

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
September 18, 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: Sara Delaney, Thom McGuire, Michael Pineda

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

Scott Chapman called the meeting to order at 4:04 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.

Item 3: Consideration and possible action to approve the minutes of the August 21, 2023, Regular Meeting.

T.J. Riley motioned to approve the minutes of the August 21, 2023, Regular Meeting. 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 4: Consideration and possible action to accept the August 2023 Financials.

Mike Whitson presented the August 2023 Financials. Following the presentation, Dr. Craig Gerken motioned to accept the August 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: Consideration and possible action to recommend Jeff Moen to serve a remaining term ending December 31, 2024, on the Ardmore Development Authority Board of Trustees and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that Jeff Moen has agreed to serve the remainder of a term left open following a recent board resignation. At the expiration of the term, Mr. Moen would be eligible to serve two full 3-year terms. Following a brief discussion, Patrick McGuire motioned to recommend Jeff Moen to serve a remaining term ending December 31, 2024, on the Ardmore Development Authority Board of Trustees. T.J. Riley 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 6: Consideration and possible action to recommend that the City of Ardmore on behalf of the ADA accept the bid from Silverstar Construction for Construction of Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$20,212,287.00 and the approval or rejection of any amendments proposed or considered at the meeting.

Bill Murphy explained that this bid is for Phase II of the Taxiway Echo extension that would begin on the south end of Runway 1331. Dan Luttrell then explained that the bids for this project came in higher than anticipated and that he is working with H.W. Lochner to bring the costs down through value engineering. He is anticipating that the project cost will come down to approximately \$18.5 million. Following discussion, Mike Whitson motioned to recommend that the City of Ardmore on behalf of the ADA accept the bid from Silverstar Construction for Construction of Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$20,212,287.00. Dr. 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 7: Consideration and possible action to approve Amendment 1 and 2 to the ADA Master On Call Agreement with Lochner for Task Order 1 and 2 respectively; moving the task orders from the ADA Master On Call agreement to the City of Ardmore Master On Call Agreement, becoming Task Order 3 and 4 respectively and the approval or rejection of any amendments proposed or considered at the meeting.

Bill Murphy explained that the Oklahoma Aeronautics Commission is requesting that funds for the awarded PREP grants run through the City of Ardmore, as the airport sponsor in order to align with other grant programs for the airport. This is an administrative step for H.W. Lochner in relation to the grant and related projects. Dr. Pam Kimbrough motioned to approve Amendment 1 and 2 to the ADA Master On Call Agreement with Lochner for Task Order 1 and 2 respectively; moving the task

orders from the ADA Master On Call agreement to the City of Ardmore Master On Call Agreement, becoming Task Order 3 and 4 respectively. 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 8. Consideration and possible action to approve an MOU with the City of Ardmore to accept the following grants on behalf of the ADA and the approval or rejection of any amendments proposed or considered at the meeting.

- OAC grant ADM-23-PREP for design of additional pavement width for Taxiway E and Project Development Type A Study for a total amount of \$64,100
- OAC grant ADM-24A-PREP for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00
- OAC grant ADM-24B-PREP for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$8,556,880.64
- OAC grant ADM-24A-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$278,962.00
- OAC grant ADM-24B-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$32,611.00
- FAA AIP grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$5,021,324.00
- FAA BIL grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$586,996.00

Bill Murphy explained that the listed grants are the specific items related to items 7 and 8 on the agenda. Dan Luttrell has met with Christy McElroy at the City of Ardmore on all paperwork for each grant. Mr. Murphy also explained that both Amanda Mullins and David Davis, attorneys for the ADA and City, respectively, have approved the consolidation of all grants into one action item. T.J. Riley motioned to approve an MOU with the City of Ardmore to accept the following grants on behalf of the ADA and the approval or rejection of any amendments proposed or considered at the meeting.

- OAC grant ADM-23-PREP for design of additional pavement width for Taxiway E and Project Development Type A Study for a total amount of \$64,100
- OAC grant ADM-24A-PREP for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00
- OAC grant ADM-24B-PREP for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$8,556,880.64
- OAC grant ADM-24A-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$278,962.00
- OAC grant ADM-24B-FS for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$32,611.00
- FAA AIP grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$5,021,324.00
- FAA BIL grant for Partial Parallel Taxiway Echo and Installation of Medium Intensity Taxiway Lighting for a total amount of \$586,996.00

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 9: Consideration and possible action to approve an MOU with the City of Ardmore on behalf of the ADA to approve an H.W. Lochner Task Order 6 for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00 and the approval or rejection of any amendments proposed or considered at the meeting.

