

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY DEVELOPMENT AUTHORITY  
PONCA CITY, OKLAHOMA  
October 14, 2021**

Pursuant to notice as required by law, the Ponca City Development Authority Board of Trustees met in regular meeting session at 7:30 am in The Gravity Conference Room, City Central Building, Suite 509, 400 East Central, Ponca City with Vice-Chair Nancy Laffey

presiding.

1. Vice-Chair Laffey called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Nancy Laffey, Mark Detten, Lanita Chapman and Eric Peitz. Absent: Lee Evans, Garrett Bowers and Erica Feters.  
Staff members present: Lori Henderson, Liz Leaming, Kat Long, Laurence Beliel and David Myers.  
Guests: Mayor Nicholson; Craig Stephenson, City Manager; Molly Kyler, Pioneer Technology; Janet Schwabe, Pioneer Technology; Rich Cantillon, Ponca City Chamber; Chuck Crooks, CBEW Auditor and Mike Snow, Kyler Construction and Leadership Shadow.
3. PUBLIC COMMENT: Rich Cantillon commented that the passing of the bond election for Ponca City Schools is going to be very significant in the coming years.
4. CONSENT CALENDAR. CONSIDERATION AND VOTE TO APPROVE, DENY, AMEND OR REVISE ON THE MINUTES FROM THE REGULAR MEETING HELD ON SEPTEMBER 9, 2021; CONSIDERATION AND VOTE ON FINANCIAL REPORTS FOR SEPTEMBER, 2021; CONSIDERATION AND VOTE ON THE RESOLUTION FOR PAYMENT OF CLAIMS FOR SEPTEMBER, 2021.

A motion was made by Trustee Detten, with a second by Trustee Chapman to approve the consent calendar.

Roll: Yeas: Detten, Laffey, Chapman and Peitz

Nays: None

Motion Carried.

5. PRESENTATION OF THE INDEPENDENT 2020-2021 PCDA AUDIT RESULTS BY THE CBEW PROFESSIONAL GROUP, LLP.

David Myers introduced Chuck Crooks from CBEW Professional Group, LLP. Chuck gave a general overview of the independent audit of PCDA which was conducted by CBEW in August. There were no findings and a clean audit was reported. Copies of the audit were filed with the City of Ponca City and submitted to the state. Myers stated that the auditor works for the board and were there any questions or comments. No questions were asked and staff thanked Chuck for attending the meeting and presentation the audit information.

## 6. STAFF REPORTS.

David Myers gave an overview of September contacts including 48 new industry contacts, 126 existing industry, 47 regional partners, 18 government, 12 consultants, 123 City Central, and 16 small business. Staff had two new leads this month for a total of eight projects with a total potential job count of 795.

Myers stated that on September 20<sup>th</sup> PCDA closed on the West Ranch property with the new owners. He then asked Lori to speak about an award given to PCDA. The Oklahoma State Mainstreet Association gave PCDA a Best Practices Award for the Online Marketplace we created with Main Street and My Media Matters in 2020 during the pandemic. Lori and Chelsea McConnell, the former Main Street Director, submitted the application and we are proud of the recognition.

Business on the Balcony was this week. Kat Long gave an overview of the timeline of Business on the Balcony which was started before the Pandemic and though it was fallow in 2020, response has been good this year with 20 to 40 people each month. B on the B will return in April, 2022. The Business Plan Pitch-off is slated for November 12 with business plans due on November 2<sup>nd</sup>. This will be the second Pitch-off for this fiscal year and Kat thanked the Board for approving a second pitch-off event. Five small businesses are working on the business plans for submission with Ben Evans. Three local judges have confirmed. November 8-12 is Entrepreneur Week and there is also a Copyright and Trademark program for artists scheduled for Wednesday, Nov 10<sup>th</sup>. Chad Hinrichs, a Tulsa Patent Attorney, will be presenting this lunch and learn program. The Summer 2021 Pitch-off winner, Splash Co Survival Swim is booking for her third session since the Pitch-off and will start lessons back up in the spring. She is doing well and hitting her business plan financials.

Myers stated there are many pools of money earmarked for several types of Grants for business and community projects. He asked Janet Schwabe to talk about one such grant The Build Back Better Grant. Janet gave an overview of the grant which is community and regional project based and the partners participating which includes the Center for Workforce Excellence region. Phase I of the grant is \$500,000 for feasibility and planning studies and that part must be submitted by October 19<sup>th</sup>. Janet is gathering all the project information and collating into the grant submission format. Pioneer Technology Center is acting as the agent to submit this regional grant. Projects are being submitted from Ponca City, Newkirk, Blackwell and Tonkawa with letters of support from surrounding communities and companies.

Another grant project is at the state level, and David was invited to testify before a joint legislative meeting at the state capitol on developing a plan for the state to allocate \$1.9 billion in federal grants. He presented information on possible projects for rural Oklahoma and northwest/central Oklahoma. This was not Ponca City specific, but was a way for the rural communities to have a voice at this grant money table. David handed out the criteria information for this grant. PCDA is interested in pursuing projects which would align with this criteria such as detention projects in the Airport Industrial Park and other infrastructure needs. PCDA is a resource, not a competitor on all these types of grants.

