

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY DEVELOPMENT AUTHORITY  
PONCA CITY, OKLAHOMA  
October 12, 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 Redbud Room, Lower Level of City Central Building, 400 East Central, Ponca City with Chair Erica Fetters presiding.

1. Called the meeting to order at 7:30 a.m.
2. ATTENDANCE ROLL CALL: Trustees: Nancy Laffey, Erica Fetters, Garrett Bowers, Kirk Brown and Erik Peitz. Absent: Mark Detten and Mark Southard. Staff members present: David Myers, Lori Henderson, Aubrey Adams, Laurence Beliel, Liz Leaming, Katherine Long and legal counsel Derrin Hiatt. Guests: Mayor Nicholson; Craig Stephenson, City Manager, Calley Lamar, Ponca City News; Molly Kyler, Janet Schwabe and Dawn Brakey, Pioneer Technology Center; Kelsey Wagner, City Commissioner; Reba Busch, Leadership Shadow;
3. PUBLIC COMMENT
4. CONSENT CALENDAR. CONSIDER AND VOTE UPON THE MINUTES FROM THE REGULAR MEETING ON SEPTEMBER 14, 2023; CONSIDER AND VOTE UPON THE FINANCIAL REPORTS FOR SEPTEMBER, 2023; CONSIDER AND VOTE UPON THE PAYMENT CLAIMS FOR SEPTEMBER, 2023.

A motion was made by Trustee Bowers with a second by Trustee Laffey to approve the consent calendar for September, 2023.

Roll: Yeas: Brown, Fetters, Peitz, Laffey and Bowers  
Nays: None.  
Abstain: None  
Motion Carried.

5. CONSIDERATION AND POSSIBLE ACTION ON AMENDING THE PCDA PERSONNEL POLICIES TO ADD POLICIES ON CYBERSECURITY, DATA MANAGEMENT, ETHICS AND WHISTLEBLOWERS;

David Myers stated that every three years PCDA is up for re-accreditation before the International Economic Development Council (IEDC) There are a number of reasons that PCDA maintains this accreditation, one of which is that it helps the organization stay current with respect to needs and trends in economic development. In reviewing the current Accreditation guidelines, there were four policies recommended that PCDA does not currently have in our board approved policy notebook. These are policies on cybersecurity, data management, ethics and whistle blowers. These policies are not required by the IEDC but recommended. Staff felt it would be in the best interest of PCDA to adopt them. Staff developed policies on all four and they were then reviewed by legal counsel. Staff recommends approval.

A motion was made by Trustee Peitz with a second by Trustee Bowers to approve the amendment to the PCDA personnel policies to add policies on cybersecurity, data management, ethics and whistleblowers.

Roll: Yeas: Brown, Fetters, Peitz, Laffey and Bowers  
Nays: None.  
Abstain: None  
Motion Carried.

6. REPORT ON THE FIRST COMMITTEE MEETING REGARDING A POTENTIAL ROLE FOR PCDA IN RETAIL, HOUSING, WORKFORCE ATTRACTION AND CHILDCARE;

Lori Henderson gave this report. The first meeting of the committee was held this past Monday and started with a refresher on PCDA programs. This included a brief review of the availability of PCDA funds and legal limitations. The Committee discussed the future needs of Ponca City which included retail, workforce attraction, childcare and housing. Discussions and several suggestions were put forth for possible avenues moving forward.

Committee members expressed some interest in a role for PCDA in retail. The extent of this involvement needs to be further discussed. In general, retail is a very visible economic component and it may make sense to work in this area in order to help guide retail development going forward.

There was also interest expressed in doing a housing study that will give the community information on what kind of housing is needed, how many houses and where those could be placed and so forth. Staff is doing further research on the mechanics of doing a study.

On childcare, the need for appropriate and affordable childcare would help those already living in Ponca City and potentially grow the workforce by allowing many of these people to return to work. This was intended to provide focus to potential childcare efforts (recruitment and/or development) and the specifics were not discussed at this meeting.

Finally, workforce attraction was discussed with a discussion on whether the focus should be on recruitment of people to fill open jobs or a focus on remote workers, as is done in some other areas. This conversation will continue.

