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

**PONCA CITY DEVELOPMENT AUTHORITY**

**PONCA CITY, OKLAHOMA**

**March 9, 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 John McNeese Art Gallery, Suite 101, 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 Eric Peitz. Absent: Kirk Brown Staff members present: Lori Henderson, Aubrey Adams, Laurence Beliel, Kat Long, Liz Leaming and David Myers. Guests: Craig Stephenson, City Manager, Molly Kyler, Pioneer Technology Center; Derrin Hiatt, Attorney; Jordan Jackson-Gross, PCPS, Kelsey Wagner, City Commissioner, Tara Goldman, United Way PC Leadership Shadow and Calley Lamar, Ponca City News. Kirk Brown entered the meeting at 7:55 am.
3. PUBLIC COMMENT
4. CONSENT CALENDAR. CONSIDER AND VOTE UPON THE MINUTES FROM THE REGULAR MEETING ON FEBRUARY 9, 2023; CONSIDER AND VOTE UPON THE FINANCIAL REPORTS FOR FEBRUARY, 2023; CONSIDER AND VOTE UPON THE PAYMENT CLAIMS FOR FEBRUARY, 2023.

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

 Roll: Yeas: Laffey, Detten, Fetters, Peitz, and Bowers

 Nays: None.

 Abstain: None

 Motion Carried.

1. REPORT ON THE NEW WILDCAT INTERNSHIP PROGRAM BY PONCA WORKS DIRECTOR LIZ LEAMING AND PONCA CITY PUBLIC SCHOOLW INTERNSHIP COORDINATOR JORDAN JACKSON-GROSS.

David reminded the Board of Trustees of the partnership collaboration entered into by PCDA and PCPS to launch the Internship program into the space it needed to be. The PCPS had hired Jordan Jackson-Gross and she is here this morning to update on the Internship program along with Liz Leaming, Ponca Works Manager.

Jordan Jackson Gross gave a powerpoint, with assistance from Liz Leaming, on her background, the Internship program, what the students at the high school must do to participate and the process of business recruitment to host those student internships. Currently there are 68 placed interns with local companies and Gross is taking internship applications from participating businesses for next year.

She shared some of the positive growth numbers: there are 76 internship applications out with the students for next year. There are many more community partnerships including one with the Ponca Tribe and we hope to expand that with other tribes. We have added 11 more business partners and are hoping to expand this this school year and the beginning of next school year. Plans are to have a “boot camp” for the students to better prepare them for internships and there will be an internship fair for businesses to participate in May. Jordan especially mentioned how helpful the radio commercials have been for getting the word out to businesses and parents on the internship program.

Working with the Hospital and hard to place interns due to age restrictions to place interns as soon as they turn 18. Jordan also updated on Individual Career Academic Plan (ICAP) which enables students to leave High School with a portfolio of career-education alignment. This is the first year for these students to graduate since ICAP was instituted for Oklahoma School students. Pictures of students participating in internships at the Humane Society, in elementary schools, Cookshack, a law firm, a doctors office and a physical therapy office.

Questions were asked and answered.

1. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A PAYMENT OF $60,000 TO THE CITY OF PONCA CITY TO MATCH TWO YEAR FEDERAL COMMUITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM PROVIDING FIRST TIME HOMEBUYER ASSISTANCE.

David Myers state that this item is a workforce item from PCDA’s perspective. For the past 12 years, PCDA has budgeted support for this program on a yearly basis for $30,000 in order to attract workforce. This amount matches a CDBG grant the city receives to assist first time homebuyers in Ponca City. In the past few years, the federal government has begun paying this grant every two years. The City has requested PCDA to match the amount at the two year intervals. While the amount requested is $60,000, it represents two budget years of $30,000 so it has not really increased. Future budgets will have $60,000 included every other year.

Staff recommends approval. Questions were asked and answered.

A motion was made by Trustee Detten with a second by Trustee Peitz to approve the payment to The City.

 Roll: Yeas: Laffey, Detten, Fetters, Peitz and Bowers

 Nays: None.

 Abstain: None

 Motion Carried.

1. REPORT ON THE DESIGN-2-PART TRADE SHOW HELD ON MARCH 1ST AND 2ND IN ARLINGTON, TEXAS AND THE SPONSORSHIP OF COMPANIES BY PCDA.

Last week, Ponca City and several businesses attended the Design 2 Part show in Texas. Laurence Beliel served as the coordinator and went as well. Laurence reported that four companies attended the Design 2 Part show. These included Centerline, K&C Manufacturing, Moonlight Machine and Century Products. Laurence stated that there were two companies that were specifically seeking Ponca City companies for their products due to past discussions on our manufacturing community capabilities. Also, companies who have attended the Design 2 Part have realized they can compete for complicated contracts by stressing their collaboration with other Ponca City manufacturers. Results from this event include four RFQs for one company, another company has already run a part from the show (less than a week) and other success stories.

1. REPORT AND DISCUSSION OF THE NEED FOR DETENTION BASINS ON THE EAST AND WEST SIDES OF PONCA CITY AIRPORT TO PROMOTE INDUSTRIAL GROWTH AS WELL AS POTENTIAL SOLUTIONS.

Laurence and David presented two possible projects for water detention. This is an update on these projects. The project on the West side of the Airport is to facilitate land usage of the remainder of PCDA owned land in the AIP. Slides were presented on the floodplains which exist currently. The second project is on the East side of the Airport and is a larger detention project which will benefit companies located on Ash to be able to use existing land contiguous to their properties. These are not the same flood plan issues, but the rules of dirt movement is the same. The detention basin to assist the east side of the AIP will be in the 2023-2024 PCDA budget.