The City of Ponca City is also working on a grant program for Ponca City companies to participate. Other Ponca City specific projects include a possible rail spur which Laurence Beliel discussed including location, amount of funds to get it re-opened and working with Burlington-Northern if this project moves forward. Laurence also gave an update on another project in the works which is to change the PCDA hangar structure as staff continues to work with a company interested in leasing the hangar.

Laurence also updated the board on the Log10 Drive which PCDA has been working with them on for the last year. It is close to completion with one section left, which he illustrated with a picture. There has been a French Drain put in the front as well. The driveway project is part of a cost-share agreement made with Log10.

The Keyence machine, part of PCDA's Shared Equipment program, has been used by several companies in the Bid Plan Room. Secondary training for use of the machine has been scheduled. Five companies have used the Keyence machine frequently. Pioneer Tech has purchased two new pieces of equipment to add to this shared equipment. One is a carbon fiber 3D printer and a robotic welder. Training for companies interested in using these machines is available and staff will keep the board updated on future use of all these machines. The first project for the robotic welder will be a clamp piece for Bunkr which is a startup located in the Pioneer Tech Incubator. Staff is interested in holding a manufacturer's showcase for local industry to showcase the available technology including costs, shared uses and to ease some of the workforce struggles. Students are very interested in using these pieces of equipment as well.

Laurence and three companies are attending the Wichita Industrial Show at the end of October. This is the first time Ponca City has had a booth at the show. Questions were asked and answered.

Liz Leaming updated the board on an upcoming job fair here at City Central on Thursday, October 28<sup>th</sup> from 10 to 2 pm. Companies are still seeking workforce and have reached out to Ponca Works to host another job fair before the holidays.

Lori updated the board on the elevator project. Parts and equipment for the repairs for the project, which will tie the elevators into the fire system, have been delayed but OTIS is saying the project should be completed in November.

David handed out an article from INC magazine about how qualified candidates may not be making it through the initial application process due to HR system firewalls and algorithms. This is only one piece of the workforce puzzle, but this article is very interesting.

7. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 17-02, 20-10, 21-08, 21-09, 21-10, 21-11, ANIMAL CRACKER, BULLSEYE, CUE, EAGLE, FLAME AND SMOKE, AS WELL AS A POSSIBLE REAL ESTATE TRANSACTIONS INVOLVING A PCDA OWNED BUILDING AT 2501 N WAVERLY AND 2405 SYKES BLVD.

A motion was made by Trustee Detten with a second by Trustee Chapman to enter into Executive Session at 8:15 am.

Roll: Yeas: Detten, Laffey, Chapman and Peitz

Nays: None

Motion Carried.

8. CONSIDERATION AND VOTE ON A LEASE EXTENSION WITH COOKSHACK, INC. FOR THE PCDA OWNED BUILDING AT 2405 SYKES BOULEVARD, PONCA CITY, INCORPORATING AN EXPANSION OF THE BUILDING BY PCDA AND INCREASING THE MONTHLY LEASE PAYMENT AMOUNT AND OPTIONAL PURCHASE PRICE.

Trustee Detten made a motion to approve a lease extension with Cookshack, Inc for the PCDA owned building at 2405 Sykes boulevard incorporation an expansion of the building and increase of the monthly lease payment and optional purchase price with a second from Trustee Peitz.

Roll: Yeas: Detten, Laffey, Chapman and Peitz

Nays: None

Motion Carried.

9. NEW BUSINESS

10. ENTERTAIN A MOTION TO ADJOURN

A motion was made by Trustee Chapman to adjourn the meeting with a second by Trustee Peitz.

Roll: Yeas: Detten, Laffey, Chapman and Peitz

Nays: None

Motion Carried. Meeting was adjourned at 8.52 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF  
THE PONCA CITY DEVELOPMENT AUTHORITY  
September 10, 2021**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:28 a.m. in the Gravity Meeting Room, Suite 509, 400 East Central, Ponca City, Oklahoma with Chair Lee Evans presiding.

Present:

NANCY LAFFEY, TRUSTEE  
MARK DETTEN, TRUSTEE  
LANITA CHAPMAN, TRUSTEE  
ERIC PEITZ, TRUSTEE  
LORI HENDERSON, PCDA STAFF  
LIZ LEAMING, PCDA STAFF  
KAT LONG, PCDA STAFF  
LAURENCE BELIEL, PCDA STAFF  
DAVID MYERS, PCDA STAFF  
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

11. At 7:56 a.m. Trustee Laffey made a motion with a 2<sup>nd</sup> from Trustee Bowers and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 17-02, 20-10, 21-08, 21-09, 21-10, 21-11, Animal Cracker, Bullseye, Cue, Eagle, Flame and Smoke as well as a possible real estate transaction involving a PCDA owned building at 2501 N Waverly and 2405 Sykes Blvd.

David Myers, PCDA staff, led the discussion and was provided direction for the continuing negotiations with the above company, relative to economic development projects.

At 8:25 a.m. Chair Lee Evans declared that the Executive Session was complete and returned the meeting to open session.

**Respectfully submitted by:**

**Kat Long**