**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**

**PONCA CITY DEVELOPMENT AUTHORITY**

**PONCA CITY, OKLAHOMA**

**April 13, 2023**

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 Summit Conference Room, City Central Building, 400 East Central, Ponca City with Chair Nancy Laffey.

1. Called the meeting to order at 7:30 a.m.
2. ATTENDANCE ROLL CALL: Trustees: Nancy Laffey, Mark Detten, Erika Fetters, Garrett Bowers, and Kirk Brown. Absent: Eric Peitz Staff members present: Lori Henderson, Aubrey Adams, Laurence Beliel, Liz Leaming, David Myers and legal counsel Derrin Hiatt. Guests: Craig Stephenson, City Manager, Janet Schwabe, Pioneer Technology Center; Joe Denoya and Calley Lamar, Ponca City News.
3. OATH OF OFFICE TO PCDA TRUSTEE SELECT MARK SOUTHARD; PCDA Chair Nancy Laffey administered the Oath of Office to Mark Southard and officially welcomed him as a Trustee to the PCDA Board.
4. PUBLIC COMMENT: None
5. CONSENT CALENDAR. CONSIDER AND VOTE UPON THE MINUTES FROM THE REGULAR MEETING ON MARCH 9, 2023; CONSIDER AND VOTE UPON THE FINANCIAL REPORTS FOR MARCH, 2023; CONSIDER AND VOTE UPON THE PAYMENT CLAIMS FOR MARCH, 2023.

A motion was made by Trustee Detten with a second by Trustee Fetters to approve the consent calendar for March, 2023.

 Roll: Yeas: Laffey, Detten, Fetters, Southard, Brown, and Bowers

 Nays: None.

 Abstain: None

 Motion Carried.

1. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF $23,800 WITH MESHAK AND ASSOCIATES TO PREPARE A FEASIBILITY STUDY FOR A REGIONAL WATER DETENTION ON THE WEST SIDE OF PONCA CITY AIRPORT.

David stated this was an item discussed at last month’s meeting. There may be the potential to reconfigure flood control areas in several industrial parcels on the west side of the Airport Industrial Park. This involves PCDA-owned land at the nw corner of Industrial and Waverly as well as other privately-owned [parcels. If it is possible to reconfigure the flood control areas, it may free up space for industrial expansion in the area. The only way to determine if this is possible is to have a qualified civil engineer do an evaluation of the area. The company recommendd by staff for this work, Meshak and Associates, has provided an estimate of $23,800 for this evaluation. Meshak is very familiar with the city’s drainage areas and plans and was recommended by the city. Staff believes that commissioning this evaluation is the only way to determine if it is feasible to move forward. In addition, staff has been in contact with the state Department of Commerce about the potential for grant funding to pay for this evaluation. This is not guaranteed nor is it guaranteed that there will be sufficient land impacted to justify moving forward. In addition, this evaluation is not the engineering project itself and that would entail an additional expense which would be brought back to the board. Nevertheless, this expense would allow PCDA to determine the feasibility of a project and not doing the evaluation is effectively accepting the current limitations.

In order to evaluate in the is potential to r free up land use on the West side of the Airport Industrial Park and has been in discussions since 2016. The original idea of the West detention project was discussed with the Development office at the City and the conclusion was drawn that the project, as it was developed a few years ago, was not feasible.

A similar evaluation proposal is expected to be on the May agenda for discussion. Staff has had discussions with another engineering out of Enid for this project. Both projects, if feasible, could be submitted for part of the $29 million in state funding for infrastructure.

Staff recommends approval. Questions were asked and answered.

A motion was made by Trustee Detten with a second by Trustee Brown to approve an expense of $23,800 with Meshak and Associates to prepare a feasibility study for a regional water detention on the West side of Ponca City Airport..

 Roll: Yeas: Laffey, Detten, Fetters, Southard, Brown, and Bowers

 Nays: None.

 Abstain: None

 Motion Carried.

1. REVIEW AND DISCUSSION ABOUT THE OKLAHOMA INNOVATION EXPANSION PROGRAM (OIEP).

The OIEP is a program through the Oklahoma Department of Commerce (ODOC). The OIEP is about supporting business development as opposed to recruitment. David noted that while BR&E has always been a fundamental focus of economic development, in recent years BR&E has eclipsed recruitment as the prime job of economic development due to workforce constraints and other factors. David wanted to share this information for three reasons: to update Mark Southard on this program; to inform the board that several companies in Ponca City have participated in the past, and because the application deadline for this year is tomorrow (April 14th).

