

ARDMORE DEVELOPMENT AUTHORITY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
January 22, 2024, 4:00 p.m.

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

TRUSTEES PRESENT: Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, Mike Whitson  
TRUSTEES ABSENT: Jeff Moen  
EX-OFFICIO: Kevin Boatright  
STAFF: Bill Murphy, Andrea Anderson, Marthanna Donald, Dan Luttrell  
GUEST(S): Sarah Delaney, Michael Pineda

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

Scott Chapman called the meeting to order at 4:00 p.m.

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

Andrea Anderson informed Mr. Chapman that the agenda was placed and posted in a timely manner in a prominent public view. Mr. Chapman then welcomed and introduced Dr. Eric Ward to the other trustees.

Dr. Pam Kimbrough arrived at the meeting at 4:01 p.m.

Item 3: Consideration and possible action to approve the Minutes of the Meeting of December 18, 2023.

Dr. Pam Kimbrough motioned to approve the minutes of the December 18, 2023 regular meeting. Patrick McGuire seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, and Mike Whitson voted aye. Jeff Moen abstained. There were no nays. The motion passed.

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

Jake Charnock presented the December 2023 financials. Following discussion, Patrick McGuire motioned to accept the December 2023 financials. Dr. Pam Kimbrough seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 5: Consideration and possible action to approve authorized signors for 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy explained that each January the signors for bank accounts are updated to reflect the members and roles of the Executive Committee. Even though the Executive Committee members are the same as 2024, action must be taken to reflect the change in roles with the new year. Mr. Murphy also reminded that trustees that checks below the amount of \$2,500.00 require one signature, while checks greater than \$2,500.00 require two signatures. Patrick McGuire motioned to approve the signors for 2024 as follows: Scott Chapman (Chair), Mike Whitson (Vice Chair), and Jake Charnock (Treasurer). Dr. Craig Gerken seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

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 reminded the trustees that the prices reflected in the agreement are for the time of Kathy Fox in her CPA capacity at \$160 per hour and her staff accountant at \$80 per hour. Mr. Murphy also noted that the new Chamber staff accountant has been able to keep the costs incurred with the bookkeeping agreement down. Jake Charnock motioned to accept a professional services agreement for bookkeeping services with Jackson, Fox and Richardson CPA for \$80-\$160/hour. Dr. Pam Kimbrough seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, and 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, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee 25 O.S. §307B (1). (President & CEO Contract)

Jake Charnock motioned to enter into Executive Session. Patrick McGuire seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Executive Session began at 4:14 p.m.

Sarah Delaney and Michael Pineda left the meeting.

Item 8: Consideration and possible action to reconvene into regular session.

Dr. Craig Gerken motioned to reconvene into regular session. Patrick McGuire seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. Regular session reconvened at 4:51 p.m.

Sarah Delaney and Michael Pineda rejoined the meeting.

Item 9: Consideration and possible action to extend the suspension of the lease agreement with ATS World Wide, Inc. for an additional three months beginning February 1, 2024 through April 30, 2024, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Bill Murphy reminded the board that the current suspension of lease payments was approved at the November 20, 2023, board meeting and expires on January 31, 2024. ADA staff received an email requesting a three-month extension through April. ATS leadership is expecting a resolution to funding issues in February. If approved, this extension would bring the total forbearance amount to \$4,500.00. Following discussion, Dr. Pam Kimbrough motioned to extend the suspension of the lease agreement with ATS World Wide, Inc. for an additional three months beginning February 1, 2024 through April 30, 2024. Dr. Eric Ward seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed.

Item 10: Consideration and possible action to approve the contract for the President & CEO, and the approval or rejection of any amendments proposed or considered by the board at the meeting.

Jake Charnock motioned to approve the contract for the President & CEO. Patrick McGuire seconded. Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, 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 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

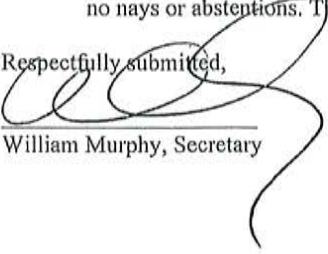
Item 12: Staff Reports:

- a) **President's Report** – Bill Murphy informed the board that he attended the annual Oklahoma Reception in Dallas with Select Oklahoma as well as the Speaker's Ball with ADA staff and representatives of the ADA and Chamber of Commerce Executive Committees. He then informed the trustees that he would be participating in the upcoming session of America's Competitive Exchange in Panama.
- b) **Airport and Industrial Parks** – Dan Luttrell reported that traffic count at the Ardmore Municipal Airport was up 17% in December. Mr. Luttrell also reported that construction of Taxiway E is progressing. As part of this project abandoned runway 04-22 is being removed and used as milling for the base of the taxiway. Mr. Luttrell also reported that he is working with the Oklahoma Department of Transportation and Watco on other elements of the South Cargo development. In closing, Mr. Luttrell reported that part of the EDA water line installation is being modified so as not to disrupt trucking operations for Dollar General.
- c) **Marketing** – Andrea Anderson reported that the previous week, she, Murray State College, and Southern Tech hosted the second South Central Oklahoma Workforce Summit with approximately forty attendees from multiple school districts and employers. Mrs. Anderson then reported that she would be attending the Shot Show with the Department of Commerce.
- d) **Legislative** – Bill Murphy reported that due to weather Oklahoma Lobby Group was unable to attend this meeting but is planning to attend the February meeting. He also noted that Governor Kein Stitt has called a Special Session of the Legislature to begin on January 29.

Item 13: Adjourn

There being no further business, Dr. Craig Gerken motioned to adjourn. Patrick McGuire seconded Dustin Caldwell, Scott Chapman, Jake Charnock, Dr. Craig Gerken, Dr. Pam Kimbrough, Dr. Eric Ward, and Mike Whitson voted aye. There were no nays or abstentions. The motion passed. The meeting adjourned at 5:06 pm

Respectfully submitted,



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William Murphy, Secretary