Laurence has been in contact with Meshack Engineers in Tulsa to explore the feasibility of the West land project and what the cost would be moving forward after receiving direction from the City of Ponca City.

To have a study done and have an opinion on the feasibility of the West project will be $23,000. This would give PCDA not only feasibility of the West detention project, but also land value vs. cost of the project. This is a presentation item only.

Lori also gave information about PREP money from the State of Oklahoma that is available for these types of projects and is available for application through May. These funds are for industrial park infrastructure.

 Questions were asked and answered.

1. UPDATE ON CONSTRUCTION REPORTS

Laurence gave an update on the Duke building. The project is moving along, but there are delays due to weather and supply deliveries. Part of the wall is up but it cannot be closed up until there is a ramp has been installed. South wall is up and part of the other walls are up and the roof is completed.

Lori updated on Clean Breeze. This is the HVAC project here in the City Central building and it is underway. All the wires in the ceiling will be run and then NW Controls will start equipment installation. Staff has been working with tenants to schedule installations. This project is being paid for by the federal grant the City of Ponca City procured for City Central.

Cookshack project is completed and the final construction price has been received.

1. STAFF REPORTS

February contacts for PCDA include 44 with new industry, 127 with existing industry, 66 with regional partners, 28 with government, 20 with consultants, 120 contacts with City Central and 33 Small Business contacts. There were five new leads this month with a total of seven projects.

It has been very busy in the office. Laurence updated on the large turnaround happening at Phillips 66 this year. Numbers will be about 2,000 people coming in for this turnaround beginning in early May and the peak numbers in Ponca will be in July . Phillips has put together an extensive list for housing including BnBs, mobile homes and available rental houses as well as entertainment for families in the community.

MJ&H is building one of the large pieces that will be placed at Phillips with the big crane.

Trustee Bowers has arranged for the Oklahoma Aeronautics Commission for a visit and PCDA will be involved with that visit. There will be a program overview tomorrow at Pioneer Technology Center for the Oklahoma Innovation Expansion Program (OIEP) which has a short application window for state funds for manufacturing and expansion projects. David and Lori had lunch with Tiffany Hermann, the new lead at the Chamber.

Lori and David went to the Capital to attend the Select Oklahoma Day and to see legislators about issues in our community. Governor Stitt, Speak McCall and Pro-tem Treat all spoke at the event as well as Brent Kisling. This is where Lori found out about the aforementioned PREP funding available for rural industrial parks.

Mega projects (for large scale industrial parks) was also a topic of discussion and the expansion of industrial parks around the state like MidAmerica Industrial Park.

K&C Manufacturing won the annual Pioneer Technology Industry Partner award. Molly gave some background on the award and thanked K&C for being involved in building the next workforce and assisting with programs at Pioneer Tech. David passed out the official press release.

Lori Henderson received the Main Street Hero award this week at the Ponca City Main Street Awards ceremony. Congratulations!

David also mentioned that the PCDA board is short one trustee and that the City Commission will be appointing a new Trustee soon.

The PCDA Budget process does start in April with a list of projects staff will be preparing, with the official budget to be presented in May.

1. ENTER A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUCC PROJECTS 21-08, 2-11, 23-01, 23-02, 23-03, 23-04, FEEDER, MAYFLOWER, ROLLING ROCK, SMOKE, TUNGSTEN AND YELP, AS WELL AS POTENTIAL REAL ESTATE TRANSACTIONS INVOLVING PROPERTY LOCATED AT THE SOUTHEAS CORNER OF WAVERLY AND SYKES, 1405 N. WAVERLY, THE PCDA-OWNED HANGAR AT 2405 WAVERLY AND THE PCDA-OWNED BUILDING AT 2405 SYKES BLVD.

A motion was made by Trustee Detten with a second by Trustee Brown to enter into Executive Session.

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

Nays: None.

Abstain: None

Motion Carried.

The Meeting was declared back in session by Chair Laffey.

1. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A LEASE AMENDMENT WITH COOKSHACK FOR THE PCDA OWNED PROPERTY AT 2405 SYKES BOULEVARD.

Staff recommends approval.

A motion was made by Trustee Peitz with a second by Trustee Brown to approve the lease amendment with Cookshack.

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

 Nays: None.

 Abstain: None

 Motion Carried.

1. NEW BUSINESS
2. ENTERTAIN A MOTION TO ADJOURN.

A motion was made by Trustee Brown with a second by Trustee Detten to adjourn the meeting

Yeas: Laffey, Detten, Fetters, Chapman, Peitz and Brown

Nays: None

Abstain: None

Motion carried

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

**THE PONCA CITY DEVELOPMENT AUTHORITY**

**March 9, 2023**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 7:30 a.m. in the John McNeese Art Gallery, Suite 101, 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

 ERIK PEITZ, TRUSTEE

 LORI HENDERSON, PCDA STAFF

 David Myers, PCDA STAFF

 Laurence beliel, pcda staff

Liz leaming, pcda staff

Kat Long, PCDA STAFF

CRAIG STEPHENSON, cITY mANAGER

Molly kyler, pioneer technology center

KELSEY WAGNER, CITY COMMISSIONER

At 8:24 a.m. Trustee Detten made a motion with a 2nd from Trustee Brown unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 21-08,22-11,23-01,23-02,23-03,23-04, Feeder, Mayflower, Rolling Rock, Smoke Tungsten and Yelp, as well as potential real estate transactions involving property located at the southeast corner of Waverly and Sykes, 1405 N. Waverly, 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.

Derrin Hiatt left Executive Session at 8:59 am.

Craig Stephenson left Executive Session at 9:06 am.

At 9:09 a.m. Chair Laffey declared that the Executive Session was complete and returned the meeting to open session.

**Respectfully submitted by:**

**Kat Long**