During the pandemic, ODOC sought to use programs that had been designed for industrial recruitment to help existing companies adapt to new market realities, opportunities and challenges. They repurposed statutorily approved programs since time was of the essence. Many of these programs, including the OIEP, worked so well that they have continued them into subsequent years. This is the third year of this program. The OIEP provides funding over time that must be matched by existing companies to companies launching new product lines and/or introducing new innovations in their process. Local companies such as K&C Manufacturing, CME and two others have received funds for projects submitted in the past. Last year, ODOC received 163 submissions for project funding with 125 of those projects receiving awards ranging from $25,000 to $150,000 per project.

David pointed out that Ponca City ranked fourth last year behind only Tulsa, OKC and Broken Arrow to the number of projects approved for this program in the State. From a per capita perspective, Ponca City received more than any other community in Oklahoma last year. Only Broken Arrow came anywhere close to receiving the same level of funding.

This is an information item only. There is no action requested on this item.

1. CONSTRUCTION UPDATE

Laurence provided an update on Duke. Laurence stated that Duke is about 60% completed. The outside is mostly completed and interior work is underway. Electrical, fire suppression system and gas lines are being installed. The project has had some issues, but every building of this type has these. All these issues have solutions and have been fixable. The building is a little behind schedule, but still moving forward even with wind and rain.

David stated there is still about $1.4 million left to pay on this project, but it is moving ahead at a good pace. He also congratulated former trustee Joe Denoya, who was present, as he was instrumental in the development of this spec building.

David asked Lori to give an update on Clean Breeze, the HVAC project for City Central. Lori stated that Clean Breeze is underway and pointed out the new duct and dampers which have been added in The Summit room. The project is moving quickly, even though it does take some time to run the lines and install the dampers. Staff and the City are hoping to hear from the State soon about potential additional funding that could be used to complete the fifth floor. The current project only has funds to complete Lower Level through Fourth floor. This project needs to be completed by the end of June and the project should meet that timeline at this point.

David thanked the City and especially Rhonda Skrapke for all their work on this grant to support this project at City Central. PCDA is financing the engineering needs and the State grant is paying for the installation of the equipment.

1. REPORT ON THE PRELIMINARY 2023-2024 WORK PLAN AND THE DEVELOPMENT OF THE 2023-2024 PCDA BUDGET;

Lori reiterated that the PCDA budget is on a fiscal year budget beginning July 1. In recent board meetings, staff has mentioned several potential projects and work items for the coming fiscal year. Today’s discussion represents an additional time to discuss, if needed, items that are planned for the upcoming budget. The actual draft budget will be presented to the Board at the May meeting.

Lori shared several area specifics of the budget including Marketing, new industrmeeting on June y recruitment, Business retention and expansion, small business development, Ponca Works, City Central and additional expenses. The overall cost of the budget remains mostly the same, but there are anticipated utility and insurance increases. Additional expenses include the completion of Spec Building “Duke”, an elevator project for City Central which will include a bid process, specifications and then the work project as well as a development Maker Space project.

Any budget expenses in excess of $10,000 will be brought back to the board for approval. The complete draft budget will be presented at the May 11th meeting and Trustees will be able to ask questions and “walk around” with the budget. The final vote on the budget is scheduled for the June 8th meeting.

1. STAFF REPORTS

PCDA had 55 contacts with new industry, 201 with existing industry, 80 contacts with regional partners, 33 with government, 11 with consultants, 147 City Central contacts and 30 with small businesses. There were eight new leads this month with a total of eight projects. In the Small Business area, the spring PCDA Business Plan competition was last week and the top business selected was “Paws on the Pavement” owned and operated by Justin Mathews. The first Business on the Balcony of 2023 was held on Tuesday with 40 plus people in attendance. This networking event will be held the second Tuesday of each month April through October from 7 to 8:30 am on the PCDA Balcony.

Laurence Beliel shared some specifics from the Design 2 Part show held in Grapevine, Texas in March. Ponca City was sought after by potential customers because of the partnerships between Ponca City companies. He also thanked the PCDA Trustees for supporting these types of trade show contracting opportunities.

