

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY DEVELOPMENT AUTHORITY  
PONCA CITY, OKLAHOMA  
April 8, 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 Chair Steve Hermann presiding.

This meeting was held at the above address and included videoconferencing via Zoom video conferencing. See 25 O.S. 2020 307.1(C). The public was invited to participate in the meeting by using the link listed on the meeting notice.

The attendance for each Trustee is:

Remote via videoconferencing: Erica Feters

In person attendance: Steve Hermann, Lee Evans, Nancy Laffey, Mark Detten and Lanita Chapman.

1. Chair Hermann called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Steve Hermann, Lee Evans, Nancy Laffey, Lanita Chapman, Mark Detten and Erica Feters. Absent: Garrett Bowers. Staff members present; Lori Henderson, Liz Leaming, Kat Long, Laurence Beliel and David Myers. Guests: Molly Kyler, Pioneer Technology; Craig Stephenson, City Manager; Rich Cantillon, Chamber of Commerce; John Kuhlmann, ABT and Dawn Brakey, OkPTAC/Pioneer Technology; Mayor Nicholson attended remote via videoconferencing.
3. PUBLIC COMMENT: None.
4. CONSENT CALENDAR. REVIEW AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON MARCH 11, 2021; REVIEW AND VOTE ON ACCEPTANCE OF THE FINANCIAL REPORTS FOR MARCH, 2021; REVIEW AND VOTE ON RESOLUTION FOR PAYMENT OF CLAIMS FOR MARCH, 2021.

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

Roll: Yeas: Hermann, Evans, Laffey, Chapman, Detten, Feters

Nays: None

Motion Carried.

5. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$6,516.59 WITH ANDERSON FLOORING OF PONCA CITY FOR CARPETING IN SUITE 503 OF THE CITY CENTRAL BUILDING.

David Myers asked Lori Henderson to give the overview of this project. Lori stated that renovated smaller suites in the building are scarce. Two smaller office spaces have been created in 503. This expense is for the carpeting for both office areas which have been created out of 503 space. Henderson invited the board to tour the offices and before and after pictures were projected during her presentation. These offices should be ready by mid-May. This room used to be a "project room" where wall panels and building projects were finished up. Staff recommends

approval on this expense on carpeting. Henderson also added that there is only a space on the third floor and Gravity room which have not been completely updated.

A motion was made by Trustee Detten, with a second by Trustee Chapman to approve an expense of \$6,516.59 to Anderson Flooring for carpeting in Suite 503.

Roll: Yeas: Hermann, Evans, Laffey, Chapman, Detten and Fetters

Nays: None

Motion Carried.

6. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN APPLICATION FROM THE GREENWOOD GROUP TO PARTICIPATE IN THE ICAP PROGRAM FOR THE AS9120/ISO 9001:2015 CERTIFICATION AT A COST TO PCDA OF \$6000.

David Myers asked Laurence to give an overview of this item. Laurence gave the background of the Industry Certification Assistance Program (ICAP) program including standards which can be used by our local manufacturers and the fact these types of ISO certifications assist companies to land contracts and new customers. These standards are recognized internationally as well.

The current application from Greenwood is for the AS9120B in relation to aircraft and aviation. Application was submitted and reviewed. It fits in with the criteria necessary to participate. Questions were asked and answered. Staff recommends approval.

A motion was made by Trustee Detten, with a second by Trustee Chapman to approve the ICAP application from The Greenwood Group to participate at a cost to PCDA of \$6000.

Roll: Yeas: Hermann, Evans, Laffey, Chapman, Detten and Fetters

Nays: None

Motion Carried.

Trustee Fetters left videoconferencing the meeting at 8:07 am.

7. CONSIDERATION AND POSSIBLE ACTION ON PROCEEDING WITH THE SPEC BUILDING "DUKE" ON PCDA-OWNED PROPERTY LOCATED NORTH OF COOKSHACK ON HALL BOULEVARD.

David Myers gave an overview of the project to date. Architect and engineering firm had been retained and contracts signed with the builder when the pandemic put the brakes on the project. This project was revisited last October and due to construction costs being significantly higher, the project was continued to be put on hold. The board requested this item to be discussed this month, last month. Myers asked for discussion, questions, thoughts from the board on the spec building. Myers also gave a brief overview of existing buildings (very few) and available land in the area. Questions were asked and answered. The board asked that this item be discussed further after the Executive Session due to a potential economic development matter identified on the agenda that could have an impact on whether or not to proceed.

Mayor Nicholson left the Zoom meeting at 8:09 am.

## 8. STAFF REPORTS

David Myers gave an overview of February contacts including 44 new industry, 93 existing industry, 60 regional partners, 24 government, 31 consultants, 104 City Central, and 15 small business. Staff had two new leads this month for a total of 9 project with a total potential job count of 120. David gave an overview of a bill currently in process that affects economic development offices across the state. Senator Coleman came through and got verbiage changes which will keep confidentiality as a priority.

Laurence gave an overview of Connex Oklahoma which is a statewide supply chain system for all manufacturers and industries in Oklahoma to search for suppliers and vendors. It should take about a month to get fully populated and well used. It will be overseen and administered by the Oklahoma Manufacturing Alliance. Janet Schwabe at Pioneer Technology Center is able to give tours and assist with logging in and using the system. Myers stated the OK Dept of Commerce announced yesterday the Innovation and Expansion Grant program for businesses in the state beginning a project or idea up to \$100K. On the Federal side, the Stimulus funds are able to be accessed from several angles including City, County and industry level. PCDA is working on the draft budget which will be presented at the May board meeting. In fall of 2022, IEDC will be having it's national conference in OKC. They will be looking for sponsorship money. This type of sponsorship is a great way to put Ponca City in front of site consultants and supports our relationship with Oklahoma City Chamber.