Bill Murphy explained that this is for the acceptance of the second grant listed in item #8. Mr. Murphy also clarified that the "parking facility" is a parking lot. Dr. Pam Kimbrough motioned to approve an MOU with the City of Ardmore on behalf of the ADA to approve an H.W. Lochner Task Order 6 for Sanitary Sewer, Grumman St. Roadway and Parking Facility Design for a total amount of \$586,500.00. 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 10: Old Business:

- a. 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 the representative for Dollar General informed him following the August board meeting that they would no longer need the warehouse space. For that reason, no action is needed for this item.

Item 11: 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. T.J. Riley 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 4:42 p.m.

Sarah Delaney, Thom McGuire, and Michael Pineda exited the room.

Item 12: Consideration and possible action to reconvene into regular session.

Mike Whitson motioned to reconvene into regular 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. Open session reconvened at 5:01 p.m.

Sarah Delaney, Thom McGuire, and Michael Pineda returned to the room.

Item 13: Consideration and possible action to approve a Design and Construction Management Contract with WP Global, LLC in amount not to exceed \$2,475,402.00 for the design, procurement, bidding, and construction management services of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023, and the approval and rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that this contract is the vehicle for WP Global to manage funds designated for rail expansion. Amanda Mullins, Zach Baden, and the Center for Economic Development Law were engaged to put the contract together for all parties. Mr. Murphy noted that this contract would not wave public bid requirements for the project. After a brief discussion, Mike Whitson motioned to approve a Design and Construction Management Contract with WP Global, LLC in amount not to exceed \$2,475,402.00 for the design, procurement, bidding, and construction management services of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023. 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: Consideration and possible action to approve a Grant Services Agreement with WP Global, LLC at no cost for the administration of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023, and the approval and rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that any costs associated with grant administration would come out of funds that could be used for the project. Because of this, WP Global, LLC will administer the grant at no additional cost in order to maximize funds for construction. T.J. Riley motioned to approve a Grant Services Agreement with WP Global, LLC at no cost for the administration of the Preparing Rural Economic Prosperity (PREP) Fund Grant Agreement between the ADA and the Oklahoma Department of Commerce dated February 3, 2023. 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 15: 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 16: Staff Reports:

- a. President's Report- Bill Murphy began his report by giving the trustees copies of the new Ardmore Community Guide. He then informed the trustees that a meeting was recently held with Sen. Chuck Hall and partners from WP Global on proposed changes to the original submission for the air cargo development. At the conclusion of the meeting, Senator Hall voiced his approval for the changes for the long-term development of Ardmore Municipal Airport. Mr. Murphy then updated the trustees on recent visits with Chickasaw Nation Governor Bill Anoatubby, Congressman Tom Cole, and the Special Session called by Governor Kevin Stitt.
- b. Airport and Industrial Parks- Dan Luttrell reported that traffic count at Ardmore Municipal Airport is up 29%. He then informed the trustees that the FAA will be doing a benefit-cost analysis of the tower cost share sometime between October and December. The construction of the new corporate hangar should be complete by the end of October. Mr. Luttrell then

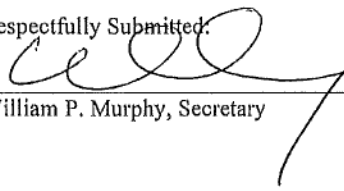
updated on multiple projects including the air cargo apron, taxiway E, and the EDA waterline. Mr. Luttrell also informed the trustees that the AARF truck will be delivered near the end of October and will be operational by the end of the year. In closing, Mr. Luttrell reported that he was recently elected to the board of directors for the American Association of Airport Executives.

- c. Marketing- Andrea Anderson reported that work continues on the new marketing video. She also reported on her attendance at the recent Select Oklahoma Conference on Economic Development and the Industrial Asset Management Council annual meeting in Boise, Idaho. She then talked about the upcoming Workforce Summit being held as a result of the workforce strategy sessions on October 12<sup>th</sup>. In closing, she reminded the trustees of the upcoming Aviation Dinner and annual Manufacturer and Distribution Center Dinner.
- d. Legislative- Update given during President's Report

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 5:24 p.m.

Respectfully Submitted.

  
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William P. Murphy, Secretary