

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
August 21, 2023, 4:00 P.M.

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

TRUSTEES PRESENT: Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, Mike Whitson  
EX-OFFICIOS TRUSTEES: Kevin Boatright  
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUESTS: Thom McGuire, Michael Pineda, Scott Pribula, Clay Taylor, Clayton Taylor

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

Scott Chapman called the meeting to order at 4:01 p.m.

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

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

\*Dr. Craig Gerken arrived at 4:03 p.m.

Item 3: Consideration and possible action to approve the minutes of the July 17, 2023, Regular Meeting.

Dr. Pam Kimbrough motioned to approve the minutes of the July 17, 2023, Regular Meeting. Mike Whitson seconded. Scott Chapman, Dr. Craig Gerken, 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 July 2023 Financials.

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

Item 5: Presentation from the Oklahoma Lobbying Group on 2023 Oklahoma Legislative Regular and Special Sessions.

Clayton Taylor and Clay Taylor of Oklahoma Lobbying Group provided the trustees with a recap of the 2023 Oklahoma Legislative Session with topics including PREP Funding, Special Sessions, as well as a broad overview of current Interim Studies. Following their presentation, the gentlemen took questions from the trustees.

Item 6: Consideration and possible action to accept a professional services agreement for bookkeeping services with Jackson, Fox and Richardson CPA for \$80-\$160/hour, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy began by acknowledging the retirement of Thom and Patti McGuire of McGuire & Co. and thanked them for their years of service to the ADA and related organizations. Mr. Murphy then explained that the fee reflects that of the staff accountant for \$80 per hour and the CPA for \$160 per hour. Mr. Murphy then explained that once the new team is familiar and comfortable with the organization's monthly needs, the fee would move to a monthly retainer rather than an hourly basis. Following a brief discussion, Mike Whitson motioned to accept a professional services agreement for bookkeeping services with Jackson, Fox and Richardson CPA for \$80-\$160/hour. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Before moving on, Scott Chapman added his appreciation to the McGuires.

Item 7: Consideration and possible action to approve an MOU with the City of Ardmore for accepting a grant from the FAA for Taxiway Echo in amount not to exceed \$5,000,000.00, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Dan Luttrell explained that the MOU is for Phase II of the Taxiway E project. Per the MOU the City will pay any invoices received and the ADA will reimburse. Mr. Luttrell concluded by informing the trustees that the City of Ardmore has already approved the MOU. Patrick McGuire motioned to approve an MOU with the City of Ardmore for accepting a grant from the FAA for Taxiway Echo in amount not to exceed \$5,000,000.00. Dr. Craig Gerken seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 8. Consideration and possible action to appoint a Nominating Committee to fill two unexpired terms for Trustees with a term ending 2024 and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the trustees that two trustees had resigned due to time commitment of the positions. He then explained that previously, the Nominating Committee for the new trustees was comprised of the Executive Committee. After a brief discussion, T.J. Riley motioned to appoint a Nominating Committee comprised of the current Executive Committee (Jake Charnock, Scott Chapman, and Mike Whitson) to fill two unexpired terms for Trustees with a term ending 2024. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 9: Old Business:

a. Consideration and possible action 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.

Due to Item 8, this item is moot. No action needed.

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).

Mike Whitson motioned to enter Executive Session. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, 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 4:32 p.m.

Thom McGuire, Michael Pineda, Scott Pribula, Clay Taylor, and Clayton Taylor left the room.

Item 11: Consideration and possible action to reconvene into regular session.

T.J. Riley motioned to reconvene Open Session. Mike Whitson seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:51 p.m.

Michael Pineda, Scott Pribula, Clay Taylor, and Clayton Taylor returned to room.

Item 12: Consideration and possible action to approve an amendment to the lease agreement with Dollar General for warehouse space for \$17,100 per month beginning November 2023 for one year with an additional year option, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that Dollar General had sent questions regarding part of the lease early Monday morning. For this reason, the item will be tabled until the September 18, 2023, Regular Meeting. Mike Whitson motioned to table the item until the September 18, 2023, Regular Meeting. Patrick McGuire seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 13: Consideration and possible action to approve an amendment to the December 19, 2022, Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023, to extend the Due Diligence Period an additional 120 days and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy informed the trustees that he has been working closely with Zach Baden of WP Global on the transaction. Mr. Baden has stated that significant progress has been made on the due diligence, but there were still issues not yet resolved. Mr. Baden is hopeful that this should be the last extension period needed. T.J. Riley then motioned to approve an amendment to the December 19, 2022, Agreement for Sale and Purchase of Business Assets with WP Global, as amended on April 17, 2023. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, Dr. Pam Kimbrough, Patrick McGuire, T.J. Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

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

None presented.

Item 15: Staff Reports:

- a. President's Report- Bill Murphy stated that he and Andrea Anderson recently attended a Community Partner Meeting at the Valero Refinery. Mr. Murphy then informed the trustees that he recently attended the Transatlantic Business & Investment Council in Atlanta which included companies and consultants that work in Western Europe. He will be participating in an Accredited Economic Development Organization Community Visit in Laredo, Texas as part of his committee work with the International Economic Development Council. He will also be attending the 30<sup>th</sup> Annual Oklahoma Academy Salute in Tulsa.
- b. Airport and Industrial Parks- Dan Luttrell reported that 36 planes flew-in with Airplanes & Coffee as part of their recent fly-in at Ardmore Municipal Airport. Mr. Luttrell then reported that traffic at Ardmore Municipal Airport is up 12%. He then updated the trustees on multiple projects at both the Ardmore Industrial Airpark including the Corporate Hangar, Taxiway E, the Waterline Project as well as the clearing of property at New Horizons Industrial Park. In closing, Mr. Luttrell informed the trustees that he is working with multiple people including his FAA contact on determining the cost-share decisions around the Control Tower.
- c. Marketing- Andrea Anderson reported that she and Bill Murphy recently presented tot the board of the Industrial Asset Management Council in Atlanta and the Logistics Development Forum where they had one-on-one meetings with multiple site consultants. Ms. Anderson also reported that she and the Oklahoma team participated in approximately 15 meetings at EAA AirVenture in Oshkosh, Wisconsin.
- d. Legislative- No legislative update was provided due to the presentation by the Oklahoma Lobby Group.

Item 16: Adjourn

With no further business to discuss, Dr. Craig Gerken motioned to adjourn. Dr. Pam Kimbrough seconded. Scott Chapman, Dr. Craig Gerken, 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 5:15 p.m.

Respectfully Submitted:

  
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William P. Murphy, Secretary