Liz Leaming reported on the progress of the updated PCDA website. She showed the Beta site and stressed the need to take into account information on The City and Chamber websites and linking to all our partners. Leaming also announced Girl Power will happen this summer and industry tours will be done on the iPad augmented reality program. The Job Fair is happening on Wed, April 28<sup>th</sup> at the UC from 12 to 4 pm so that High Schoolers can participated. 30 employers have signed up so far.

InventorCon will hosted in 3C on May 6 & 7. Kat Long stated this virtual conference was sent to staff by Keith Lawrence who is very involved with our IENetwork group. Anyone can participate one or both days.

Henderson reported the lighting project is pretty much completed. 11 lights were not able to be replaced on the outside of the building. Staff is waiting on an invoice and then all the grant paperwork will be completed.

David reported that the roofing project will begin after Wildcat Theatre Co. strikes their set the week of April 25<sup>th</sup>. PCDA will retake possession of the hanger on April 16<sup>th</sup>, but the bank will have a lease on the Hanger until the end of June to have more time to sort out inventory issues.

9. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 18-06, 19-01, 19-06, 20-05, ANIMAL CRACKER, CHARM, DARWIN, ESPRIT, GRIP, 9652, NWGP, NAUTILUS, TITAN, YELP AS WELL AS A POSSIBLE REAL ETATE TRANSACTION INVOLVING A PARCEL LOCATED AT 1405 N. WAVERLY IN PONCA CITY AS WELL AS PCDA-OWNED PROPERTY AT THE NORTHEAST CORNER OF RANCH DRIVE AND HIGHLAND.

A motion was made by Trustee Evans with a second by Trustee Detten to enter into Executive Session at 8:13 am.

Roll: Yeas: Hermann, Evans Laffey, Chapman, Detten

Nays: None

Motion Carried.

10. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A REVISED AGREEMENT IN AID OF ECONOMIC DEVELOPMENT WITH CENTURY PRODUCTS TO PROVIDE PCDA-OWNED LAND AS AN INCENTIVE IN RETURN FOR THE CREATION OF 30 NEW JOBS IN PONCA CITY;

This item was discussed and continued to a future meeting pending discussion with Century Products.

11. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN AGREEMENT IN AID OF ECONOMIC DEVELOPMENT BETWEEN THE PONCA CITY DEVELOPMENT AUTHORITY AND PRECISION METAL FAB, LLC TO PROVIDE UP TO \$35,000 IN ECONOMIC DEVELOPMENT INCENTIVES IN RETURN FOR THE CREATION OF UP TO EIGHT NEW JOBS;

A motion was made by Trustee Chapman with a second by Trustee Laffey to approve an agreement in aid of economic development between PCDA and Precision Metal Fab to provide up to \$35,000 in economic development incentives in return for the creation of up to eight jobs paying \$16/hour as a minimum.

Roll: Yeas: Hermann, Evans Laffey, Chapman, Detten

Nays: None

Motion Carried.

7. (Resumed from Earlier Discussion): CONSIDERATION AND POSSIBLE ACTION ON PROCEEDING WITH THE SPEC BUILDING "DUKE" ON PCDA-OWNED PROPERTY LOCATED NORTH OF COOKSHACK ON HALL BOULEVARD.

The board resumed the discussion about the spec building and decided that there was no reason to delay the project any further. Trustees directed the Executive Director to return with the appropriate contracts on the project when ready for a potential vote to proceed.

8. NEW BUSINESS:

None.

9. ENTERTAIN A MOTION TO ADJOURN.

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

Roll: Yeas: Hermann, Laffey, Bowers, Chapman, Detten

Nays: None

Motion Carried. Meeting was adjourned at 9:13 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF  
THE PONCA CITY DEVELOPMENT AUTHORITY  
April 8, 2021**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:13 a.m. in the Gravity Meeting Room, Suite 509, 400 East Central, Ponca City, Oklahoma with Chair Steve Hermann presiding.

Present:

NANCY LAFFEY, TRUSTEE  
LEE EVANS, TRUSTEE  
LANITA CHAPMAN, TRUSTEE  
STEVE HERMANN, TRUSTEE  
MARK DETTEN, TRUSTEE  
LORI HENDERSON, PCDA STAFF  
LIZ LEAMING, PCDA STAFF  
KAT LONG, PCDA STAFF  
LAURENCE BELIEL, STAFF  
DAVID MYERS, PCDA STAFF  
RICH CANTILLON, PONCA CITY CHAMBER  
CRAIG STEPHENSON, CITY MANAGER  
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

10. At 8:13 a.m. Trustee Evans made a motion with a 2<sup>nd</sup> from Trustee Detten and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 18-06, 19-01, 19-06, 20-05, Animal Cracker, Charm, Darwin, Esprit, Grip, 9652, NWGP, Nautilus, Titan, Yelp as well as a possible real estate transaction involving a parcel located at 1405 n. Waverly in Ponca City as well as PCDA-owned property at the northeast corner of Ranch Drive and Highland.

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 9:13 a.m. Chair Steve Hermann declared that the Executive Session was complete and returned the meeting to open session.

**Respectfully submitted by:**

**Kat Long**