The Committee will move forward to make recommendations on the above issues. The potential for a community survey was discussed and particulars will need to be researched. There was a general consensus to meet on a monthly basis until recommendations are developed.

Lori invited those that were present at the meeting to add their view. Trustee Peitz agreed everyone was on the same page and the housing study is a great first step. And the committee agrees we need to move forward. Trustee Bowers and Brown agreed and are eager to participate in future meetings which would include engagement with City Commission and City Leaders.

7. REVIEW OF CURRENT AND POTENTIAL ECONOMIC DEVELOPMENT FINANCE RESOURCES;

David Myers gave an overview of the economic development tools available to finance projects. This included overviews of PCDA funds (sales tax & leases), possible use of tax increment financing (TIF), assessment districts, community development block grants, grants and loans. He reviewed PCDA policy/past practices on the use of funds as well as what the PCDA Trust allows. The PCDA Trust can be changed with a public action and would require a five sevenths vote of the PCDA Board of Trustees and a four fifths vote on the City Commission.

David gave an overview of how a TIF financing works. He noted that PCDA does not have the legal authority to set up a TIF, however. The city or the county has the authority to do this. TIF's are based upon the tax increment received usually from property taxes or sales tax and typically help pay for public infrastructure.

Assessment districts are a different animal. These districts charge the benefitting property owners the amount of the specific improvement which they pay over time. TIF districts and assessment districts have different implications for the disbursement of taxes. Assessment districts are generally favored by other taxing entities but do drive up the cost of housing, business facilities, etc. and do not always achieve the desired goal. The decision on which to use is market driven.

Community Block grants are not free money for businesses. Ponca City receives these funds by formula, based upon our population. These funds are earmarked for specific projects that conform with federal guidelines. These include certain expenses related to public buildings, housing, the senior center and others. Every year, PCDA matches the CDBG grant for homebuying assistance as a workforce development measure. David also reviewed EDA, USDA and State funding and criteria which must be met when applying for these funds.

PCDA is not set up to be a bank and we do not have the capacity to administrator loans. There are, however, numerous federal and state loan programs, such as the Small Business Administration (SBA) that do have loan programs. David mentioned the SBA 7a and the SBA 504 loan programs in particular. These programs will likely become more popular as interest rates continue to climb.

#### 8. CONSTRUCTION PROJECT UPDATES;

Laurence gave an overview of the Duke Spec building project. The building is 90 percent complete. Water heater, cabinets and some other fixtures still need to be installed. The fire depression system is active and there are still hand rails to be installed. The front approach still needs to be poured and there are a few safety features on the outside of the building that need to be installed according to city ordinances.

There have been three change orders since the last meeting, but all have been relatively modest for concrete and bollards, additional railing on south ramp and insulation above the break room.

The west side drainage project survey is proceeding. PCDA did receive approval of a grant from the state in the amount of \$23,000 to fund the feasibility study. Staff is working with ODOC to handle the paperwork. After that is done, the project will proceed.

The City Central elevator replacement project is almost ready to go. The elevators equipment is 50 years old and needs to be updated or replaced. The current elevator maintenance contract with OTIS Elevators expires in early June of next year. This private contract, which PCDA "inherited" from the previous private building owner, does not allow for public bids for work to the elevators. The construction for the replacement project must be timed to coincide with the expiration of that contract in order to allow for PCDA to get public bids for the work, as mandated by law. A Request for Proposals for the engineering and design work is almost completed and will be sent out soon.

## 9. STAFF REPORTS;

Contact reports included 34 contacts with new industry, 107 with existing industry, 47 for regional partners, 23 for government, 9 for consultants, 119 City Central contacts, and 25 small business. There were three new leads with a total project count of seven.

Laurence said that the new hangar tenant, NextGen, now has their first aircraft in the hangar. Last week, a KenAir 350 flew in from Kenya. Yesterday, a Gulfstream G-5 arrived and is also now in the hangar for a complete overhaul. There are two other planes heading for Ponca City for repairs. Archein, the company in the hangar before NextGen, has been planning to try and start an aviation training program with Pioneer Technology. NextGen is also interested in starting this type of mechanics program.

Century Products is moving from a component manufacturer to a complete product manufacturer within their facilities.

