

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
May 13, 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: None

In person attendance: Steve Hermann, Lee Evans, Nancy Laffey, Garrett Bowers, 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 Fetters. Garrett Bowers arrived at 7:32 am. Staff members present; Lori Henderson, Liz Leaming, Kat Long, Laurence Beliel and David Myers. Guests: Molly Kyler, Pioneer Technology; Craig Stephenson, City Manager; John Kuhlmann, ABT, Dawn Brakey, OkPTAC/Pioneer Technology and Janet Schwabe, Pioneer Technology/OK Manufacturing Alliance; Mayor Nicholson attended remote via videoconferencing.
3. PUBLIC COMMENT: Dawn Brakey thanked PCDA for the continued partnership with PTAC programming.
4. CONSENT CALENDAR. REVIEW AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON APRIL 8, 2021; REVIEW AND VOTE ON ACCEPTANCE OF THE FINANCIAL REPORTS FOR APRIL, 2021; REVIEW AND VOTE ON RESOLUTION FOR PAYMENT OF CLAIMS FOR APRIL, 2021.

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

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

Nays: None

Motion Carried.

5. PRESENTATION OF THE PCDA 2021-2022 DRAFT BUDGETS.

David Myers gave an overview and presented the 2021-2022 draft budget. This budget cycle is from July 2021 to June 2022. The revenues for sales tax and leases were different than anticipated due to the pandemic. Sales tax was higher than expected; City Central remained steady and building lease income were lower due to the negative pandemic affect to Archien. Trends for this budget cycle were hard to predict based on this past year. Both leased spec building tenants will have the option to buy their buildings in 2022.

The budget is the workplan; the process is if/when the budget is approved in June, this budget is effective on July 1, 2021. If there is a budget item over \$6000, that item will be brought back to this board for approval. There are more call trips and Industry Trade Shows in this budget as the world begins to open again. Myers also covered how incentives are figured in the budget, internal marketing components, reserve fund for operations, IEDC National Conference and the spec building.

New projects for PCDA this budget cycle included a Workforce Study, City Central marketing and projects which will include large maintenance issues such as elevators, shared equipment virtual building and property tours, shared equipment for the local industry, an additional small business pitch-off and a return to hangar expenses. Questions were asked and answered.

The budget is still in the review process and can be changed or added to at any time during this draft period. It will be on the agenda for the June 10th meeting.

6. UPDATE ON SPEC BUILDING DUKE:

David presented information on Duke which included the Contractor Management at Risk (CMAR) which is different process than used in past spec buildings. Plans for Duke were completed before the Pandemic, approved in March, 2020 and then stalled with the pandemic. The next step was a project cost estimate. That cost is considerably higher now than estimated last March. Soil reports have come back with added costs to prep the existing pad. This report is being questions and Lee Evans has agreed to check into this. H&H is also investigating this report and standards. The estimate on this project has come in at \$3.9 million. There are also other costs not listed in this estimate.

There is interest in the local business community for Duke, which means this building could be reduced in size for reduction in estimated costs. If the building is reduced to 34,000 Sq ft, the size of Cookshack, the cost would be reduced to \$3.56 building. There were several of these scenarios which continued to cut costs. Today's prices for the cost estimates could change, either higher or stabilize and lower in the next few months. Staff is reluctant to reduce quality, as it affects the lease rate and company attraction. Questions were asked and answered. This was an update on this project. No action was taken.

7. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN AGREEMENT WITH CBEW GROUP OF CUSHING TO PERFORM AN AUDIT OF PCDA FINANCIALS FOR THE FISCAL YEAR 2020-2021 AT AN EXPENSE OF \$9,000.

David Myers stated this is our annual audit. CBEW has expertise in this particular public auditing and they are regarded as the best in the state for this type of auditing. The amount of \$9000 is higher than last year due to the grant funds from the Lighting project which may trigger a single audit which is \$2500 more. Staff will not know until CBEW gets in and looks at everything. CBEW will do a field audit, talk to staff and with the City. Staff recommends approval.

A motion was made by Trustee Detten, with a second by Trustee Chapman to approve the agreement with CBEW Group to perform an audit of PCDA financials for fiscal year 2020-2021 at an expense of \$9,000.

Roll: Yeas: Hermann, Evans, Laffey, Chapman, Bowers, Detten and Fetters
Nays: None
Motion Carried.

8. STAFF REPORTS

David Myers gave an overview of April contacts including 38 new industry, 211 existing industry, 95 regional partners, 26 government, 20 consultants, 96 City Central, and 13 small business. Staff had four new leads this month for a total of 7 project with a total potential job count of 240. The existing industry numbers are higher due to speaking to industry about Connex Oklahoma which Laurence will discuss.

