

ARDMORE DEVELOPMENT AUTHORITY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
October 16, 2023, 4:00 p.m.

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

TRUSTEES PRESENT: Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, Mike Whitson
EX-OFFICIO: Kevin Boatright
STAFF: Bill Murphy (phone), Andrea Anderson, Marthanna Donald
GUEST(S): Sarah Delaney, Michael Pineda, Ryan Langford

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

Jake Charnock called the meeting to order at 4:03 p.m.

Dr. Craig Gerken joined the meeting at 4:04 p.m.

Item 2: Confirmation of Compliance with the Open Meetings Act.

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

Chair Jake Charnock welcomed new Trustee Jeff Moen to the ADA Board.

Item 3: Consideration and Possible Action to Approve Minutes of the September 18, 2023 Regular Meeting.

Dr. Pam Kimbrough motioned to approve the minutes of the September 18, 2023 regular meeting. Mike Whitson seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, TJ Riley, and Mike Whitson voted aye. Jeff Moen abstained. There were no nays. The motion passed.

Item 4: Consideration and Possible Action to accept the September 2023 Financials.

Mike Whitson presented the September 2023 financials. Following the presentation, TJ Riley motioned to accept the September 2023 financials. Dr. Craig Gerken seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and Possible Action to Recommend Dustin Caldwell to Serve a Remaining Term Ending December 31, 2024, on the Ardmore Development Authority Board of Trustees, and Approval or Rejection of Any Amendments Proposed and Considered by the Board of Trustees at the Meeting.

Bill Murphy explained that Dustin Caldwell has agreed to serve the remainder of a term left open following a recent Board resignation. At the expiration of the term, Mr. Caldwell would be eligible to serve two full 3-year terms. Mr. Murphy also informed the trustees that Mr. Caldwell's approval by the City of Ardmore is on the City Commission agenda for this evening. Following brief discussion, Mike Whitson motioned to recommend Dustin Caldwell to serve a remaining term ending December 31, 2024 on the Ardmore Development Authority Board of Trustees. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 6: Consideration and Possible Action to Approve a Memorandum of Understanding with Delasoft, Inc. for Two Years for Use and Development of Airfield Management Software with No Financial Commitment by Either Party, and Approval or Rejection of Any Amendments Proposed and Considered by the Board of Trustees at the Meeting.

Bill Murphy shared that ADA was approached by Delasoft to test their software for two years at no cost and with no obligation to purchase. Dan Luttrell was impressed by what he had seen of the software and thought it was a good idea to participate in the testing. After review and discussion, Dr. Craig Gerken motioned to approve a Memorandum of Understanding with Delasoft, Inc. for two years for use and development of airfield management software with no financial commitment by either party. TJ Riley seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 7: Old Business

None presented

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)

Mike Whitson motioned to enter Executive Session. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:18 p.m.

Sarah Delaney, Michael Pineda, and Ryan Langford left the meeting

Item 9: Consideration and Possible Action to reconvene into Regular Session.

Dr. Craig Gerken motioned to reconvene into regular session. Mike Whitson seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Open session reconvened at 4:34 p.m.

Item 10: 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 Posting of the Agenda"

None presented

Item 11: Staff Reports:

- a) **President's Report** – Bill Murphy informed Trustees he recently attended the Michelin Foundation Golf Tournament in South Carolina where he visited with Michelin's representatives. Mr. Murphy also shared that he attended recent site selection meetings including one in Atlanta. Mr. Murphy updated the Board that the Chamber's new Staff Accountant is Amanda Dion. He also informed the Board that the Chamber's investment campaign, VIP, recently kicked off and will run through Thanksgiving. Investments through VIP also support some ADA events. Many local industry partners are investing and he offered his appreciation.
- b) **Airport and Industrial Parks** – Andrea Anderson reported that traffic at the Ardmore Municipal Airport is down 37% due to reduced military activity. She then updated the Trustees that construction on the Corporate Hangar is nearing completion with HVAC and Parking work wrapping up soon. The Taxiway Echo is slated for an early December start and everything with the Air Cargo construction is moving forward. She announced that the ARFF Truck is on its way. Five-thousand feet of pipe is being installed as part of the EDA Waterline project. The waste-water project is on track and completion is about a year out. The MALSR project is scheduled to begin in January 2021.
- c) **Marketing** – Andrea Anderson reported that the first ADA Aviation Dinner was a great success with over 100 people attending. The annual Manufacturer and Distribution Center Dinner appreciation event was held October 12 with nice attendance. She informed the Trustees of the Ribbon Cutting for Southern Tech's new Aviation Building on November 9 at 10:30 a.m. On November 1, ADA will attend the Oklahoma Manufacturing Alliance luncheon. Ms. Anderson reported on the recent Workforce Summit meeting in which student participation brought helpful input to the discussion. The next Workforce Summit meeting is scheduled for January 23, 2024. She also updated the Trustees with the date for the 2024 Turkey Hunt, April 17-19.
- d) **Legislative** – Bill Murphy updated the Trustees on the recent Special Session called by Governor Stitt to discuss tax cuts.

Item 12: There being no further business, Dr. Craig Gerken motioned to adjourn. Dr. Pam Kimbrough seconded. Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Jeff Moen, TJ Riley, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 4:48 pm

Respectfully submitted


Andrea Anderson, Assistant Secretary