Liz Leaming gave an overview of the Internship Program at PoHI. Jordan Gross, the Internship Coordinator, projects that even more internships will be established this year compared to last year. Liz also gave a presentation at the Teeny, Tiny Town Summit about internships. During that conference, she was able to connect with the state rep to discuss apprenticeship programs.

Katherine invited everyone to attend the Hispanic Heritage Festival this Sunday, 3 to 8 pm with food sampling, live performances, dancing and giveaways. This event is hosted by HOLA with sponsorships from several businesses in the community. She especially thanked the Foundation for Progress through the Chamber for handling all the funds again this year.

Molly Kyler gave an overview of APEX Accelerator, the new branding for government contracting assistance available at the Pioneer Tech Business & Industry services which is having an open house today 1 to 3 pm. Dawn Brakey is the APEX Coordinator for this area.

David thanked Aubrey for her help with the AEDO re-accreditation submission. There will be a site visit with this re-accreditation, and they will want to meet with Trustees and businesses.

PCDA received six awards for programs for the IEDC including two partnership awards. Lori and Kat attended Ethics training and entrepreneurship program at the IEDC conference in Dallas.

10. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 23-03, 23-09, CURRENT, MOLECULES, AS WELL AS A POTENTIAL REAL ESTATE TRANSACTION INVOLVING PROPERTY ON THE NORTH SIDE OF KNIGHT STREET, ADJACENT TO THE BNSF RAILROAD TRACKS AND WEST OF LOWES,BUILDING AND PROPERTY LOCATED AT 214 2. FOURTH STREET, PROPERTY LOCATED AT THE SOUTHWEST CORNER OF WAVERLY AND SYKES BOULEVARD, AND PROPERTY LOCATED ON THE SOUTH SIDE OF PROSPECT BETWEEN 1202 E. PROSPECT AND 1102 E. PROSPECT IN PONCA CITY;

A motion was made by Trustee Laffey with a second by Trustee Peitz to enter into executive session.

Roll: Yeas: Feters, Brown, Peitz, Laffey and Bowers  
Nays: None.  
Abstain: None  
Motion Carried.

The Board returned to open session at 8:46 a.m.

11. NEW BUSINESS;

12. ENTERTAIN A MOTION TO ADJOURN. Motion was made by Trustee Brown with a second by Trustee Laffey, followed by unanimous vote to adjourn at 8:47 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF  
THE PONCA CITY DEVELOPMENT AUTHORITY  
October 12, 2023**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:28 a.m. at City Central in in Redbud Room, Lower Level of City Central Building, 400 East Central, Ponca City with Chair Erica Fetters presiding.

Present:

ERICA FETTERS, TRUSTEE  
GARRETT BOWERS, TRUSTEE  
KIRK BROWN, TRUSTEE  
NANCY LAFFEY, TRUSTEE  
ERIK PEITZ, TRUSTEE  
CRAIG STEPHENSON, CITY MANAGER  
MOLLY KYLER, PIONEER TECHNOLOGY CENTER  
DAVID MYERS, PCDA STAFF  
LORI HENDERSON, PCDA STAFF  
LAURENCE BELIEL, PCDA STAFF  
LIZ LEAMING, PCDA STAFF  
AUBREY ADAMS, PCDA STAFF  
KATHERINE LONG, PCDA STAFF  
DERRIN HIATT, ATTORNEY

At 8:28 a.m. Trustee Laffey made a motion with a 2<sup>nd</sup> from Trustee Bowers unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 21-08, 23-03, 23-09, Current, Molecule, as well as potential real estate transactions involving property located on the north side of knight street, adjacent to the BNSF railroad tracks and west of Lowes, building and property located at the north side of 214 S. Fourth Street, property located at the southwest corner of Waverly and Sykes Boulevard, and property located on the south side of Prospect between 1202 E. Prospect and 1102 E. Prospect in Ponca City;

David Myers, PCDA staff, led the discussion and was provided direction for the continuing negotiations with the projects and potential real estate transaction listed on the Closed Session agenda.

At 8:47 a.m. Chair Fetters returned the meeting to open session.

**Respectfully submitted by:**

**Katherine Long**