David thanked Garrett Bowers for setting up a meeting with the Oklahoma Aeronautics Commission on March 17th. Garrett and David were joined by Airport Manager Don Nuzum for a tour and lunch, which featured Ponca City’s potential role in the aviation industry. David also shared an update from the state level on larger projects which have gone to other locations, possibly due to Oklahoma’s image on the national level. The Senate President Pro Tem Greg Treat is forming a task force to specifically identify why Oklahoma hasn’t “won” recent large projects. Ponca City is well represented by Senator Coleman at the state level on these types of issues.

Liz Leaming updated the board on the upcoming Internship and Career Fair PCDA is hosting at PoHi on Tuesday, May 2nd. This will allow several companies to come and talk with graduating seniors as well as recruiting upcoming Juniors and Seniors for internships next year. Liz also attended a virtual job fair through Fort Sill for those separating from the military. It was a virtual platform, similar to a video game with job postings and zoom interviewing. This virtual format ran for a longer time frame allowing people to get in touch with Ponca Works over several days.

David distributed an article on the Internship Program in this month’s Ponca City Monthly magazine and thanked Liz for her time and work on the program and the article. David also passed out an article/flyer distributed focused on Creekstone Farms in Ark City which included information on the development of an on-site child care facility by the company. He noted that workforce recruitment is absolutely at the forefront of business and company needs.

1. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 22-18, 23-02, 23-05, 23-06, CORONA, PURE, SEASIDE, SHOT X, VEGAS, YELP AND ZEUS, AS WELL AS POTENTIAL REAL ESTATE TRANSACTIONS INVOLVING THE PCDA-OWNED HANGAR AT 2405 WAVERLY AND THE PCDA- OWNED BUILDING AT 2402 SYKES BLVD;

A motion was made by Trustee Detten with a second by Trustee Southard to enter into executive session.

 Roll: Yeas: Laffey, Detten, Fetters, Southard, Brown, and Bowers

 Nays: None.

 Abstain: None

 Motion Carried.

 The board returned to open session at 8:57 a.m.

1. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A LEASE BETWEEN PCDA AND NEXTGEN AVIATION SERVICES, LLC FOR THE PCDA-OWNED HANGAR AT 2501 WAVERLY, PONCA CITY.

Copies of the lease are included in the Board Packet. Staff recommends approval.

A motion was made by Trustee Bowers with a second by Trustee Fetters to approve a lease between PCDA and NextGen Aviation Services, LLC for the PCDA Owned Hangar.

 Roll: Yeas: Laffey, Fetters, Southard, Brown, and Bowers

 Nays: None.

 Abstain: None

 Motion Carried

1. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A LEASE AMENDMENT WITH LOG10 FOR THE PCDA-OWNED PROPERTY AT 2402 SYKES BOULEVARD;

This item was addressed during Executive Session and no action is needed at this time.

1. NEW BUSINESS;
2. ENTERTAIN A MOTION TO ADJOURN. Motion was made by Trustee Laffey with a second by Trustee Fetters, followed by unanimous vote to adjourn at 9:06 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF**

**THE PONCA CITY DEVELOPMENT AUTHORITY**

**April 13, 2023**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:35 a.m. in The Summit, 400 East Central, Ponca City, Oklahoma with Chair Nancy Laffey presiding.

Present: NANCY LAFFEY, CHAIR

 MARK DETTEN, TRUSTEE

 ERICA FETTERS, TRUSTEE

 GARRETT BOWERS, TRUSTEE

 KIRK BROWN, TRUSTEE

 MARK SOUTHARD, TRUSTEE

 LORI HENDERSON, PCDA STAFF

 David Myers, PCDA STAFF

 Laurence beliel, pcda staff

Liz leaming, pcda staff

CRAIG STEPHENSON, cITY mANAGER

At 8:35 a.m. Trustee Detten made a motion with a 2nd from Trustee Southard unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 21-08, 22-18, 23-02, 23-05, 23-06, Corona, Pure, Seaside, Shot X, Vegas, Yelp and Zeus, as well as potential real estate transactions involving the PCDA-owned Hangar at 2405 Waverly and the PCDA owned building at 2402 Sykes Blvd;

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

Mark Detten left the meeting at 8:57 am.

At 8:58 a.m. Chair Laffey declared that the Executive Session was complete and returned the meeting to open session.

**Respectfully submitted by:**

**Katherine Long**