Laurence gave an overview of Connex Oklahoma which is a statewide supply chain system launched last month for all manufacturers and industries in Oklahoma to search for suppliers and vendors. He has been reaching out to all industries to get signed up for this for free before June 1st. Janet Schwabe with the Manufacturing Alliance is our area point person for this program which exists to connect suppliers with industries, suppliers with other suppliers and industries with other industries. There has already been a bump in B2B contracts. This system connects at several levels, local, state and nationally. There is also the opportunity to put on RFI and RFPs and capacity information on this system. There is no downside for companies participating. Manufacturers are the only ones able to access this system, by NAICS code.

May is Small Business Week, which used to be Small Business Month. For the first full week of May, Small Business Week included Dawn Brakey's PTAC Meet the Contractor series in the Summit, InventorCon was hosted in 3C on May 6 & 7. Kat Long stated this virtual conference was sent to staff by Keith Lawrence and both she and Keith attended InventorCon with three other people attending from homes or work. Great information and the presentations should be able to be seen on YouTube sometime this summer. Business on the Balcony was May 11th and well attended for 47 degrees outside, with CME, Redlands, Bliss and ABT doing some networking and having a little breakfast. This is drop in between 7 and 8:30 am.

David passed out a bulk mail piece he received that advertising Supercuts advertising for stylists. Liz Leaming reported on the Job Fair on Wed, April 28th at the UC from 12 to 4 pm which had over 33 employers attend and 100 job seekers signed in. There were sign on bonuses and competitive wages from all employers. Lack of workforce is not just a Ponca City issue; this is an everywhere issue. Liz added 12 new employer users to the JazzHr site with an additional 30 to 35 jobs a month listed on the website. David passed out an article and also gave an overview of a project which is specifically seeking workforce first and other needs second. Leaming also announced the award winning Fifth Annual Girl Power Camp will happen here at City Central June 21-25 and sign-up is currently available. Tours will be accomplished on the augmented iPad tours. One of Liz's first campers at Girl Power was at the Job Fair this week and is currently attending Health Careers classes at Pioner Technology to be a radiologist. She also gave an overview of the progress of the updated PCDA website which should be live by June and gave the beta website for Trustees to view.

David presented to an economic development board in a community in another state and they always ask " How do you deal with the criticisms and critiques?" One of the ways is to get third part validation that is done through the submission of PCDA programs to IEDC and similar organizations as peer reviewed recognition helps validate the effectiveness of an organization.

Henderson reported the lighting project has been completed and she is working with the Dept of Commerce to finalize the project paperwork. PCDA is saving over 60% of our lighting costs annually with the installation of these lights, with ROI in a year and a half. She also stated our spec office 502 & 503 are almost completed and will be posted on the website. Very nice corner offices and will be a higher square foot costs. The roofing project is almost completed even with all the rain. Sheets of copper will direct water down the rainspouts and the last part of this project will be light installation.

David asked Laurence to talk about the auction at the Hangar which will happen today at 10 am. The auction will be all online on the office and hangar equipment running approximately two hours. The Hanger will be returned to PCDA at the beginning of July.

Mayor Nicholson left the Zoom meeting at 8:28. The Zoom meeting was closed at 8:30 am.

9. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 18-06, 19-06, 20-05, 21-02, 21-03, 21-05, ANMAL CRACKER, CAIRO, CHARM, FLAME, GREENLEAF, MOTORHOUSE, NWGP, SMOKE, TROY 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.

A motion was made by Trustee Evans with a second by Trustee Detten to enter into Executive Session at 8:40 am.

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

Nays: None

Motion Carried.

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

Nays: None

Motion Carried.

10. NEW BUSINESS: Steve Hermann asked the Trustees to consider for the next meeting is increasing staff approval of expenses from \$6000 to \$10,000. Also, Steve has asked Lee Evans and Nancy Laffey to join him in the nominating committee to present a slate of officers for the next meeting for Trustee approval.

11. ENTERTAIN A MOTION TO ADJOURN

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

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

Nays: None

Motion Carried. Meeting was adjourned at 9:19 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
May 13, 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:

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

At 8:40 a.m. Trustee Detten made a motion with a 2nd from Trustee Chapman and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 18-06, 19-06, 20-05, 21-02, 21-03, 21-05, ANMAL CRACKER, CAIRO, CHARM, FLAME, GREENLEAF, MOTORHOUSE, NWGP, SMOKE, TROY 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 9:19 a.m. Chair Steve Hermann declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long