

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
July 17, 2023, 4:00 P.M.

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

TRUSTEES PRESENT: Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson

EX-OFFICIO TRUSTEES:

STAFF: Marthanna Donald, Andrea Anderson, Dan Luttrell

GUESTS: Sarah Delaney, Thom McGuire, Michael Pineda

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

Jake Charnock called the meeting to order at 4:01 p.m.

Item 2: Confirmation of compliance with the Open Meeting Act.

Andrea Anderson informed Mr. Charnock that the agenda was placed and posted in a timely manner in a prominent public view.

Item 3: Consideration and possible action to approve the minutes of the June 20, 2023, Regular Meeting.

Dr. Pam Kimbrough motioned to approve the minutes of the June 20, 2023, Regular Meeting. T.J. Riley seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 4: Consideration and possible action to accept the June 2023 Financials.

Mike Whitson presented the June 2023 Financials. Following the presentation, T.J. Riley motioned to accept the June 2023 Financials. Patrick McGuire seconded. Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

*Scott Chapman arrived at 4:11 p.m.

Item 5: Consideration and possible action to approve the Final FY2024 budget and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Andrea Anderson presented the Final FY2024 Budget. Following a discussion of the budget, Mike Whitson motioned to approve the Final FY2024. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and possible to appoint a Nominating Committee to fill an unexpired term of a Trustee with a term ending 2024 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Item tabled until August 21, 2023, Regular Meeting

Item 7: Consideration and possible action to approve an MOU for airport management service on Downtown Executive Airport with the City for one year with 4 option renewal years at \$28,000 plus 2.5% increase after the initial year, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that this is a renewal for the shared airport operations that the ADA splits with the City of Ardmore. Mr. Luttrell explained that the cost would remain at the current level of \$28,000 for the first year but would have a 2.5% increase during subsequent renewal option years. Following discussion, Scott Chapman motioned to approve an MOU for airport management service on Downtown Executive Airport with the City for one year with 4 option renewal years at \$28,000 plus 2.5% increase after the initial year. T.J. Riley seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8. Old Business:

- a. Consideration and possible action to approve a Memorandum of Understanding (MOU) between the Ardmore Development Authority (ADA) and the City of Ardmore for the ADA's \$2 million contribution to the Woodside Energy site waterline extension project, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Andrea Anderson reminded the trustees that this MOU is related to the waterline project for the planned H2OK hydrogen plant by Woodside Energy. Following the June 20, 2023, meeting, language was added to the MOU stating that should the project not come to fruition, the City of Ardmore would return monies to the ADA. Discussions were also had with the City in regard to the amount of the ADA's contribution to the project cost and it was agreed that the ADA would contribute the lesser of 20% or \$2 million toward the final project cost. Ms. Anderson also stated that the ADA would pay an initial \$1 million at the start of the project and the remainder at the conclusion of construction. Patrick McGuire then motioned to approve a Memorandum of Understanding (MOU) between the Ardmore Development Authority (ADA) and the City of Ardmore for the ADA's contribution to the Woodside Energy site waterline extension project to be either 20% of the total project cost or \$2 million, whichever is less. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 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).

Mike Whitson motioned to enter Executive Session. Patrick McGuire seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:26 p.m.

*Sarah Delaney, Thom McGuire, and Michael Pineda left the room

Item 10: Consideration and possible action to reconvene into regular session.

T.J. Riley motioned to reconvene into regular session. Dr. Pam Kimbrough seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 4:36 p.m.

*Sarah Delaney and Michael Pineda returned to the room.

Item 11: Consideration and possible action to approve Task Order 3 with H.W. Lochner in the amount of \$586,500, for design of the south cargo development and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that this item is only for the design of the south cargo development and does not include any construction services costs. In addition, it is reimbursable under PREP funding. Patrick McGuire motioned to approve Task Order 3 with H.W. Lochner in the amount of \$586,500, for design of the south cargo development. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, 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 O.S. § 311 A (9) as "matters not known about or about which could not have reasonable been foreseen prior to the time of positing of the agenda.")

None presented.

Item 13: Staff Reports:

- a. President's Report- Andrea Anderson provided the President's Report on behalf of Bill Murphy. On June 21, Chamber and ADA staff attended the State Chamber Annual Meeting in Oklahoma City. ADA staff also met with the team from Oklahoma Development Finance Authority to discuss potential funding opportunities for multiple projects.
- b. Airport and Industrial Parks- Dan Luttrell reported that air traffic at Ardmore Municipal Airport is up 35% compared to June 2022. He then updated the board on multiple projects within the Ardmore Industrial Airpark including the corporate hangar project. Mr. Luttrell then updated the board on his attendance at the U.S. Contract Tower Association annual meeting in Washington, D.C.
- c. Marketing- Andrea Anderson reported on projects including a recent meeting with a housing developer. Mrs. Anderson then reported that she and Bill Murphy would be traveling to Atlanta to present to the board of the International Asset

Management Council on the opportunities in Ardmore. Following that she would be attending the annual EAA AirVenture aviation show in Wisconsin as well as the Logistics Development Forum, and the Southern Economic Development Forum.

- d. Legislative- A legislative update was not provided, but T.J. Riley requested an update from Oklahoma Lobby Group at an upcoming meeting.

Item 14: Adjourn

With no further business to discuss, Scott Chapman motioned to adjourn. Mike Whitson seconded. Scott Chapman, Jake Charnock, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 4:49 p.m.

Respectfully Submitted:



Andrea Anderson, Assistant Secretary