Treasurer. Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

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

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

T.J. Riley made to motion to enter Executive Session. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive session began at 4:11 p.m.

Item 9: Consideration and possible action to reconvene open session.

T.J. Riley motioned to reconvene open session. Dr. Craig Gerken seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 5:29 p.m.

Item 10: Consideration and possible action to approve an Amendment to Sublease with W P Global LLC to include an additional tract of land as reflected on the attached Exhibit "A3" and the approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.

Mita Bates informed the board that WP Global LLC has requested the site of the former Beetle Plastics building be added to their lease. After the demolition of the existing building, the proposed amendment would be a ground lease only at \$2,000 per month. Scott Chapman made a motion to approve an Amendment to Sublease with W P Global LLC to include an additional tract of land as reflected on the attached Exhibit "A3." Steve Rhines seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 11: New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda.")

No new business presented

Item 12: Staff Reports

- a. Airport- Dan Luttrell reported that airport traffic count for October 2021 was down approximately 18% compared to October 2020. Also, he is awaiting the final geotechnical analysis for the Taxiway E extension.
- b. CRISSI Grant- Mita Bates reminded the board that the ADA will be assisting in gathering letters of support from local officials as part of the grant process. She also reminded trustees that the ADA will not be responsible for any matching funds a part of this grant.
- c. Industrial Parks- Dan Luttrell reported that the abatement permit for the former Beetle Plastics facility. He is expecting that to begin the week after Thanksgiving. He also reported that the demolition contract has been executed and that he is awaiting the permit form the City of Ardmore to begin. Finally, Mr. Luttrell reported that Dollar General will begin moving into the newly leased warehouse on November 16 and that fencing will be arriving shortly after.
- d. Marketing Report- Andrea Anderson updated the trustees on projects as well as tradeshow and event attendance. She also informed the board that the fly-in at the Airpark on November 6<sup>th</sup> was a success with approximately sixty aircraft. She also reported on the first meeting of the Sothern Tech Industrial Advisory Committee. Ms. Anderson reported that she and Mr. Murphy would be leaving immediately following the meeting to attend an event with the Southern Economic Development Council in Atlanta, GA. Finally, Ms. Anderson reported that planning was underway for Economic Development Day for Leadership Ardmore as well as the 2022 Lt. Governor's Turkey Hunt.

Item 14: Adjourn

With no further business, Dr. Craig Gerken motioned to adjourn the meeting. Jake Charnock seconded. Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Steve Rhines, Mark Riesen, T.J. Riley, Nancy Sjulín, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:38 p.m.

Respectfully Submitted:

  
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Mita A. Bates, Secretary

**REGULAR MEETING  
ARDMORE DEVELOPMENT AUTHORITY  
4:00 P.M. December 20, 2021  
ARDMORE CHAMBER OF COMMERCE  
410 W MAIN  
ARDMORE, OK. 73401**

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1. Call to order and roll call and declaration of quorum.
2. Confirmation of compliance with the Open Meeting Act.
3. Consideration and possible action to approve the Minutes of the Regular Meeting of November 15, 2021.
4. Consideration and possible action to accept the November 2021 Financials.
5. Consideration and possible action to approve signors for the ADA for 2022.
6. Consideration and possible action to declare 13,000 cubic yards of asphalt millings as surplus and dispose of appropriately, and the approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
7. Contract for Professional Services with Nelson –Morgan Architects, Inc. for design services for MRO Hangar at the Ardmore Municipal Airport in an amount not to exceed \$395,000.00 contingent upon execution of LOI and Hangar Sublease for MRO facility and the approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
8. Consideration and possible action to accept a proposal from MAB Advisory, LLC (Mita Bates) for professional services for the Ardmore Development Authority for a 3-month period at a fee of \$3500 per month and the approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
9. 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).
10. Consideration and possible action to reconvene open session.
11. Consideration and possible action to approve a Letter of Intent with Xtreme Aviation, LLC for the establishment of an MRO Facility at the Ardmore Municipal Airport.
12. Consideration and possible action to approve a Sublease Agreement for Xtreme Aviation, LLC, dba Xtreme MRO a Limited Liability Company for Hangar 102 at the Ardmore Municipal Airport and the approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting
13. Consideration and possible action to approve a Sublease Agreement for SKYDWELLER US, INC., an Oklahoma Corporation for a parcel of land at the Ardmore Municipal Airport described as follows and shown on Exhibit "A" A tract in the NE/4 of the SW/4 and the NW/4 of the SE/4 of Section 17, Township 3 South, Range 3 East Carter County Oklahoma containing 10 acres more or less.



14. Consideration and possible action to approve an advance per the Loan/Lease Agreement (Loan Schedule 18 and Equipment Lease Schedule 18) in an amount not to exceed \$10,921,916.68 of Additional Equipment for Michelin North America, Ardmore Plant in accordance the Amendments to the Master Equipment Lease Agreement and the Loan and Security Agreement and the Amended and Restated Promissory Note for \$640,000,000.00 dated December 21, 2020, and authorize the Chair to execute all associated documents.
15. Consideration and possible action to approve an Amendment to Sublease with W P Global LLC to include an additional tract of land as reflected on the attached Exhibit "B " and the approval or rejection of any Amendments proposed and considered by the Board of Trustees at the Meeting.
16. New Business: (As defined by the Oklahoma Open Meeting Act 25 OK Statutes 311 (A)(9)as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda."
17. Staff Reports:
  - a. Airport
  - b. ARFF Truck
  - c. Industrial Parks
  - d. Marketing
  - e. Planning Retreat
18. Adjourn

Agenda posted: December 16, 2021

4:50 pm

Ardmore Development Authority; Ardmore Chamber of Commerce; Ardmore Development Authority Website;  
Ardmore City Hall

## EXHIBIT "B"

A Tract of Land in the SE Quarter of Section Seven (7), Township Three (3) South, Range Three (3) East in Carter County Oklahoma containing approximately 9.41. Said parcel is bounded on the east by Wright Drive, on the north by Boeing Drive, on the west by Lindberg Drive and on the south by McDonnell containing 416,090 square feet.

